



Military and Naval Affairs

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Governor
Commander-in-Chief

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Major General
The Adjutant General

MNAG-TAG

25 AUG 2017

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Cashless Toll Credit and Reimbursement for Metropolitan Transportation Authority (MTA) Bridges and Tunnels for State Organized Militia Personnel Operating Their Personally Owned Vehicles (POVs)

1. **Purpose:** To provide policies and procedures for the appropriate use of and reimbursement for cashless tolls at MTA bridges and tunnels.
2. **Applicability:** This policy letter applies to all Service members (SMs) serving in the New York State organized militia.
3. **Authority:** New York State Military Law, section 237.
4. **Policy:**
 - a. Any person belonging to the organized militia of New York State in the performance of official military duty shall be eligible for reimbursement through the MTA for passage on certain MTA-controlled bridges and tunnels. Official military duty, for purposes of this policy, is defined as transportation to/from the SM's duty station and to/from home of record (HOR) or necessary travel during the course of the SM's duty day.
 - b. Service members are not authorized to seek reimbursement from the MTA for passage on MTA bridges and tunnels for personal use, that is, when not on or performing official military duty.
 - c. The bridges and tunnels with eligibility start dates are as follows:
 - (1) Henry Hudson Bridge. Available for reimbursement beginning June 1, 2017.
 - (2) The Queens Midtown Tunnel. Available for reimbursement beginning June 1, 2017.

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(3) Hugh L. Carey Tunnel (Brooklyn Battery Tunnel). Available for reimbursement beginning June 1, 2017.

(4) Cross Bay Veterans Memorial Bridge. Available for reimbursement beginning June 1, 2017.

(5) Marine Parkway-Gil Hodges Memorial Bridge - Available for reimbursement beginning June 1, 2017.

(6) Robert F. Kennedy Bridge (Triborough Bridge). Proposed start date during August 2017. Reimbursement is not authorized until the bridge converts to the cashless system.

(7) Verrazano-Narrows Bridge. Proposed start date at the end of 2017. Reimbursement is not authorized until the bridge converts to the cashless system.

(8) Throgs Neck Bridge. Proposed start date at the end of 2017. Reimbursement is not authorized until the bridge converts to the cashless system.

(9) Bronx-Whitestone Bridge. Proposed start date at the end of 2017. Reimbursement is not authorized until the bridge converts to the cashless system.

5. Reimbursement Procedure when SM has an EZ Pass® Account:

a. Persons belonging to the organized militia of New York State, who are on official military duties and operating their privately owned vehicle (POV), shall use their own personal E-Z Pass® tag to cross the above referenced facilities. Reimbursement is not authorized to E-Z Pass® accounts which are not in the SM's name.

b. Persons belonging to the organized militia of New York State should print out a monthly statement of E-Z Pass® activity, and circle or highlight the trips associated with official military duty.

c. Persons belonging to the organized militia of New York State shall attach or include an official bar-coded Triborough Bridge and Tunnel Authority (TBTA) pass distributed by the Division of Military and Naval Affairs (DMNA) for each toll transit (trip) for which the SM is requesting reimbursement.

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d. The TBTA passes and an E-Z Pass statement marked with self-numbered and circled identification of the authorized trips, along with a filled-in copy of attachment A (letter to Customer Service Center) should be mailed to:

Customer Service Center
P.O. Box 15187
Albany, NY 12212-5187

(1) The E-ZPass® account indicated and used by the SM will be credited for the official military duty trips by MTA.

(2) All submissions will be subject to MTA audit.

