



STATE OF NEW YORK
DIVISION OF MILITARY AND NAVAL AFFAIRS
New York Naval Militia
330 OLD NISKAYUNA ROAD, LATHAM, NEW YORK 12110

NYNMINST 1410.1C

12 FEB 2019

NEW YORK NAVAL MILITIA INSTRUCTION 1410.1C

From: Commander, New York Naval Militia

Subj: PROMOTION POLICY AND PROCEDURES

Ref: (a) DMNA Regulation 10-1
(b) DoDINST 1320.13
(c) BUPERSINST 1430.16F
(d) NYS Military Law
(e) NYNMINST 1410.2 (series)

Encl: (1) New York Naval Militia Selection Board Guidance
(2) Promotion Forms and Tools

1. Purpose. To promulgate instructions for promotions and advancement within the New York Naval Militia for pay-grades E-2 to O6; in accordance with reference (a).

2. Cancellation. This instruction cancels NYNM 1410.1B of 21 MAY 2015.

3. Background. The New York Naval Militia recognizes the promotions of members advanced in the Federal Reserve components. For New York Naval Militia members who are not members of the federal reserve component (otherwise known as the 900 Series Unit Members), the Commander convenes a Board of Promotion to select those qualified for advancement within the New York Naval Militia only.

4. Applicability. This instruction discusses the policies and promotions of advancement for officers and enlisted members of the 900 Series Group, also known as the non-drilling group. In accordance with Title 10 of the U.S. Code, in order to be a federally recognized naval militia, 95% of its membership must be Reservists in the United States Navy, Coast Guard, and Marine Corps. In order to maintain a balance in promotion opportunity, the New York Naval Militia will apply the same Time in Grade/Time in Service requirements as the federal components.

a. These requirements for officers are found in reference (b), and are listed below.

Promote Time in combined Minimum Time in Promotion Opportunity

to:	Federal/State Service	Grade Required	
0-2	18 months	18 months as O-1	Fully qualified (nearly 100 percent)
0-3	4 years	2 years as O-2	Fully qualified (nearly 100 percent)
0-4	10 years	3 years as O-3	Best qualified (1, or 80 percent maximum)
0-5	16 years	3 years as O-4	Best qualified (1, or 70 percent maximum)
0-6	22 years	3 years as O-5	Best qualified (1, or 50 percent maximum)

b. The requirements for enlisted personnel are found in reference (c), and are listed below.

Requirements	E-1 to E-2	E-2 to E-3	E-3 to E-4		
Time-in-Grade	9 months	9 months as E-2	6 months as E-3		
	E-4 to E-5	E-5 to E-6	E-6 to E-7	E-7 to E-8	E-8 to E-9
Time-in-Grade	12 months as E-4	36 months as E-5	36 months as E-6	36 months as E-7	36 months as E-8

c. The time requirements for warrant officers are listed below:

Requirements	To CWO-2	CWO-2 to CWO-3	CWO-3 to CWO-4
Time-in-Grade	8 years TIS	3 years as CWO-2	6 years as CWO-3

* TIS: Time in Service, and pay-grade E-7 or higher.

d. In certain circumstances, the above requirements may be waived under the approved recommendations of a special promotion board.

5. Policy and Direction. The following policies are established for promotions and advancement within the New York Naval Militia:

a. In accordance with sections 20 and 21 of reference (d), persons listed on the New York State military Reserve List, or Retired List are not eligible for promotion.

b. Headquarters, New York Naval Militia shall prepare a list of senior officer and enlisted candidates for membership on the promotion board no later than 30 May of each year, and submit for Commander approval. Candidates for board membership and Recorders must have the highest degree of professional demeanor and ethics in keeping with the dignity of the board. Qualities

sought include demonstrated leadership ability, common sense and judgment, maturity, and in-depth knowledge of the New York Naval Militia. Officers being considered by the board may not participate as members, Recorders, assistant Recorders, or administrative assistants for that board. All members must be senior to the promotion candidate(s). No member may deliberate on a promotion for another individual to a rank higher than the board member holds.

c. Individual members of the New York Naval Militia 900 Series Group, meeting age limitations, having current medical exams, time-in-grade requirements, and recommended by their superior officer, in grades E-1 and E-2 may be administratively promoted to the next grade by NYNM Headquarters. All other members, also meeting the same may submit a complete promotion package for consideration by a promotion board. Under exceptional circumstances, the Commander, New York Naval Militia, may grant enlisted advancement for E-1 through E-4 and waive time-in-grade requirements.

