



NEW YORK STATE  
DIVISION OF MILITARY AND NAVAL AFFAIRS  
**NEW YORK NAVAL MILITIA**  
330 OLD NISKAYUNA ROAD, LATHAM, NEW YORK 12110

NYNMINST 1001.1A  
N1

FEB 17 2012

NEW YORK NAVAL MILITIA INSTRUCTION 1001.1A

From: Commander, New York Naval Militia

Subj: NEW YORK NAVAL MILITIA ADMINISTRATION MANUAL

- Ref:
- (a) DMNA Regulation 10-1: New York Naval Militia Regulations
  - (b) DMNA Regulation 25-1; Administrative Support Program
  - (c) DMNA Regulation 37-2; State Purchasing Guidelines
  - (d) DMNA Regulation 55-1; Use of DMNA TAG Form 9 and Triborough Bridge and Tunnel Authority Tickets
  - (e) DMNA Regulation 56-1; Fleet Vehicle Operation
  - (f) DMNA Regulation 600-8-4; State Active Duty Line of Duty Procedures
  - (g) DMNA Regulation 672-1; Decorations, Awards, and Honors State Military Awards
  - (h) DMNA Regulation 700-1; State Property Management Program Internal Control - Equipment Control and Procedures
  - (i) DMNA Regulation 1-1; Administrative Procedures - Correspondence
  - (j) DMNA Pamphlet 25-1-4; Information Services
  - (k) NYS Military Law
  - (l) SECNAVINST 5216.5 (series); Department of the Navy Correspondence Manual
  - (m) SECNAV M-5210.2 (series); Standard Subject Identification Code (SSIC) Manual
  - (n) OPNAVINST 5215.17 (series); Navy Directives Issuance System
  - (o) NYNMINST 1410.1; Promotion Policy and Procedures
  - (p) Personal Privacy Protection Law (PPPL) of New York State
  - (q) 5 U.S. Code, sections 552-522a; Privacy Act of 1974
  - (r) NYNMINST 6110.1 Physical and Medical Requirements

Encl: (1) New York Naval Militia Forms

1. Purpose. To promulgate administrative guidance for the New York Naval Militia (NYNM) in accordance with references (a) through (o).
2. Cancellation. This instruction supersedes NYNMINST 1001.1 of 9 July 2010.
3. Policy and Direction. New York Naval Militia will follow the guidance in the following areas:

a. Privacy Act Requirements. References (p) and (q) are intended to protect the rights of individuals from unwarranted collection, maintenance, use or disclosure of information. Providing privacy advice is mandated by both state and federal laws when personal information is collected. A Privacy Advisory form that addresses both the federal and the state privacy laws will be printed out, signed and submitted by each NYNM member who submits a NYNM form that contains personal information. The enclosed forms have privacy act statements included.

b. Restrictions on activities of members

(1) Members may not wear the uniform of the New York Naval Militia or otherwise represent themselves as a member of the New York Naval Militia for any gathering, function, or event that is for the benefit of an individual political candidate or a political party; a private corporation; or a religious institution.

(2) Members may participate in uniform in ceremonial events at or sponsored by religious institutions, political parties, or private corporations as long as such representation does not endorse, or appear to endorse such entities. Examples of acceptable events include funerals, veterans' appreciation ceremonies, military balls, and relief society events.

(3) At no time shall the uniform of the New York Naval Militia be worn by any person unless acting in an official capacity of the organization.

(4) New York Naval Militia equipment and personnel assets are not to be used for the benefit of a private individual or corporation, unless authorized by The Adjutant General or his/her representative.

c. Physical and Medical Requirements are found in reference (r).

d. Requirement to Report Change in Status. Members of the New York Naval Militia are required to keep their chain of command informed of any change of status that may affect their ability to perform any assigned duty. The following areas of concern must be reported, with supporting documentation if required, as soon as possible to Naval Militia headquarters and/or unit point of contact, or regional commander:

- (1) Discharge, separation, retirement from a federal reserve component.
- (2) Change to home address, phone numbers, and email address.
- (3) Change in physical or medical status.
- (4) Change in rank, rate, or paygrade.
- (5) Change to drilling Reserve unit.

(6) Change to dependency status or number.

e. Recruiting. Members who are responsible for referring new accessions into the New York Naval Militia are eligible for the New York State Recruiting Medal in accordance with reference (g). The referring individual's name is to be included on the recruit's application for enlistment, or nomination for commission form.

f. Accession. Accession is the act of initial enlistment or commissioning. Accession in to the New York Naval Militia is guided by the following principles.

(1) End Strength. The end strength of the New York Naval Militia is established by The Adjutant General. By law, 95% of the force must be members of the Reserve forces of the United States Navy, Marine Corps, or Coast Guard, and they constitute the Federal Component List (FCL). No more than five percent may be members on the State Active List (SAL). Personnel assigned to the In-active List (IAL) do not count against end-strength.

(a) The Federal Component List (FCL) includes those NYNM members who are also members of the Reserve forces of the United States Navy, Marine Corps, or Coast Guard; under the age of 60. These include any members that are under some type of obligation to a federal component.

(b) The State Active List (SAL) includes those non-retired veterans, retirees age 60 and over, and all non-prior military personnel.

(c) Officers of the Naval Militia may not be forcibly retired prior to their 68<sup>th</sup> birthday. However, they may be placed on the In-active List (IAL) until such time that they are required to be placed on the State Retired List. Personnel who do not meet participation requirements, but have also not requested retirement shall be placed on the IAL. IAL personnel shall not be considered part of the FCL or SAL.

(2) Basic eligibility. Basic eligibility criteria for membership in the New York Naval Militia include:

(a) Age: 18 - 67 years.

(b) Citizenship requirements

1. Enlisted: United States citizen, or applicants who have made a declaration of intent to become citizen of the United States.

