

## How to Join the New York Naval Militia

1) If you are interested in affiliating with the New York Naval Militia, you must meet eligibility requirements. Before submitting an application, determine your eligibility by meeting the below criteria:

For New York State residents that are drilling Reservists of the United States Navy, Marine Corps, or Coast Guard, you are welcome and encouraged to affiliate.

For drilling Reservists of the U.S. Navy, Marine Corps, or Coast Guard, who do not reside in New York State, you are also eligible for membership as long as your primary drilling location is in New York State. If your primary drilling location subsequently changes to another state, you are no longer eligible for membership.

For New York State residents who are veterans or retirees of the U.S. Navy, Marine Corps, or Coast Guard (including Reserves), you may also be eligible for membership. However, affiliation is based on the needs of the service. You must also have an acceptable RE-code on your DD 214 and meet the moral, physical, and education requirements for membership.

Standards for affiliation are found in the following directives:

- (a) Administrative requirements: NYNMINST 1001.1 (series)
- (b) Grooming and uniform requirements: NYNMINST 1020.1 (series)
- (c) Physical and medical requirements: NYNMINST 6110.1 (series)
- (d) Billet requirements: NYNMINST 5320.1 (series)

All instructions are found on the organization website at: <http://dmna.ny.gov/nynm/naval.php?id=forms>

2) Complete the application process.

### **If a drilling Reservist,**

Complete either NYNMF00100 (enlisted), or NYNMF00101 (warrant and officer). The forms are found on the FORMS/INSTRUCTIONS tab of the website. Ensure that you sign the Privacy Act Statement and the statement of oath. The form must also be signed by your Reserve unit commander or Naval Militia Point of Contact, certifying that you are a satisfactory drilling Reservist in good standing.

You must include your full, valid Social Security Number (SSN) on the application. Without an SSN, you are ineligible for paid orders.

You must provide supporting documentation including:

Leave and Earnings Statement (LES). This document establishes your federal Pay Entry Base Date (PEBD), which is needed to set your pay rate.

Documents supporting your current federal pay grade. These documents, such as NAVPERS 1421/7, NAVPERS 1430 series, or DD 216 MC establish your date of rank (DOR). This is also important for setting your pay rate.

If you have a DD 214, include a copy of that document also.

A completed Civilian-Military Skills Questionnaire (NYNMFORM 1070).

If you have a valid Driver License, include a copy. Personnel driving a New York State-owned vehicle must have a valid driver license.

**If you are not drilling Reservist** (including veterans, retirees, or IRR)

Complete either NYNMFORM 100 (enlisted), or NYNMFORM 101 (warrant and officer). The forms are found on the FORMS/INSTRUCTIONS tab of the website. Ensure that you sign the Privacy Act Statement and the statement of oath. The form must also be signed by the Naval Militia Regional Commander, or recruiting representative, certifying your eligibility.

You must include your full, valid Social Security Number (SSN) on the application. Without an SSN, you are ineligible for paid orders.

You must provide supporting documentation including:

DD 214 (page 2), which will establish your proof of service, re-enlistment (RE-) code, Pay Entry Base Date (PEBD), and Date of Rank (DOR). Do not submit the abbreviated page 1 of the DD 214.

If you have a valid Driver License, include a copy. Personnel driving a New York State-owned vehicle must have a valid driver license.

A current full-length photograph of yourself, in simple, un-adorned clothes (preferably PT gear), that attests to your meeting grooming and appearance standards.

A completed Civilian-Military Skills Questionnaire (NYNMFORM 1070).

A completed Report of Medical History (NYNMFORM 93).

A current (within 1 year) Report of Medical Exam (NYNMFORM 88) signed by an authorized medical practitioner.

A resume or CV.

**3) Submit applications and supporting documentation by mail to:**

New York Naval Militia  
330 Old Niskayuna Road  
Latham, New York 12110

Or fax to: 518-786-4427