



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

NYNMINST 3502.2

NEW YORK NAVAL MILITIA INSTRUCTION 3502.2

SEP 09 2013

Subj: IN THE SERVICE OF THE STATE

Ref: (a) DMNA REG 10-1; New York Naval Militia Regulations
(b) NYS Military Law Sections 6 and 46
(c) JFHQ-NY CONPLAN 6.0; Civil Support Operations
(d) TAG-NY Policy Memo of 30 OCT 2009
(e) NYNMINST 3502.1; Training and Exercise Management
(f) NYNMINOTE 1570; Training Assembly Schedule
(g) NYNMINOTE 3502; Long Range Training Plan
(h) NYNMINST 3051.2; Mission Essential Task List

Encl: (1) NYNMF FORM 1570 Inactive Duty Drill Record
(2) NYNMF FORM 1571 Inactive Duty Authorization
(3) Sample Employer Letter

1. Purpose. To promulgate guidance and requirements for requesting and directing members into service of the state. This instruction refers only to service to the State of New York, and not to any federal component.

2. Discussion. Per reference (a), members of the New York Naval Militia (NYNM) perform in the service of the state under one of two categories. A member may either be on State Active Duty (SAD), in a pay or non-pay status; or in an inactive duty drill status (IDT).

- a. References (b), (c), and (d) direct the usage of State Active Duty. SAD is used when members are mobilized for a contingency or event outside of a normally scheduled drill. SAD is authorized by the Office of The Adjutant General (OTAG), and requires a minimum of 30 days lead time for processing of routine requests for non-emergency events. DMNA Form 1160 is used to request SAD. This form is found on the FORMS/INSTRUCTION website at DMNA.NY.GOV/NYNM. The request must be endorsed by a respective Commander, Deputy Commander, Chief of Staff, or Assistant Chief of Staff (ACOS), and forwarded to Headquarters, NYNM.
- b. References (e), (f), and (g) govern the training program for the New York Naval Militia. Events scheduled in the Training Assembly Schedule, and Long Range Training Plan authorizes certain individuals to conduct training while

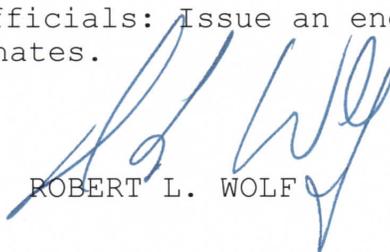
in an inactive duty drill status. A record of annual attendance is documentation of participation. NYNM Form 1570, found as enclosure (1) is used for this purpose. Attendance at an inactive duty drill is authorized by a respective Commander, Deputy Commander, Chief of Staff, or Assistant Chief of Staff (ACOS). NYNM Form 1571, found as enclosure (2) may be used for this purpose. This form is also used to request an employer letter which can be released by a respective Commander or Chief of Staff, with a copy to HQ NYNM. A sample is found as enclosure (3).

3. Responsibilities.

a. Authorizing Officials: Review the Request for State Active Duty, or Inactive Duty Training Authorization Form to determine if the intent of the participation meets objectives of NYNM missions found in reference (h). Requests for routine, administrative SAD must be submitted with sufficient lead-time to reach OTAG 30 days prior to the expected event.

b. Respective Commanders: Issue Letters of Instruction for drills per reference (e), or NYNMFORM 1571 authorizing attendance for IDT.

c. Other authorizing officials: Issue an endorsement of drill attendance for subordinates.



ROBERT L. WOLF



STATE OF NEW YORK
DIVISION OF MILITARY AND NAVAL AFFAIRS
RESPECTIVE COMMAND
NEW YORK NAVAL MILITIA
COMMAND ADDRESS

1000
(Date)

From: Commander, New York Naval Militia
To: (Rank, First and Last Name), NYNM

Subj: STATEMENT OF SERVICE

Ref: (a) NYNM NOTE 1570; Training Assembly Schedule
(b) NYNMINOTE 3502; Catalog of Training Resources

1. This letter serves as a Statement of Service, indicating that you are a member in good standing of the New York State Naval Militia.

2. Your duties with New York Naval Militia requires your attendance during assigned IDT (Drill) periods. Reference (a) refers.

3. Per reference (b), you are authorized participation on (Date of Event, at **(Location)**, N.Y.

Event Code: NY**(Code from Long Range Training Plan)**.

4. Any questions regarding this matter may be directed to Naval Militia headquarters, at (518) 786-4583.

(NAME)

(Position/Title) or By direction