2. Commissioned officers and warrant officers: United States citizen.

(c) Residency: All newly accessed members of the New York Naval Militia must be legal residents of New York State, or be a drilling Reservist whose primary drilling location is located within New York

State. Any member who subsequently changes both legal residence and drilling location to a location outside of New York State is no longer a member of the New York Naval Militia. Any member residing out of state, who subsequently changes their drilling location outside of New York State, is no longer a member of the New York Naval Militia.

(d) Education requirements

1. Enlisted and warrant officer: High school graduate or General Educational Development (GED) diploma.

2. Commissioned officers: Bachelors degree or be, or have been, a commissioned officer in either the United States Navy, Marine Corps, or Coast Guard (not including USCG Auxiliary), or their respective Reserve.

(3) Enlisted persons complete NYNM FORM 100, Application for Enlistment.

(4) Officer applicants complete NYNM FORM 101, Nomination for Commission.

(5) Required documentation to affiliate with the New York Naval Militia includes the application form, and a copy of the applicant's federal Leave and Earning Statement (LES), DD-214, or any DD-215 issued.

(6) Personnel submitting applications to affiliate with the New York Naval Militia who are not members of the Federal Reserve Components will be reviewed by a Committee of Accession. The Committee of Accession will be appointed by the Commander, New York Naval Militia and will consist of at least three members. The committee will determine if the member is eligible to affiliate with the New York Naval Militia and if so, assign a component, rating or community, and accession pay-grade. In general, personnel will not be affiliated with the Marine Corps Component unless they are prior service U.S. Marines. Personnel will not be affiliated with the Coast Guard Component unless they have prior U.S. Coast Guard service.

b. Direct commissions and warrant officers. Persons nominated for a commission into the New York Naval Militia with no prior military service will enter under the Navy component. A Committee of Accession shall review and determine appropriate entry-level paygrade, normally O-1.

c. Establishment of rank/rate/designator/MOS. Upon accession into the New York Naval Militia, a new member is assigned rank, and or rate based on the last or most current rank held in the federal component. For members with no prior service, a Committee of Accession shall determine and assign the appropriate rank and/or rate within the Navy Component.

(1) Establishment of state pay entry base date (PEBD). Typically, the state PEBD is based on a member's federal PEBD. Any periods of broken service between federal and state service will cause the

state PEBD to be adjusted. Only those periods while under federal and/or state service count towards the state PEBD.

(2) Establishment of state entry base date (SEBD). This is the actual date of accession into the New York Naval Militia, or other state organized militia force. Any periods of broken state service will cause the SEBD to be adjusted. The SEBD is not used for calculation of pay or benefits. It is used for calculation for Long and Faithful Awards.

(3) Billet Assignment. Personnel will be assigned to specific billet assignments based on their qualifications, paygrade, and their ability to perform the subject duties.

(a) Certain billet assignments are based on the residency/location of a member.

(b) The NYNM Manpower Plan describes the force billet structure.

(c) Headquarters shall issue orders to individual members assigning them to a specific billet.

(d) Members not assigned to specific billets will serve in a general duty billet. General duty billeted members report to their respective Regional Commander.

(e) Reserve Component members may also serve in NYNM-specific billets, if issued orders into such billet.

(4) Length of tours of duty/Projected Rotation Date. Personnel will normally be assigned to NYNM billets for a period of three years. A Projected Rotation Date (PRD) shall be assigned on a member's orders to a specific billet. Extensions of tour of duty in a specific billet are authorized by the Commander, New York Naval Militia.

(5) Enlistment/re-enlistment. Those enlisted members who are not part of a Federal Ready Reserve; serving as part of the State Component List, or are retired from the federal components must re-enlist in the New York Naval Militia every four years, from the date of their last enlistment. The most current Report of Enlisted Evaluation must recommend the member for retention prior to re-enlisting.

d. Participation. In accordance with Section 50 of reference (k), members of the federal Ready Reserve meet all NYNM participation requirements if they are a satisfactory driller in the federal component.

(1) This requires that the member be current with all medical, legal, administrative, and drill requirements as set forth by the member's Ready Reserve component.

(2) If contact with a member is lost, a completed copy of NYNM FORM 1040, Notice of Administrative Action is to be sent to the member's

last known address. The member has up to 90 days to resolve any issue addressed on Form 1040. Otherwise the member is to be discharged from the New York Naval Militia.

e. Initial training. The New York Naval Militia does not hold any type of accession training. All veterans have gone through recruit or officer accession training, which suffices for NYNM purposes. For those few non-prior military service personnel, a mentor will be assigned to provide counsel and on-the-job training in lieu of accession training.

f. NYNM Identification Cards (DMNA FORM 55-N). Headquarters, NYNM has the capability to issue Naval Militia Identification Cards. New York Naval Militia Identification Cards are authorized for non-Ready Reserve members of the force. In other words they are available for any member that does not hold a federal Common Access Card (CAC). Contact the office manager to arrange for the issuance of the card. Travel to headquarters is required.

g. Performance. NYNM members are to receive a periodic appraisal which reflects their fitness for the service and performance of their duties.

(1) For members of the Ready Reserve, the federal components provide this through the fitness report evaluation system.

(2) The person responsible for generating appraisals on non-Ready Reserve members is one of the following:

- (a) Commander or Deputy Commander, NYNM
- (b) Deputy Commander for Operations or Chief of Staff
- (c) Commander of a NYNM region

(3) Officer Evaluation Reports are submitted using the applicable form from the parent federal component:

- (a) Navy: NAVPERS 1610/2
- (b) Marine Corps: NAVMC 10835A-E
- (c) Coast Guard: CG-5310 - OER

(4) Enlisted Evaluation Reports are submitted using the applicable form from the parent federal component:

- (a) Navy: NAVPERS 1616/26 or NAVPERS 1616/27
- (b) Marine Corps: NAVMC 10835A-E
- (c) Coast Guard: CG-3788 - EERS

(5) Relief for Cause. In the event that the Commander, New York Naval Militia has determined that a member filling a NYNM billet has failed to properly carry out his/her duties, or otherwise caused the Commander to lose faith in the ability of the member to carry out assigned duties, that member may be relieved of duties and re-assigned out of the billet.

h. Counseling of Personnel. Personnel that perform sub-par should be counseled in an attempt to resolve issues that prevent the individual from reaching their maximum potential. Counseling should be documented and a record of counseling should be placed in the member's service jacket at headquarters. Counseling not only informs an individual of performance or other issues, but also offers possible courses of resolution. Use NYNMFORM 1620 to document counseling.

i. Promotion and Advancement

(1) Officers and enlisted personnel of the Federal Component List (FCL), who are also members of the federal Ready Reserve, are eligible for coincident promotion in the New York Naval Militia if they are promoted or advanced in their respective federal component.

