

STATE OF NEW YORK
EXECUTIVE DEPARTMENT
DIVISION OF MILITARY AND NAVAL AFFAIRS
330 Old Niskayuna Road
Latham, New York 12110-2224

DMNA Regulation
Number 55-1

15 May 1992

Transportation Passes

USE OF DMNA TAG FORM 9 AND TRIBOROUGH BRIDGE
AND TUNNEL AUTHORITY TICKETS

1. Summary. This regulation establishes policies, guidelines and procedures applicable to the administration and use of DMNA TAG Form 9 passes and Triborough Bridge and Tunnel Authority tickets.
2. Applicability. This regulation applies to all components of the Organized Militia: New York Army National Guard, New York Air National Guard, New York Naval Militia and New York Guard.
3. Authority. Section 237, Military Law, State of New York.

TABLE OF CONTENTS

	Paragraph	Page
CHAPTER 1	PURPOSE	1-1
2	USE OF FORMS	
	Locations.....	2-1 2-1
	Authorized and Unauthorized Uses....	2-2 2-1
	Procedures for Toll Collections.....	2-3 2-2
	Military Convoys.....	2-4 2-2
	Misuse of Passes/Tickets.....	2-5 2-2
3	DISTRIBUTION AND CONTROL OF PASSES	
	Preparation.....	3-1 3-1
	Distribution.....	3-2 3-2
	Internal Management Control.....	3-3 3-2
APPENDIX A	New York Locations Accepting Passes and Tickets..	A-1
B	Individual Use DMNA Form TAG 9 and TBTA Tickets	B-1
	DMNA Tag Form 9 Completion.....	C-1
ii	DMNA Form 1.....	D-1
E	DMNA Tag 9 & TBTA Tickets Issue Control Log...	E-1
F	Internal Control Review Checklist.....	F-1

*SUPERSESSION. This regulation supersedes DMNA Pam 55-1, 1 April 1975 and all changes.

15 May 1992

DMNA Reg 55-1

CHAPTER1

PURPOSE

DMNA TAG Form 9 passes and Triborough Bridge and Tunnel Authority (TBTA) tickets are provided for use by members of the organized militia in the performance of official military duties. Free passage will be granted to members provided the travel is authorized and complies with the requirements of this regulation.

CHAPTER 2

USE OF FORMS

2-1. Locations.

The DMNA TAG Form 9 pass and TBTA tickets are not interchangeable. DMNA TAG Form 9s may only be used at locations operated by the New York State Thruway Authority, New York State Bridge Authority and the New York State Department of Transportation. TBTA tickets may only be used for those bridges and tunnels operated by TBTA (see Appendix A for listing of roads, bridges, tunnels and tollgates).

2-2. Authorized and Unauthorized Uses.

The passes and tickets are intended for official military business travel within New York State. (See Appendix B)

2-3. Procedures for Toll Collections.

a. The passes and tickets are good for one passage only and will be given to toll collectors at the point of entry to roads, tunnels, bridges and tollgates. Procedures to be followed are as follows:

(1) For TAG Form 9 passes, the driver will present a prepared and legible pass to the toll collector upon entry. Toll collectors for the Thruway Authority road system will return the pass along with a non-revenue toll ticket. At the exit point, the driver will give both the pass and the non-revenue toll ticket to the toll collector. If the driver forgets to provide the pass on entry, payment of toll will be the driver's responsibility as the pass is no longer valid.

(2) For TBTA tickets, the driver will present one bar coded ticket to the toll collector. Tickets are intended for use with two axle vehicles. On occasions when a ticket is presented for a vehicle with more than two axles, the TBTA officer may take some additional time to complete another form for vehicles with more than two axles.

b. Toll collectors are authorized to refuse the TAG Form 9 if the pass is not legible or fully and correctly completed. The toll collector may also confiscate the pass. If the toll collector refuses entry for any reason, the driver will be required to accomplish one or more of the following:

(1) Seek assistance of the toll collector's supervisor.

(2) Accept issuance of a revenue toll ticket and pay the toll. Take action as required in para 2-3d.

(3) Travel an alternate route.

In the event a non-revenue toll ticket is lost during travel on the thruway the driver will be required to pay, at his/her own personal expense, the toll charge from the farthest point of entry. Reimbursement for tolls will be reviewed on a case-by-case basis.

d. Military members experiencing any difficulty in using a TAG Form 9 or a TBTA ticket are requested to forward a letter of explanation to the DMNA Director of Management and Budget (MNMB). MNMB will investigate the incident and take action as necessary.

2-4. Military Convoys.

Both the New York State Thruway Authority and the TBTA require prior notification of convoy movements in accordance with USP&FO-NY SOP L-1 and NYARNG Pam 56-1. Five or more vehicles traveling together constitutes a convoy for purposes of this regulation.

2-5. Misuse of Passes/Tickets.

Any individual responsible for misuse of the passes/tickets will be required to make full compensation for the tolls involved, and may be subject to disciplinary action.

