



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

NYNMINST 5725.1

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NEW YORK NAVAL MILITIA INSTRUCTION 5725.1

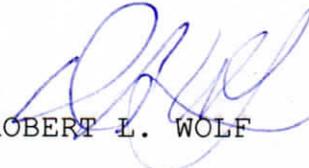
Subj: RESERVE ACTIVITY/UNIT LIAISON DUTY

- Ref:
- (a) DMNA Regulation 10-1; Naval Militia Regulations
 - (b) NYNMINST 1001.1; Administration Manual
 - (c) NYNMINST 1650.1; Josephthal Trophy
 - (d) NYNMINST 5401.2; NYNM Regional Commands
 - (e) MCO 5725R.7C; Association of Members of the Selected Marine Corps Reserve (SMCR) With a State Naval Militia
 - (f) Memorandum of Understanding between the United States Marine Corps and the New York State Naval Militia, Dated 22 March 1996
 - (g) Memorandum of Understanding between the United States Navy and The New York State Naval Militia, dated 13 May 1996
 - (h) Memorandum of Understanding between the United States Coast Guard and the New York State Naval Militia, Dated 12 June 1997
 - (i) DMNA Regulation 55-1; Transportation Passes USE OF DMNA AND TAG FORM 9 AND TRIBOROUGH BRIDGE TUNNEL AUTHORITY TICKETS
 - (j) DMNA Regulation 672-1; Decorations, Awards, and Honors, State Military Awards

Encl: (1) RESERVE ACTIVITY/LIAISON HANDBOOK

1. Purpose. This instruction promulgates guidance for Reserve Activity (Navy Operational Support Centers and Reserve Centers) and Reserve Unit Liaisons of the New York Naval Militia (NYNM). References (a) through (d) provide detailed policy for administering the Naval Militia. These instructions may be found on at: <http://dmna.state.ny.us/nynm/naval.php?id=forms>.

2. Direction. All New York Naval Militia personnel will adhere to the guidance found in enclosure (1).


ROBERT L. WOLF

RESERVE ACTIVITY/LIAISON HANDBOOK

Appendix (a): NYNMFORM 102; Unit Representative Transaction Sheet
 (b): DMNA Form 1200R; TAG 9 & TBTA TICKETS ISSUE CONTROL
 LOG

1. Contact New York Naval Militia Headquarters.

Mailing Address:

New York Naval Militia Headquarters
 330 Old Niskayuna Road
 Latham, NY 12110

Phone: (518) 786-4583
 Fax: (518) 786-4427

2. Introduction. The New York Naval Militia's mission is to provide the Governor of New York with the manpower and resources to respond to emergencies throughout the state. Approximately 95% of the New York Naval Militia force are also members of the federal Reserves of the United States Navy, Marine Corps, and Coast Guard. The remaining approximately 5% are made up of veterans, retirees aged 60 and over, and such other personnel with special skills warranting membership in the Naval Militia.

a. Reference (a) specifies eligibility for membership in the New York Naval Militia. For members of the federal Reserves, eligibility for NYNM membership includes residency in New York State, or be a drilling Reservist with a primary drill location in New York State. Any non-resident drilling Reservist who subsequently gets assigned to a Reserve Activity outside of New York State is no longer eligible for membership in the New York Naval Militia.

b. The New York Naval Militia uses the same unit structure as the federal components for the Navy and Marine Corps components. Coast Guard Reservists do not have Reserve Units, but instead drill and mobilize to their active gaining command. Thus Coast Guard Reservists fall under a single NYNM unit.

c. New York Naval Militia members who are satisfactory drilling reserves (SELRES or VTU) meet the minimum requirements for membership in the Naval Militia. There are no additional drilling requirements imposed upon SELRES or VTU personnel. By definition, a satisfactory drilling Reservist will meet all drill attendance requirements, including medical and dental readiness, uniform, and grooming standards.

d. References (f) through (h) further define the specific relationship established between the NYNM and the three federal Reserve components. The three Memorandums of Understanding

support the partnerships established between the Naval Militia and the federal military forces, with the goal of enhancing mutually beneficial training opportunities and sharing of resources.

e. A member of a federal Reserve unit does not have to be a member of the New York Naval Militia, but may elect to do so. As a result, a federal Reserve Unit manning document (such as a RUAD) will list both NYNM members and non-members.

f. A Naval Militia unit, while essentially mirroring the federal Reserve Unit, is administratively under a NYNM regional chain of command. Based on the Reserve Activity location, a unit will fall under one of three geographic regional commanders. Regardless of where a drilling Reservist resides, he/she is assigned under a regional command based on where a member drills.

