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STATE OF NEVADA OFFICE OF THE MILITARY
OFFICE OF THE ADJUTANT GENERAL
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WILLIAM BURKS
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NGNV Log # 16-06

NGNV-ARMY-CG

01 October 2016

MEMORANDUM FOR All Members of the Nevada Army National Guard

SUBJECT: Government Travel Card Delinquency and Misuse/Abuse Policy

1. References:

a. AR 600-8-2, Suspension of Favorable Personnel Actions (Flag), dated 23 October 2015

b. AR 600-37, Unfavorable Information, dated 19 December 1986

c. NNGV-ARMY-CG Memorandum, Subject: Nevada Army National Guard Policy Letter, Government Travel Card

d. DoD 70000.14-R, Financial Management Regulation, Volume 9, Chapter 3, dated April 2014

2. The Government Travel Card (GTC) Delinquency and Misuse/Abuse Policy dated 25 March 2008 is hereby revoked. This policy supersedes all previous Government Travel Card Delinquency and Misuse/Abuse Policy letters.

3. In order to ensure Nevada's delinquency does not exceed the National Guard Bureau standard of 2.0% I am implementing disciplinary actions for GTC cardholders who violate GTC policy. These control measures are outlined below.

4. Depending on the situation, all members of the Nevada Army National Guard who are delinquent on their GTC for one hundred-twenty (120) days may receive a General Officer Memorandum of Reprimand (GOMOR) from the Commander, Nevada Army National Guard (CAG). This GOMOR is sent through the Soldier's chain of command for presentation to the delinquent Soldier. After consideration of all matters, the CAG will determine whether the GOMOR will be placed in their official file. In addition, all accounts delinquent for greater than one hundred-twenty (120) days are cancelled.

5. All Nevada Army National Guard Soldiers must pay their entire balance of their GTC within sixty (60) days of receipt of their bill. Soldiers failing to pay the entire balance within sixty days will have their GTC account classified as delinquent and:

- a. The Soldier will be "flagged" until the entire GTC balance is paid in full.
- b. The Soldier's GTC will be suspended until the entire balance is paid in full.

6. Misuse/abuse of the GTC is unacceptable. Examples of misuse/abuse include, but are not limited to: (a) expenses related to personal, family or household purposes except for authorized PCS expenses, (b) cash withdrawals from an ATM used during non-travel periods or not related to official government travel requirements are "not authorized." This includes but is not limited to any withdrawal of a credit balance remaining on the card, (c) intentional failure to pay undisputed charges in a timely manner, and (d) ATM cash withdrawals taken more than three days prior to official government travel. To control misuse/abuse of the GTC, I am implementing the following control measures:

- a. The Comptroller office will monitor the GTC program for indications of GTC misuse/abuse.
- b. If misuse/abuse is verified, the Soldier will be "flagged" and his/her GTC will be suspended until the entire GTC balance is paid in full.
- c. If a second incident of verified misuse/abuse occurs, the Soldier's GTC will be permanently cancelled.

7. This policy is effective immediately; however, those Soldiers already delinquent in excess of 120 days will have 30 days to pay their delinquent amount and be removed from the delinquent rolls. Soldiers who fail to pay the delinquent amount by 30 days from the date of this policy memo may receive a General Officer Letter of Reprimand depending on the situation.

8. The point of contact for this policy is the USPFO Comptroller at (775) 887-7821.


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NGNV Log # 16-08

NGNV-AG-CAG

1 September 2015

MEMORANDUM FOR: Nevada Army National Guard

SUBJECT: Nevada Army National Guard Motorcycle Safety Policy

1. References:

- a. DoDI 6055.04, Department of Defense Traffic Safety Program, 20 April, 2009.
- b. AR 190-5, Motor Vehicle Traffic Supervision, 22 May 2006.
- c. AR 385-10, Army Safety Program, 27 November 2013.
- d. NMD 385-10, NVARNG Safety Program, 1 May 2015.
- e. Nevada Revised Statutes, Chapter 486

2. Applicability.

- a. All ARNG personnel, regardless of duty status, must comply with DoDI 6055.4 and AR 385-10 requirements for motorcycle safety.
- b. Nevada Revised Statutes require operators of motorcycles and mopeds who drive on public roadways to be currently licensed by the state.
- c. AR 385-10 requires that motorcycle riders will carry current vehicle registration, proof of insurance, and MSF training completion certificate at all times when riding a motorcycle.

3. Mandatory Motorcycle Training.

- a. Under the Progressive Motorcycle Program, all Soldiers who operate a motorcycle are required to take the following motorcycle training:
 - (1) Motorcycle Safety Foundation (MSF) basic rider course (BRC) or Deputy Under Secretary of Defense (Installations and Environment) DUSD (I&E) endorsed, State-approved, curriculum for motorcycle operator's safety training.
 - (2) Experienced Rider Course (ERC) or the MSF BRC II.
 - (3) Military Sport-Bike Riders Course (MSRC) or MSF Advanced Rider Course (ARC)

- (4) Motorcycle Refresher Training (MRT) for Soldiers deployed for more than 180 days.
 - b. Motorcycle Sustainment Training. Based on the type of motorcycle owned or operated, Soldiers are required to complete motorcycle sustainment training every 5 years, which consists of, at a minimum, retaking a MSF BRC II or the approved advanced level motorcycle course.
4. Motorcycle Rider Protection (PPE). ARNG personnel are required to wear the following PPE when operating a motorcycle – even where not required by State law.
 - a. Helmets. Department of Transportation approved helmet. All helmets will be properly fastened under the chin.
 - b. Eye Protection. Eye protection designed to meet or exceed ANSI Z87.1, for impact and shatter resistance includes goggles, wraparound glasses, or a full-face shield (properly attached to a helmet). A windshield or fairing does not constitute eye protection.
 - c. Foot Protection. Sturdy over-the-ankle footwear that affords protection for the feet and ankles (durable leather or ballistic-type cloth athletic shoes that cover the ankles may be worn).
 - d. Protective Clothing. Protective clothing includes long-sleeved shirt or jacket, long trousers, and full-fingered gloves or mittens made from leather or other abrasion-resistant material. Motorcycle jackets and pants constructed of abrasion-resistant materials such as leather, Kevlar®, or Cordura® and containing impact-absorbing padding are strongly encouraged. Riders are encouraged to select PPE that incorporates fluorescent colors and retro-reflective material.
5. NVARNG personnel not in compliance with these directives may be denied access to NVARNG installations. However, when MSF training is offered on an Army installation, the licensed operator may enter the installation for the sole purpose of attending the course. Leaders must reinforce the mandatory training requirements and use of PPE for all Soldiers and employees. Compliance is required regardless of duty status. Leaders must ensure that every NVARNG motorcycle operator reads, understands and acknowledges the training, licensing, registration and use of PPE requirements IAW DoDI 6055.4 and AR 385-10.
6. MSF training is provided to NVARNG personnel at no-cost to the individual. The NVARNG Safety Office will coordinate payment directly with the training provider. To enroll in training, individuals will contact the Safety Office for additional information.
7. Point of contact this memorandum is the NVARNG Safety Office at 775-972-2709/2704/2731


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