CHAPTER 3

DISTRIBUTION AND CONTROL OF PASSES

3-1. Preparation.

a. DMNA TAG Form 9 passes will be prepared in type, stamp or by hand printing in ink. Appendix C illustrates a fully and correctly prepared pass. The passes must be signed by the individual's military commander. Unit commanders or his/her representative are to sign the passes. Such designated individuals must be the same as those authorized to sign requisition forms. (See para 3-2 below)

b. TBTA ticket books contain a stub for each ticket that must be signed and completed by the person receiving the ticket. The following information is required to be indicated on the ticket stub in the space provided:

- (1) Name and pay grade of individual using the ticket.
- (2) Unit name.
- (3) Date ticket is used.
- (4) License plate of vehicle.
- (5) Origination of trip.
- (6) TBTA facility necessary to be crossed.

c. Reproduction of passes or tickets is not authorized.

3-2. Distribution.

Passes and tickets are control items and must be requested using DMNA Form 1 (See Appendix D). No other item should be requested on the form. In the justification block a statement indicating the anticipated timeframe the passes and/or tickets will be used must be shown. For internal management control purposes, units will not requisition passes or tickets beyond three months of usage. The requisition form must be signed by the unit commander or designated representative. The requisition forms and any designation letters must be sent to the attention of DMWA Publications, State Armory, 130 New Scotland Avenue, Albany, New York 12208-3475. OMS/CSMS/Warehouse Foreman or their designated representatives are authorized to procure/issue/control those items in the same manner as commanders.

3-3. Internal Management Control.

a. Unit commanders are responsible for assuring adequate internal management controls are implemented for distribution and usage monitoring for all passes and tickets. At a minimum, local logs (See Appendix E) will be kept showing the following information for each individual receiving one or more passes or tickets:

(1) Name and social security number of individuals receiving the passes/tickets.

(2) Signature of recipient

(3) Serial numbers of passes/tickets.

(4) Dates of issuance.

(5) Purpose for issuance.

(6) Copy of letters showing who is authorized to sign and requisition TAG 9 passes and TBTA tickets.

b. Any TAG 9 passes or TBTA tickets accidentally damaged must be voided and retained for audit purposes.

Individuals losing TAG 9 passes or TBTA tickets must provide*written summary of the circumstances for the loss.

d. The local logs will be subject to periodic internal management control reviews by the DMNA Director of Management and Budget (MNMB) or a designated representative. The reviews will be accomplished through site visits and Internal Control Review Checklist (See Appendix F). Results of the reviews will be forwarded to the DMNA Internal Control Administrator.

APPENDIX A

NEW YORK LOCATIONS ACCEPTING PASSES AND TICKETS

1. Locations accepting DMNA TAG Form 9 Passes are as follows:

a. Roads

- (1) New York State Thruway
- (2) Sawmill River Parkway
- (3) Hutchinson River Parkway

b. Tollgates

- (1) Yonkers
- (2) Spring Valley
- (3) Buffalo
- (4) Black Rock
- (5) Tonawanda
- (6) Niagara
- (7) Lackawanna
- (8) Ripley
- (9) New Rochelle

c. Bridges

- (1) Tappan Zee
- (2) Bear Mountain
- (3) Newburgh-Beacon
- (4) Mid-Hudson
- (5) Kingston-Rhinecliff
- (6) Rip Van Winkle
- (7) Grand Island

2. Locations accepting TBTA Tickets are as follows:

a. Tunnels

- (1) Brooklyn Battery
- (2) Queens-Midtown

b. Bridges

- (1) Triborough
- (2) Bronx-Whitestone
- (3) Throgs Neck
- (4) Verrazano-Narrows
- (5) Cross Bay
- (6) Marine Parkway
- (7) Henry Hudson

Individual Use DMNA Form TAG 9 Passes and TBTA Tickets

<u>STATUS</u>	<u>ACTIVITY</u>	<u>USE AUTHORIZATION</u>	
		YES	NO
Militia Members	* Travel Between HOR and Normal Duty Location to Attend IDT or Scheduled Training Activities (Includes SUTA/ATA/RMA and Drill Weekends)	X	
	* Attending Admin Nights or Performing Military Work in a Non-Paid (Volunteer) Status	X	
	* Personal Travel		X
Personnel on ADSW (To include Counter Drug Duty)	* Travel Between HOR and Normal Duty Location		X
	* Travel To/From Duty Locations on Official Military Business	X	
	* Personal Travel		X
AGR/MIL TECH	* Travel Between HOR and Normal Duty Location		X
	* Travel To/From Duty Locations on Official Military Business	X	
	* Personal Travel		X
Competitive Tech or State Employee (Militia Member)	* Travel Between HOR and Normal Duty Location		X
	* While on Official Military Business	X	
	* Personal Travel		X
Active Duty-Title 10	(No Authorized Use)		X
Competitive Tech or State Employee (Not a Member of the Militia)	(No Authorized Use)		X

STATE OF NEW YORK EXECUTIVE DEPARTMENT C No XXXXXXXX

DIVISION OF MILITARY AND NAVAL AFFAIRS



Unit of Assignment & address. UNIT BBC 42d IN DIV COMPONENT NYARNG ADDRESS Glennmore Road, Troy, NY DATE 15May92

Rank & Name of driver Sgt John Smith is ordered to proceed to or return from Troy NY 71212 NY are entitled to pass free across or through NYS Thruway

Destination- location or unit or facility Vehicle: Private Gov't. Type Station Wagon (Signed) [Signature] (Name typed or printed) WACK G. JONES (Grade and Assignment) CPT. COMMANDER

Check one as appropriate Type of vehicle, e.g. sedan, station wagon, truck, trailer.

