



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

NYNMINST 1410.1F

12 OCT 2023

NEW YORK NAVAL MILITIA INSTRUCTION 1410.1F

From: Commander, New York Naval Militia

Subj: PROMOTION POLICY AND PROCEDURES

Ref: (a) DMNA Regulation 10-1
(b) NYS Military Law
(c) NYNMINST 1410.2 (series)
(d) U.S. Army Directive (AD 2023-11)

Encl: (1) New York Naval Militia Selection Board Guidance
(2) Promotion Forms and Tools
(3) CDC Adult BMI Chart

1. Purpose. To promulgate instructions for promotions and advancement within the New York Naval Militia for pay-grades E-2 to O6; in accordance with reference (a).

2. Cancellation. This instruction cancels NYNMINST 1410.1E, of 23 APR 2023

3. Background. The New York Naval Militia recognizes the promotions of members advanced in the Federal Reserve components. For New York Naval Militia members who are not members of the federal active reserve (otherwise known as 900 Series Unit members), the Commander convenes a Board of Promotion to select those qualified for advancement within the New York Naval Militia only.

4. Applicability. This instruction discusses the policies and procedures for advancement for officers and enlisted members of the 900 Series Group, also known as the non-drilling group..

a. Requirements for officers are listed below. Officers recommended for promotion to the grade of O-6 must be referred for approval to The Adjutant General.

Promote	Time in combined	Minimum Time in Grade
to:	Federal/State Service	Required

0-2	18 months	18 months as O-1
0-3	4 years	2 years as O-2
0-4	10 years	3 years as O-3
0-5	16 years	3 years as O-4
0-6	22 years	3 years as O-5

b. The requirements for enlisted personnel are listed below.

Promote to:	Time in Grade
E-1 to E-2	6 months as E-1
E-2 to E-3	6 months as E-2
E-3 to E-4	6 months as E-3
E-4 to E-5	12 months as E-4
E-5 to E-6	36 months as E-5
E-6 to E-7	36 months as E-6
E-7 to E-8	36 months as E-7
E-8 to E-9	36 months as E-8

c. The time requirements for warrant officers are listed below:

Requirements	To CWO-2	CWO-2 to CWO-3	CWO-3 to CWO-4
Time-in-Grade	8 years TIS	3 years as CWO-2	6 years as CWO-3
	*		

* TIS: Time in Service, and pay-grade E-7 or higher.

Time-in-Grade is defined as the total time in the preceding permanent pay grade until the time of advancement for the New York Naval Militia (01 October of the year of the promotion board).

d. Service Members applying for promotion must not be considered obese. Members must have a Body Mass Index (BMI) less than 30; or less than 25% Body Fat for males, or less than 32% Body Fat for females; regardless of age. BMI calculations are based on the standards promulgated by the Centers for Disease Control (CDC) and are included as enclosure (3). Alternatively, Body Fat standards and procedures are promulgated in reference (d). For those individuals that the CDC BMI chart identifies as "obese" and desire to use the Body Fat standards promulgated by reference (d), the individual must, at their own expense, coordinate with a medical or military professional familiar with reference (d) to determine a Body Fat percentage within the standards identified by gender and age as above. A memo on letterhead of the above professional indicating the body fat measurement and calculation must be included in the application. Additionally, a separate memo from the individual to the Board President must be included with the application identifying the deviation from BMI

and requesting compliance with reference (d).

5. Policy and Direction. The following policies are established for promotions and advancement within the New York Naval Militia:

a. In accordance with sections 20 and 21 of reference (b), persons listed on the New York State military Reserve List, or Retired List are not eligible for promotion.

b. Headquarters, New York Naval Militia shall, in accordance with annual guidance of the Commander, prepare a list of senior officer and enlisted E-9 candidates for membership on the promotion board no later than 31 May of each year and submit for Commander approval. Candidates for board membership and Recorders must have the highest degree of professional demeanor and ethics in keeping with the dignity of the board. Qualities sought include demonstrated leadership ability, common sense and judgment, maturity, and in-depth knowledge of the New York Naval Militia. Officers being considered by the board may not participate as members, Recorders, assistant Recorders, or administrative assistants for that board. All members must be senior to the promotion candidate(s). No member may deliberate on a promotion for another individual to a rank higher than the board member holds.

c. Individual members of the New York Naval Militia 900 Series Group, meeting age limitations, having current medical exams, time-in-grade requirements, and recommended by their superior officer, in grades E-1 and E-2 may be administratively promoted to the next grade by NYNM Headquarters. All other members meeting eligibility requirements may submit a complete promotion package for consideration by a promotion board.