3. Administrative Chain of Command. Units assigned to the below Reserve Activities fall under the respective geographic region.

(1) Southern Command (SOUTHCOM)

- (a) NOSC Amityville
- (b) NOSC New York City
- (c) I&I Amityville
- (d) I&I Garden City
- (e) I&I Brooklyn/Floyd Bennett Field
- (f) USCG Sector New York personnel, with the exception of ANT Saugerties
- (g) USCG Sector Long Island Sound personnel

(2) Northern Command (NORTHCOM)

- (a) NOSC Schenectady
- (b) I&I Schenectady
- (c) I&I Newburgh/Stewart ANGB
- (d) USCG Sector Northern New England personnel
- (e) USCG ANT Saugerties personnel

(3) Western Command (WESTCOM)

- (a) NOSC Buffalo
- (b) NOSC Rochester
- (c) NOSC Syracuse
- (d) I&I Buffalo
- (e) I&I Rochester
- (f) I&I Syracuse
- (g) NEADS Rome
- (h) USCG Sector Buffalo personnel

4. Reserve Activity and Unit Liaisons. Each Reserve Activity such as a NOSC or reserve center, and Reserve Unit is expected to have a designated Naval Militia Liaison or representative. The representative is designated by the activity or unit Commanding Officer/ Officer in Charge to serve in this role. This role is usually a collateral duty for a unit member.

5. Naval Militia Unit Liaison Responsibilities. Federal Reservists typically conduct a drill on two weekend days per month. These Inactive Duty Training (IDT) periods are more often known as a drill weekend (DWE). These monthly gatherings, usually at a Navy Operational Support Center, Marine Corps Reserve Center, or Coast Guard station form the normal activity when a unit liaison does his/her work. **The most important function of a unit liaison is the accounting of Naval Militia personnel within their unit.** The actual responsibilities are listed here:

a. A monthly submission of NYNMF0RM 102 (Unit Representative Transaction Sheet) is required from each unit representative. This completed form (found as Appendix (a) to this instruction), along with any supporting documentation may be fax submitted to NYNM Headquarters at (518)786-4427.

b. Unit Roster. Update monthly, the unit roster; to include any changes in members' address, phone numbers, email addresses, rank/rate, PEBD (pay entry base date), transfers (identify unit being transferred to). Any changes to PEBD or rate/pay grade require the submission of supporting documentation, such as DD-214, or LES. Also provide a current recall bill or alpha roster.

b. Toll Passes. Reference (i) directs the Transportation Passes program for DMNA. The State of New York provides passes to travel toll roads and bridges while in the official performance

of military duty. Transportation passes are controlled items. They are to be issued to Naval Militia members ONLY. Requests for passes can be made by mail or email. The request must be in writing. Maintain an accurate Log Sheet of who passes are issued to. Log Sheets are to be submitted monthly to headquarters. A blank log sheet is found as Appendix (b) to this instruction. For proper use of Toll passes refer to DMNA Reg 55-1 (Use of DMNA TAG Form 9 and Triborough Bridge and Tunnel Authority Tickets). Copies of the reference are available from Naval Militia Headquarters.

(1) NOTE: Passes are to be issued ONLY to your unit members. Do not issue to other units, without prior approval by Headquarters.

(2) Any misuse of these passes will result in the unit no longer receiving passes and possible reimbursement to the State.

(3) Each unit administering transportation passes should be able to answer YES to the following questions:

(a) Is DMNA Regulation 55-1 retained by the unit?

(b) Are TAG 9 Forms and TBTA Tickets stored in a secure location?

(c) Does the unit requisition passes or tickets beyond a normal three month usage?

(d) Are requisition forms for passes and tickets signed by the commander or his/her designated representative?

(e) Are signatory cards maintained at unit level designating who may authorize passes/tickets?

