



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

NYNMINST 5210.1
26 January 2011

NEW YORK NAVAL MILITIA INSTRUCTION 5210.1

Subj: NEW YORK NAVAL MILITIA REGIONAL COMMAND TURNOVER FILES

Ref: (a) DMNA Reg 10-1 New York Naval Militia Regulations
(b) NYNMINST 1001.1 Administration Manual
(c) NYNMINST 1410.1 Promotion Policies and Procedures
(d) NYNMINST 1650.1 Josephthal Trophy
(e) NYNMINST 3051.2 Mission Essential Task List
(f) NYNMINST 5401.2 NYNM Regional Commands
(g) NYNMNOTE 1570 Training Assembly Schedule
(h) NYNMNOTE 3502 Catalog of Training Resources
(i) DMNA Reg 672-1 Decorations, Awards and Honors
(j) NYNMINST 3120.1A MEBS Standard Operating Procedures
(k) NYNMINST 5401.1 New York State
Military Emergency Boat Service
(l) DMNA Reg 600-8-4 State Active Duty Line of Duty
Procedures
(m) NYNMINST 1550.1 MEBS Training Manual
(n) MCO 5725R.7C Association of Members of the
Selected Marine Corps Reserve
(SMCR) With a State Naval Militia
(o) Memorandum of Understanding between the United States
Marine Corps and the New York State Naval Militia, dated 22 March
1996
(p) Memorandum of Understanding between the United States
Navy and The New York State Naval Militia, dated 13 May 1996
(q) Memorandum of Understanding between the United States
Coast Guard and the New York State Naval Militia, dated 12 June
1997
(r) DMNA Reg 55-1 Transportation Passes
USE OF DMNA AND TAG FORM 9 AND
TRIBOROUGH BRIDGE TUNNEL AUTHORITY
TICKETS

1. Purpose. To promulgate organizational policy guidance for the New York Naval Militia (NYNM) Regional Commanders Turnover Files (TOF).

3. Action. This instruction formally establishes the minimum requirements for establishing and maintaining standardized Regional Commander TOF.

a. Regional Commanders shall, at a minimum have the following articles, rosters, instructions available upon turnover.

(1) An accurate personnel roster from each Reserve Activity (Naval Operational Support Center [NOSC], Reserve Center, etc.) for each Unit under his Command and must be current from the date of turnover.

(2) A current list of each NOSC and Unit Representative with email addresses and phone numbers.

(3) A current list of Joint Task Force (JTF) contacts and Naval Militia Liaison Officer (LNO) with emails, and phone numbers.

(4) A current list of NOSC Commanding Officers with names, emails and phone numbers including Marine and Coast Guard OIC's.

(5) Command History and monthly SITREPS for the previous year.

(6) The Regional Commander will retain current versions of references (a) through (i).

b. Regional Commanders shall also maintain familiarity with references (j) through (r).

4. Relieving Regional Commanders will document the quality of the TOF and inform NYNM Headquarters of deficiencies that affect readiness, morale, recruiting and retention. The relieving Regional Commander will physically inspect any Naval Militia equipment including, but not limited to offices, boats, trucks, trailers, accouterments, computers, software, etc. before assuming Command.



ROBERT L. WOLF