



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

NYNMINST 1550.1B

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NEW YORK NAVAL MILITIA INSTRUCTION 1550.1B

Subj: MILITARY EMERGENCY BOAT SERVICE TRAINING MANUAL
(MEBS TRAMAN)

Ref: (a) NYNMINST 5401.1 (series)
(b) NYNMINST 3120.1 (series)
(c) NYNMINST 3501.3 (series)
(d) NYNMINST 3501.2 (series)

1. Purpose. To promulgate a Training Manual to be used by all personnel of the New York State Military Emergency Boat Service (MEBS). Reference (a) provides organizational guidance for MEBS. Reference (b) mandates and defines the requirement for the training of MEBS crewmembers and candidates. This manual prescribes policy and training requirements for MEBS boat operations, and is intended for use by all personnel engaged in or supervising boat or boat support operations, and training.

2. Cancellation. This instruction cancels NYNMINST 1550.1A dated 17 February 2012.

3. Discussion. The primary goal of training is to ensure that boat crews and support personnel are fully ready to perform all designated missions. The training of personnel to operate and maintain equipment and systems is a prime factor affecting the operational readiness, mission effectiveness, and performance of the MEBS program. Of significant importance to readiness is operator and maintenance personnel job-related and watch proficiency.

a. The mindset for training must be one of forward-thinking, nimbleness and flexibility. Training planners must take advantage of various resources while also maintaining acceptable standards. Using outside agency training in lieu of internal programs is acceptable, but it must meet the same high standards.

b. There are three basic features of an effective training program. They are:

(1) Compatibility. The training program must be planned out well in advance and it must work within the MEBS framework and operational schedule. This means that training planners must take into account the availability of training assets, locations of vessels and instructors, and the fiscal restraints of the

time.

(2) Evaluation and Instruction. The training program requires instruction of personnel and evaluation of their individual progress and ability to function efficiently. The MEBS Commander, program managers, Regional Coordinators, Detachment Officers in Charge, and Regional Commanders, must ensure that subordinates responsible for training and qualifying others are knowledgeable and possess the practical skills to clearly demonstrate and communicate the subject matter. The quality of the instruction cannot be over emphasized. Effective training is accomplished only when learning occurs. The surest way for learning to occur is through high-quality instruction. Evaluation of learning must rely on standardization.

(3) Analysis and Improvement. The analysis of training effectiveness includes observing performance of individuals, comparing results with standard criteria, and recognizing deficiencies and methods for improvement.

c. The characteristics of an effective training program are:

(1) Dynamic instruction. The instructor's preparation and presentation must be professional and reflect a thorough knowledge of the subject matter, tailored to the knowledge level of the student. Repetition of subject matter should be used for emphasis only.

(2) Positive Leadership. Persons in authority must show an active interest in the training program which includes active participation in training sessions.

(3) Personal Interest. Supervisors and instructors must set realistic goals and monitor an individual's rate of progress. Whenever progress is below normal, the instructor must determine why and take positive action. Personnel who excel should be acknowledged for their achievements.

(4) Quality Control. Supervisors and others in leadership positions should reinforce training by questioning individuals on items that they are credited with knowing or requiring a demonstration of skills they have attained.

(5) Technical Support. Supervisors must ensure that manuals, technical publications, operating procedures, safety precautions, and other references required for training are available and current.

(6) Regular Schedule. Instruction and training must be

scheduled and held regularly.

4. Responsibilities. The following responsibilities are assigned for the MEBS training program:

a. Commander MEBS: Has overall responsibility for implementation of the MEBS training program. Shall ensure that all facets of the program are carried out. In the absence of subordinate personnel below, shall carry out their duties. Responsible for assignment of the MEBS Training Officer, and MEBS Training and Administration Chief.

b. Training Officer: The Training Officer, if appointed, is assigned by the Commander MEBS to facilitate the training program. This officer should be of sufficient grade and position to be commensurate with the importance of the training program. The Training Officer's responsibility include:

- (1) Validation of training curricula.
- (2) Coordinate the "Train the Trainer" program.
- (3) Review and approve lesson plans.
- (4) Participate in development of the long range training plan.

c. Training and Administration Chief: The Training and Admin Chief, if appointed, will be assigned by Commander MEBS to facilitate the scheduling, logistical, and quota aspects of the training program. If appointed, the Training and Admin Chief has the following responsibilities related to training:

- (1) Participate in the development of the long range training plan.
- (2) Develop the short range training plan.
- (3) Coordinate quotas for Courses of Instruction in a timely manner.
- (4) In a timely manner, arrange for berthing, classroom, instructor, training materials for individual Courses of Instruction.
- (5) Document in personal records and databases the completion of courses, PQS, and other pertinent training accomplishments.
- (6) Maintain training records.