(2) Personnel promoted in the federal component may decline coincident promotion in the New York Naval Militia.

(3) Officers and enlisted personnel of the State Active List (SAL), or of the Federal Component List (FCL), who are not members of a federal Ready Reserve, are eligible for promotion within the New York Naval Militia only. Reference (o) provides detailed procedures regarding NYNM promotions.

(4) Promotion in the New York Naval Militia does not affect a member's federal retirement status or points accrual.

j. Discharge, Retirement, Separation. Discharge and separation are the act of leaving the New York Naval Militia without transfer to either the State Reserve List or State Retired List. For officers or enlisted members who are under federal contract and subsequently leave federal service are automatically separated from the New York Naval Militia. Persons are eligible to re-affiliate with the NYNM after discharge or retirement from the Ready Reserve. Personnel requesting discharge, or retirement, may submit NYNM FORM 1900 requesting separation.

(1) Transfer to State Reserve List. Persons are eligible for transfer to the State Reserve List, upon member's request, in accordance with reference (k). The State Reserve List is for eligible members who are not eligible for the State Retired List, but who otherwise feel they cannot participate as an active member, due to incapacitation or other reason.

(2) Transfer to State Retired List. Members that reach the age of 68 years are transferred to the State Retired List, in accordance with reference (k). They are no longer eligible for SAD or other entitlements.

k. Correspondence. Official New York Naval Militia correspondence is done in accordance with the standards of the Department of the Navy.

(1) Correspondence Standards. The guidance found in references (l) and (n) shall be used for drafting NYNM correspondence. Correspondence for signature by Division of Military and Naval Affairs shall be in accordance with reference (i).

(2) Use of Standard Subject Identification Codes (SSIC). SSIC are established by reference (m), and form the basis of correspondence coding for all NYNM instructions, forms, notices, and letters.

(3) Letterhead. Official command-level NYNM correspondence is placed on New York Naval Militia letterhead, which appears here:



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(a) The Commander and Deputy Commanders may establish their own official letterhead.

(b) Regional and operational subordinate commands may use their own version of the above letterhead, modified with the command name below the New York Naval Militia title, and with a local address.

(c) Letterhead is in dark or navy blue, with Arial Narrow and Niagara Engraved font. The New York Naval Militia blue and white logo is placed in the left margin of the letterhead. Electronic versions of the logo may be obtained from Headquarters, New York Naval Militia.

(4) Authorized signatures. The only persons authorized to sign command-level letterhead correspondence are the Commander and Deputy Commander, New York Naval Militia, or persons granted "By direction" authority by the Commander. Regional and operational commanders are authorized to sign correspondence originating from their commands, and to grant "By direction" authority within their commands.

l. Procurement and fiscal. Reference (c) provides guidance on procurement and fiscal issues. Requests for services, parts, or supplies are requisitioned using NYNM FORM 7043. NYNM HQ will generate a procurement request (PROREQ), based on the information in the requisition form.

(1) DMNA uses state credit cards to pay for most services. Dedicated credit cards for each boat or vehicle are to be used only for the benefit of the individual piece of equipment, unless prior MNBF approval is granted. Personal services cannot be paid for using the boat or truck credit cards. Unless there is an emergency need, all purchases must have prior approval from DMNA Budget and Finance directorate (MNBF) on a purchase requisition, prior to making the actual purchase.

(2) MNBF issues periodic bulletins that may affect fiscal policy and purchasing procedures. Adherence to these bulletins is mandatory.

m. Training administration. Training is an important part of force readiness to perform assigned missions. Personnel who are responsible for completing training and qualifying personnel in various mission areas are to forward records of completion to Headquarters, NYNM, in order that the information is entered in the NYNM database and member's service jacket.

n. Muster Reports and Recall

(1) Regional Commander Responsibilities. Regional Commanders are to maintain an accurate muster and recall list of all NYNM members within their region. Regional Commanders are to maintain regular liaison with Reserve Unit Liaison Officers within their assigned region. They are to ensure that updated personnel information for all assigned personnel is forwarded to Headquarters, NYNM.

(2) Unit/Reserve Activity Liaison Officer Responsibilities. Unit (or reserve activity) Liaisons Officers are responsible for the accounting of all NYNM members in their Reserve unit/activity, and updating their respective Regional Commander and Headquarters NYNM on personnel status and changes. Unit Liaisons Officers are responsible to ensure that NYNM members are accounted for as satisfactory or unsatisfactory federal drilling Reservists. They are responsible for the accounting and issuing of all DMNA TAG 9 and Triborough Bridge and Tunnel Passes given to the unit or activity, in accordance with reference (d). Reports are made using NYNM FORM 102.

(3) Individual Member Responsibilities. Individual members are responsible to their chain of command, including unit liaison officer and/or Regional Commander, regarding any changes in drilling status, to include mobilization, change of unit, retirement, discharge, legal or disciplinary status, or medical/physical changes.

o. Civilian Military Skills. Most NYNM members have acquired skills in their civilian capacity, as well as those skills learned during military service. These various skills may serve the New York Naval Militia and the State of New York in many ways. It is extremely important that Headquarters, NYNM maintain an accurate record of the skills held by its members. The Civilian-Military Skills Form (NYNMF0RM 1070) in enclosure (1), is also found electronically on the NYNM website. By completing and submitting the form electronically, the NYNM database will

be readily updated. The Civilian-Military Skills Questionnaire is to be completed and submitted by all members upon accession and whenever changes occur.

p. Awards

(1) New York Naval Militia members are eligible for New York State awards, in accordance with reference (g). Members in the chain of command may initiate state awards processing at any level. The final approval for an award rests with The Adjutant General or his/her representative.

