

New York Naval Militia (NYNM)	NOTICE OF ADMINISTRATIVE ACTION	FOR OFFICIAL USE ONLY NYNM Form 1040
NOTICE		
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.		
1. ADMINISTRATIVE INFORMATION		
1a. Last Name	1b. First Name	1c. MI
		1d. Rank/Rate
2. ADMINISTRATIVE ACTION:		
<p>The following personnel administrative actions are pending in your case:</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;">Note: 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>		
3. ACTIONS REQUIRED ON YOUR PART:		
<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</i> 330 Old Niskayuna Road Latham, New York 12110</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)	
NYNM FORM 1040 (01/17)		