(1) Headquarters, NYNM shall have prepared no later than 30 May of each year a list of members who meet time-in-service and time-in-grade requirements for promotion. This list constitutes the eligibility list for the promotion board.

(2) Individual promotion packages shall contain:

(a) Letter request from the candidate to the President of the upcoming promotion board, requesting consideration for promotion, with supporting justification.

(b) Billet information justifying selection to higher rank or rate.

(c) Current (dated within past year) color photograph of the service member, in uniform. Photograph will be of individual member, full-length, $\frac{3}{4}$ pose, uncovered, with enough clarity to display grooming and fitness standards of the service member. The photograph will be taken in the candidate's component service, dress, or working uniform. The photograph will be taken indoors, with a plain, neutral backdrop.

(d) Copies of evaluations, fitness reports, or like documents from both federal and state service to provide a clear picture of the candidate's qualifications (a minimum of 5 years and no older than 5 years); including a current evaluation report dated

within the past year. NY Naval Militia evaluations and fitness reports may cover more than one calendar year. Naval Militia evaluations that have any grade of 5.0 (or other highest possible rating) must have specific information included that justifies such grading.

(e) Additional supporting documentation that serves to justify promotion. As a minimum, this will include completed, current copies of the Civilian-Military Skills Questionnaire (NYNMF0RM 1070), Individual Inactive Duty Training Record (NYNMF0RM 1570), and a letter of recommendation from the candidate's current Naval Militia administrative or operational commander. Copies of all DD-214's received will be included in the candidate's package.

(f) The promotion package should not include extraneous documents that do not support justification for promotion and will not be considered.

d. The Commander, New York Naval Militia shall convene a promotion board in each year that promotion packages have been submitted. The purpose of the board is to review promotion packages and make recommendations to the Commander on those individuals recommended for advancement in rank or rate.

(1) The board shall consist of no less than four officers grade O4 or above. A senior enlisted representative will also serve on the board for members being considered for enlisted promotion.

(2) The President of the board shall be the Deputy Commander, Acting Deputy Commander, or a Regional Commander New York Naval Militia.

(3) The board may also be tasked with additional duty to consider individual retention matters not related to disciplinary action.

(4) At the discretion of the board President, the board may be convened remotely through telephonic or other appropriate electronic means. In the event of a remotely held board, individual candidate packages will be provided to each board member in sufficient time to review prior to the board convening.

e. Promotion Board Principles:

(1) The following principles will form the framework for the screening and recommendation for promotion of the most

qualified enlisted and commissioned New York Naval Militia personnel.

(2) The New York Naval Militia seeks to strengthen its organization and reputation through development of a force that elicits the greatest commitment to professional development and performance. To that goal the New York Naval Militia has aligned its retention and promotion criteria with that of active and reserve federal component policies and procedures.

(3) Individuals and Reporting Seniors both have important responsibilities to insure that only the best and most qualified candidates are considered by the annual New York Naval Militia selection board.

(4) Enclosure (1) is provided as guidance for the conduct of the board, and as direction for reporting seniors and individuals in communicating recommendations to the Board.

f. Promotion Board Procedures:

(1) To ensure eligibility, Headquarters shall ensure that NYNM FORM 1420 Promotion Board Checklist is completed for each candidate and will be included as a cover for each individual promotion package.

(2) For those requesting promotion to E-7 and above the package first will be reviewed by a Senior Enlisted Committee of no less than three (3) E7 and above members of the NYNM to include the Command Master Chief. The Senior Enlisted Committee will then pass along their recommendation to the President of the Promotion Board.

(3) The President of the Board shall convene the board at a mutually agreed date and location no later than 31 July of each year.

(4) The board President shall use the guidance found in enclosure (1) in the conduct of the board.

(5) Unless unusual circumstances dictate, the effective date of promotion shall take place on the 1st day of September following the promotion board convening.

g. Failure of Selection Procedures: There is no limitation on number of promotion boards an individual may apply for promotion. Failure to select in one year will not be a limit on applications for promotion in subsequent years.

h. Special Promotion Board Procedures: The Commander, New York Naval Militia, may under his/her authority and discretion,

waive requirements and policy under special circumstances. Special Boards may be established directly by the Commander, or by the Commander under the recommendation by the Chief of Staff, Regional Commanders, and/or the MEBS Commander. In Special Board circumstances, the Commander shall establish a special promotion board to consider individuals that the Commander determines would benefit the New York Naval Militia based on their experience and qualifications. Special promotion board instructions include:

- (1) Individual promotion package applications are not required.
- (2) The Special Promotion Board shall consist of at least three officers in grade O-4 and above.
- (3) Approved promotions may be made effective immediately.