(1) Individuals are responsible for their own promotion package and it shall contain enough information to present a clear application containing:

(a) Letter of request from the candidate to the President of the upcoming promotion board, requesting consideration for promotion, with supporting justification. The letter shall include information on the member's specific billet assignment.

(b) Recommendation from the individual's NYNM Regional Commander.

(c) Verification of time-in-grade: include the individual's last date-of-rank.

(d) Current (dated within past year) color photograph of the service member, in uniform. Uniform photograph will be of individual member, full-length, $\frac{3}{4}$ pose, uncovered, with enough clarity to display grooming and fitness standards of the service member. The uniform photograph will be taken in the candidate's component service, dress, or working uniform. The photograph will be taken indoors, with a plain, neutral backdrop. Additionally, the candidate shall provide two (2) photographs in civilian PT gear: one from full front view and one from side view.

(e) All copies of evaluations, fitness reports, or like documents from both federal and state service to provide a clear picture of the candidate's qualifications; including a current evaluation report dated within the past year. NY Naval Militia performance reports may cover more than one calendar year. Note: members serving with the NYNM while also receiving Federal evaluations are encouraged to request NYNM evaluations for the time serving on NYNM orders. In order to standardize reporting for 900 series officers and enlisted personnel, use NYNM FORM 1611 and 1616 for all, regardless of component. See enclosure (2). Fillable PDF versions of the forms are found on the New York Naval Militia website. If a candidate has a significant gap in service, additional military information from greater than 5 years, including recent civilian activities and employment, may be provided to the Board to show performance, leadership, and activities to provide the Board with a comprehensive picture of the candidate.

(f) Additional supporting documentation that serves to justify promotion. As a minimum, this will include completed, current copies of the Civilian-Military Skills Questionnaire (NYNMFORM 1070), and Individual Duty Record (a narrative record of the individual's state active-duty periods, both in-pay and not in-pay). All DD-214's received will be included in the candidate's package. The Promotion Board will verify a current Medical Exam is on file. Letters of recommendation from other supervisors or commanders (regardless of service or component) may be included if that individual has creditable observation of the member's performance.

(g) The promotion package should not include extraneous documents that do not support justification for promotion and will not be considered.

(h) In accordance with section 4.f. above, if the individual needs to submit supplemental Body Fat information, those memos should be included.

(i) The member's Regional Commander serves as Reporting Senior for evaluations and fitness reports.

d. The Commander, New York Naval Militia shall convene, by letter, a promotion board in each year that promotion packages have been submitted. The purpose of the board is to review promotion packages and make recommendations to the Commander on those individuals recommended for advancement in rank or rate.

(1) The board shall consist of no less than four Officers grade O4 or above and five (5) Senior enlisted representative(s) of grade E-9. With the exception of the Board President and Force Senior Enlisted Advisor, other members shall be randomly selected from the pool of eligible, volunteer members.

(2) The President of the board shall be the Deputy Commander, Acting Deputy Commander, or a Regional Commander New York Naval Militia.

(3) At the discretion of the board President, the board may be convened remotely through telephonic or other appropriate electronic means. In the event of a remotely held board, individual candidate packages will be provided to each board member in sufficient time to review prior to the board convening.

e. Promotion Board Principles:

(1) The following principles will form the framework for the screening and recommendation for promotion of the most qualified enlisted and commissioned New York Naval Militia personnel.

(2) The New York Naval Militia seeks to strengthen its organization and reputation through development of a force that elicits the greatest commitment to professional development and performance.

(3) Individuals and Reporting Seniors both have important responsibilities to insure that only the best and most

qualified candidates are considered by the annual New York Naval Militia selection board.