(2) New York Naval Militia members may be eligible for federal awards. Rules governing eligibility for specific federal awards are established by the federal component. Federal awards must be initiated by a federal component or agency. The New York Naval Militia cannot initiate federal awards.

q. Facility administration. New York Naval Militia typically operates as a tenant of other agency facilities. Regardless of the host, it is important that NYNM personnel using other agency facilities will do the utmost to maintain a positive working relationship with the host.

r. Travel

(1) Out of State Travel Requirement. Travel to destinations outside of New York State for official purposes must first have approval of the Office of The Adjutant General (OTAG).

(2) Use of government vehicles. Use of government (NYNM) vehicles is guided by reference (e). NYNM vehicles are equipped with E-Z PASS tags.

(3) Free passage on the NYS Thruway and NYS Bridges and Tunnels will be granted to members provided that the travel is authorized and complies with the requirements of references (d) and (e). DMNA TAG Form 9 passes (Thruway Passes) and Triborough Bridge and Tunnel Authority (TBTA) tickets are provided for use by members of the organized militia in the performance of official military duties. Requests for Thruway Toll Passes and Tunnel and Bridge passes (TBTA) tickets will be made via Regional or Operational Commanders, or Unit Liaison Officers to NYNM Headquarters.

(4) Any individual responsible for misuse of the passes/tickets or E-Z PASS will be required to make full compensation for the tolls involved, and may be subject to disciplinary action.

(5) State of New York credit, travel, or fuel cards are for official use only. These credit cards will not be used for the purchase of any item or service that is not directly for the mission, vessel, or vehicle for which it was intended.

(6) Procedures for use of NYNM vehicles

(a) NYNM vehicles are for official use only. If the vehicle is assigned to an expeditionary mission, where it is the only means of transportation, the vehicle may be used for transportation to dining facilities and other necessary travel.

(b) Each trip must be recorded in the individual vehicle's Fuel and Maintenance Record.

(c) Vehicle keys and fuel cards are maintained with the Fuel and Maintenance Record.

(d) Government vehicles will not be operated while the driver is under the influence of alcohol or drugs.

(7) Procedures for fueling NYNM vehicles

(a) Locate an EXXON or MOBIL gas station.

(b) Using the enclosed EXXON/MOBIL fleet card, insert into gas pump.

(c) When requested by the gas pump, enter the current mileage of the vehicle.

(d) When requested by the gas pump, enter the 4 digit driver I.D. This number is the last four digits of the state license plate number. It is also located on the fleet card as shown below.



(e) Upon completion of fueling, ensure that you keep a receipt and place it in the RECEIPTS section of the Fuel and Maintenance Record.

(f) Enter the amount of fuel and fuel cost on the monthly Vehicle Cost Record (NYS OGS Form CS 918).

(g) Within five days of the end of a month, submit the Vehicle Cost Record, all receipts and a Certification NYS OGS Vehicle Cost Record form to NYNM Headquarters, for the previous month.

s. State Active Duty. Members are placed in a State Active Duty (SAD) status by the authority of the Governor or at the direction of the Commander, and for the benefit of the state. In other words, SAD is for the purpose of conducting DMNA/NYNM-assigned missions.

(1) SAD in a paid status is under Section 6 of NYS Military Law. Section 6 refers to the ordering of organized militia members into active service of the state in case of invasion, disaster, insurrection, riot, breach of the peace, or imminent danger.

(a) SAD pay is not subject to NYS income tax.

(b) Additional benefits may include travel or per diem, or housing allowance.

(c) A member's SAD orders will authorize pay and/or specific benefits.

(2) Section 46 of NYS Military Law refers to the assembly for drill, training, or special duty. Section 210 NYS Military Law states that with the member's consent, SAD may be in a non-pay status when issued under Section 46 of NYS Military Law.

t. Line of Duty. Members injured or killed while serving on SAD are subject to a Line of Duty investigation and benefits upon completion of a thorough investigation. Reference (f) refers.

u. Public Affairs. DMNA maintains a public affairs directorate, MNPA. In coordination with MNPA, the New York Naval Militia will maintain a pro-active and positive public affairs stance. It is incumbent upon Naval Militia membership to promote NYNM and DMNA activities across the state.

(1) Interactions with local and regional media outlets are to be coordinated with MNPA. Interviews with and stories related to the NYNM to be placed with the media, must receive prior approval by MNPA.

(2) Members are encouraged to submit high quality stories and action photographs in an electronic format to NYNM HQ for submission in the DMNA *Guard Times* magazine.

(3) The New York Naval Militia interacts with various federal, state, and local agencies on a regular basis, and for a variety of reasons. It is always incumbent on NYNM members to present and represent the organization professionally, factually, and with integrity. Distributing approved informational brochures, flyers, etc., that demonstrate organizational capabilities and further present the NYNM in a positive light is encouraged.

v. NYNM Historical Records. NYNM Headquarters, all regional commands, and all operational commands shall compile at the completion of each calendar year an annual historical record of events and activities.

The annual record shall include, as a minimum, a listing of personnel filling all senior billets, a record of significant events, Josephthal Trophy and other award winners, force census, equipment status, and fiscal/budgetary status. This historical record should be seen as a typical command chronology.

w. Service Record Maintenance. New York Naval Militia headquarters shall maintain hard-copy (paper) service jackets on all members. Information contained in service records includes information on a member's civilian background, federal military background, accession, promotion, performance, training and qualifications, health and medical, awards, and SAD orders. Information contained in each member's service jacket is governed by both State and Federal Privacy Act laws. References (j), (p), and (q) refer.

(1) The Health Insurance Portability and Accountability Act (HIPAA) places certain restrictions on release of personal health and medical information. The personal health and medical information maintained by NYNM Headquarters will be held in a secure area, with access limited to those persons who are trained in HIPAA regulations, and who have authorized access.

