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NEW YORK NAVAL MILITIA INSTRUCTION 5401.3

Subj: ORGANIZATION OF EXPEDITIONARY LOGISTICS SUPPORT TEAMS

Ref: (a) Expeditionary Logistics Support Team Concept of Operations, 29 MAR 2013
(b) NYNMINST 3051.2 Mission Essential Task List
(c) NYNMINST 3061.1 Mobilization Plan
(d) NYNM Form 4082 (05/13)
(e) NYSDMV Form MV500C (01/06)
(f) NYNM Form 4400 (05/13)
(g) Department of the Army Technical Bulletin TB-600-2
(h) USOPM Form OF-346 (11/85)

Encl: (1) Expeditionary Logistics Support Team Organization Charts

1. Purpose. To promulgate administrative guidance for the New York Naval Militia (NYNM) for standing up two Expeditionary Logistics Support Teams (ELSTs) within each of the geographic regions of the NYNM per reference (a). This instruction details the composition of an ELST and procedures for establishing, training and employing ELSTs. ELSTs organized under this instruction will possess the personnel and training required to establish expeditionary warehouse and distribution operations using equipment and facilities provided by the NYS Division of Military and Naval Affairs (DMNA). In addition, this Instruction establishes a cadre of NYNM logistics officers and logistics related standard operating procedures to help coordinate logistics requirements during NYNM activations. These capabilities fall within the Mission Essential Task Lists of the NYNM per reference (b).

2. Policy and Direction. New York Naval Militia guidance for establishing ELSTs is as follows:

a. Composition of an ELST. As displayed in enclosure (1), an ELST will consist of the following ten personnel as necessary to independently support the around-the-clock "port and starboard" operations of a medium sized warehouse of up to approximately 2,500 square feet:

(1) An OIC at the E7 to O5 level and AOIC at the E7 to O4 level, with the OIC and AOIC collaterally serving as a forward

deployed liaison to NYNM Headquarters (HQ) for force-wide NYNM logistics issues within their area of operations.

(2) Two Stock Record Keepers (SRCs) at the E6 to E7 level, who are primarily responsible for recording receipts/issues, complying with reporting requirements and serving as the Leading Non-Commissioned Officer (LNCO) and supervisor of overall warehouse operations during a port or starboard watch as well as serving as a Logistics Specialist.

(3) Four Logistics Specialists at the E3 to E6 level, who are primarily responsible for receiving, storing, issuing and maintaining materials as well as updating records and compiling required reports.

(4) Two Equipment Operators at the E3 to E6 level to help facilitate over-the-road distribution capabilities. Equipment Operators will serve as assistant Logistics Specialist when not involved in distribution operations.

(5) Additional personnel as warranted by mission requirements. Specifically, ELSTs may be fully or partially combined or augmented with additional personnel and/or expertise as necessary to address unusually large or complex assignments. Submit requests for ELST related personnel increases, augmentation and/or reliefs to the Personnel Action Team of the NYNM per reference (c).

(6) Authorized variances. Regional Commanders may vary recommended ELST pay grades up to the O5 level due to personnel availability and mission requirements provided the Team maintains a clear chain of command. For example, an "over grade" E7 may serve as the SRC/LNCO of a watch section provided they report to an E7 or above Assistant Officer in Charge (AOIC). Similarly, a highly qualified "under grade" E5 or E6 may suffice as a SRC/LNCO or AOIC depending upon the composition of the rest of the Team.

b. ELST Command and Control. Per enclosure (1), ELSTs operationally and administratively report to the Reserve Activity and Unit Liaisons and Regional Commanders of the NYNM between activations and to the J4 and Task Force Commanders (operationally) and the Personnel Action Team of the NYNM (administratively) during activations. This Instruction neither establishes nor intends to establish a separate Expeditionary Logistics Group or Force at the NYNM HQ level.

c. ELST Activation. The Deputy Commander, Operations, will direct the Personnel Action Team of the NYNM to "fence" specific ELSTs as/if needed during the planning for NYNM activations. The Personnel Action Team will subsequently activate NYNM personnel as necessary to preserve the integrity of

the specified ELSTs. Fenced ELSTs may include immediate requirements as well as Teams reserved in anticipation of sustained operations or potential requirements.

d. ELST Recruiting. Regional Commanders will appoint one or more Regional Deputy Commanders for Logistics (RDC-Ls) as needed to implement this Instruction within the Navy Operational Support Centers (NOSCs) and NYNM units located within their Region. RDC-Ls will subsequently recruit ELST members as necessary to fully staff and sustain at least two ELSTs per Region. All RDC-Ls and ELST members must be members of the NYNM and remain current with the administrative and medical requirements of their service and the NYNM. RDC-Ls may additionally serve as an ELST OIC or AOIC if needed and must agree to serve as a Deputy Assistant Chief of Staff for Logistics (Deputy N4) if needed during NYNM activations. The Assistant Chief of Staff, Personnel and Administration (N1), and Assistant Chief of Staff, Information Systems (N6), will help the RDC-Ls query NYNM information systems as necessary to identify NYNM personnel with logistics qualifications who would likely be ELST candidates as a result of the candidate residing and/or drilling in their Region.