(4) Enclosure (1) is provided as guidance for the conduct of the board, and as direction for reporting seniors and individuals in communicating recommendations to the Board.

f. Promotion Board Procedures:

(1) To ensure eligibility, Headquarters shall ensure that NYNM FORM 1420 Promotion Board Checklist is completed for each candidate and will be included as a cover for each individual promotion package.

(2) The President of the Board shall convene the board at a mutually agreed date and location no later than 31 July of each year.

(3) The board President shall use the guidance found in enclosure (1) in the conduct of the board.

(4) Unless unusual circumstances dictate, the effective date of promotion shall take place on the 1st day of October following the promotion board convening.

g. The Board must consider all available information in a service member's record, not just the submitted promotion packet.

h. Special Promotion Board Procedures: The Commander, New York Naval Militia, may under his/her authority and discretion, waive requirements and policy under special circumstances. In Special Board circumstances, the Commander shall establish a special promotion board to consider individuals based on their experience and qualifications. Special promotion board instructions include:

(1) Individual promotion package applications are not required.

(2) The Special Promotion Board shall consist of at least three officers in grade O-6 and above.

(3) Approved special promotions may be made effective immediately.

A handwritten signature in black ink that reads "Lawrence E. Weill". The signature is written in a cursive style with a large, prominent initial 'L'.

L. E. WEILL

NYNM PROMOTION SELECTION BOARD GUIDANCE

PRECEPT

1. General Procedural Guidance.

a. Duties of the Board President: The President of the board is appointed by the Commander, New York Naval Militia and shall perform prescribed administrative duties. The board President has no authority to constrain the board from recommending for promotion those members that the majority finds fully qualified to meet the needs of the Naval Militia. The board President shall ensure that the directions concerning board proceedings, listed below, are read to each board member, Recorder, and any administrative support person on the convening date of the board.

b. Board Proceedings: The following directions concerning communications and information apply to all board proceedings.

(1) Each board member is responsible to maintain the integrity and independence of the selection board, and to foster careful consideration, without prejudice or partiality, of all eligible service members.

(2) Each member must pay particularly close attention to the rules governing communications with and among other board members, the information authorized to be furnished, and the procedures to follow if the integrity of the selection board has been improperly affected.

(3) Board members may not receive, initiate, or participate in communications or discussions involving information precluded from consideration by a selection board.

(4) If at any time a designated board member cannot in good conscience perform his/her duties as a member of the board without prejudice or partiality, they have a duty to request relief from duty.

2. Skills Guidance.

a. "Fully Qualified" Standard. The policy regarding the application of the "fully qualified" standard is as follows: Proven excellence in leadership positions is the ultimate measure of the qualities required. Members may have also demonstrated leadership, skill, integrity, and resourcefulness in other difficult and challenging assignments.

b. Professional Military Education (PME). PME conveys the broad body of knowledge and develops the habits of mind essential to the military professional's expertise in the art and science of maritime domain operations. The Naval Militia needs members with formal technical and military education in a time of increasing sophistication. PME achievement is a significant milestone in the development of future Naval Militia leadership. In determining a member's fitness for selection, board members shall favorably consider military training, especially as it relates to Naval Militia readiness; in addition to graduate degrees and experience in specialized areas.

c. Innovation and Efficiency. In deliberations, give careful consideration to the fact that the needs of the Naval Militia have changed over the years and will continue to change. Be alert for candidates who embrace innovation and efficiency to find new solutions to the most challenging problems. The Naval Militia needs bold members who are willing to think creatively, take well-calculated risks, develop new ideas, and maximize capabilities through sound management practices.

3. Board Reports.

a. The record of the board's proceedings shall be compiled by the Recorder. The written report of the board shall be signed by the board President on behalf of the entire board. The Recorder shall counter-sign the record.

(1). The board President's letter report shall be submitted to the Commander, New York Naval Militia no later than 7 days from the closure of board proceedings.

(2) Reports must indicate the board's recommendations, either recommended or not recommended for promotion, for each candidate that appeared before the board.

4. Oaths.

a. The President of the board shall administer the following oath to the Recorder:

"Do you affirm that you will keep a true record of the proceedings of this board, and you will not divulge the proceedings of this board except as authorized or required by the Division of Military and Naval Affairs or higher authority?"

b. Upon positive affirmation, the Recorder shall then administer the following oath to the members of the board:

"Do each of you affirm that you will perform your duties as a member of this board without prejudice or partiality, and you will not divulge the proceedings of this board except as authorized by the Division of Military and Naval Affairs or higher authority?"