(2) Disposition of records for discharged personnel will be governed by the General Retention and Disposition Schedule for New York State Government Records. Personal service records may be destroyed six years after the member's separation from the New York Naval Militia.

x. New York Naval Militia Database. Headquarters, New York Naval Militia shall maintain an accurate and current electronic database on all members. The database shall be administered by headquarters personnel. Maintenance and access to the database shall conform to references (j), (p), (q), and the Health Insurance Portability and Accountability Act. Headquarters shall take all necessary precautions to safeguard the integrity, reliability, and privacy of the database.

3. Forms. New York Naval Militia forms are available for the following purposes. Examples are listed below and included in Enclosure (1). Additional forms for specific programs are promulgated through applicable New York Naval Militia instructions. Forms may also be found on the New York Naval Militia website, at:

<http://dmna.state.ny.us/nynm/naval.php?id=forms>

a. NYNM Form 100 Application for Enlistment. The primary use of this information is to identify persons who are eligible to enlist in the New York Naval Militia.

b. NYNM Form 101 Nomination for Commission. The primary use of this information is to identify personnel who are eligible to serve in the New York Naval Militia as a commissioned officer.

c. NYNM Form 103 Accession Assignment Orders. The primary use of this form is to assign a new member a billet.

d. NYNM Form 104 Discharge Orders. The primary use of this form is to document the separation or discharge of a member.

e. NYNM FORM 1040 Notice of Administrative Action. Used for notification of pending personnel administrative actions relating to membership in the New York Naval Militia.

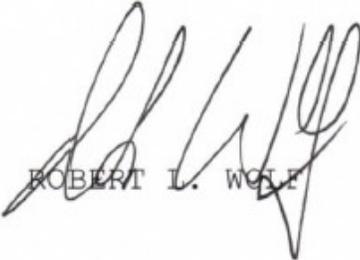
f. NYNM Form 1070 Civilian-Military Skills Questionnaire. The primary use of this information is to identify NYNM members with specific civilian-military education and skills and to match them to personnel needs arising during routine and emergency state active duty.

g. NYNM Form 1140 Information Brochure. The primary use of the information brochure is for recruiting and general public awareness.

h. NYNM Form 1620 Report of Counseling. For subordinate leader development.

i. NYNM Form 1900 Request for Separation or Retirement. The primary purpose of this form is request separation or retirement from the New York Naval Militia.

j. NYNM Form 7043 Procurement Request. The primary purpose of this form is to request supplies, parts, or services for assets assigned to the New York Naval Militia.



ROBERT L. WOLF

<b>New York Naval Militia (NYNM)</b> 	<b>APPLICATION FOR ENLISTMENT</b>	<i>FOR OFFICIAL USE ONLY</i> NYNM Form 100
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**NOTICE**

Acknowledgement

1. Persons enlisting into the New York Naval Militia acknowledge the following:
  - a. New York Naval Militia members are subject to recall to State Active Duty by the Governor of the State of New York.
  - b. The New York Naval Militia is recognized by U.S. Code Title 10. However, the New York Naval Militia is a state military agency under the Division of Military and Naval Affairs. It is not part of the United States Department of Defense or Department of Homeland Security.
  - c. Persons 68 years of age and older are not eligible for membership in the New York Naval Militia.
  - d. A copy of the applicant's DD 214 or Leave and Earning Statement **must** accompany this application.

Conditions for Enlistment

1. Resident of New York State; and
2. Citizen of the United States; and
3. Either a drilling reservist in the United States Navy, Marine Corps, or Coast Guard; or
4. Retired from either the United States Navy, Marine Corps, Coast Guard active or reserve forces; or
5. Maintain a special skill or aptitude that benefits the New York State Military Forces. Separate justification required.

Federal Component Alignment

1. Members of the New York Naval Militia wear the uniform and hold the rank of their respective federal military component.

**I am retired, a military veteran, or a drilling reservist from the following federal military component:**

Check One:  U.S. Navy     U.S. Marine Corps     U.S. Coast Guard     Non-prior military (separate justification required)

**1. APPLICANT INFORMATION**

1a. Last Name	1b. First Name	1c. MI	1d. Date of Birth (DD MMM YYYY)	1e. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female
1f. Home Address (mailing address)	1g. City	1h. State <b>New York</b>	1i. Zip Code + 4	1j. SSN
1k. Home Phone ( )	1l. Work Phone ( )		1m. Cell Phone ( )	
1n. Primary Email Address @		1o. Secondary Email Address @		
1p. Next of Kin (NOK) Name and Relationship	1q. Next of Kin (NOK) Address	1r. Next of Kin (NOK) Phone		
1s. Marital Status: <input type="checkbox"/> Single <input type="checkbox"/> Married/Civil Union <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed			1t. Number of Dependent Exemptions Claimed:	

**2. MILITARY PERSONAL INFORMATION** I am:  Retired Military  Drilling Reservist  Military Veteran (Discharged)  Non-prior Military

2a. Designator/MOS	2b. Rate/Paygrade	2c. Date of Rank	2d. Federal Pay Entry Base Date
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**3. FEDERAL RESERVE PROGRAM (USNR, USMCR, USCGR) INFORMATION** (If applicable)

3a. Reserve Center Name	3b. Reserve Unit Name	3c. Normal Drill Location
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**4. CIVILIAN EMPLOYMENT INFORMATION**

4a. Employer Name	4b. Employer Address	4c. Occupation/Job Title
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**5. REFERRAL INFORMATION**

5a. Recruited or Referred By
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I do here by acknowledge to have voluntarily enlisted in the New York Naval Militia this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_. I do solemnly affirm that I will support and defend the Constitution of the United States and the Constitution of the State of New York; and I will obey the orders of the Governor of the State of New York as well as the orders of the officers appointed over me, according to New York State Military Law. I do further affirm that all statements made by me as now given in this record are correct and true.

\_\_\_\_\_  
*Signature of Enlistee*

Sworn and subscribed before me. This member has been found physically, morally, and legally qualified without waiver.

