



Thank you for your assistance in
“Ensuring the safe and orderly
operation of motor vehicles on the
Fort Chaffee Joint Maneuver Training
Center.”

FORT CHAFFEE JOINT MANEUVER TRAINING CENTER STATE MILITARY RESERVATION



Administrative Citation Process

NGAR 2015-01 Operating and Parking Vehicles on State Military Reservations

Arkansas National Guard
Office of the Staff Judge Advocate
Box 29, Bldg. 7300
Camp J. T. Robinson
North Little Rock, AR 72199-9600
501-212-5097

Violations Subject to Administrative Disposition

In addition to unsafe driving or operating, it is specifically prohibited for any person driving or operating a motor vehicle, motorcycle, or other form of motorized vehicle to:

- Maneuver at a speed or in a manner that, considering the totality of circumstances, is unsafe to the driver/operator or others;
- Pass a pedestrian or bicyclist in such a manner as to endanger the pedestrian or bicyclist;
- Pass a marching or running formation, unless permitted by signage or the leader of the formation;
- Pass a road guard, unless permitted by the road guard;
- Use any communication device, such as a cell phone, without the aid of a hands-free device; or
- Fail to use a seatbelt.
- It is prohibited for any person to park:
 - In any parking place that is marked as reserved for another person, or in such a manner as to restrict access to a parking place that is reserved for another person;
 - In a place that restricts the flow of traffic along a road or street;
 - In a fire lane; or
 - In violation of posted rules or policies.
- It is prohibited for any unauthorized person to enter or unlawfully remain in a restricted area.



Administrative Citation Process

The purpose of NGAR 2015-01 and the Administrative Citation process is to ensure the safe and orderly operation of motor vehicles on state military reservations. The regulation supplements existing state laws with additional measures that are intended to safeguard military personnel and property from avoidable loss. It is a privilege, not a right, to enter a state military reservation. Similarly, it is a privilege, not a right, to operate a motorized vehicle on a state military reservation. As provided in Section 3-4 herein, any person who repetitiously or egregiously fails, or refuses to adhere to this regulation, or is otherwise perceived to endanger the safety of military personnel or property, may be denied the privilege of operating a motorized vehicle on state military reservations, or the privilege of entering state military reservations at all.

NGAR 2015-01 constitutes a lawful order given by the Adjutant General for all persons under his command. The regulation is punitive in nature. Any person suspected of violating the regulation while be subject to the Military Code of Arkansas (Act No. 50 of 1969, as amended) may be prosecuted under state military authority, and cited under the administrative procedures provided in this regulation, or according to applicable laws of the state of Arkansas.

NGAR 2015-01 constitutes the lawful exercise of administrative controls over all persons entering state military reservations. Any person suspected of violating the regulation may be cited under the administrative procedures provided in the regulation, or according to applicable laws of the state of Arkansas.

NGAR 2015-01 serves as a guide to administratively dispose of minor traffic and parking violations in a manner consistent with state law; particularly, Act No. 895 of 1975, as amended (codified at Ark. Code Ann. § §12-63-207 and 208). The regulation governs the operation and parking of all motorized vehicles, both civilian and military, on state military reservations, regardless of the military status of the operator.

A person who receives an Administrative Citation has the following options:

1. Unless the face of the citation states otherwise, every person receiving an administrative citation may pay an administrative penalty of twenty-five dollars (\$25.00) per violation in lieu of appearing before an Administrative Hearing Officer.
2. Contest the administrative citation at an Administrative hearing.

Contesting Administrative Citations

If you receive an Administrative Citation, the violation(s) may be contested and heard before an Administrative Hearing Officer. To request a hearing, you must contact the Administrative Hearing Clerk either in writing or by telephone, within ten (10) calendar days after the date the citation was personally served, stating that you contest the alleged violation(s). Mail written request to:

**Arkansas National Guard
ATTN: Administrative Hearing Clerk
Office of the Staff Judge Advocate
Box 29, Bldg. 7300
Camp J. T. Robinson
North Little Rock, AR 72199-9600
1-501-212-5097**

The Clerk will notify you of the date, time, location of your hearing and the name of the Hearing Officer. Allow at least two hours for the hearing. Other cases may be scheduled at the same time as your hearing. Please arrive on time to the hearings. The Hearing Officer may not hear your case if you arrive late. The Hearings will be held at the:

**Arkansas National Guard Courtroom
Building 7300
Camp J. T. Robinson
North Little Rock, AR 72199-9600**

At the hearing, the Hearing Officer has the authority to do any of the following:

1. Make a finding that a violation has occurred and assess an administrative civil penalty which shall not exceed one hundred dollars (\$100.00) per violation; or
2. Make a finding that no violation has occurred and dismiss the Administrative Citation.

If the Hearing Officer orders an Administrative Penalty fee, it must be paid immediately. If the Administrative Penalty fine is not paid, you will be referred for suspension of access to the state military reservation or have your driving privileges on state military reservations suspended. You have the right to appeal to district court under state law.



Fine Payment Information

Please pay the Administrative Penalty fine by check, cash or money order. Payment must be made within ten (10) days of the date the citation is personally served. Checks are made payable to:

“Arkansas Military Department”

INCLUDE A COPY OF THE CITATION WITH THE PAYMENT. Mail the check and documents to:

**Arkansas National Guard
ATTN: Administrative Clerk
Office of the Staff Judge Advocate
Box 28, Bldg. 7300
Camp J. T. Robinson
North Little Rock, AR 72199-9600**

Any check that is returned due to “Non Sufficient Funds” or “Uncollected Funds” will be charged a NSF fee. The NSF fee and the check reimbursement must be paid in cash or money order within five (5) business days of notice. Failure to pay will result in a notice being sent to your commander or civilian Supervisor and could result in the citation being directed to a district court for adjudication.

More Information

For more information on NGAR 2015-01 or the Administrative Citation process, please call 501-212-5097 or visit the Administrative Citation webpage on the Arkansas National Guard website at <http://www.arguard.org/index.htm>.

