



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, US ARMY GARRISON YONGSAN  
UNIT #15333  
APO AP 96205-5333

15 MAY 2012

IMYN-ZA

**UNITED STATES ARMY GARRISON YONGSAN (USAG-Y) POLICY LETTER # 51**

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Installation Reserved Parking Spaces

1. **REFERENCES:**

- a. Army Regulation 190-5, Motor Vehicle Traffic Supervision, 22 May 2006.
- b. USFK Regulation 190-1, Motor Vehicle Traffic Supervision, 10 May 2012.

2. **PURPOSE:** This policy establishes a reserved parking policy for US Army Garrison Yongsan (USAG-Y) installations.

3. **APPLICABILITY:** This policy applies to all units, organizations, and tenant activities/agencies on USAG-Y installations.

4. **GENERAL:**

a. As a general rule, existing on-street parking and parking lot spaces within USAG-Y should be used on a first-come, first-served basis. Exceptions to this rule will be reserved parking spaces limited to the following:

(1) Hospitals, Troop Medical Clinics (TMC), fire stations, and Military Police (MP) facilities are authorized designated parking spaces for emergency essential government vehicles such as ambulances, fire trucks, and MP vehicles supporting emergency services for the community.

(2) Handicapped parking will be provided for public access facilities and may be requested by units having documented employees or customers with special needs.

(3) Limited time customer parking spaces for facilities with numerous short-term customers may be provided. Examples of these facilities are distribution centers, post offices and prime customer service entry points. Reserved customer parking spaces for General Officers (GO) will be provided at the Main Commissary and the Main Post Exchange. Other parking spaces at these facilities may be determined by the USAG-Y Commander (i.e. Volunteer of the Quarter).

(4) Government and/or privately owned vehicles of all GO (US & ROK), and their CSM (or service equivalent).

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(5) Government and/or privately owned vehicles for all service component O-6 Chiefs of Staff.

(6) Government and/or privately owned vehicles for CFC (C-)/USFK (J-)/EUSA (G-)/ IMCOM-K/CNFK (N-) O-6 staff principals or civilian O-6 equivalents (C/J/G/N 1 through 6, Engineer, Resource Manager, PAO, SJA, and Special Assistant IR/SOFA, IG, Safety). This includes ROKA counterparts at the O-6 level, if applicable

(7) Government and/or privately owned vehicles for Brigade & Battalion level Commanders (O-6 & O-5) and their CSM (or service equivalents).

(8) Government and/or privately owned vehicles for O-6 Deputy Commanders and civilian equivalents at any organization level.

(9) A limited number of distinguished visitor/military vehicle parking spaces for each major headquarters building (CFC/USFK/EUSA/CNFK).

b. The total number of authorized reserved spaces listed under paragraphs 4a(4) through (9) must be coordinated through the Emergency Services Office, USAG-Y, and approved by the Commander, USAG-Y. Any position discussed above in paragraphs 4a (4) through (9) filled by a lower ranking officer, enlisted member, or civilian will not be afforded a reserved parking space. The assigned parking spot principle may not sub-designate his/her parking spot if they do not utilize the privilege. The USAG-Y DPW will not process work orders for parking signs without prior authorization and approval.

c. All other designated parking spaces are not authorized. In addition, all unauthorized reserved parking signs are subject to removal by USAG-Y. Examples of unauthorized reserved parking spaces are:

- (1) Group/BDE/BN XO
- (2) Staff SGM and other service equivalents
- (3) Company/Squadron/Detachment Commanders
- (4) Company/Squadron/Detachment 1<sup>st</sup> Sergeants and other service equivalents
- (5) OIC/NCOIC/Secretary/Chaplain
- (6) NBC Room/Arms Room/Supply Room
- (7) Administrative Vehicles/Unit/Organization Government (Tactical and TMP) Vehicles
- (8) Branch/ Section/ Department/Clinic Chief, Head, and Leader

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(9) DoDDS, DECA, AAFES, KBSC, and Contract personnel

(10) USFK/ 8<sup>th</sup> Army/CNFK/Group/BDE/BN and other organization or staff positions not listed and authorized by this policy.

d. Illegally parked vehicles will be subject to towing or ticketing by the Military Police.

e. All spaces must be marked with a standard installation design guide sign that will consist of a brown background with white letters affixed to either a signpost or curb.

f. Reserved parking spaces in residential areas will remain in effect.

g. Refer to enclosure 1 for example of approved parking sign.

h. Any exceptions to this policy must be coordinated through the Directorate of Emergency Services, USAG-Y, and approved by the Commander, USAG-Y.

5. POC for this policy is the Director, Emergency Services, USAG-Y at 738-4361/4603.



J. SCOTT PETERSON  
COL, CA  
Commanding

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