

DMNA

INFORMATION BULLETIN NUMBER 37

10 September 2010

MNAS



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<http://www.dmna.state.ny.us/members/ib.html>

**330 Old Niskayuna Road
Latham, New York 12110-3514
10 September 2010**

INFORMATION BULLETIN NUMBER 37, 10 SEPTEMBER 2010

Section I. Official

1. COMMAND MAINTENANCE EVALUATION TEAM (COMET) SCHEDULE – 20-23 SEPTEMBER 2010.

a. Reference NGR 750-51, 15 August 2003, subject: Maintenance of Supplies and Equipment, Command Maintenance Evaluation Team (COMET).

b. The following COMETs are scheduled for the period: 20-23 September 2010:

| <u>UNIT</u> | <u>LOCATION</u> | <u>DATE</u> | <u>INSPECTION TEAM</u> |
|------------------------------------|-----------------|--------------|------------------------|
| <u>42 Infantry Division</u> | | | |
| 1/69 IN, Co C, Det 1 | Leeds | 20-21 Sep 10 | CSMS-A |
| 1/69 IN, Co C | Camp Smith | 22-23 Sep 10 | CSMS-A |

c. Limited resources restrict the conduct of COMET evaluations during all IDT weekends. However, if you identify units with significant weakness in their maintenance program that would benefit from an IDT evaluation, MNL-SM (TO) will coordinate scheduling on a case-by-case basis. MNL-SM (TO) may ask MACOM members to serve as COMET members during IDT evaluations where required.

d. Units should conduct a self-evaluation as preparation for the scheduled COMET.

e. Point of contact is CW2 Russ Hall, CML 518-786-4795 or E-mail russ.hall@us.army.mil.

2. NEW PUBLICATION. (LAST REPEAT)

a. NYARNG Circular Number 629, 31 August 2010 (Suicide Prevention Program) is new and can be found in the E-Library @ [\\Nqnya7-nys-01\DMNA-E-Library](#).

b. Point of contact is William B. Watson @ (518) 786-4817. (MNAS/4817)

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3. OFFICIAL DA PHOTOGRAPH INSTRUCTIONS. (2ND REPEAT)

a. Official photograph. Do you have an official 4x6 DA photograph? If no, contact one of the following facilities and have a photograph taken. If you do have a photograph, is it less than three years old? If no, you need to have another photograph taken. If your photograph is less than three years old, ensure you haven't changed units, rank, or received any additional awards. If anything changes, have the photograph re-taken.

b. Appointment Scheduling. The following facilities are available for the completion of military photographs. You must follow the requirements for obtaining the photograph, as indicated, and schedule your appointment by calling the numbers listed below or going to the listed website, facilities in New York are:

(1) FORT DRUM, NY (315) 772-5214. Walk-in's only. No administrative requirements are necessary to obtain a photograph at this installation. DA Photos are taken on Mondays from 1230-1500; Tuesday/Wednesday/Thursdays from 0730-1100 and 1230-1500, Fridays are Head and shoulders only from 0730-1100 and 1230-1500.

(2) FORT DIX, NJ (609) 562-3340. Fort Dix has moved to the new VIOS program, so to get an appointment at this facility you must go to:
with CAC card www.vios.army.mil
without CAC card www.vios-akoeast.army.mil

(3) WEST POINT CREATIVE IMAGING, WEST POINT, NY at (845) 938-4636, 4357 or 7499. West point has moved to the new VIOS program, for an appointment at this facility you must go to:
with CAC card www.vios.army.mil
without CAC card www.vios-akoeast.army.mil

(4) WATERVLIET ARSENAL, WATERVLIET, NY (518) 266-5091. The best way to get a hold of Bill Martin for a scheduled appointment is to E-mail him at William.i.martin@us.army.mil. You must complete Section 1, DA Form 3903-R. You can obtain this form from your unit. You must obtain a control number from HQ NYARNG, ATTN: MNAS-DL/VI (MAJ Lynn Currier at 518-786-4407), and place it in Block 5 on the form before you schedule an appointment.

