



DEPARTMENT OF THE ARMY
HEADQUARTERS NEW YORK ARMY NATIONAL GUARD
330 OLD NISKAYUNA ROAD
LATHAM, NY 12110-3514

29 JUN 2022

MNAR-CG

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 2022 Summer Safety Message

1. References:

- a. Army Regulation 600-8-10, Leave and Passes, 3 June 2020.
- b. Army Regulation 380-67, Personnel Security Program, 24 January 2014.
- c. Army Regulation 385-10, 24 February 2017.
- d. Procedures for Personal Foreign Travel Letter of Instruction, 31 January 2022.

2. With the warmer weather finally here, many Soldiers, Civilians and their Families will be enjoying recreational activities within their hometowns and planning vacations out of state, or even overseas. As a reminder, Summer is the Army's deadliest time of year for mishaps, so playing it safe is critical to having a good time.

3. New York Army National Guard (NYARNG) Soldiers who plan to travel outside of the United States must follow the guidance outlined in enclosure, Procedures for Personal Foreign Travel Letter of Instruction. In accordance with Army Regulation 600-8-10 and Army Regulation 380-67, this applies to any Soldier who possesses a valid security clearance.

4. Summer vacations are exciting and can also provide stress relief to those who work so hard throughout the year. Don't spoil this happy occasion by driving distracted. Phone use is the highest form of distracted driving during the Summer; nearly 10% more than any other time of year. Consider how you can avoid distractions and stay focused on the road. Get plenty of rest before you start your trip. Remember, driving fatigued can be as dangerous as drinking and driving. The AAA Foundation for Traffic Safety estimates that 21% of fatal motor vehicle mishaps involve driver fatigue. Driving after going more than 20 hours without sleep is the equivalent of driving with a blood alcohol concentration of 0.08% — the U.S. legal limit for impairment.

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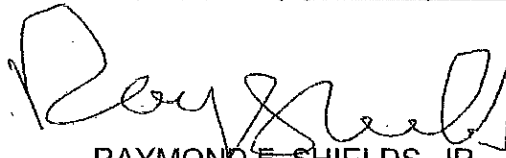
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5. Alcohol often plays a leading role in mishaps. Since FY17, there have been nearly 300 off-duty mishaps in the Army where alcohol use was confirmed or suspected. Alcohol consumption slows your reaction time and, as you are aware, impairs both your judgment and your vision. These factors can lead to a mishap. Most alcohol-related mishaps involve private motor vehicles – both the two-wheel and four-wheel variety. Each year, Soldiers also die while handling weapons, boating, swimming, fishing, and participating in other activities while consuming alcohol.

6. The Army estimates only a small number of all Soldiers -- 12-15% -- ride motorcycles; yet last fiscal year, motorcycle fatalities accounted for 41% of all private motor vehicle fatalities (excluding pedestrian fatalities) and 29% of all the off-duty mishap fatalities. All members of the NYARNG who operate privately owned motorcycles on public highways are required to attend a Motorcycle Safety foundation (MSF) Basic Rider Course (BRC) or a State-approved motorcycle operator safety training course and obtain the proper motorcycle license in accordance with State laws. Sustainment training is also required every five years. Please contact the NYARNG Safety Office for details on how to schedule a motorcycle course and the required personal protective equipment that you will need to operate a motorcycle safely.

7. From FY17 – FY21, we lost an average of eight Soldiers per year to off-duty, water-related activities. Remember, rank doesn't make you immune. Nearly half (45%) of the water-related fatalities in the last five years involved a leader. When participating in any type of water-related activity, it is important to identify the hazards and to know your limits. For example, when swimming in rivers, lakes, and oceans, be aware of swift currents and undertows. In just minutes, even strong swimmers can tire rapidly in cold water and become unable to help themselves.