PROMOTION FORMS AND TOOLS

1. The following forms and tools are used in the New York Naval Militia promotion process:

a. NYNM FORM 1412 Officer Promotion Certificate. Presented to the officer upon promotion.

b. NYNM FORM 1420 Promotion Board Checklist. Used by Naval Militia Headquarters to screen promotion packages for eligibility and completeness.

c. NYNM FORM 1421 Delivery of Officer Appointment Orders. Orders of promotion from the Commander, New York Naval Militia to the individual Coast Guard or Navy component officer.

d. NYNM FORM 1421M Delivery of Officer Appointment Orders. Orders of promotion from the Commander, New York Naval Militia to the individual Marine component officer.

e. NYNM FORM 1432 Certificate of Permanent Enlisted Appointment. Presented to the enlisted member upon promotion.

f. NYNM FORM 1611 Officer Performance Report

g. NYNM Form 1616 Enlisted Performance Report

Promotion Board Checklist

Date: _____

NAME: _____

Promotion to: _____

References are from section 5. Policy and Direction	Yes	No	Comment
Recommendation for Promotion:			
Narrative Justification: (letter from the candidate)			
Minimum Time in Grade Met:			
Recent Photo(s) attached			
Current Fitness Report or Evaluation Enclosed			
All past Fitness Reports or Evaluations			
Current Medical Qualification on file			
Civilian Skills Questionnaire within past year			
Individual Duty Record (narrative)			
Billet Description			
All DD214's if applicable			
Meets Grooming Standards			
NYNM Application on File			
Age less than 68			

RECOMMENDED FOR PROMOTION
 NOT RECOMMENDED
 COMMENTS/RECOMMENDATIONS:



To all who shall see these presents, greeting:

Know Ye, that reposing special trust and confidence in the patriotism valor, fidelity and abilities of JOSEPH A. SAMPLE

we have appointed and constituted and by these presents do appoint and constitute him

ENSIGN

NEW YORK NAVAL MILITIA *effective* I OCTOBER 2021

He is therefore carefully and diligently to discharge the duty of the office to which he is appointed by doing and performing all manner of things thereunto belonging and to observe and follow such orders and directions as he shall from time to time receive from our Commander in Chief of the Military and Naval Forces of our said State or any other superior officer according to the rules and discipline of war, and hold the said office in the manner specified in and by the constitution and laws of our said State. In pursuance of the trust reposed in him and for so doing, this shall be his Commission.

In Testimony Whereof we have caused our Military and Naval Seal to be hereunto affixed

Witness

Commander New York Naval Militia for the Governor of our said State, Commander in Chief of our Military and Naval Forces at our City of Albany this 1st day of October in the year of our Lord two thousand and Twenty One, and in the three hundred and Fifty-seventh year of the charter of the Province and State of New York.





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

1400

From: Commander, New York Naval Militia
To:

Subj: DELIVERY OF PERMANENT APPOINTMENT

Ref: (a) Commander, New York Naval Militia ltr ser 1400 dtd _____
(b) DMNA Regulation 10-1

1. Your permanent appointment to Chief Warrant Officer, W Lieutenant Lieutenant (Junior Grade) Lieutenant Commander Commander Captain with the date of rank and effective date of _____promulgated by reference (a) pursuant to the provisions of reference (b) is hereby delivered.

2. You will indicate by endorsement hereon whether you accept or decline this appointment.

SIGNATURE

By direction

FIRST ENDORSEMENT

Date:

From:
To: Commander, New York Naval Militia
Via: Commander,

- 1. I accept decline the permanent appointment authorized by reference (a).
- 2. I certify that I understand the provisions of reference (b).

3. VOLUNTARY OATH

I do solemnly reaffirm that I will support and protect the Constitution of the United States of America, and the Constitution and Laws of the State of New York; that I will continue to bear true faith and allegiance to the Nation and the State whose courses they direct, and that I take this obligation freely, without any mental reservation.