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(5) DMNA, 330 Old Niskayuna Road, Latham, NY at (518) 786-4407 or 6197.
Effective 1 October 2010 The Visual Information Office requires NYARNG Soldiers to make an appointment thru the new VIOS program, please go to:
with CAC card www.vios.army.mil
without CAC card www.vios-akoeast.army.mil

(6) Western New York. For soldiers not in reasonable proximity to a military photographic facility, HQ MNAS-DL/VI will schedule periodic visits each fiscal year to western New York, dates to be announced. A schedule for these dates will be published and placed in distribution. Point of contact is MAJ Lynn Currier, HQ NYARNG, MNAS-VI/DL at DSN 489-4407 or Commercial: (518) 786-4407.

c. It should be noted that each facility will not complete photographs without the appropriate forms and control numbers. Soldiers who have photos taken without the appropriate forms/control numbers are responsible for payment.

4. PASSPORT INSTRUCTIONS. (2ND REPEAT)

a. The following forms (DS 11/DS 82) will be completed with the SM present.

(1) PASSPORT AGENT (MNP):

(a) Completed application, will be verify and sign in front of a Passport Agent. The Administer Oath will be done by one of MNP Passport Agents. All completed Official Passports will be mailed back to MNP from Arlington Va. when approved. The Soldier will have to come in and sign for their Official Passport once MNP receives it back.

(b) DD 1056 (Fee waiver form): Complete application, verify information.

(2) **VISA Application:** If applicable, it will depend on location and length of trip. (Foreign Clearance Guide changes on a daily basis)
<https://www.fcq.pentagon.mil/fcq.cfm>

(3) **Expedite Memo:** If applicable, depends on if the mission is within 4 weeks of notice.

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b. The information and materials brought in by applicant listed below:

(1) APPLICANT:

(a) Appointment: Call the MNP office to set up an appointment to complete the above applications. (SGT Proctor 518-270-1553; SSG DeRenzo 518-272-6437; SFC DeVaul 518-272-6434)

(b) Birth Certificate: *A certified birth certificate has a registrar's raised, embossed, impressed or multicolored seal, registrar's signature, and the date the certificate was filed with the registrar's office, which must be within 1 year of your birth. Please note, some short (abstract) versions of birth certificates may not be acceptable for passport purposes. (This note verbatim from www.travel.state.gov) Other proof of citizenship may be used, refer to the passport website listed above.

(c) Passport Photo: 2 (2X2) Photos (NOT IN UNIFORM) can be completed at DMNA, 330 Old Niskayuna Road, Latham, NY at (518) 786-4407 or 6197. Effective 1 October 2010 The Visual Information Office requires NYARNG Soldiers to make an appointment for passport photo thru the new VIOS program, please go to: with CAC card www.vios.army.mil
without CAC card www.vios-akoeast.army.mil

(2) General Information needed: Location of Trip; Dates and Length of Trip; Parents DOB information; Soldiers Marriage/Divorce Dates if applicable.

Section II. Unofficial

5. RETIREMENT ANNOUNCEMENT. (LAST REPEAT)

a. You are cordially invited to a Retirement Luncheon for Nickie Barone at The Italian Community Center, 257 Washington Ave Ext, Albany, New York on Friday, 1 October 2010 at 12:00 - 1600.

b. For those who are interested, please see Enclosure (for complete details).

c. Point of contact: See Enclosure.

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OFFICIAL:

PATRICK A. MURPHY
Major General, NYARNG
The Adjutant General



KATHRYN G. BOHACEK
Director, Administrative Support

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| AA (-18, 28) | 1ea |
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| F1,2,3,4,5,7 | 1ea |

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NICKIE BARONE



Is Leaving – SEEEEEE YA!

Come celebrate with us at her Retirement Party!

WHEN: OCTOBER 1, 2010
WHERE: THE ITALIAN COMMUNITY CENTER
257 WASHINGTON AVE. EXT.
ALBANY, NEW YORK 12205
TIME: 12:00 TO 16:00
COST: \$25.00

MENU

CHEESE and CRACKERS SERVED FROM 12:00 – 13:00
(BUFFET AT 13:00)
ROLLS and BUTTER
GARDEN GREEN SALAD with HOUSE DRESSING
SAUTEED FRESH VEGETABLE MEDLEY
CHEF'S ITALIAN POTATOES
PENNE POMODORO
CHICKEN PARMIGANA
BEEF ROULADE with JUST SPINACH
CHOCOLATE CAKE w/BUTTER CREAM FROSTING
COFFEE/TEA/SODA
(ONLY CASH BAR AVAILABLE)

RSVP by C.O.B. 09/22/10 to
Kathy Phillips @ 786-4566 or Elaine DiLorenzo @ 786-4931
(CASH Payment due by 09/22/10)

ENCLOSURE