



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

NYNMNOTE 1410  
14 MARCH 2025

NEW YORK NAVAL MILITIA NOTICE 1410

Subj: PROMOTION POLICY AND PROCEDURES; INTERIM POLICY 2025

Ref: (a) DMNA Regulation 10-1  
(b) NYNMINST 1410.1F

1. Purpose. In accordance with reference (a), this notice promulgates interim policy changes to reference (b). This notice remains in effect until cancelled upon promulgation of NYNMINST 1410.1G. Where this notice and reference (b) conflict, this notice takes precedence.

2. Direction. All New York Naval Militia personnel will adhere to the following guidance:

a. All applicants for promotion must have a minimum of 2 years of service in the New York Naval Militia to be considered for promotion. Commanders may recommend "early promote" to service members that have a minimum of one year in the New York Naval Militia. Service members that access or are promoted in a calendar month are provided credit for the entire month for minimum service requirements.

b. All Medical requirements in Section 4.d. are rescinded and replaced by: d. Service members must be in conformance with the NYNM INST 6110.1 Series Medical and Physical Readiness (ref. d).

c. The interim policy change published in May 2024 shall include: Promotion Board members shall include: The Deputy Commander, the Regional Commanders, the MEBS Commander, or their Deputies, and volunteer Senior Enlisted members senior to those applying for enlisted promotion. If these members are not available the New York Naval Militia Headquarters shall prepare an alternate list of available officers and submit it to the Commander for approval. No member may deliberate or vote on the promotion of applicants equal to or senior to themselves.

d. All application documentation shall be transmitted in a PDF format.

e. Letter to the Board shall be confined to no more than a single typed page and no less than a 10 pt font.

f. Recommendations from the Regional Commanders may be either in the FITREP (or Evaluation) or in a separate letter to the Board.

g. Applicants must submit a minimum of the most recent 5 years of Federal Evaluations (not summaries) and a minimum of the most recent 5 years of NY Naval Militia Evaluations, if they served a minimum of 5 years in each service. If the member served less than the minimum, they must submit evaluations for all years served.

h. Individual training records are no longer used - but rather a NARRATIVE of a Service Member's State Active Duty (SAD) and Training accomplishments while in the Naval Militia, this narrative must also be limited to no more than one single spaced typed page and no less than 10 pt font.

i. Certificates must not be submitted but rather a list of training accomplished shall be included in the Narrative described in para. H. above. However, applicants can and should ensure that documentation of all cited training has been submitted, separately, to the NYNM Headquarters for inclusion in their training files.

j. Section 5. H. All provisions of Special Promotion Board are deleted.

k. All other sections and instructions of the Promotion Procedures published in NYNM NST 1410.1F shall remain in effect.

  
M. F. Perry