(7) Assist in the validation of training curricula and PQS.

(8) In a timely manner, provide necessary resources to the assigned Instructor.

d. MEBS Instructor: MEBS Instructors are approved and assigned by Commander MEBS. Trainers for the Basic Course of Instruction (New York State Safe Boater Course) must be approved by the New York State Office of Parks, Recreation, and Historic Preservation Marine Services Unit. Instructors have the following responsibilities:

(1) Adhering to MEBS standard curricula and lesson plans, provide dynamic and meaningful instruction during assigned Courses of Instruction.

(2) In the absence of support from a Training and Admin Chief, arrange for classroom, berthing, training vessel, and materials to support all assigned students.

(3) Actively participate in "Train the Trainer" sessions.

(4) Identify students not meeting acceptable standards of progress. Identify students not suitable for assignment to more advanced training. Report these individuals to the Training Officer and Commander MEBS.

(5) Ensure that all administrative requirements are complete to include, as a minimum:

(a) Instructor and student daily muster records.

(b) Course completion certificates and records.

(c) Fuel logs for boats and vehicles.

e. Regional Coordinators: The MEBS Coordinators of the various regions are responsible for providing input into the MEBS long range training plan, and to facilitate the conduct of Courses of Instruction and proficiency training within their region. Regional Coordinators must be cognizant of the personnel in their regions that are participants in the MEBS program. They are to be aware of the training needs of their assigned personnel. In addition, Regional Coordinators are to:

(1) Know the general geography and other considerations of their assigned region; to include infrastructure, bodies of water, climate, boating resources,

training facilities, and outside agencies available to assist the MEBS program.

(2) Coordinate with MEBS Commander and Training Officer to determine optimal training opportunities.

(3) Coordinate with MEBS Commander and Training Officer to assign personnel responsible for the maintenance and record keeping for boats, trailers, and vehicles stationed in a specific region.

f. Mission Commanders: Responsible for the successful execution of an assigned mission, including training events. Not necessarily the principle coxswain. Specific guidance is found in an applicable Execute Order (EXORD), or Letter of Instruction (LOI).

5. Safety and Risk Management. Safety is the primary concern during all training events. If an unsafe condition exists, the training event should be stopped until a safe condition is established. MEBS requires use of Operational Risk Management (ORM) in all aspects of operations, training and planning. The training leaders are responsible for ensuring that ORM procedures are used in planning training events.

6. Phases of Training and Courses of Instruction (COI). The general path towards qualification as an independent watch stander involves several steps. These steps include:

a. Basic Course. The MEBS Commander is responsible for the conduct of Basic Phase training. The focus is on entry -level training emphasizing basic boater safety and familiarization.

b. Intermediate Training. The focus in this phase is on an introduction to skills necessary to operate a small boat on water. Terms and concepts related to boating are addressed. Navigation and Rules of the Road are taught.

c. Coxswain Training and Certification. The focus of Coxswain training is to provide on-water, hands on instruction in operating a patrol boat. Reference (c), Boat Coxswain Qualification defines the requirements for qualification.

d. Proficiency Training. Underway training for coxswain candidates and refresher for those already qualified.

e. Boat Class Check Ride. In order to qualify as an independent Coxswain on a specific class of boat, an individual must meet all pre-requisites, and then satisfactorily complete a boat class check ride observed by a qualified MEBS Instructor.

7. Training Criteria. The following describes the detailed training criteria in a standard path, alternate path and interim qualifications.

a. The following standard path or equivalent alternative path steps must be followed in order to participate in the MEBS program:

(1) Basic Course of Instruction (COI). One day New York Safe Boating Course (NYSBC), a program managed by the New York State Office of Parks, Recreation, and Historic Preservation (NYSPARKS) Marine Service Unit. The scope of the program is to provide basic boating knowledge to all boaters. This course is established on the guidelines of the National Association of State Boating Law Administrators (NASBLA).

(a) The course is an eight-hour, in-class room session taught by instructors certified by NYSPARKS. The NYSBC is the same whether taught by a Naval Militia instructor, or by any other instructor certified by NYSPARKS.

(b) Completion of an alternative acceptable boating safety course will satisfy the requirement for the NYSBC. These courses provide a boating safety certificate acceptable under New York State Navigation Law. These acceptable courses are:

i. United States Coast Guard Auxiliary "About Boating Safely" boating course.

ii. United States Power Squadron "America's Boating Course" - in class.

iii. Other state in-class boater safety course.

(c) Certificates of completion from the internet or online courses are not acceptable.

