



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON BADEN-WUERTTENBERG
UNIT 29237
APO AE 09102-9237

IMBW-ZA

25 April 2012

MEMORANDUM FOR All Individuals Operating a Motor Vehicle on Army Installations in the USAG Baden-Wuerttemberg Community

SUBJECT: United States Army Garrison Baden-Wuerttemberg Policy Memorandum #66, Removal of Abandoned Vehicles from Army Installations in the USAG Baden-Wuerttemberg Community

1. References:

- a. AR 190-5, Motor Vehicle Traffic Supervision, 22 May 2006
- b. AER 190-1, Driver and Vehicle Requirements and the Installation Traffic Code for the U.S. Forces in Germany, April 2010

2. Purpose: To establish a policy that promotes crime prevention, traffic safety, and orderly traffic flow that makes the best use of the limited on-post parking. This policy also delineates responsibilities for processing and removing abandoned vehicles from Army installations in the USAG Baden-Wuerttemberg communities.

3. Applicability: This policy applies to all Soldiers, civilians, family members, contractors, and other personnel who work on, reside on, or visit any U.S. Army installations, facilities, or work sites in the USAG Baden-Wuerttemberg community.

4. Definitions:

a. Registered Vehicles: Vehicles must have a valid USAREUR vehicle registration, safety inspection, environmental clearance, and proof of insurance. Any Privately Owned Vehicle (POV) operated on U.S. Army installations in the USAG Baden-Wuerttemberg community must meet the USAREUR vehicle registration requirements established IAW AER 190-1.

b. Army Installations in the USAG Baden-Wuerttemberg Community: Army Installations in the USAG Baden-Wuerttemberg community refers to all land owned or leased by the United States Army under the control of United States Army Garrison Baden-Wuerttemberg to include but not limited to Patrick Henry Village, Patton Barracks, Mark Twain Village, Campbell Barracks, Community Support Center/DPW Compound, Nachrichten Hospital, Tompkins Barracks, Ben Franklin Village, Sullivan Barracks, Coleman Barracks, Spinelli Barracks, Funari Barracks and Germersheim Army Depot.

c. POV: Any vehicle driven or drawn by mechanical power and manufactured primarily

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for use on public streets, roads, and highways. Includes motorcycles but does not include government owned or tactical vehicles.

d. Abandoned Vehicle: Any POV, including recreational vehicles, left unattended on US Army installations in the USAG Baden-Wuerttemberg community without current registration or that appears abandoned through obvious visual signs. For example, missing essential components required for operation, on flat or missing tire(s), windshield broken beyond repair and clearly hinders visibility, or on a jack stand/bricks.

5. Standards for Impoundment: POVs will not be impounded unless the vehicle clearly interferes with ongoing operations or movement of traffic, threatens public safety or convenience, was involved in criminal activity, contains evidence of criminal activity, or was stolen or abandoned.

a. Impounding of POVs is justified when any of the following conditions exist:

(1) The POV is illegally parked:

(a) On a street, bridge, or is double parked, and interferes with the orderly flow of traffic.

(b) On a sidewalk, within an intersection, on a crosswalk, in a fire lane, or is blocking a driveway, so that the vehicle interferes with operations or creates a safety hazard to other roadway users or the general public. An example would be a vehicle parked within 15 feet of a fire hydrant or blocking a properly marked driveway of a Military Police or Fire Station.

(c) When blocking an emergency exit door of any public place (installation theater, club, dining hall, or hospital).

(d) In a clearly marked designated handicap parking area without authorization.

(e) Military Police or Assistant Installation Coordinators (AIC) reasonably believe the vehicle is abandoned, as defined in paragraph 4d.

(2) The POV interferes with:

(a) Street cleaning or tree pruning and removal operations when attempts to contact the owner have been unsuccessful.

(b) Emergency operations during a natural disaster or fire or must be removed from disaster areas during cleanup operations.

(c) During community events in which the vehicle is hindering the setup, operation of, or removal of equipment and event areas.

