



STATE OF NEW YORK
DIVISION OF MILITARY AND NAVAL AFFAIRS

NEW YORK NAVAL MILITIA

330 OLD NISKAYUNA ROAD, LATHAM, NEW YORK 12110

NYNMINST 3501.1
1 NOV 2013

NEW YORK NAVAL MILITIA INSTRUCTION 3501.1

Subj: READINESS AND METRICS

Ref: (a) JFHQ-NY Joint Training Plan
(b) NYNMINST 6110.1
(c) <http://training.fema.gov/IS/NIMS.aspx>
(d) JFHQ-NY Joint Training and Education Catalog

1. Purpose. To establish a system of readiness reporting for the New York Naval Militia (NYNM), in accordance with reference (a).
2. Discussion. In order to provide decision-makers with the visibility on the readiness of the NYNM to respond to contingencies and tasking, the requirement for tracking metrics is established.
3. Action. The following metrics will be tracked and reported monthly by Headquarters, NYNM.
 - a. Personnel Readiness. The following manpower statistics will be reported:
 - (1) Total force census, and as a percentage of end-strength.
 - (2) State Active List (SAL) totals as a percentage of total census. This number is not to exceed 5%.
 - b. Medical Readiness. Members of the Non-Reserve State Active List and Federal Component List (900 series unit members) require an annual medical evaluation in accordance with reference (b). Report percentage of compliance. Also report status of Reserve forces (naval militia units 002-899) that are medically fit as a percentage of the whole.
 - c. Training Readiness. Report percentage of compliance for the following required courses of instruction:
 - (1) Introduction to Incident Command System (ICS 100); all non-Reserve E7 and above. Reference (c) refers.

- (2) ICS for Single Resources and Initial Action Incidents (ICS 200); all non-Reserve E7 and above. Reference (c) refers.
- (3) National Incident Management System (NIMS), An Introduction (ICS 700); all non-Reserve E7 and above. Reference (c) refers.
- (4) National Response Framework, An Introduction (ICS 800); all non-Reserve E7 and above. Reference (c) refers.
- (5) Liaison Officer (LNO) training; all designated JTF LNO's. Reference (d) refers. 6 minimum.
- (6) Health Insurance Portability and Accountability Act (HIPAA) training; for HQ, NYNM full time personnel and Force Medical Officer (online training); 3 total.
- (7) Joint Reception, Staging, Onward movement, and Integration (JRSOI) course; 5 Personnel Action Team members (resident course).
- (8) Joint Operations Center (JOC 101) course; 3 HQ staff/JOC watch-standers. Reference (d) refers.
- (9) Joint Staff Training Course (JSTC); 5 E7 and above. Reference (d) refers.
- (10) Ethics Training; All force, regional, and operational Commanders and Deputy Commanders. Suggested for all.

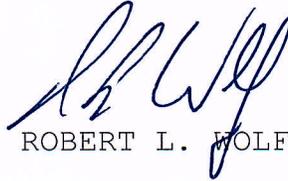
d. Operational Readiness.

- (1) The Military Emergency Boat Service (MEBS) reports the number of members per region, and number of qualified coxswains per class of vessel.
- (2) The ACOS-Logistics (N4) reports the number of assigned members of each Expeditionary Logistics Support Teams (ELST) per region, including key positions.
- (3) HQ, NYNM reports the number of members holding (civilian or military) credentials as forklift operators, bus drivers, and truck drivers.

- (4) The N6 reports the number of personnel eligible to support JISCC and/or MERC communications systems.

4. Responsibilities.

- a. Assistant Chiefs of Staff (ACOS), special staff (N1, N4, N6, N7, Force Medical), and operational commanders will submit monthly inputs to HQ NYNM.
- b. HQ NYNM will consolidate and promulgate the readiness metrics on a monthly basis to all command and staff per reference (a).



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