



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

NYNMINST 1001.1C

23 February 2022

NEW YORK NAVAL MILITIA INSTRUCTION 1001.1C

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 10-3: State Defense Force Identification Cards  
(c) DMNA Regulation 56-1; Fleet Vehicle Operation  
(d) DMNA Regulation 600-8-4; State Active Duty Line of Duty Procedures  
(e) DMNA Regulation 672-1; Decorations, Awards, and Honors State Military Awards  
(f) NYS Military Law  
(g) SECNAVINST 5216.5 (series); Department of the Navy Correspondence Manual  
(h) SECNAV M-5210.2 (series); Standard Subject Identification Code (SSIC) Manual  
(i) NYNMINST 1410.1 (series); Promotion Policy and Procedures  
(j) New York Consolidated Laws PBO - Public Officers Article 6-A; Personal Privacy Protection Law (PPPL) of New York State  
(k) 5 U.S. Code, sections 552; 5 U.S. Code § 552 - Public information; agency rules, opinions, orders, records, and proceedings (Privacy Act of 1974)  
(l) NYNMINST 6110.1 (series) Physical and Medical Requirements  
(m) TAG Memo of 25 AUG 2017; Cashless Toll Credit and Reimbursement for Metropolitan Transportation Authority (MTA) Bridges and Tunnels for State Organized Militia Personnel Operating Their Personally Owned Vehicles (POVs)

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 (l).

2. Cancellation. This instruction supersedes NYNMINST 1001.1B of 3 March 2017.

3. Policy and Direction. New York Naval Militia will follow the guidance in the following areas:

a. Privacy Act Requirements. References (j) and (k) 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.

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; unauthorized movement of organizational event; or a religious institution.

(2) Members may participate in uniform in ceremonial events as long as such representation does not endorse, or appear to endorse host entities. Examples of acceptable events include funerals, veterans' appreciation ceremonies, military balls, and relief society events. Participation in ceremonial events requires prior notification and approval of DMNA (through NYNM headquarters).

(3) With the exception of the events shown in subparagraph b.(2) above, 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. Official status is identified by the member being on State Active Duty (SAD) orders.

(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 (1).

d. Requirement to Report Change in Status. Members of the New York Naval Militia are required to keep their unit point

of contact, region and NYNM Headquarters 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 and/or location.

(6) Change to dependency status or number.

(7) Felony conviction or DUI/BUI conviction.

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 (e). 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. These

include any members that are under some type of obligation to a federal component.

(b) The State Active List (SAL) includes non-retired veterans.

(c) Officers of the Naval Militia may not be forcibly separated prior to their 68<sup>th</sup> birthday without the Governor's approval. 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 or medical 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 (administrative) drilling location is located within New York State. Any member who subsequently changes both legal residence and administrative drilling location to a 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.

(e) Persons with a felony conviction are not eligible for membership.

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

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

(5) Minimum required documentation to affiliate with the New York Naval Militia includes the application package, and a copy of the applicant's federal Leave and Earning Statement (LES), DD-214, or any DD-215 issued. If the applicant holds a valid driver license or non-driver identification, that shall be provided as well. Depending on status, additional forms may be required. See NYNM FORM 1121 for details.

(6) 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.

g. 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.

(1) Establishment of pay entry base date (PEBD) is based on a member's federal PEBD. Any periods of broken service between federal and state service will cause the PEBD to be adjusted. Only those periods while under federal and/or state service count towards the PEBD.

(2) Computation of creditable federal time towards PEBD includes:

(a) All time found on DD 214, including active duty and inactive duty time.

(b) All SELRES and VTU Reserve drill time. This information is typically found on an individual's point capture statement or similar document issued by the federal component.

(c) Periods of Individual Ready Reserve that do not include actual drills will not count towards calculation of state PEBD.

(3) 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.

h. Participation. Members of the federal Ready Reserve meet all NYNM participation requirements if they are a satisfactory driller in the federal component.