e. ELST Appointment and Readiness Reporting. RDC-Ls shall recommend NYNM members for appointment to ELSTs via submission of an ELST Readiness Report (ERR) to their Regional Commander. Regional Commanders will forward approved ERRs to the Assistant Chief of Staff for Logistics (N4) of the NYNM for further review and recording in the information systems of the NYNM. Reference (d) provides the format of an ERR, which must be submitted by ELST OICs via their RDC-L at least annually by the end of the first full week of January and as necessary in between to recommend or report changes in ELST personnel. The N1 and N6 of the NYNM will help modify NYNM information systems as necessary to help identify ELST members, capture ERR data and monitor and report force-wide ELST readiness.

f. RDC-L and ELST Qualifications and Training. RDC-Ls and ELST members must possess the following qualifications by position:

(1) RDC-Ls, OICs and AOICs. Commissioned officers serving as a RDC-L or ELST OIC or AOIC will generally possess a Navy Supply Corps related Designator (e.g.: 3165 or 3105) or Marine Corps logistics related Military Occupational Specialty (MOS, e.g.: 0400, 0402, 0431, 3000, 3002, 3010 or 3102). Non-Commissioned Officers (NCOs) serving as ELST OICs and AOICs will generally be a Navy Logistics Specialist or possess a Marine Corps logistics related enlisted MOS (e.g.: 0400, 0431, 3000, 3043 or 3051). However, Regional Commanders may approve appointment of officers and NCOs possessing other Designators and MOSs provided they are confident of the officer's or NCO's ability to lead an

ELST based upon documentation of at least two years of similar military or civilian experience. Acceptable documentation includes performance evaluations, orders and/or job descriptions proving that the candidate was responsible for managing overall warehouse operations during the relevant time frame.

(2) Logistics Specialists. The Logistics Specialist billets noted in enclosure (1) shall generally be filled by Navy Logistics Specialists or Marine Corps personnel with a logistics related MOS of 0402, 3002, 3010 or 3102. However, Regional Commanders may approve appointment of NCOs possessing other Rates and MOSs provided they can document at least two years of military or civilian service supporting warehouse operations. Acceptable documentation includes performance evaluations, orders and/or job descriptions proving that the member was primarily (50% or more) responsible for supporting warehouse operations during the relevant time frame.

(3) Stock Record Clerk. SRC billets noted in enclosure (1) shall generally be filled by the most senior ranking Logistics Specialist as described above. SRCs are primarily responsible for properly storing, issuing and accounting for material managed by the ELST, conducting watch turnovers and safety inspections, maintaining training records for the members of their watch section, communicating with the ELST OIC and AOIC and supervision of subordinate Logistics Specialists and Equipment Operators.

(4) Equipment Operators. The Equipment Operator billets noted in enclosure (1) shall generally be filled by Navy Equipment Operators or Marine Corps personnel with an equipment operator related MOS of 3531, 3536 or 3538. However, Regional Commanders may approve appointment of members possessing other Rates and MOSs provided they document current civilian licensing at the NYS Department of Motor Vehicles Class C (single unit truck or bus up to 26,000 lbs) or higher level per reference (e) and two years of experience driving Class C or higher vehicles. Acceptable documentation includes a copy of the member's license and a review of performance evaluations, orders and/or job descriptions proving that the member has at least 2 years of experience operating Class C or higher rated equipment.

(5) All Stock Record Clerks, Logistics Specialists and Equipment Operators. All Stock Record Clerks and Logistics Specialists must pass a 50 question closed book written forklift safety test per pages C1 to C4 of Appendix C of reference (g) with a grade of 94% or higher and possess a current military forklift license as noted on reference (h). All Equipment Operators must possess a current Class C or higher license issued by the NYS Department of Motor Vehicles. Reference (d) documents specific written test and licensing requirements. In addition,

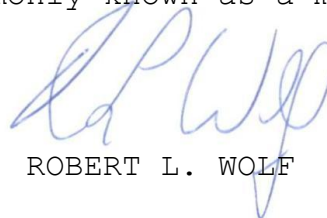
all ELST personnel must be familiar with the basic operations of Microsoft Excel.

g. Tabletop Exercise: Area RDC-Ls will coordinate and ensure completion of a "tabletop" exercise by each of their ELSTs at least once per year using material downloaded from the NYNM Internet site (<http://dmna.ny.gov/nynm>). The tabletop exercise will familiarize ELSTs members with ELST responsibilities, limitations and information systems. Multiple ELSTs may participate in the same exercise if feasible and desired.

h. ELST Information Systems and Reference Material. ELSTs will download and initialize the latest version of reference (f) at the outset of each ELST exercise or activation. Reference (f) tracks the receipt and expenditure of warehouse material as well as facilitates daily reporting of ELST activities to higher authority. The spreadsheet is intentionally generic, simple and updatable to allow its use on virtually any computer by anyone with a basic understanding of Microsoft Excel. The NYNM Internet site also offers the latest version of a "N4 Smart Book" of DMNA logistics related points of contact and procedures for use by RDC-Ls while activated as a Deputy N4 or Logistics Liaison Officer.