Signature (Facsimile or carbon signature is not authorized: Name typed, stamped, or hand printed in pen & ink; grade and assignment -rank & military duty assignment

Appropriate Component e.g. NYARNG, NYANG, NYMM NYG

Date of Travel

License of civilian vehicle or military registration No.

Name of Toll Station, Facility Thruway, Bridge or Parkway being used.

DMNA Reg 55-1

APPENDIX D

15 May 1992

DIVISION OF MILITARY AND NAVAL AFFAIRS REQUISITION FOR PUBLICATIONS AND BLANK FORMS				STATION NO. 95	DATE 1Jun92	PAGE NO. 1	NUM 8E (OF) M&JTIONNO. ASSIGNED BY Y				
For Number of Copies, Read instructions on Reverse Side.		CHECK ONE j-X1. REGULAR <input type="checkbox"/> 2.SPECIAL <input type="checkbox"/>	REASON FOR SPECIAL REQUISITION								
4. TO: f-gencg lo vxhb requisition -ill be forwarded- Publications State Armory Albany, NY 12208-3475			5. SHIP TO: Cumulative Address of headquarters to which shipment will be made Commander HQ, 1st Bn 105 IN Schenectady, NY 12305-2295			6. APPROVED BY -Signature of co. Ad-utmt @ put+ ltratlons IY.ficn @ Htwi-L-rS ulgnBn2rp rtq?au&m! Commander					
DO NOT WRITE IN COLUMNS C THROUGH L - These columns are for US* of the source of supply, to indicate action taken on the requisition											
SINE 1EM NO.	NOMENCLATURE (0)	UNIT (b)	CONTROL LEVEL QUANTITY				ACTION BY SOURCE OF SUPPLY				
			IN (c)	ON HAND	DUE IN (0)	REQUIRED	SHIP (9)	A (1)	EXT (0)	C+N (1)	REMARKS
1	.DMNATAG 9	CS	200	10		300					
2	TBTA Tickets	BK	10	0		15					
7. DATE SHIPPED		8. SHIPPED BY C: MAIL <input type="checkbox"/> FREIGHT <input type="checkbox"/> EXPRESS <input type="checkbox"/> O: OTHER <input type="checkbox"/>			9. NUMBER OF CARTONS BOXES OR CASES SKIDS PKGS.			10. ACTION y RECEIVED G (L) EDITED % FILLED iz & CHECK thw.-m.--		DATE	BY-
1. BILL OF LADING NO(S)				12. REGISTRY NO.				13. WEIGHT			

APPENDIX F

ICP-PASSES INTERNAL CONTROL REVIEW CHECKLIST

TASK: Authorization and Proper
Use of DMNA Form TAG 9
Passes and TBTA Tickets

ORGANIZATION:

SUB-TASK: Authorization/Accountability

ACTION OFFICER:

THIS CHECKLIST: Authorization and Proper
Use of Passes and Tickets

REVIEWER:

DATE COMPLETED:

RESPONSE:

	YES	NO	NA
1. Is DMNA Regulation 55-1 retained by the unit?		---	---
2. Are TAG 9 Forms and TBTA Tickets stored in a secure location?	---	---	---
3. Does the unit requisition passes or tickets beyond a normal three month usage?		---	---
4. Are requisition forms for passes and tickets signed by the commander or his/her designated representative?	---	---	---
5. Are signatory cards maintained at unit level designating who may authorize passes/tickets?	---	---	---
6. Are identified violations of the usage of the passes or tickets reported to the commander?			
7. Are corrective actions taken by the commander when improper usage or weak internal controls are identified?		---	
8. Is an annual inventory performed on the passes and tickets that have not been issued?		---	---
9. Are adequate records kept concerning the overall system for issuance, accountability and authorization of the passes and tickets in accordance with DMNA Regulation 55-1?	---	---	---

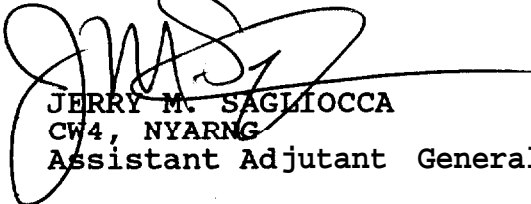
15 May 1992

DMNA Reg 55-1

The proponent of this regulation is the Chief of Staff. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms), in letter format, directly to The Adjutant General, Division of Military and Naval Affairs, ATTN: MNAG-CS, 330 Old Niskayuna Road, Latham, New York 12110-2224.

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DISTRIBUTION:

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BB (2)
BR (2)

FI I;

EA (2)
FI, 2, 3, 4, 5, 6, 7 (2ea)