(1) Member must 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 may have up to 90 days to resolve any issue addressed on Form 1040. Otherwise the member is to be discharged (or moved to the Inactive List in the case of officers) from the New York Naval Militia.

i. Accession 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.

j. NYNM Identification Cards (DMNA FORM 55-N). In accordance with reference (b), 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 military identification Common Access Card (CAC). Expiration dates of the NYNM Identification Cards shall be:

(1) Initial issue, 5 years or until 68<sup>th</sup> birthday, whichever comes first.

(2) Subsequent issues, every 10 years or until 68<sup>th</sup> birthday, whichever comes first.

k. 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) Chief of Staff
- (c) Commander of a NYNM region

Performance appraisal forms may be found in NYNMINST 1410.1 (series).

(3) 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.

l. 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.

m. Promotion and Advancement. Promotion in the New York Naval Militia does not affect a member's federal retirement status or reserve point accrual.

(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 (i) provides detailed procedures regarding NYNM promotions.

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

(3) Separation for cause. Guidance for the separation of enlisted personnel is promulgated in a separate NYNM policy instruction.

o. 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 reference (g) shall be used for drafting NYNM correspondence.

(2) Use of Standard Subject Identification Codes (SSIC). SSIC are established by reference (h), 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:



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

(a) 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.

(b) The Commander and Deputy Commander may establish their own personal letterhead.

(c) 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.

(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.

p. Procurement and fiscal.

(1) New York State Division of Military and Naval Affairs (DMNA) uses New York 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 DMNA Budget and Finance Directorate (MNBF) approval is granted. Personal services cannot be paid for using the boat or truck credit cards.

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

q. 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.

r. 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 Questionnaire is to be completed and submitted by all members upon accession and whenever changes occur.

s. Awards

(1) New York Naval Militia members are eligible for New York State awards, in accordance with reference (e). 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.

t. 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.

u. 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 (c). 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 established requirements. 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. Reference (m).

(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.

v. 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 (d).

w. 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. 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.

x. Service Record Maintenance. New York Naval Militia headquarters shall maintain service jackets on all active 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) and (k) 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.

y. 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 the Health Insurance Portability and Accountability Act. Headquarters shall take all necessary precautions to safeguard the integrity, reliability, and privacy of the database.

4. 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.

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. This form is two parts, A and B. Part A is the applicant's information. Part B is the Oath of Enlistment and the Certificate of Enlistment, which attests to the candidate's acceptance.

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 or warrant officer.

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

d. 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.

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

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

g. 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.



W. T. SMITH

**PRIVACY ADVISORY STATEMENT****NEW YORK NAVAL MILITIA****Accession, Program and Separation Personal Information**


**AUTHORITY FOR COLLECTION OF PERSONAL INFORMATION:** Personal Privacy Protection Law of New York State; Privacy Act of 1974, 5 U.S. Code, sections 552-522a.

**WHETHER DISCLOSURE IS MANDATORY OR VOLUNTARY AND EFFECT ON INDIVIDUAL OF NOT PROVIDING INFORMATION:** The requested information is mandatory for New York Naval Militia (NYNM) members to insure that: (1) persons applying to join the New York Naval Militia and/or its specific programs meet all eligibility requirements; (2) required pay and tax information is available for purposes of any orders to state active duty; or (3) eligibility for separation from the New York Naval Militia, if applicable. If the requested information is not furnished, the NYNM member will not be considered for accession, or assignment for routine or emergency state active duty. If a NYNM member currently serving on routine or emergency state active duty declines to provide the requested information, the NYNM member's assignment to routine or emergency state active duty may be terminated.

**ROUTINE USES:** This all-inclusive Privacy Act Statement will apply to all requests for personal information made by the New York Naval Militia. It will become part of your New York Naval Militia service record. The intended use is to maintain a rapid recall capability, and to facilitate and document your eligibility for various New York Naval Militia programs.

**PRINCIPAL PURPOSES FOR WHICH INFORMATION IS INTENDED TO BE USED:** The primary use of this information is to identify NYNM members who are eligible to serve in the New York Naval Militia and its specific programs. This form provides you the advice required by the New York State Personal Privacy Act and the federal Privacy Act of 1974.