8. Additional Summer safety information and tools for Leaders can be found at [Spring/Summer Safety 2022 \(army.mil\)](http://spring/summer-safety-2022.army.mil). Also, the NYARNG Safety office has published this Summer's Motorcycle Safety courses at <http://dmna.ny.gov/safety/?id=cycle>.



RAYMOND F. SHIELDS, JR.
Major General, NYARNG
Commanding General

Encl
Personal Foreign Travel



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MNP

31 January 2022

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Procedures for Personal Foreign Travel

1. References.

- a. Army Regulation 600-8-10, Leave and Passes, dated 3 June 2020.
- b. Army Regulation 380-67, Personnel Security Program, dated 24 January 2014.
- c. Army Regulation 55-46, Travel Overseas, dated 15 October 2020.
- d. Army Regulation 380-28, Army Sensitive Compartmented Information Security Program, dated 13 August 2018.

2. The purpose of this memorandum is to provide guidance to New York Army National Guard (NYARNG) Soldiers who plan to travel outside of the United States for personal travel. In accordance with Army Regulation 600-8-10 and Army Regulation 380-67, this applies to any Soldier who possesses a valid security clearance.

3. Any Soldier, regardless of pay status, who holds a Secret or Top Secret Security clearance, and plans to travel out of the United States for personal travel must advise their Commander and the Joint Force Headquarters (JFHQ) Military and Naval Personnel (MNP) Mobilization Personnel Services (MNP-MOB) Manager, and Personnel Security (PERSEC) Manager prior to travel. Travel to US Territories (i.e. Puerto Rico, the US Virgin Islands, Guam, American Samoa, and Northern Mariana Islands) does not require notification to MNP-MOB Manager and PERSEC Manager.

4. Soldiers will submit foreign travel packets to the MNP-MOB Manager within 30 and 60 days prior to departure. Packets must include the following:

a. AGR/ADOS Soldiers: Soldier will complete a DA Form 31 and will include the full leave address with phone number in block 6 and all countries to be visited, including layovers in foreign countries, in block 17.

b. M-Day Soldiers: Soldier will submit a Foreign Travel Memorandum signed by the Commander. The memorandum must include the full address with phone number and all countries to be visited, including layovers in foreign countries. (See Enclosure 2).

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SUBJECT: Procedures for Personal Foreign Travel

- c. Flight itinerary.
 - d. Picture page of the Soldier's US Passport (clear photocopy).
 - e. Level 1 Anti-Terrorism Awareness Training Certificate (<https://jkodirect.jten.mil>) within one year of travel.
 - f. Foreign Travel Questionnaire (Pre-Travel); this applies only to Soldiers holding a TS/SCI clearance (Enclosure 3).
5. Once foreign travel packet is completed and sent to MNP for processing, MNP will send OCONUS order to the Soldier, Soldier's unit, and J2 PERSEC team. J2 will be responsible for uploading final foreign travel order into Defense Information Security System (DISS) to meet the reporting requirement.
6. All Soldiers and supervisors will check the Department of Defense Foreign Clearance Guide (<https://www.fcg.pentagon.mil/>) and the US Department of State (<https://travel.state.gov/content/passports/en/alertswarnings.html>) for country requirements, country clearances and travel warnings.
7. Any Soldier who currently holds a Top Secret clearance will contact the JFHQ Special Security Officer (SSO) for a debriefing within 30 days of completing travel. Additionally, they must submit the Foreign Travel Questionnaire (Post-Travel) to the SSO (Enclosure 4).
8. The point of contact for this memorandum is SGT Christine Gonzalez, Mobilization Admin, at (518) 786-0449 or christine.t.gonzalez.mil@army.mil and 1LT Samantha Dominguez, MNP OIC, at (518) 786-0446 or samantha.a.dominguez.mil@army.mil.

3 Encls

1. Foreign Travel Checklist
2. Foreign Travel Memo
3. JFHQ SCI Pre/Post Travel Form

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MARK P. FRANK
LTC, AG, NYARNG
Director, Military Personnel

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