



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
JOINT FORCE HEADQUARTERS - NEW YORK
330 OLD NISKAYUNA ROAD
LATHAM, NY 12110-3514

07 DEC 2022

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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Self Reporting by all Ranks and Grades of Arrests and Criminal Convictions
Regardless of Classification (Felony or Misdemeanor)

1. References:

- a. AR 600-20, Army Command Policy, 24 July 2020, subject: Military Discipline and Conduct, (Self-reporting of criminal convictions by officers and senior enlisted members, paragraph 4-23).
- b. AFI 1-1, Air Force Culture, 12 November 2014, subject: Conduct (Self Reporting of Criminal Conviction, paragraph 2.10).
- c. AFD 36-29, Personnel, 11 April 2019, subject: Military Standards (1.8).
- d. Instruction, NYNMINST 1001.1C, 23 February 2022, subject: Administration Manual.
- e. Directive, NYNG 1325, 4 October 2015, subject: Misconduct.

2. Applicability: This policy is applicable to all Service Members assigned to the New York Army National Guard, the New York Air National Guard, the New York Naval Militia, and the New York State Guard.

3. Effective Date: Date Policy Memorandum is signed.

4. Policy: New York Army National Guard, New York Air National Guard, New York Naval Militia, and New York State Guard Service Members of all ranks and pay grades will self-report to their chain of command any arrests, pending criminal court dates with jurisdictions to include Integrated Domestic Violence Courts, and criminal convictions that occur after the effective date of this policy memorandum. Initial reports may be either written or verbal and will contain at a minimum the date and time of arrest, criminal charge(s) and the arresting agency's name. Reports of convictions or final adjudication must include a copy of the certificate of disposition issued by the court and, if applicable, the Order of Protection or Restraining Order. Active Guard Reserve (AGR) Service Members will submit their report to their chain of command on the next business day following their arrest and/or conviction. Traditional Guardsmen and Traditional Drill Status Guardsmen will submit their report by the next scheduled drill or within 30 days, whichever sooner, after their arrest and/or conviction. AGR, Title 5, and Title 32 Federal Technician Service Members will submit their report by NLT the next business day to their chain of command or supervisor. New York Naval Militia Service Members will submit their report to the Chief of Staff of the Naval Militia and New York State Guard Service Members will submit their report to the G1 of the New York State Guard within 30 days of their arrest and/or conviction. Once notified, the service member's chain of command will report through official

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correspondence in the Serious Incident Report (SIR) format to their respective higher headquarters.

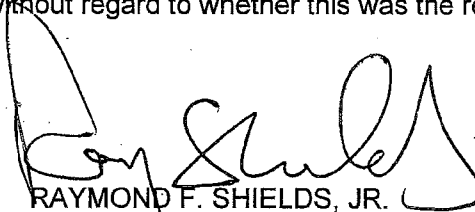
5. Punitive Nature: Failure to adhere to the requirements of this Policy Memorandum could result in adverse administrative actions and/or disciplinary actions.

6. Definitions:

a. Arrest: For the purpose of this policy, the term "arrest" includes the detention, charging or otherwise by a police officer or peace officer when he or she has reasonable cause to believe that a crime was committed in his or her presence or otherwise.

b. Crime: For the purpose of this policy, the term "crime" is defined as an action that constitutes a misdemeanor or felony offense contained in a state or federal penal code. Additionally, any arrests, fines or convictions for driving while intoxicated or impaired for the purpose of this policy are defined as a crime, whether or not they were charged as a violation, misdemeanor, or felony. Traffic infractions, other than alcohol related offenses, are not considered crimes.

c. Criminal Conviction: For the purpose of this policy, the term "criminal conviction" is defined as the outcome of a criminal prosecution which results in a judgment that the accused is determined to be guilty of a criminal offense without regard to whether this was the result of a trial, a plea, or no contest.



RAYMOND F. SHIELDS, JR.
Major General, NYARNG
The Adjutant General

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