**THIS FORM IS NOT A CONSENT FORM TO RELEASE PERSONAL INFORMATION PERTAINING TO YOU TO AGENCIES AND ENTITIES OUTSIDE OF THE NEW YORK STATE DIVISION OF MILITARY AND NAVAL AFFAIRS AND THE JOINT FORCES OF THE NEW YORK STATE ORGANIZED MILITIA.**

<b>New York Naval Militia (NYNM)</b> 	<b>Application for Enlistment</b>	<b>FOR OFFICIAL USE ONLY</b> <b>NYNM Form 100A</b>		
<b>NOTICE</b>				
<p style="text-align: center;"><u>Acknowledgement</u></p> <p>1. Persons receiving a commission in the New York Naval Militia acknowledge the following:</p> <ul style="list-style-type: none"> <li>a. New York Naval Militia members are subject to recall to State Active Duty by the Governor of the State of New York.</li> <li>b. 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.</li> <li>c. Persons 68 years of age and older are not eligible for membership in the New York Naval Militia.</li> <li>d. The applicant consents to a background check which may include investigation of my employment history, educational background, criminal history, military records, credit history and department of motor vehicle records.</li> </ul> <p style="text-align: center;">I am a drilling reservist from the following federal military component:</p> <p>Check One:    <input type="checkbox"/> U.S. Coast Guard    <input type="checkbox"/> U.S. Marine Corps    <input type="checkbox"/> U.S. Navy</p>				
<b>1. APPLICANT INFORMATION</b>				
Complete SSN	Last Name	First Name	Mi	Suffix
Designator/MOS	Rank/Paygrade <div style="border: 1px solid black; width: 50px; height: 15px; margin: 2px 0;"></div>	Date of Rank	Federal Pay Entry Base Date	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female
Home Address (mailing address)	City	County	State	Zip Code
Cell Phone	Home Phone	Work Phone		
Primary Email Address		Secondary Email Address		
Next of Kin (NOK) Name and Relationship			Next of Kin (NOK) Phone	
Marital Status: <input type="checkbox"/> Single <input type="checkbox"/> Married/Civil Union		Number of Dependent Exemptions Claimed:		
<b>2. FEDERAL RESERVE PROGRAM (USNR, USMCR, USCGR) INFORMATION</b>				
Reserve Center/USCG Command Name		Reserve Unit Name / UIC		
<b>3. CRIMINAL HISTORY (Including DUI, DWAI, BUI)</b>				
Offense, Date, Location (List all criminal history or select N/A if none):				
<b>4. PRIOR SERVICE INFORMATION (List all periods of prior/broken military service)</b>				
Component	Date Start	Date End		
<b>5. REFERRAL INFORMATION</b>				
Recruited or Referred By (Last Name, First Name, Rank, Unit):				

NYNM Form 100A (Rev 1/22) Fax all documents to (518) 786-4427.

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



New York Naval Militia  
(NYNM)

## Oath of Enlistment

FOR OFFICIAL USE ONLY  
NYNM Form 100B

# Oath of Enlistment

I, \_\_\_\_\_  
(First Name) (Middle Name) (Last Name)

A citizen of the United States, do hereby acknowledge to have voluntarily accepted a commission on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, as a member of the New York Naval Militia under the conditions prescribed by law, unless sooner discharged by proper authority, and I do also agree to accept from the State of New York such benefits as are or may be established by law, and I do solemnly swear (or affirm) that I will bear true faith and allegiance to the United States of America and the State of New York; that I will serve them honestly and faithfully; and that I will obey the orders of the Governor of the State of New York and the orders of the Officers appointed over me, according to Law. I make this obligation freely, without any mental reservations or purpose of evasion, and that I will well and faithfully discharge the duties of an Officer in the New York Naval Militia of the State of New York on which I am about to enter, so help me God

 \_\_\_\_\_  
(Signature of applicant)

 \_\_\_\_\_  
(Date of federal reserve enlistment expiration)

HOR: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Unit name/location: \_\_\_\_\_

# Certificate of Enlistment

(To be completed by New York Naval Militia Headquarters)

I certify that the above individual was enlisted and enrolled in the service of the State of New York on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

 \_\_\_\_\_  
(Signature of Certifying Officer)

 \_\_\_\_\_  
(Name of Officer)



