



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

MNAG-TAG

08 MAR 2024

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Division of Military and Naval Affairs (DMNA) Policy Regarding Parking Placards

1. References:

- a. Army Regulation 600-20 (Army Command Policy).
- b. DMNA Regulation 27-2 (Military Justice).
- c. New York Penal Law (NYS CLS CPL) § 170.10, Forgery in the Second Degree.
- d. New York Penal Law (NYS CLS CPL) § 170.25, Criminal Possession of a forged Instrument in the Second Degree.
- e. New York Penal Law (NY CLS CPL) § 195.00(1), Official Misconduct.
- f. United States Codes Services Title 18 (18 USCS) § 499 Military, naval, or official passes.

2. Applicability: This policy is applicable to all service members (SMs) assigned to the New York Army National Guard, the New York Air National Guard, the New York Naval Militia, and the New York Guard. It is also applicable to all State and Federal employees, and contractors of DMNA and Joint Force Headquarters – New York.

3. This policy is effective the date this policy memorandum is signed.

4. Policy: The authority to issue parking placards to the DMNA and members of the New York State Defense Forces remains solely with the New York State Executive Chamber. Parking placards are considered sensitive state assets, their use strictly limited, and they are non-transferable. If a placard is lost or stolen, a report must be filed with local law enforcement and the placard holder must notify ~~Military and Naval~~ Legal Affairs (MNLA) in writing. The penalties for misuse are delineated in the sections of law referenced above. The tampering and altering of parking placards issued by the New York State Executive Chamber is prohibited. The creation, use, and distribution of parking placards not issued by the New York State Executive Chamber is strictly prohibited.

5. Punitive Nature: Failure to adhere to this policy may result in adverse administrative actions, disciplinary action, and/or criminal prosecution.

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a. As set forth in reference 1.c., above, a person is guilty of forgery in the second degree when, with intent to defraud, deceive, or injure another, they falsely make, complete, or alter a written instrument which is or purports to be, or is calculated to become a written instrument officially issued or created by a public office, public servant, or governmental instrumentality. Forgery in the second degree is a class D felony, with a maximum prison sentence of seven years.

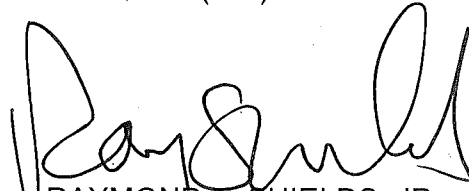
b. As set forth in reference 1.d., above, a person is guilty of criminal possession of a forged instrument in the second degree when, with the knowledge that it is forged and with intent to defraud, deceive, or injure another, they possess a written instrument officially issued or created by a public servant, or governmental instrumentality. Criminal possession of a forged instrument in the second degree is a class D felony, with a maximum prison sentence of seven years.

c. As set forth in reference 1.e., above, a public servant is guilty of official misconduct when, with intent to obtain a benefit or deprive another person of a benefit, they commit an act relating to their office but constituting an unauthorized exercise of their official functions, knowing that such act is unauthorized. All State employees as well as SMs on State Active Duty, members of the New York Naval Militia and members of the New York Guard are considered public employees. Official misconduct is a class A misdemeanor.

d. As set forth in reference 1.f., above, whoever falsely makes, forges, counterfeits, alters, or tampers with any naval, military, or official pass or permit, issued by or under the authority of the United States, or with intent to defraud uses or possesses any such pass or permit, or personate or falsely represents themselves to be or not to be a person for whom such pass or permit has been duly issued, or willfully allows any other person to have or use any such pass or permit, issued for their use alone, shall be fined under this title or imprisoned not more than five years, or both.

6. Any placards not issued by the Executive Chamber must be reported and sent via mail to MNLA immediately. The address to mail placards to is Division of Military and Naval Affairs, ATTN: MNLA, 330 Old Niskayuna Road, Latham, New York 12110.

7. The point of contact for this memorandum is MNLA at (518) 786-4541 or at [ng.ny.nyarnng.list.mnla@army.mil](mailto:ng.ny.nyarnng.list.mnla@army.mil).



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

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