



Texas Military Department

DIRECTIVE

TMDD 4515.01
MAR 24 2022

NGTX-Z

SUBJECT: Texas Military Department (TMD) Toll Tag Management

References. (a) Texas Department of Transportation TxTag www.txtag.org

1. PURPOSE. To establish centralized state and federal management accounts with TxTag toll authorities to manage the usage and charges incurred by all TMD state and federally owned or leased vehicles.

2. APPLICABILITY AND SCOPE. This issuance applies to all TMD personnel who operate a state or federal vehicle on a toll road.

3. DEFINITIONS. N/A

4. POLICY. TMD's state and federal vehicle toll tag accounts will be administered through independent master accounts in the Office of State Administration and J4.

5. RESPONSIBILITIES.

a. TMD employees are permitted to use state and federally owned vehicles in performance of their official duties to accomplish TMD mission sets.

b. Drivers are not personally liable to pay for any tolls incurred while driving state and federally owned or leased vehicles in performance of their official duties.

c. Use of tolls is not for employee convenience.

d. Employees are personally responsible for tickets, fines and fees associated with the unauthorized use of toll ways. Tickets mailed to the agency will be delivered to the employee for payment. Failure to pay tickets, fines and/or fees may result in disciplinary or other appropriate action.

e. TMD Office of State Administration (OSA) Fleet Manager will coordinate with TxTag toll authorities to finalize and close all existing individual State toll tag accounts.

f. OSA will establish one master account for all TMD's state-owned fleet. Program costs for the state-owned fleet will be identified by the appropriate Line of Accounting Code.

g. OSA Fleet Manager will administer the TMD's State TxTag Master Account. TMD J4 Fleet Manager will administer the TMD's Federal TxTag Master Account.

h. TMD programs continue to be financially responsible for tolls accumulated on vehicles assigned to them in accordance with applicable procedures in the State Asset Management Program Manual and Federal Fleet Management regulations governed by the General Services Administration Office of Government wide Policy Fleet Policy Division and Federal Acquisition Service, GSA Fleet.

6. INFORMATION REQUIREMENTS. N/A.

7. RELEASABILITY. Unlimited.

8. EFFECTIVE DATE. This directive will expire two years from the effective date of publication unless sooner rescinded or superseded.

9. POINT OF CONTACT. OSA Fleet Manager for state vehicles at 512-782-6983 or TMD J4 Fleet Manager for federal vehicles at 512-782-5145.



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