**PRIVACY ADVISORY STATEMENT****NEW YORK NAVAL MILITIA****Accession, Program and Separation Personal Information**

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**WHETHER DISCLOSURE IS MANDATORY OR VOLUNTARY AND EFFECT ON INDIVIDUAL OF NOT PROVIDING**

**INFORMAITON:** The requested information is mandatory for New York Naval Militia (NYNM) members to insure that: (1) persons applying to join the New York Naval Militia and/or its specific programs meet all eligibility requirements; (2) required pay and tax information is available for purposes of any orders to state active duty; or (3) eligibility for separation from the New York Naval Militia, if applicable. If the requested information is not furnished, the NYNM member will not be considered for accession, or assignment for routine or emergency state active duty. If a NYNM member currently serving on routine or emergency state active duty declines to provide the requested information, the NYNM member's assignment to routine or emergency state active duty may be terminated.

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<b>New York Naval Militia (NYNM)</b> 	<b>NOMINATION FOR COMMISSION</b> <small>(For persons who hold or have held a federal commission as an officer)</small>	<small>FOR OFFICIAL USE ONLY</small> <b>NYNM Form 101A</b>		
<b>NOTICE</b>				
<p style="text-align: center;"><u>Acknowledgement</u></p> <p>1. Persons receiving a commission in the New York Naval Militia acknowledge the following:</p> <ul style="list-style-type: none"> <li>a. New York Naval Militia members are subject to recall to State Active Duty by the Governor of the State of New York.</li> <li>b. 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.</li> <li>c. Persons 68 years of age and older are not eligible for membership in the New York Naval Militia.</li> <li>d. The applicant consents to a background check which may include investigation of my employment history, educational background, criminal history, military records, credit history and department of motor vehicle records.</li> </ul> <p style="text-align: center;">I am a drilling reservist, IRR, separated prior service, or retired from the following federal military component:</p> <p>Check One:      <input type="checkbox"/> U.S. Coast Guard      <input type="checkbox"/> U.S. Marine Corps      <input type="checkbox"/> U.S. Navy</p>				
<b>1. APPLICANT INFORMATION</b>				
Complete SSN	Last Name	First Name	MI	Suffix
Designator/MOS	Rank/Paygrade <div style="border: 1px solid black; width: 50px; height: 20px; margin-top: 5px;"></div>	Date of Rank	Federal Pay Entry Base Date	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female
Home Address (mailing address)		City	County	State      Zip Code
Cell Phone		Home Phone		Work Phone
Primary Email Address		Secondary Email Address		
Next of Kin (NOK) Name and Relationship			Next of Kin (NOK) Phone	
Marital Status: <input type="checkbox"/> Single <input type="checkbox"/> Married/Civil Union		Number of Dependent Exemptions Claimed:		
<b>2. FEDERAL RESERVE PROGRAM (USNR, USMCR, USCGR) INFORMATION</b>				
Reserve Center/USCG Command Name		Reserve Unit Name / UIC		
<b>3. CRIMINAL HISTORY (Including DUI, DWAI, BUI)</b>				
Offense, Date, Location (List all criminal history or select N/A if none):				
<b>4. PRIOR SERVICE INFORMATION (List all periods of prior/broken military service)</b>				
Component	Date Start		Date End	
<b>5. REFERRAL INFORMATION</b>				
Recruited or Referred By (Last Name, First Name, Rank, Unit):				

New York Naval Militia  
(NYNM)


# OATH OF COMMISSIONING

 FOR OFFICIAL USE ONLY  
NYNM Form 101B

## Oath of Commissioning

 I, \_\_\_\_\_  
(First Name) (Middle Name) (Last Name)

A citizen of the United States, do hereby acknowledge to have voluntarily accepted a commission on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, as a member of the New York Naval Militia under the conditions prescribed by law, unless sooner discharged by proper authority, and I do also agree to accept from the State of New York such benefits as are or may be established by law, and I do solemnly swear (or affirm) that I will bear true faith and allegiance to the United States of America and the State of New York; that I will serve them honestly and faithfully; and that I will obey the orders of the Governor of the State of New York and the orders of the Officers appointed over me, according to Law. I make this obligation freely, without any mental reservations or purpose of evasion, and that I will well and faithfully discharge the duties of an Officer in the New York Naval Militia of the State of New York on which I am about to enter, so help me God