6. Reimbursement Procedure when SM receives a video toll bill:

a. If an E-ZPass® is not read, or is not mounted in the vehicle, a photo of the SM's vehicle license plate will be taken. If the vehicle license plate is associated with an E-ZPass® account, the E-Z Pass account will be charged, and reimbursement procedures for an E-Z Pass® Account, described above in section 9, should be followed.

b. If there is no E-ZPass® account associated with the vehicle license plate, a video toll bill will be generated and mailed to the registered owner of the vehicle. In this case, reimbursement procedures for the person belonging to the state organized militia will be as follows:

(1) Immediately upon receiving the toll bill, the person belonging to the organized militia of New York State shall attach or include an official bar-coded Triborough Bridge and Tunnel Authority (TBTA) pass distributed by DMNA for each toll transit (trip) for which the member is requesting reimbursement. Mail the TBTA pass(es) with attached toll bill and a filled-in copy of attachment B (letter to Tolls by Mail) to:

Tolls by Mail
P.O. Box 15183
Albany, NY 12212-5183

(2) The toll bill will be cancelled once it is ascertained by the MTA that the trip was for official military duty.

(3) Failure to act promptly on toll bills could result in toll violations which will be the sole and exclusive responsibility of the SM.

(4) All submissions will be subject to MTA audit.

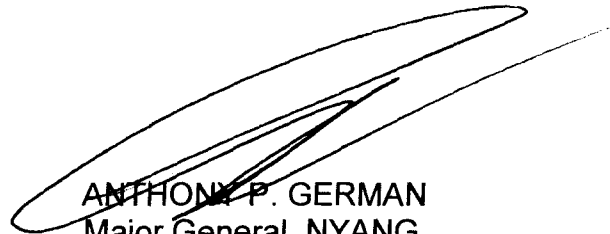
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7. Violation of this policy and disclaimer:

a. Any violation of this policy may result in disciplinary action to include formal reprimand, New York State Uniform Code of Military Justice charges and/or removal from New York State organized militia membership.

b. This policy does not create a financial responsibility to reimburse the SM by DMNA and/or New York State. Any and all authorized credits will be at the sole discretion of MTA. Nothing herein creates a contract between the SM and DMNA and/or New York State.

8. Point of contact for this policy pertaining to toll reimbursement for POVs used for official military duty is David Hawley, NYNM HQ, DMNA, 330 Old Niskayuna Road, Latham, NY 12110 at (518) 786-4584.



**ANTHONY P. GERMAN
Major General, NYANG
The Adjutant General**

**DISTRIBUTION:
AA, C, D, E**

ATTACHMENT A
LETTER FROM SERVICE MEMBER
TO CUSTOMER SERVICE CENTER

Customer Service Center
P.O. Box 15187
Albany, NY 12212-5187

RE: Service Member Cashless Toll EZ Pass® Credit

Dear Sir or Ma'am:

I am a service member in the New York Naval Militia and as such I am entitled to pass free through all toll-gates and tunnels and over all toll-bridges while in the performance of my official military duties pursuant to New York State Military Law Section 237.

I have reviewed, numbered and circled the charges incurred on my EZ Pass® which were in the course of my official military duties. I have attached or included TBTA bar-coded passes for each highlighted trip. I affirm under penalty of perjury and false official statement that the highlighted charges were incurred in the course of my official military duties. I have attached a copy of the EZ Pass® statement hereto.

Please credit my EZ Pass® account for the trips as outlined on the attached EZ Pass® Statement.

Name of Service Member (Circle one: NYNG...NYANG...NYNM...NYG)

Unit Assigned and Location

Email address of Service Member

ATTACHMENT B
LETTER FROM SERVICE MEMBER
TO TOLLS BY MAIL

Tolls by Mail
P.O. Box 15183
Albany, NY 12212-5183

RE: Service Member Cashless Toll Video Toll Bill Credit

Dear Sir or Ma'am:

I am a service member in the New York Naval Militia and as such I am entitled to pass free through all toll-gates and tunnels and over all toll-bridges while in the performance of my official military duties pursuant to New York State Military Law, section 237.

I have received the attached Video Toll Bill which was issued in the course of my official military duties. I have attached or included TBTA bar-coded passes for each highlighted trip. I affirm under penalty of perjury and false official statement that the Video Toll Bill was generated and incurred during the course of my official military duties. I have attached a copy of the Video Toll Bill hereto.

Please credit me for the Video Toll Bill attached.

Name of Service Member (Circle one: NYNG...NYANG...NYNM...NYG)

Unit Assigned and Location

Email address of Service Member