



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
JOINT FORCE HEADQUARTERS - NEW YORK
330 OLD NISKAYUNA ROAD
LATHAM, NY 12110-3514

27 SEP 2021

MNAG-TAG

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Cashless Toll Credit and Reimbursement by the New York State (NYS) Thruway Authority 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 on the NYS Thruway Authority roadway and bridges.
2. Applicability: This policy letter applies to all Service Members (SMs) serving in the NYS organized militia to include the New York Army and Air National Guard, the New York Guard and the New York Naval Militia.
3. Authority: NYS Military Law, section 237.
4. Policy:
 - a. Any person belonging to the organized militia of NYS in the performance of official military duty shall be eligible for reimbursement for passage on the NYS Thruway Authority roadway and bridges. 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 NYS Thruway Authority for passage on the NYS Thruway roadway and bridges for personal use, that is, when not on or performing official military duty.
 - c. NYS Thruway Authority will reimburse a SM's personal E-Z Pass® account for eligible tolls submitted in accordance with procedure.
 - d. NYS Thruway Authority will credit a SM's tolls in conjunction with a Tolls by Mail Invoice and NYS Thruway Authority Notice of Violation when submitted in accordance with procedure. Any fees associated with the Tolls By Mail Invoice and/or NYS Thruway Authority Notice of Violation, including late fees or violation fees, will be due from the SM.
5. Reimbursement procedure when SM has an E-Z Pass® Account:
 - a. Persons belonging to the organized militia of NYS, who are on official military duties and operating their privately owned vehicle (POV), shall use their own personal E-Z Pass® tag to travel on the NYS Thruway. Reimbursement is not authorized to E-Z Pass® accounts which are not in the SM's name.

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b. Persons belonging to the organized militia of NYS shall print out their monthly E-Z Pass® statement, and circle the trips associated with official military duty.

c. The E-Z Pass® statement marked with circled identification of the authorized trips, along with the SM and Company / Unit Commander Attestation (enclosure: **Attachment A**) should be mailed to:

E-Z Pass® Customer Service Center
P.O. Box 15187
Albany, NY 12212-5187

d. E-Z Pass® statements for toll reimbursement, along with the SM and Company / Unit Commander Attestation, must be received by the E-Z Pass® Customer Service Center within 60 days of the date that appears on the SM's E-Z Pass® statement:

6. Reimbursement procedure when SM receives a Tolls by Mail invoice or NYS Thruway Authority Notice of Violation:

a. The authorized trips on Tolls By Mail invoices and/or NYS Thruway Authority Notices of Violation, received by SMs, for transactions while on official military duty, are to be circled and mailed, along with the SM and Company / Unit Commander Attestation and a check or money order, made payable to E-Z Pass®, in the amount of the late/other fees due to:

E-Z Pass® Customer Service Center
P.O. Box 15187
Albany, NY 12212-5187

b. The authorized trip tolls associated with Tolls by Mail Invoice or NYS Thruway Authority Notice of Violation submitted will be dismissed, and payments will be applied to the fees due.

c. The required documentation for toll dismissal and fee payment must be received by the E-Z Pass® Customer Service Center not later than the "Must Be Received By" date on the Tolls By Mail Invoice, or, within 15 days of the notice date on the NYS Thruway Authority Notice of Violation.

d. Documentation supporting official duty station and HOR shall be maintained for two (2) years by the NYS Division of Military and Naval Affairs (DMNA).

e. All submissions will be subject to audit by the NYS Thruway Authority.

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f. NYS Thruway Authority point of contact for this policy pertaining to toll reimbursement for POVs used for Official Military Duty is Brian Cassidy and can be reached at 518-471-5927.

g. Violation of this policy and disclaimer:

(1) Any violation of this policy may result in disciplinary action to include formal reprimand, NYS Code of Military Justice charges and/or removal from NYS organized militia membership.

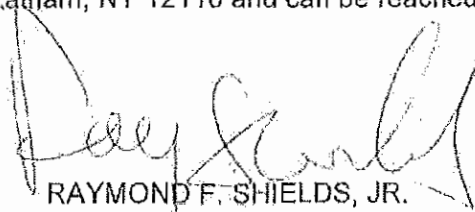
(2) This policy does not create a financial responsibility to reimburse the SM by DMNA and / or NYS. Any and all authorized credits will be at the sole discretion of the NYS Thruway Authority. Nothing herein creates a contract between the SM and DMNA and/or NYS.

7. It is strongly recommended SMs obtain the E-Z Pass® to avoid paying the monthly statement fee when seeking toll reimbursement thru the Tolls by Mail process. Additionally, tolls are discounted when using E-Z Pass® for non-military activities.

8. This memo must be distributed to every service member in the New York Army and Air National Guard, Naval Militia and New York Guard.

9. Point of contact for this policy pertaining to toll reimbursement for POVs used for official military duty is CW4 Ethan Bloom, Defense Movement Coordinator J-4, DMNA, Joint Force Headquarters, 330 Old Niskayuna Road, Latham, NY 12110 and can be reached at 518-786-6163.

Encl



RAYMOND F. SHIELDS, JR.
Major General, NYARNG
The Adjutant General

DISTRIBUTION:

AA, BB, BR

C, D, E

F1-7

S

ATTESTATION OF OFFICIAL DUTY

EZ Pass Customer Service Center
PO Box 15187
Albany NY 12212-55187

RE: Service Member Cashless Tolls Credit

Dear Sir or Madam:

I am a service member in the New York State Organized Militia (NY Army National Guard, NY Air National Guard, NY Naval Militia, New York Guard) and as such, I am entitled to pass free through the toll gates and tunnels and over bridges while in the performance of my official military duties pursuant to New York State Military Law Section 237.

I have reviewed, and circled the charges incurred on my EZ Pass or as indicated on the by mail invoice were incurred in the course of my official duties. 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 or invoice hereto.

Please credit my EZ Pass account or dismiss the toll charges as outlined on the attached.

Print Name of Service Member

Check one: NYARNG NYANG NYNM NYG

Signature of Service Member

Print Unit Assigned and Location

Print Email Address of Service Member

Print Name of Company/Unit Commander

Signature of Company/Unit Commander

Print Email Address of Company/Unit Commander

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 Madam:

I am a service member in the New York State Organized Militia Militia [New York Army National Guard (NYARNG), New York Air National Guard (NYANG), New York Naval Militia (NYNM), New York Guard (NYSG)] 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 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

Check one: NYARNG NYANG NYNM NYG

Unit Assigned and Location

Email address of Service Member