\_\_\_\_\_  
PRINT name of NYNM Certifying Officer

\_\_\_\_\_  
*Signature of Certifying Officer*

<b>New York Naval Militia (NYNM)</b> 	<b>NOMINATION FOR COMMISSION</b>	<i>FOR OFFICIAL USE ONLY</i> NYNM Form 101
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**NOTICE**

Acknowledgement

1. Persons receiving a commission in the New York Naval Militia acknowledge the following:
  - a. New York Naval Militia members are subject to recall to State Active Duty by the Governor of the State of New York.
  - b. The New York Naval Militia is recognized by U.S. Code Title 10. However, the New York Naval Militia is a state military agency under the Division of Military and Naval Affairs. It is not part of the United States Department of Defense or Department of Homeland Security.
  - c. Persons 68 years of age and older are not eligible for membership in the New York Naval Militia.
  - d. A copy of the applicant's DD 214 or Leave and Earning Statement **must** accompany this application.

Conditions for Commission

1. Resident of New York State; and
2. Citizen of the United States; and
3. Hold a federal service commission; and
4. Either a drilling reservist in the United States Navy, Marine Corps, or Coast Guard; or
5. Retired from either the United States Navy, Marine Corps, Coast Guard active or reserve forces; or
6. Maintain a special skill or aptitude that benefits the New York State Military Forces. Separate justification required.

Federal Component Alignment

1. Members of the New York Naval Militia wear the uniform and hold the rank of their respective federal military component.

**I am retired, a military veteran, or a drilling reservist from the following federal military component:**

Check One:  U.S. Navy     U.S. Marine Corps     U.S. Coast Guard     Non-prior military (separate justification required)

**1. APPLICANT INFORMATION**

1a. Last Name	1b. First Name	1c. MI	1d. Date of Birth (DD MMM YYYY)	1e. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female
1f. Home Address (mailing address)	1g. City	1h. State New York	1i. Zip Code + 4	1j. SSN
1k. Home Phone (    )	1l. Work Phone (    )		1m. Cell Phone (    )	
1n. Primary Email Address @		1o. Secondary Email Address @		
1p. Next of Kin (NOK) Name and Relationship	1q. Next of Kin (NOK) Address		1r. Next of Kin (NOK) Phone	
1s. Marital Status: <input type="checkbox"/> Single <input type="checkbox"/> Married/Civil Union <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed			1t. Dependent Exemptions Claimed:	

**2. MILITARY PERSONAL INFORMATION** I am:  Retired Military     Drilling Reservist     Military Veteran (Discharged)     Non-prior Military

2a. Designator	2b. Rank/Paygrade	2c. Date of Rank	2d. Federal Pay Entry Base Date
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**3. FEDERAL RESERVE PROGRAM (USNR, USMCR, USCGR) INFORMATION** (If applicable)

3a. Reserve Center Name	3b. Reserve Unit Name	3c. Normal Drill Location
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**4. CIVILIAN EMPLOYMENT INFORMATION**

4a. Employer Name	4b. Employer Address	4c. Occupation/Job Title
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**5. REFERRAL INFORMATION**

5a. Recruited or Referred By

I do here by acknowledge to have voluntarily accepted commissioning in the New York Naval Militia this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_. I do solemnly affirm that I will support and defend the Constitution of the United States and the Constitution of the State of New York; and I will obey the orders of the Governor of the State of New York as well as the orders of the officers appointed over me, according to New York State Military Law. I do further affirm that all statements made by me as now given in this record are correct and true.

\_\_\_\_\_  
*Signature of Appointee*

Sworn and subscribed before me. This member has been found physically, morally, and legally qualified without waiver.

\_\_\_\_\_  
PRINT NAME of NYNM Certifying Officer

\_\_\_\_\_  
*Signature of Certifying Officer*

**New York Naval Militia  
(NYNM)**



**ACCESSION ASSIGNMENT ORDERS**

FOR OFFICIAL USE ONLY  
NYNM Form 103

From: Commander, New York Naval Militia

To: [Redacted]

Subj: **ACCESSION ASSIGNMENT ORDERS**

Ref: (a) New York State Division of Military and Naval Affairs Regulation 10-1 (DMNA REG 10-1)  
(b) New York Naval Militia Instruction 1001.1; Administration Manual

1. In accordance with reference (a), you have accessed into the New York Naval Militia. Based on the information provided, you are accessed in the rank/rate of: [Redacted]  
with a State Entry Base Date of: [Redacted]  
a Pay Entry Base Date of: [Redacted]  
and a Date of Rank of: [Redacted]

2. You are affiliated under the following New York Naval Militia component:

- NAVY
- MARINE
- COAST GUARD

3. You are assigned to the:

- FEDERAL COMPONENT LIST (FCL)**
  - F-1 Ready Reserve
  - F-2 Stand-by Reserve (Federal Stand-by Reserve S1 & S2)
  - F-3 Retired Reserve (under age 60)
- STATE ACTIVE LIST (SAL)**
  - V-1 Non-retired veterans
  - V-2 Non-prior militiar
  - V-3 Retired Reserve (age 60+)

4. You are accessed into New York Naval Militia Unit: [Redacted]

5. Report to / Point of Contact:

Name: [Redacted]

Phone: [Redacted]

6. You are a member of the Organized Militia of the State of New York. You are subject to the orders of the Governor of New York State and the orders of The Adjutant General. In accordance with reference (b), you are required to keep your chain of command and your point of contact informed of your federal reserve status, residency, and unit affiliation.

7. In accordance with reference (b), members classified under F-2, F-3, V-1, V-2, and V-3 are required to provide an annual Report of Medical Examination to Headquarters, NYNM.

