

## 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/naval.php?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).

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.

Personnel submitting applications to affiliate with the New York Naval Militia who are not currently 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. The committee will determine if the member is eligible to affiliate with the New York Naval Militia and if so, assign a 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.

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

Any person who has a felony conviction, is under arrest, or is under charges for a felony offense 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 NYNMF FORM 100 (enlisted), or NYNMF FORM 101 (warrant and officer). The forms are found on the FORMS/INSTRUCTIONS tab of the website. Ensure that you sign the Privacy Act Statement and the statement of oath. The form must also be signed by your Reserve unit commander or Naval Militia Point of Contact, certifying that you are a satisfactory drilling Reservist in good standing.

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

You must provide supporting documentation including:

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

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

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

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

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

**5) If You Are Not Drilling Reservist** (including veterans, retirees, or IRR)

Complete either NYNMF0RM 100 (enlisted), or NYNMF0RM 101 (warrant and officer). The forms are found on the FORMS/INSTRUCTIONS tab of the website. Ensure that you sign the Privacy Act Statement and the statement of oath. The form must also be signed by the Naval Militia Regional Commander, or recruiting representative, certifying your eligibility.

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

You must provide supporting documentation including:

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

If 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.

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

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

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

A completed Report of Medical History (NYNMF0RM 93).

A current (within 1 year) Report of Medical Exam (NYNMF0RM 88) signed by an authorized medical practitioner.

A resume or CV.

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

New York Naval Militia  
330 Old Niskayuna Road  
Latham, New York 12110  
Or fax to: 518-786-4427