SIGNATURE

SECOND ENDORSEMENT

Date:

From: Commander,
To: Commander, New York Naval Militia

- 1. Forwarded.

SIGNATURE

Forward original to NYNM HQ (below); one copy to Appointee; one copy to Service Record

Commander, New York Naval Militia
330 Old Niskayuna Road
Latham, New York 12110

NYNM Form 1421 (Rev. 12-09)



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

1400

From: Commander, New York Naval Militia
To:

Subj: DELIVERY OF PERMANENT APPOINTMENT (Marine Component)

Ref: (a) Commander, New York Naval Militia ltr ser 1400 dtd _____
(b) DMNA Regulation 10-1

1. Your permanent appointment to Chief Warrant Officer. W 2nd Lieutenant 1st Lieutenant Captain
 Major Lieutenant Colonel Colonel with the date of rank and effective date of _____ promulgated by reference
(a) pursuant to the provisions of reference (b) is hereby delivered.

2. You will indicate by endorsement hereon whether you accept or decline this appointment.

SIGNATURE

By direction

FIRST ENDORSEMENT

Date:

From:
To: Commander, New York Naval Militia
Via: Commander,

- 1. I accept decline the permanent appointment authorized by reference (a).
- 2. I certify that I understand the provisions of reference (b).

3. VOLUNTARY OATH

I do solemnly reaffirm that I will support and protect the Constitution of the United States of America, and the Constitution and Laws of the State of New York; that I will continue to bear true faith and allegiance to the Nation and the State whose courses they direct, and that I take this obligation freely, without any mental reservation.

SIGNATURE

SECOND ENDORSEMENT

Date:

From: Commander,
To: Commander, New York Naval Militia

- 1. Forwarded.

SIGNATURE

Forward original to NYNM HQ (below); one copy to Appointee; one copy to Service Record

Commander, New York Naval Militia
330 Old Niskayuna Road
Latham, New York 12110

NYNM Form 1421M (Rev. 11-13)

OFFICER PERFORMANCE REPORT (W2-O6)

NEW YORK NAVAL MILITIA

1. NAME (Last, First, MI, Suffix)				2. PAYGRADE		3. RANK	
5. BILLET ASSIGNMENT		6. COMPONENT COAST GUARD <input type="checkbox"/> MARINE CORP <input type="checkbox"/> NAVY <input type="checkbox"/>			7. REGION		
8. UNIT			9. PERIOD OF REPORT FROM: _____ TO: _____				
10. PERIODS OF DUTY (Dates/Mission/Duties)							
11. PRIMARY/COLLATERAL DUTIES							
12. PERFORMANCE TRAITS	NOT OBSERVED	1.0 BELOW STANDARDS	2.0 PROGRESSING	3.0 MEETS STANDARDS	4.0 ABOVE STANDARDS	5.0 OUTSTANDING	
PROFESSIONAL KNOWLEDGE <small>(The degree to which this member demonstrated technical competency and proficiency)</small>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMUNICATING <small>(The degree to which this member listened, spoke, responded to feedback, and expressed thoughts clearly and logically)</small>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HEALTH & WELL-BEING <small>(ability to care for the physical and mental health, safety and well-being of self and others)</small>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
INITIATIVE <small>(Responsibility, quantity of work)</small>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
JUDGMENT <small>(Ability to make sound decisions and provide valid recommendations based on facts, experience, risk assessment, and analytical thought)</small>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DECKPLATE LEADERSHIP <small>(Organizing, motivating and developing others to accomplish goals)</small>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MILITARY BEARING <small>(Appearance, conduct, physical fitness, and adherence to core values)</small>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MISSION ACCOMPLISHMENT <small>(How well assigned duties are carried out. Reflects aptitude, competence, and commitment)</small>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ORGANIZATIONAL CLIMATE/EQUAL OPPORTUNITY <small>(Contributes to growth and development, human worth, community)</small>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PROFESSIONAL EXPERTISE/COMPETENCE <small>(Technical knowledge and practical application)</small>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

OFFICER PERFORMANCE REPORT (W2-O6)

NEW YORK NAVAL MILITIA

NAME (Last, First, MI, Suffix)