8. Notes: [Redacted]

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\_\_\_\_\_  
Certifying Officer, By direction of the Commander Date

<b>New York Naval Militia (NYNM)</b> 	<b>DISCHARGE ORDERS</b>	FOR OFFICIAL USE ONLY NYNM Form 104
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**From: Commander, New York Naval Militia**

**To:**

**Subj: DISCHARGE ORDERS**

**Ref: (a) New York State Division of Military and Naval Affairs Regulation 10-1 (DMNA REG 10-1)**  
**(b) New York Naval Militia Instruction 1001.1**

- 1. In accordance with references (a) and (b), you have been separated from the New York Naval Militia, effective this date.**
- 2. This action has been taken due to:**
  - a. Non-compliance with one, or more previous requests for information dated:**
  - b. Other:**
- 3. If this action has been made in error, contact New York Naval Militia headquarters at (518) 786-4583.**

\_\_\_\_\_  
Certifying Officer, By direction of the Commander

\_\_\_\_\_  
Date

<b>New York Naval Militia (NYNM)</b>	<b>NOTICE OF ADMINISTRATIVE ACTION</b>	FOR OFFICIAL USE ONLY NYNM Form 1040	
<b>NOTICE</b>			
Use: For notification of pending personnel administrative actions relating to membership in the New York Naval Militia. Unless a response is received by the recipient within 90 days of this NOTICE, the actions will become final.			
<b>1. ADMINISTRATIVE INFORMATION</b>			
1a. Last Name	1b. First Name	1c. MI	1d. Rank/Rate
<b>2. ADMINISTRATIVE ACTION:</b>			
<p><i>The following personnel administrative actions are pending in your case:</i></p> <p><input type="checkbox"/> DISCHARGE from the New York Naval Militia as a result of:</p> <p style="margin-left: 40px;"><input type="checkbox"/> Separation from a federal reserve component.</p> <p style="margin-left: 40px;"><b>Note:</b> Members of the United States Navy, Marine Corps, or Coast Guard Reserve, who are subsequently separated due to discharge or retirement, are automatically separated from the New York Naval Militia. Personnel desiring continued membership in the New York Naval Militia must submit a new application or nomination.</p> <p style="margin-left: 40px;"><input type="checkbox"/> No longer a satisfactory drilling Reservist with the following unit: _____.</p> <p style="margin-left: 40px;"><input type="checkbox"/> Administrative Separation action due to: _____.</p> <p style="margin-left: 40px;"><input type="checkbox"/> Not meeting residency requirements.</p> <p style="margin-left: 40px;"><input type="checkbox"/> Loss of contact.</p> <p><input type="checkbox"/> TRANSFER to the State Reserve List as a result of:</p> <p style="margin-left: 40px;"><input type="checkbox"/> Not meeting physical eligibility requirements.</p> <p style="margin-left: 40px;"><input type="checkbox"/> OTHER: _____.</p> <p><input type="checkbox"/> OTHER administrative action _____, as a result of:</p>			
<b>3. ACTIONS REQUIRED ON YOUR PART:</b>			
<p>The actions above will become permanent 90 days from the date of this notice, unless documentation is provided to Headquarters, New York Naval Militia to demonstrate that the pending action is incorrect. Forward documentation to:</p> <p><i>New York Naval Militia 330 Old Niskayuna Road Latham, New York 12110</i></p> <p><i>Or by fax: (518) 786-4427</i></p> <p>For additional information, contact (518) 786-4853.</p>			
2b. Signature of New York Naval Militia Representative	2c. Date (DD MMM YY)		
<b>NYNM FORM 1040 (04/10)</b>			

**NEW YORK NAVAL MILITIA**

**NYNMFORM 1070**

**New York Naval Militia  
Civilian-Military Skills Questionnaire**

<b>PERSONAL IDENTIFIER INFORMATION:</b>				
Name	Last:	First, M.I.		
DOB:	/ /			
Address:				
Phone:	Home:	Work:		
	Fax:	Cell:		
E-mail:	Home:	Work:		
Grade:	Rank/Rate:			
Component:	<b>USCGR</b>	<b>USMCR</b>	<b>USNR</b>	<b>Non-Drill Group</b>
	UNIT:	Duty Station:		
Status:	<input type="checkbox"/> Drilling Reservist	<input type="checkbox"/> Retired Military Receiving Military Retirement Pay	<input type="checkbox"/> Retired Reservist eligible for pay at age 60.	<input type="checkbox"/> Other: (Amplify)
Duty Availability:	<input type="checkbox"/> Within 24 hours	<input type="checkbox"/> Within 48 hours	<input type="checkbox"/> Within 7 days	<input type="checkbox"/> After 7 days
Duty Duration:	<input type="checkbox"/> Less than 1 week	<input type="checkbox"/> 1-2 weeks	<input type="checkbox"/> 2-4 weeks	<input type="checkbox"/> More than 4 weeks
Marital Status:	<input type="checkbox"/> Single	<input type="checkbox"/> Married/Civil Union	<input type="checkbox"/> Divorced	<input type="checkbox"/> Widowed
Dependent Exemptions Claimed: _____				
<b>CIVILIAN EDUCATION:</b>				
HIGH SCHOOL, COLLEGE and/or PROFESSIONAL SCHOOL (Name and Location)	ATTENDED FROM	TO	DEGREE TITLE	DATE MAJOR/MINOR FIELD OF STUDY
<b>CIVILIAN OCCUPATION:</b>				
Employer :				
Address:				
City, Zip:				
Phone: ( )	Contact Name:			
<b>CIVILIAN QUALIFICATIONS:</b>				
Personal Qualifications or Certifications:	<input type="checkbox"/> EMT/Paramedic	<input type="checkbox"/> Firefighter	<input type="checkbox"/> Translator	<input type="checkbox"/> CISM
	<input type="checkbox"/> MD	<input type="checkbox"/> PA	<input type="checkbox"/> CDL _____	<input type="checkbox"/> RN / LPN
	<input type="checkbox"/> DO	<input type="checkbox"/> Chaplain / Clergy	<input type="checkbox"/> Welder MIG/TIG	<input type="checkbox"/> Other
	<input type="checkbox"/> NP	<i>Faith:</i> _____	<input type="checkbox"/> Diesel Mechanic	(amplify):
	<input type="checkbox"/> DDS	<input type="checkbox"/> Ferry Pilot	<input type="checkbox"/> Eng Mechanic	
	<input type="checkbox"/> Attorney	<input type="checkbox"/> Boat Coxswain	<input type="checkbox"/> Police Officer	