(d) Completion of the NYSBC will grant the attendee a NYSPARKS certificate. These certificates (a white plastic card) authorize the bearer to operate personal watercraft in New York State. The individual is responsible for paying the fee to NYSPARKS to issue the certificate. Temporary certificates issued at the end of the classroom instruction are valid for 90 days.

(e) Completion of higher level courses of instruction (intermediate or coxswain) provided by other

agencies, satisfies the requirement for the basic course.

(2) Observed helm time. In order for a coxswain candidate to become fully qualified as an independent coxswain, the candidate must have sufficient observed underway time at the helm ("stick time"). While there is no set minimum amount of time required prior to qualification, a candidate must have sufficient opportunity to hone skills in all manner of likely situations. A record or log of this helm time is maintained by the individual Coxswain trainee, using a standard Navy pocket record book, also known as a "wheel book". All events, drills, and training conducted are to be recorded in this book. This record must be maintained by the individual and presented to the observer for signature at the completion of the underway period. Keeping this record book is the responsibility of the individual.

(3) Personnel Qualifications Standards (PQS) for Boat Coxswain are found reference (c).

(4) Boat class check ride. The requirement for the check ride ensures that the individual Coxswain is fully capable of safely operating an individual class of patrol boat. A MEBS designated instructor must observe the performance of the Coxswain on a particular class of boat to become certified as an independent Coxswain for that boat class. The requirement for the check ride ensures that the individual Coxswain is fully capable of safely operating an individual class of patrol boat. A MEBS designated instructor must observe the performance of the Coxswain on a particular class of boat to become certified as an independent Coxswain for that boat class. Use of NYNM Form 1501 documents the successful completion of the check ride.

b. Interim Qualification. An interim qualification for Coxswain may be granted by Commander MEBS for the purpose of furthering underway experience when a certified Coxswain is not available to observe a trainee's performance. The following conditions must be met for Interim Coxswain qualification and underway helm time:

(1) Underway only during periods of day-time, unrestricted visibility.

(2) MEBS Instructor recommendation, and Interim Qualification designation from Commander MEBS prior to any independent operations.

c. Towing. Personnel towing MEBS vessels on trailers shall be competent and skilled. Training for towing is important to prevent vehicle accidents and equipment damage.

d. Craftmaster. The MEBS Craftmaster program is designed to be the ultimate recognition and achievement for individual members. The designation of MEBS Craftmaster indicates that the member is a Subject Matter Expert in all matter of small operations and administration. Requirements for the MEBS Craftmaster program can be found in reference (d), MEBS Craftmaster PQS.

8. Train the Trainer. The importance of having qualified and motivated instructors teaching the various MEBS training curriculum cannot be overstated. It is imperative that the instructors have a common foundation to teach from. Instructors are expected to be Subject Matter Experts (SME) in the areas of Rules of the Road, Navigation, boat operations, boat specific parameters, general engineering, and boat maintenance. To this end, instructors will periodically gather under the guidance of the Training Officer to review training standards and to ensure that all instructors are fully capable of providing a meaningful course that meets the objectives of the training instructions. This will provide an opportunity for the instructors to discuss ways to improve the teaching experience, review lesson plans, identify shortfalls in equipment or program material, and learn from more experienced teachers.

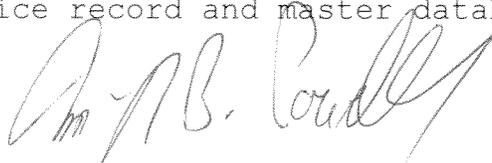
9. Long Range Training Plans. Commander MEBS shall promulgate a long range training plan that will include courses of instruction, exercises, known operational events, and proficiency training events. Sufficient training shall be scheduled to satisfy certification and refresher training needs of the force.

10. Duty Status while in Training. MEBS personnel who are training are authorized to operate vessels while on State Active Duty (SAD) orders.

11. Training Letters of Instruction. Commander MEBS issues Letters of Instruction (LOI) to direct proficiency training events. As a minimum, the LOI shall include the following information:

- a. Mission and objectives of the training.
- b. When and where the proficiency training will take place.
- c. The assigned vessel(s) and prime movers.
- d. The assigned personnel, including the Mission Commander.
- e. Directions for travel, messing, berthing, uniforms, assembly, and reporting.

12. Training Records. The maintenance of accurate and complete training records is imperative. Upon completion of any training course, qualification, or certification, the responsible member shall forward to Headquarters, NYNM a record of the event. Information to be included will, as a minimum, be the title of the event (course, qualification, etc.), name of individuals involved, the date, and the certifier. Upon receipt at Headquarters NYNM, entries shall be made recording the event in both individual member's service record and master databases.



TEN EYCK B. POWELL, III