12. (CONT.) PERFORMANCE TRAITS	NOT OBSERVED	1.0 BELOW STANDARDS	2.0 PROGRESSING	3.0 MEETS STANDARDS	4.0 ABOVE STANDARDS	5.0 OUTSTANDING
PROFESSIONAL GROWTH/PME (Commitment to intellectual growth, including achieving relevant qualifications, and professional military education)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TEAMWORK (Contributes toward team building and team results)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
USING RESOURCES (Ability to manage time, materials, information, money, and people)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

13. COMMENTS:

14. PROMOTION RECOMMENDATION: NOT RECOMMENDED PROGRESSING RECOMMENDED

15. SUPERVISOR NAME (Last, First, MI, Suffix)	RANK	SIGNATURE	DATE
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16. REPORTING SENIOR (Last, First, MI, Suffix)	RANK	SIGNATURE	DATE
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17. SIGNATURE OF OFFICER EVALUATED	I INTEND TO SUBMIT A STATEMENT: <input type="checkbox"/>	DATE
	I DO NOT INTEND TO SUBMIT A STATEMENT: <input type="checkbox"/>	

ENLISTED PERFORMANCE REPORT (E1-E9)

NEW YORK NAVAL MILITIA

1. NAME (Last, First, MI, Suffix)		2. PAYGRADE	3a. RANK	3b. WARFARE DEV	4. MOS/NEC	
5. BILLET ASSIGNMENT		6. COMPONENT COAST GUARD MARINE CORP NAVY <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		7. REGION		
8. UNIT		9. PERIOD OF REPORT FROM: _____ TO: _____				
10. PERIODS OF DUTY (Dates/Mission/Duties)						
11. PRIMARY/COLLATERAL DUTIES						
12. PERFORMANCE TRAITS	NOT OBSERVED	1.0 BELOW STANDARDS	2.0 PROGRESSING	3.0 MEETS STANDARDS	4.0 ABOVE STANDARDS	5.0 OUTSTANDING
PROFESSIONAL KNOWLEDGE <small>(The degree to which this member demonstrated technical competency and proficiency)</small>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMUNICATING <small>(The degree to which this member listened, spoke, responded to feedback, and expressed thoughts clearly and logically)</small>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HEALTH & WELL-BEING <small>(ability to care for the physical and mental health, safety and well-being of self and others)</small>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
INITIATIVE <small>(Responsibility, quantity of work)</small>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
JUDGMENT <small>(Ability to make sound decisions and provide valid recommendations based on facts, experience, risk assessment, and analytical thought)</small>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DECKPLATE LEADERSHIP <small>(Organizing, motivating and developing others to accomplish goals)</small>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MILITARY BEARING <small>(Appearance, conduct, physical fitness, and adherence to core values)</small>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MISSION ACCOMPLISHMENT <small>(How well assigned duties are carried out. Reflects aptitude, competence, and commitment)</small>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ORGANIZATIONAL CLIMATE/EQUAL OPPORTUNITY <small>(Contributes to growth and development, human worth, community)</small>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PROFESSIONAL EXPERTISE/COMPETENCE <small>(Technical knowledge and practical application)</small>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ENLISTED PERFORMANCE REPORT (E1-E9)

NEW YORK NAVAL MILITIA

NAME (Last, First, MI, Suffix)

12. (CONT.) PERFORMANCE TRAITS	NOT OBSERVED	1.0 BELOW STANDARDS	2.0 PROGRESSING	3.0 MEETS STANDARDS	4.0 ABOVE STANDARDS	5.0 OUTSTANDING
PROFESSIONAL GROWTH/PME (Commitment to intellectual growth, including achieving relevant qualifications, and professional military education)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WORKING WITH OTHERS (The degree to which this member promoted a team effort)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
USING RESOURCES (Ability to manage time, materials, information, money, and people)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
INTEGRITY (The degree to which this member demonstrated the qualities of honesty and fair-mindedness in personal relationships and actions)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