 \_\_\_\_\_  
(Signature of applicant)

HOR: \_\_\_\_\_

 \_\_\_\_\_  
(Date of federal reserve enlistment expiration)

Email: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Unit name/location: \_\_\_\_\_

## Certificate of Commission

(To be completed by New York Naval Militia Headquarters)

I certify that the above individual was commissioned with the grade of \_\_\_\_\_ and enrolled in the service of the State of New York on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. This commission will remain in effect in accordance with the provisions of New York State Military Law.

 \_\_\_\_\_  
(Signature of Certifying Officer)

 \_\_\_\_\_  
(Name of Officer)

<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 30 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) 786-4583.</p>		
2b. Signature of New York Naval Militia Representative	2c. Date (DD MMM YY)	
<b>NYNM FORM 1040 (01/17)</b>		



<b>New York Naval Militia</b>		<b>Civilian-Military Skills Questionnaire</b>		FOR OFFICIAL USE ONLY NYNMF FORM 1070	
<b>PERSONAL IDENTIFIER INFORMATION:</b>					
Name:	(LAST)	(FIRST, MI)	DOB:		
Address:	(MAILING)				
Address:	(PHYSICAL)				
Phone:	(MOBILE)	(ALTERNATE)			
E-mail:	(PRIMARY)	(SECONDARY)			
Marital Status:	<input type="checkbox"/> SINGLE <input type="checkbox"/> MARRIED/CIVIL UNION			Dependents Claimed:	
<b>MILITARY INFORMATION:</b>					
Component:	<input type="checkbox"/> Coast Guard <input type="checkbox"/> Marine Corps <input type="checkbox"/> Navy				
UIC:		Unit:		Duty Station:	
Grade:		Rank/Rate:		Length in service:	
Status:	<input type="checkbox"/> DRILLING RESERVIST <input type="checkbox"/> RETIRED RESERVIST (Eligible for pay at age 60) <input type="checkbox"/> RETIRED MILITARY (Receiving military retirement pay) <input type="checkbox"/> OTHER (Amplify)				
Date of separation or retirement from federal component:					
<b>CIVILIAN EDUCATION:</b>					
College, and/or Professional/Trade School (Name & Location)	ATTENDED FROM      TO		DEGREE TITLE      DATE		MAJOR/MINOR/ FIELD OF STUDY
<b>CIVILIAN OCCUPATION:</b>					
Employer:				Job Title:	
Address:				City:	Zip:
Phone:			Contact Name:		
<b>CIVILIAN QUALIFICATIONS:</b>					
Personal Qualifications or Certifications: (Check all that apply)	<input type="checkbox"/> Boat Coxswain <input type="checkbox"/> CDL Class ____ <input type="checkbox"/> Chaplain / Clergy <i>Faith: _____</i> <input type="checkbox"/> Medical Doctor/DO <input type="checkbox"/> Dentist <input type="checkbox"/> EMT/Paramedic		<input type="checkbox"/> Diesel Mechanic <input type="checkbox"/> Firefighter <input type="checkbox"/> Police Officer <input type="checkbox"/> Translator <input type="checkbox"/> Attorney <input type="checkbox"/> Welder MIG/TIG <input type="checkbox"/> Chef/Cook		<input type="checkbox"/> Engine Mechanic <input type="checkbox"/> Physician's Assistant <input type="checkbox"/> Nurse Practitioner <input type="checkbox"/> Nurse RN/LPN <input type="checkbox"/> Other (amplify):

<b>New York Naval Militia</b>		<b>Civilian-Military Skills Questionnaire</b>		<b>FOR OFFICIAL USE ONLY NYNMF0RM 1070</b>					
<b><u>MILITARY QUALIFICATIONS:</u></b>									
List all current military qualifications held: (MOS, NOBC, NEC, Designator, etc.)				Military qualifications (Continued):					
Code:	Title:	Code:	Title:	Code:	Title:	Code:	Title:		
<b><u>FOREIGN LANGUAGE FLUENCY:</u></b>									
FOREIGN LANGUAGE	LANGUAGE PROFICIENCY				FOREIGN LANGUAGE (CONTINUED)	LANGUAGE PROFICIENCY			
	SPEAK	WRITE	READ	LISTEN		SPEAK	WRITE	READ	LISTEN
<b><u>DRIVER LICENSE INFORMATION:</u></b>									
ID#:		State:		Class:		Expiration Date:			
<b><u>OTHER RELEVANT INFORMATION:</u></b>									
<b>Signature:</b>						<b>Date:</b>			

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.