(f) Are identified violations of the usage of the passes or tickets reported to the commander?

(g) Are corrective actions taken by the commander when improper usage or weak internal controls are identified?

(h) Is an annual inventory performed on the passes and tickets that have not been issued?

(i) Are adequate records kept concerning the overall system for issuance, accountability and authorization of the passes and tickets in accordance with DMNA Regulation 55-1?

c. Retirements/Discharges/Expiration of Reserve Enlistment. Notify headquarters, in writing, in advance of any naval militia member who is retiring or being discharged, in order that Headquarters may provide appropriate recognition for a member's time of service. Separation from a federal Reserve component automatically separates a member from the Naval Militia. Persons desiring to continue their service to the Naval Militia beyond their federal service tenure may do so, but must re-affiliate with the organization as a member of either Unit 001 (non-retirees), 991 (gray-area retirees), or 998 (retirees aged 60 and over).

d. Enlistment Contract. In accordance with reference (b), ensure all information filled out on the Naval Militia Enlistment Contract is completed properly and legible. IMPORTANT: When signing up an individual to join the Naval Militia, ensure they know that they understand by signing the contract they are volunteering to support the State of New York in time of natural or manmade disasters.

THE POINT OF CONTACT MUST SIGN THE CONTRACT TO VERIFY INFORMATION IS CORRECT, IT WILL BE RETURNED IF IT IS NOT SIGNED.

e. Awards. Various New York State awards are available to Naval Militia members. Contact Headquarters if you would like a copy of DMNA Reg 672-1 (New York State Military Awards). Naval Militiamen are eligible for the following awards:

(1) Josephthal Trophy (Naval Militiaman of the Year). Reference (c) refers.

(2) Josephthal Trophy (Naval Militia Unit of the Year). Open to federal Reserve units with at least 50% membership in the Naval Militia. Reference (c) refers.

(3) Colonel Gouverneur Morris Citizen/Soldier Award. Reference (j) refers.

(4) NYS Recruiting Medal. For three or more referrals into the Organized Militia of New York State. Reference (j) refers.

(5) Long and Faithful Service Award. Reference (j) refers.

(6) New York State individual awards for exceptional performance of duty. Reference (j) refers.

f. Education Benefits. Active drilling reservists in good standing are eligible for the New York State Recruitment

Incentive and Retention Program. The program offers members of the Naval Militia to receive tuition assistance (up to the cost of the State University of New York's [SUNY] maximum in state undergraduate tuition) at any college, university, or community-technical college in the State of New York, recognized and approved by the New York State Board of Regents or State University of New York. The regulation, forms and deadlines are listed on the Naval Militia website:
<http://dmna.state.ny.us/nynm/naval.php>. Contact the Education Officer at Naval Militia Headquarters with any questions.

g. History of the New York Naval Militia. It is very important that you know the history of the New York Naval Militia, in order to brief new members coming in to your unit. (See the New York Naval Militia website:
<http://dmna.state.ny.us/nynm/naval.php>).

h. Naval Militia License Plates. Naval Militia members wishing to obtain Naval Militia License Plates should submit a request to Headquarters. Upon receipt, a letter verifying eligibility will be mailed to individual. This letter must accompany the application for the custom license plate.

NEW YORK NAVAL MILITIA (NYNM)	NAVAL MILITIA UNIT REPRESENTATIVE TRANSACTION SHEET		FOR OFFICIAL USE ONLY NYNM Form 102
DATE:			
UNIT POINT OF CONTACT (POC):		MILITIA UNIT #:	RUIC:
EMAIL ADDRESS		PHONE #:	
RESERVE UNIT NAME:			
UNIT ROSTER ATTACHED:			
NEW CONTRACTS:			
MEMBERS TRANSFERRED:			
MEMBERS REPORTING:			
MEMBERS DISCHARGED:			
MEMBERS RETIRING:			
CHANGES ON ROSTER (RANK, RATE, ADDRESS, ETC.)			
TOLL PASSES LOG SHEET ATTACHED:			
COMMENTS:			
NEW YORK NAVAL MILITIA HEADQUARTERS: DATE RECEIVED: _____ DATE PROCESSED: _____			