13. COMMENTS:

14. MID-TERM COUNSELING

Signature: _____ Date: _____

15. PROMOTION RECOMMENDATION: NOT RECOMMENDED PROGRESSING RECOMMENDED

16. SUPERVISOR NAME (Last, First, MI, Suffix)	RANK	SIGNATURE	DATE
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17. REPORTING SENIOR (Last, First, MI, Suffix)	RANK	SIGNATURE	DATE
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18. SIGNATURE OF MEMBER EVALUATED	I INTEND TO SUBMIT A STATEMENT: <input type="checkbox"/> I DO NOT INTEND TO SUBMIT A STATEMENT: <input type="checkbox"/>	DATE
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Body Mass Index Table

		Height in Inches/Body Weight in pounds																																			
		Normal						Overweight						Obese						Extreme Obesity																	
BMI		19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54
58		91	96	100	105	110	115	119	124	129	134	138	143	148	153	158	162	167	172	177	181	186	191	196	201	205	210	215	220	224	229	234	239	244	248	253	258
59		94	99	104	109	114	119	124	128	133	138	143	148	153	158	163	168	173	178	183	188	193	198	203	208	212	217	222	227	232	237	242	247	252	257	262	267
60		97	102	107	112	118	123	128	133	138	143	148	153	158	163	168	174	179	184	189	194	199	204	209	215	220	225	230	235	240	245	250	255	261	266	271	276
61		100	106	111	116	122	127	132	137	143	148	153	158	164	169	174	180	185	190	195	201	206	211	217	222	227	232	238	243	248	254	259	264	269	275	280	285
62		104	109	115	120	126	131	136	142	147	153	158	164	169	175	180	186	191	196	202	207	213	218	224	229	235	240	246	251	256	262	267	273	278	284	289	295
63		107	113	118	124	130	135	141	146	152	158	163	169	175	180	186	191	197	203	208	214	220	225	231	237	242	248	254	259	265	270	278	282	287	293	299	304
64		110	116	122	128	134	140	145	151	157	163	169	174	180	186	192	197	204	209	215	221	227	232	238	244	250	256	262	267	273	279	285	291	296	302	308	314
65		114	120	126	132	138	144	150	156	162	168	174	180	186	192	198	204	210	216	222	228	234	240	246	252	258	264	270	276	282	288	294	300	306	312	318	324
66		118	124	130	136	142	148	155	161	167	173	179	186	192	198	204	210	216	223	229	235	241	247	253	260	266	272	278	284	291	297	303	309	315	322	328	334
67		121	127	134	140	146	153	159	166	172	178	185	191	198	204	211	217	223	230	236	242	249	255	261	268	274	280	287	293	299	306	312	319	325	331	338	344
68		125	131	138	144	151	158	164	171	177	184	190	197	203	210	216	223	230	236	243	249	256	262	269	276	282	289	295	302	308	315	322	328	335	341	348	354
69		128	135	142	149	155	162	169	176	182	189	196	203	209	216	223	230	236	243	250	257	263	270	277	284	291	297	304	311	318	324	331	338	345	351	358	365
70		132	139	146	153	160	167	174	181	188	195	202	209	216	222	229	236	243	250	257	264	271	278	285	292	299	306	313	320	327	334	341	348	355	362	369	376
71		136	143	150	157	165	172	179	186	193	200	208	215	222	229	236	243	250	257	265	272	279	286	293	301	308	315	322	329	338	343	351	358	365	372	379	386
72		140	147	154	162	169	177	184	191	199	206	213	221	228	235	242	250	258	265	272	279	287	294	302	309	316	324	331	338	346	353	361	368	375	383	390	397
73		144	151	159	166	174	182	189	197	204	212	219	227	235	242	250	257	265	272	280	288	295	302	310	318	325	333	340	348	355	363	371	378	386	393	401	408
74		148	155	163	171	179	186	194	202	210	218	225	233	241	249	256	264	272	280	287	295	303	311	319	326	334	342	350	358	365	373	381	389	396	404	412	420
75		152	160	168	176	184	192	200	208	216	224	232	240	248	256	264	272	279	287	295	303	311	319	327	335	343	351	359	367	375	383	391	399	407	415	423	431
76		156	164	172	180	189	197	205	213	221	230	238	246	254	263	271	279	287	295	304	312	320	328	336	344	353	361	369	377	385	394	402	410	418	426	435	443

Source: Adapted from *Clinical Guidelines on the Identification, Evaluation, and Treatment of Overweight and Obesity in Adults: The Evidence Report*.