Timothy G. Zakriski

NYNM PROMOTION SELECTION BOARD GUIDANCE

PRECEPT

1. General Procedural Guidance.

a. Duties of the Board President: The President of the board is appointed by the Commander, New York Naval Militia and shall perform prescribed administrative duties. The board President has no authority to constrain the board from recommending for promotion those members that the majority finds fully qualified to meet the needs of the Naval Militia. The board President shall ensure that the directions concerning board proceedings, listed below, are read to each board member, Recorder, and any administrative support person on the convening date of the board.

b. Board Proceedings: The following directions concerning communications and information apply to all board proceedings.

(1) Each board member is responsible to maintain the integrity and independence of the selection board, and to foster careful consideration, without prejudice or partiality, of all eligible service members.

(2) Each member must pay particularly close attention to the rules governing communications with and among other board members, the information authorized to be furnished, and the procedures to follow if the integrity of the selection board has been improperly affected.

(3) Board members may not receive, initiate, or participate in communications or discussions involving information precluded from consideration by a selection board.

(4) If at any time a designated board member cannot in good conscience perform his/her duties as a member of the board without prejudice or partiality, they have a duty to request relief from duty.

2. Skills Guidance.

a. "Fully Qualified" Standard. The policy regarding the application of the "fully qualified" standard is as follows: Proven excellence in leadership positions is the ultimate measure of the qualities required. Members may have also demonstrated leadership, skill, integrity, and resourcefulness in other difficult and challenging assignments.

b. Professional Military Education (PME). PME conveys the broad body of knowledge and develops the habits of mind essential to the military professional's expertise in the art and science

of maritime domain operations. The Naval Militia needs members with formal technical and military education in a time of increasing sophistication. PME achievement is a significant milestone in the development of future Naval Militia leadership. In determining a member's fitness for selection, board members shall favorably consider military training, especially as it relates to Naval Militia readiness; in addition to graduate degrees and experience in specialized areas.

c. Innovation and Efficiency. In deliberations, give careful consideration to the fact that the needs of the Naval Militia have changed over the years and will continue to change. Be alert for candidates who embrace innovation and efficiency to find new solutions to the most challenging problems. The Naval Militia needs bold members who are willing to think creatively, take well-calculated risks, develop new ideas, and maximize capabilities through sound management practices.

3. Board Reports.

a. The record of the board's proceedings shall be compiled by the Recorder. The written report of the board shall be signed by the board President on behalf of the entire board. The Recorder shall counter-sign the record.

(1). The board President's letter report shall be submitted to the Commander, New York Naval Militia no later than 7 days from the closure of board proceedings.

(2) Reports must indicate the board's recommendations, either recommended or not recommended for promotion, for each candidate that appeared before the board.

4. Oaths.

a. The President of the board shall administer the following oath to the Recorder:

"Do you affirm that you will keep a true record of the proceedings of this board, and you will not divulge the proceedings of this board except as authorized or required by the Division of Military and Naval Affairs or higher authority?"

b. Upon positive affirmation, the Recorder shall then administer the following oath to the members of the board:

"Do each of you affirm that you will perform your duties as a member of this board without prejudice or partiality, and you will not divulge the proceedings of this board except as authorized by the Division of Military and Naval Affairs or higher authority?"

PROMOTION FORMS AND TOOLS

1. The following forms and tools are used in the New York Naval Militia promotion process:

a. NYNM FORM 1412 Officer Promotion Certificate. Presented to the officer upon promotion.

b. NYNM FORM 1420 Promotion Board Checklist. Used by Naval Militia Headquarters to screen promotion packages for eligibility and completeness.

c. NYNM FORM 1421 Delivery of Officer Appointment Orders. Orders of promotion from the Commander, New York Naval Militia to the individual Coast Guard or Navy component officer.

d. NYNM FORM 1421M Delivery of Officer Appointment Orders. Orders of promotion from the Commander, New York Naval Militia to the individual Marine component officer.

e. NYNM FORM 1432 Certificate of Permanent Enlisted Appointment. Presented to the enlisted member upon promotion.



To all who shall see these presents, greeting:

Know Ye, that reposing special trust and confidence in the patriotism, valor, fidelity, and abilities of
we have appointed and constituted and by these presents do appoint and constitute him

in the **NEW YORK NAVAL MILITIA** *effective* **I JANUARY**

He is therefore carefully and diligently to discharge the duty of the office to which he is appointed by doing and performing all manner of things thereunto belonging and to observe and follow such orders and directions as he shall from time to time receive from our Commander in Chief of the Military and Naval Forces of our said State or any other superior officer according to the rules and discipline of our force, and hold the said office in the manner specified in and by the constitution and laws of our said State. In pursuance of the trust reposed in him and for so doing, this shall be his Commission.