**NEW YORK NAVAL MILITIA**

**NYNMFORM 1070**

<b>MILITARY QUALIFICATIONS:</b>			
List all current military qualifications held: (MOS, NOBC, NEC, Designator)		Military qualifications (Continued):	
Code	Title	Code	Title

<b>FOREIGN LANGUAGE FLUENCY:</b>					
FOREIGN LANGUAGE	LANGUAGE PROFICIENCY SOURCE CODE	PROFICIENCY RATING			
		SPEAK	WRITE	READ	LISTEN

<b>LANGUAGE PROFICIENCY SOURCE CODE &amp; DESCRIPTION</b>			
A	CIVILIAN SCHOOL COURSE	D	HOME ENVIRONMENT
B	DEFENSE LANGUAGE INSTITUTE (DLI)	E	MILITARY SCHOOL (OTHER THAN DLI)
C	FOREIGN RESIDENCE	F	SELF STUDY

<b>DRIVER LICENSE INFORMATION</b>			
ID#:	STATE:	CLASS:	EXPIRES:

<b>OTHER RELEVANT INFORMATION:</b>

Signature:	Date:
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1. This form will assist the New York Naval Militia to determine the various skills sets possessed by members of the force. This form asks for comprehensive information on both civilian and military-acquired skills that may prove beneficial to the Naval Militia.

2. Members are to complete this form and return to New York Naval Militia headquarters through their Reserve Unit Point of Contact, or fax directly to 518-786-4427. Enclose copies of certifications, qualifications, diplomas, to support the information provided.

3. Information provided by this form will be maintained in the New York Naval Militia database, and in the member's service record at headquarters.

<b>New York Naval Militia (NYNM)</b>	<b>REPORT OF COUNSELING</b>	<i>FOR OFFICIAL USE ONLY</i> NYNM Form 1620
<b>NOTICE</b>		
<i>Use: For subordinate leader development. Leaders should use this form as necessary. Continuation page located on reverse.</i>		
<b>1. ADMINISTRATIVE INFORMATION</b>		
<b>1a. Last Name</b>	<b>1b. First Name</b>	<b>1c. MI</b>
<b>1e. Organization</b>		<b>1d. SSN (Last FOUR)</b>
<b>1f. Name and Title of Counselor</b>		
<b>2. BACKGROUND INFORMATION</b>		
<i>Purpose of Counseling:</i>		
<input type="checkbox"/> PERFORMANCE	<input type="checkbox"/> RESPONSIBILITIES	<input type="checkbox"/> CAREER ADVANCEMENT
<input type="checkbox"/> INDEBTEDNESS	<input type="checkbox"/> APPEARANCE	<input type="checkbox"/> PERSONAL BEHAVIOR
<input type="checkbox"/> OJT PROGRESS	<input type="checkbox"/> OTHER	
<b>2a. Reason which caused the counseling requirement:</b>		
<b>2b. Counselor's Signature</b>	<b>2c. Date (DD MMM YY)</b>	
<b>3. PLAN OF CORRECTIVE ACTION:</b>		
<b>4. ACKNOWLEDGEMENT:</b>		
Individual counseled: <input type="checkbox"/> I agree <input type="checkbox"/> I disagree with the information above.		
Individual counseled remarks:		
<b>4a. Member Name (Type or Print)</b>	<b>4b. Signature</b>	<b>4c. Date (DD MMM YY)</b>
<b>NYNM 1620 (REV 08/09)</b> Note: Provide original to individual counseled and retain copy in member's service record.		

**NYNM 1620 (Reverse)**

**Continuation Notes**



**NEW YORK STATE**  
 DIVISION OF MILITARY AND NAVAL AFFAIRS

**NYNMF0RM 7043**

**New York Naval Militia  
 PROCUREMENT REQUEST**

**REQUESTING POINT OF CONTACT ▼**

Name		
Rank/Rate		
Unit		
Phone:	Work:	Cell:
	Fax:	
E-mail:		

**DESCRIPTION OF ITEMS OR SERVICES ▼**

ITEM No.	ITEM OR SERVICE (include part number or other specifications)	QUANTITY	UNIT OF ISSUE	ESTIMATED COST	
				UNIT COST	TOTAL COST
1				\$	\$
2				\$	\$
3				\$	\$
4				\$	\$
5				\$	\$
6				\$	\$
				Total Purchase Amount ▶	
				\$	

**VENDOR INFORMATION ▼** Required Delivery Date ▶ / /

Vendor Name:	
Federal Tax ID:	
Address:	
City, Zip:	
Phone: ( )	Contact Name:

SMALL BUSINESS     
  MINORITY OWNED     
  WOMAN OWNED  
 SINGLE SOURCE     
  SOLE SOURCE     
  EMERGENCY     
  NO

**COST CENTER ▼**

<input type="checkbox"/> 53100 Food	<input type="checkbox"/> 53600 Gasoline	<input type="checkbox"/> 53601 Diesel	<input type="checkbox"/> 53610 POL	<input type="checkbox"/> 53650 Clothing	<input type="checkbox"/> 53660 Office Supplies	<input type="checkbox"/> 53700 Tools / Parts	<input type="checkbox"/> 53900 Supplies	<input type="checkbox"/> 55400 Leases
<input type="checkbox"/> 55480 Vehicle Repair	<input type="checkbox"/> 55490 Boat Repair	<input type="checkbox"/> 55800 Phones	<input type="checkbox"/> 56077 Interest	<input type="checkbox"/> 56380 Inspections	<input type="checkbox"/> 56400 Conference Fee	<input type="checkbox"/> 56600 Postage	<input type="checkbox"/> 56990 Other Services	<input type="checkbox"/> 57480 Communications Equipment

**AMPLIFYING INFORMATION:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_