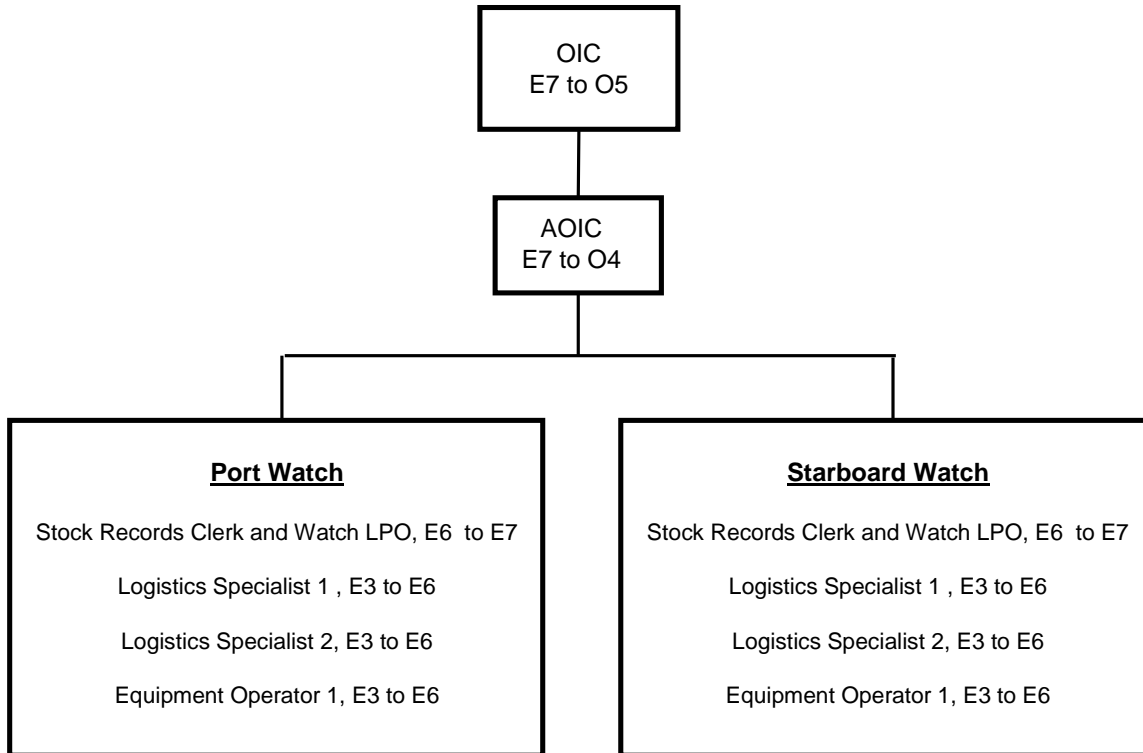
i. ELST Limitations. ELSTs will only support Federal Supply Class I (subsistence and comfort items), II (base operating supplies and equipment) and IV (construction materials) requirements unless otherwise specifically directed and authorized by NYNM HQ and DMNA. The NYNM will subsequently augment the ELST with additional personnel and expertise as/if necessary to ensure the safe and proper storage, maintenance and issue of more sensitive and/or hazardous Classes of materials such as petroleum products, repair parts for major systems, medical supplies and ordinance. OICs and AOICs should always consult with the J4 of their JTF and N4 of the NYNM if uncertain of their ability to safely store or adequately maintain and/or manage a material.

4. Forms. References (d) and (f) can be downloaded from the Forms/Instructions page of the NYNM Internet site (<http://dmna.ny.gov/nynm/?id=forms>). Specifically, references (d) and (e) are Microsoft Excel spreadsheets that facilitate tracking and reporting ELST readiness and activities. Reference (h) is the standard U.S. Government Motor Vehicle Operator's Identification Card, which is commonly known as a military driver's license.



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Expeditionary Logistics Support Team Basic Staffing and Configuration



Note: Common configuration and training across all Regional Commands would allow NYNM leadership to readily backfill, expand or combine this basic configuration as necessary to account for unavailable personnel or unusually large or complex requirements. For example, NYNM leadership could augment this basic configuration with other rates and specialties, such as Hospital Corpsmen, Construction Mechanics or fuel handlers if directed to address other than Class I, II or IV supplies. Actual pay grades could vary depending upon available personnel. For example, an outstanding E5 may be capable of serving as a Stock Records Clerk in charge of fellow E5s and below or an outstanding E6 could possibly serve as an AOIC.

Enclosure (1)

Expeditionary Logistics Support Team Command and Control