In Testimony Whereof we have caused the seal of the Division of Military and Naval Affairs to be affixed.

For the Governor:

Commander, New York Naval Militia

Signed this 1st day of January
in the year of our Lord Two thousand,
and in the Three hundred and Forty year of the charter of the Province and State of New York.



Promotion Board Checklist

Date: _____

NAME: _____

Promotion to: _____

	Yes	No	Comment
Recommendation for Promotion: (c.2.e)			
Narrative Justification: (letter from the candidate) (c.2.a)			
Minimum Time in Grade Met: (c.)			
Recent Photo attached (c.2.c)			
Current Fitness Report or Evaluation Enclosed (c.2.d)			
Minimum of 5 years of Fitness Reports or Evaluations (c.2.d)			
Current Medical Qualification on file (c.)			
Civilian Skills Questionnaire (c.2.e)			
Individual Training Record (c.2.e)			
Billet Description (c.2.b)			
All DD214's (c.2.e)			
Meets Grooming Standards (c.2.c)			
NYNM Application on File (c.)			
Age less than 68 (c.)			

RECOMMENDED FOR PROMOTION

NOT RECOMMENDED

COMMENTS/RECOMMENDATIONS:



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

1400

From: Commander, New York Naval Militia
To:

Subj: DELIVERY OF PERMANENT APPOINTMENT

Ref: (a) Commander, New York Naval Militia ltr ser 1400 dtd
(b) DMNA Regulation 10-1

1. Your permanent appointment to Chief Warrant Officer. W Lieutenant Lieutenant (Junior Grade)
 Lieutenant Commander Commander Captain with the date of rank and effective date of 01JAN10 promulgated by
reference (a) pursuant to the provisions of reference (b) is hereby delivered.

2. You will indicate by endorsement hereon whether you accept or decline this appointment.

SIGNATURE

By direction

FIRST ENDORSEMENT

Date:

From:
To: Commander, New York Naval Militia
Via: Commander,

- 1. I accept decline the permanent appointment authorized by reference (a).
- 2. I certify that I understand the provisions of reference (b).

3. VOLUNTARY OATH

I do solemnly reaffirm that I will support and protect the Constitution of the United States of America, and the Constitution and Laws of the State of New York; that I will continue to bear true faith and allegiance to the Nation and the State whose courses they direct, and that I take this obligation freely, without any mental reservation.

SIGNATURE

SECOND ENDORSEMENT

Date:

From: Commander,
To: Commander, New York Naval Militia

- 1. Forwarded.

SIGNATURE

Forward original to NYNM HQ (below); one copy to Appointee; one copy to Service Record

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

NYNM Form 1421 (Rev. 12-09)



STATE OF NEW YORK
DIVISION OF MILITARY AND NAVAL AFFAIRS
New York Naval Militia
330 OLD NISKAYUNA ROAD, LATHAM, NEW YORK 12110

1400

From: Commander, New York Naval Militia
To:

Subj: DELIVERY OF PERMANENT APPOINTMENT (Marine Component)

Ref: (a) Commander, New York Naval Militia ltr ser 1400 dtd
(b) DMNA Regulation 10-1

1. Your permanent appointment to Chief Warrant Officer. W 2nd Lieutenant 1st Lieutenant Captain
 Major Lieutenant Colonel Colonel with the date of rank and effective date of 01JAN promulgated by reference (a)
pursuant to the provisions of reference (b) is hereby delivered.

2. You will indicate by endorsement hereon whether you accept or decline this appointment.

SIGNATURE

By direction

FIRST ENDORSEMENT

Date:

From:
To: Commander, New York Naval Militia
Via: Commander,

- 1. I accept decline the permanent appointment authorized by reference (a).
- 2. I certify that I understand the provisions of reference (b).

3. VOLUNTARY OATH

I do solemnly reaffirm that I will support and protect the Constitution of the United States of America, and the Constitution and Laws of the State of New York; that I will continue to bear true faith and allegiance to the Nation and the State whose courses they direct, and that I take this obligation freely, without any mental reservation.

SIGNATURE

SECOND ENDORSEMENT

Date:

From: Commander,
To: Commander, New York Naval Militia

- 1. Forwarded.

SIGNATURE

Forward original to NYNM HQ (below); one copy to Appointee; one copy to Service Record

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

NYNM Form 1421M (Rev. 11-13)