## 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:

Administrative requirements: NYNMINST 1001.1 (series)

Grooming and uniform requirements: NYNMINST 1020.1 (series)

Physical and medical requirements: NYNMINST 6110.1 (series)

Billet requirements: NYNMINST 5320.1 (series)

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

### 2) Basic Eligibility for Membership.

Basic eligibility criteria for membership in the New York Naval Militia include:

Age: 18 – 67 years.

Citizenship:

(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.

Residency: All 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 non-drilling member who subsequently changes their legal residence to a location outside of New York State is no longer eligible for membership in the New York Naval Militia.

Education: Enlisted and warrant officer: High school graduate or graduate equivalency diploma (GED).

NYNMFORM 1121 (10/21)



Medical: Maintain standards of medical fitness in accordance with Department of the Navy (Navy or Marine Corps) or Department of Homeland Security (Coast Guard) regulations. Criteria for persons that are not members of the Ready Reserve shall be in accordance with regulations established for the New York Naval Militia.

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.

### **3) Disqualification for Membership:**

Any person who has a felony conviction is not eligible for membership.

Any person that has been dismissed or other-than-honorably discharged from the State Organized Militia or the US Navy, US Marine Corps, or the US Coast Guard is not eligible for membership.

The Commander, New York Naval Militia may terminate an existing membership or contract for any enlisted person convicted, dismissed, or discharged as stated above. Only the Governor of the State of New York can terminate an officer's appointment.

In all instances, members of the New York Naval Militia agree to abide by the laws and regulations set forth by the State of New York, its agencies, and representatives.

### **4) If a Drilling Reservist,**

Complete either NYNMF0RM 100 (enlisted), or NYNMF0RM 101 (warrant and commissioned officer). The forms are found on the MEMBERSHIP tab of the website.

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.

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

A completed Civilian-Military Skills Questionnaire (NYNMF0RM 1070).

A valid driver license or government-issued non-driver identification.

### **5) If You Are Not Drilling Reservist (including separated prior service, retirees, or IRR)**

Complete either NYNMF0RM 100 (enlisted), or NYNMF0RM 101 (warrant and officer). The forms are found on the MEMBERSHIP tab of the website.

NYNMF0RM 1121 (10/21)



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 do not have a DD 214, provide a copy of Leave and Earning Statement (LES) instead.

If a prior drilling Reservist, provide most recent point capture statement or similar document issued by your federal component. This document provides a record of service to the member's federal Reserve component, which is used to help establish state Pay Entry Base Date.

A valid driver license or government-issued non-driver identification.

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 is not required, but is encouraged.

**6) Submit applications and supporting documentation to:**

Email: [nq.ny.nyarmg.mbx.nynavalmilitia@army.mil](mailto:nq.ny.nyarmg.mbx.nynavalmilitia@army.mil)

Fax: 518-786-4427

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

<b>New York Naval Militia (NYNM)</b>	<b>REPORT OF COUNSELING</b>	FOR OFFICIAL USE ONLY NYNM Form 1620	
<b>NOTICE</b>			
Use: For subordinate leader development. Leaders should use this form as necessary. Continuation page located on reverse.			
<b>1. ADMINISTRATIVE INFORMATION</b>			
1a. Last Name	1b. First Name	1c. MI	1d. SSN (Last FOUR)
1e. Organization		1f. Name and Title of Counselor	
<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		
2a. Reason which caused the counseling requirement:			
2b. Counselor's Signature		2c. Date (DD MMM YY)	
<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:			
4a. Member Name (Type or Print)	4b. Signature	4c. Date (DD MMM YY)	
<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**

**PRIVACY ADVISORY STATEMENT**  
**NEW YORK NAVAL MILITIA**  
**Accession, Program and Separation Personal Information**

**AUTHORITY FOR COLLECTION OF PERSONAL INFORMATION:** Personal Privacy Protection Law of New York State; Privacy Act of 1974, 5 U.S. Code, sections 552-522a.

