



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

NYNMINST 3502.2A

FEB - 3 2017

NEW YORK NAVAL MILITIA INSTRUCTION 3502.2A

Subj: IN THE SERVICE OF THE STATE

Ref: (a) DMNA REG 10-1; New York Naval Militia Regulations
(b) NYS Military Law Sections 6 and 46
(c) JFHQ-NY CONPLA; Civil Support Operations
(d) TAG-NY Policy Memo of 30 OCT 2009
(e) NYNMINST 3502.1; Training and Exercise Management
(f) NYNMINOTE 1570; Training Assembly Schedule
(g) NYNMINOTE 3502; Long Range Training Plan
(h) NYNMINST 3051.2; Mission Essential Task List

1. Purpose. To promulgate guidance and requirements for requesting and directing members into service of the state. This instruction refers only to service to the State of New York, and not to any federal component.

2. Cancellation. NYNMINST 3502.2 of 09 September 2013 is cancelled.

3. Discussion. Per reference (a), members of the New York Naval Militia (NYNM) perform in the service of the state under State Active Duty (SAD), either in a pay or non-pay status. All State Active Duty shall be performed under written State Active Duty Orders issued by NYNM Headquarters.

a. References (b), (c), and (d) direct the usage of State Active Duty. SAD in a pay status is used when members are mobilized for a contingency or event authorized by the Office of The Adjutant General (OTAG).

b. References (e), (f), and (g) govern the SAD non-pay training program for the New York Naval Militia. Events scheduled in the Training Assembly Schedule, and Long Range Training Plan authorizes certain individuals to conduct training while in a SAD Non-Pay status. Attendance at training event is authorized by a respective Commander, Deputy Commander, Chief of Staff, or Assistant Chief of Staff (ACOS).

c. Requests for non-pay State Active Duty orders shall be submitted through an individual's chain of command stating the reason for, duration and location of non-pay

FEB - 3 2017

State Active Duty.

3. Responsibilities. Authorizing Officials will review all requests for non-pay State Active Duty to determine if the intent of the participation meets objectives of NYNM missions found in reference (h). Requests for training, routine, administrative SAD (Non-Pay) must be submitted with sufficient lead-time to process subject orders. Authorizing Officials must pay particular attention to requests that do not conform to NYNM mission essential tasks (METL).

A handwritten signature in dark ink, appearing to read "Ten Eyck B. Powell, III". The signature is fluid and cursive, with a prominent initial "T" and a long, sweeping underline.

Ten Eyck B. Powell, III