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b. Towing and storage: Impounded POVs will be towed by either contracted towing services or by Directorate of Family and Morale, Welfare and Recreation (DFMWR).

c. Vehicles towed by either a contracted towing service or by DFMWR resources will be stored in the community's Impound Lot located on Spinelli Barracks in Mannheim, Germany at the owner's expense.

6. Procedures for Impoundment:

a. A DD FM 2504 (Abandoned Vehicle Notice) will be placed on the driver's window of the POV by the Military Police to indicate it is considered unattended or abandoned. This action will be documented by an entry in the Military Police Desk Sergeant's Journal.

b. The owner will be allowed three days from the date the POV is tagged to remove the vehicle before impoundment action is initiated; except in the case of an emergency. If the vehicle has not been removed after three days, the vehicle will be removed by the DFMWR towing service or the contracted towing service. If a contracted towing service is used, a DD FM 2505 (Abandoned Vehicle Removal Authorization) will be completed and issued to the contractor by the Directorate of Emergency Services (DES). A DA FM 3975 (Military Police Report) will be completed for Failure to Obey a Regulation and the owner of the POV will be listed in the Military Police Blotter as a subject.

c. After the vehicle has been removed, the Military Police will complete DD FM 2506 (Vehicle Impoundment Report) as a record of the actions taken.

7. USAG Baden-Wuerttemberg Directorate Responsibilities:

a. DES:

(1) Dispatch Military Police Patrols to assess vehicles reported as abandoned and take appropriate law enforcement actions as required.

(2) Coordinate with DFMWR for removal of identified abandoned vehicles and other vehicles covered in paragraph five.

(3) Complete all pertinent documents prior to the vehicle's removal to include DA FM 3975, DD FM 2504, DD FM 2505, pre-towing pictures of the vehicle's condition, and ensure that the report of vehicle abandonment is placed in the Military Police Blotter.

(4) Upon removal of the vehicle, complete a DD FM 2506.

(5) Coordinate with Transformation Directorate Vehicle Impound Lot Manager to properly receive and maintain abandoned vehicles.

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b. DFMWR:

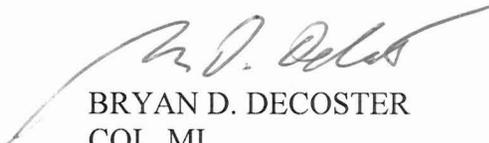
- (1) Coordinate for the towing of identified vehicles as requested by the Military Police.
- (2) Establish fees for towing service.
- (3) In conjunction with DES, establish one day each week as the USAG Baden-Wuerttemberg Towing Day to ensure all abandon POVs are towed to the Impound Lot in a timely manner. Be prepared to tow vehicles in support of emergency operations when requested.

c. Transformation Directorate:

- (1) Ensure that all AICs contact the Military Police Desk Sergeant for the tagging and removal of abandoned vehicles and continue to monitor the situation until the vehicle has been removed from the installation.
- (2) Manage the USAG Baden-Wuerttemberg Impound Lot IAW AR 190-5 and AER 190-1.
- (3) ICW Military Police, receive impounded/abandoned vehicles into the Impound Lot.
- (4) Maintain photos, disposition memorandum signed by the USAG Baden-Wuerttemberg Garrison Commander, DA FM 3975, DD FM 2504, and DD FM 2505 for received vehicles and vehicles that have been properly released and/or disposed of for two years IAW AR 190-5 and AER 190-1.
- (5) Dispose of vehicles ICW USAG Baden-Wuerttemberg Garrison Commander's disposition guidance.

d. Directorate of Logistics: After a vehicle has been impounded for 45-days, review all documentation and make a recommendation to the USAG Baden-Wuerttemberg Garrison Commander (via memorandum) to obtain approval for the final disposition of the vehicle (i.e., return to lien holder, destroy, strip or resale).

8. This policy will remain in effect until superseded or rescinded.



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Commanding