**WHETHER DISCLOSURE IS MANDATORY OR VOLUNTARY AND EFFECT ON INDIVIDUAL OF NOT PROVIDING INFORMATION:** The requested information is mandatory for New York Naval Militia (NYNM) members to insure that: (1) persons applying to join the New York Naval Militia and/or its specific programs meet all eligibility requirements; (2) required pay and tax information is available for purposes of any orders to state active duty; or (3) an applicant to or member of the NYNM is informed of the grounds for separation from the New York Naval Militia, if applicable. If the requested information is not furnished, the NYNM member will not be considered for accession, or assignment for routine or emergency state active duty. If a NYNM member currently serving on routine or emergency state active duty declines to provide the requested information, the NYNM member's assignment to routine or emergency state active duty may be terminated.


**ROUTINE USES:** This all inclusive Privacy Act Statement will apply to all requests for personal information made by the New York Naval Militia. It will become part of your New York Naval Militia service record. The intended use is to maintain a rapid recall capability, and to facilitate and document your eligibility for various New York Naval Militia programs.

**PRINCIPAL PURPOSES FOR WHICH INFORMATION IS INTENDED TO BE USED:** The primary use of this information is to identify persons who are eligible to serve in the New York Naval Militia and its specific programs. This form provides you the advice required by the New York State Personal Privacy Protection Act and the federal Privacy Act of 1974.

**THIS FORM IS NOT A CONSENT FORM TO RELEASE PERSONAL INFORMATION PERTAINING TO YOU TO AGENCIES AND ENTITIES OUTSIDE OF THE NEW YORK STATE DIVISION OF MILITARY AND NAVAL AFFAIRS AND THE JOINT FORCES OF THE NEW YORK STATE ORGANIZED MILITIA.**

Your signature merely acknowledges that you have been advised of the foregoing. If requested, a copy of this form will be furnished to you.



<b>New York Naval Militia (NYNM)</b> 	<b>REQUEST FOR SEPARATION OR RETIREMENT</b>	<b>FOR OFFICIAL USE ONLY NYNM Form 1900</b>		
<u>Acknowledgement</u>				
<p>1. I hereby request:</p> <p>Check One: <input type="checkbox"/> Separation/Discharge      <input type="checkbox"/> Retirement</p> <p>From the New York Naval Militia.</p> <p>2. I understand that, if approved for retirement, I will be placed on the State Retired List.</p> <p>3. I further understand that separation or retirement from the New York Naval Militia will prevent me from receiving any further benefits from the New York Naval Militia, to include State Active Duty, non-pay orders, tuition benefits, toll passes, identification cards.</p> <p>4. (If applicable) I have (or will) separate or retire from my federal reserve component effective this date: ____/____/____.</p>				
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	1i. Zip Code + 4	1j. SSN
1k. Home Phone (    )	1l. Work Phone (    )		1m. Cell Phone (    )	
1n. Primary Email Address @			1o. Secondary Email Address @	
2a. Reserve Center Name	2b. Reserve Unit Name		2c. Normal Drill Location	
<p>I do here by acknowledge the above criteria for separation/discharge or retirement.</p> <p style="text-align: right;">_____ <i>Signature of Member</i></p> <p>Sworn and subscribed before me. This member has been discharged.</p> <p>_____ PRINT name of NYNM Certifying Officer</p> <p style="text-align: right;">_____ <i>Signature of Certifying Officer</i></p>				
<p><i>For Official Use Only</i></p> <p><i>New York State Long and Faithful Award Information</i> <i>Ref. DMNA Reg 672-1</i></p> <p><i>Member is eligible for the following Long and Faithful Award: _____ Years.</i></p> <p><i>Member is separated in the rank of: _____</i></p>				