



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

NYNMINST 3061.1A

JUL 19 2013

NEW YORK NAVAL MILITIA INSTRUCTION 3061.1A

From: Commander, New York Naval Militia

Subj: MOBILIZATION PLAN

Ref: (a) DMNA Regulation 10-1; N.Y. Naval Militia Regulations
(b) JFHQ-NY CONPLAN 6.0
(c) NYS Military Law; Section 6
(d) NYNMINST 1020.1 Uniform Regulations

Encl: (1) New York Naval Militia Mobilization Plan
(2) Mobilization Sequencing
(3) Individual Mobilization Checklist
(4) Mobilization Forms

1. Purpose. Mobilization is the process of bringing the New York Naval Militia to a state of readiness for operational missions, contingencies or emergencies. For the purposes of this instruction, mobilization refers only to activation under State of New York orders. It does not apply to any federal mobilization or activation; or to Naval Militia inactive duty drill periods. References (a) through (c) are the governing documents for this process. Additional guidance will be found in DMNA policies, J3-DO Execution Orders (EXORDS), and other instructions specific to a particular contingency. Enclosures (1) - (4) provide policy guidance procedures for mobilization and demobilization.

2. Background. Naval Militia personnel are a resource to the Governor of New York State and to the Adjutant General in times of emergency and other homeland security situations. In order to carry out the assigned missions, personnel must be organized and prepared to activate.

3. Cancellation. NYNMINST 3061.1 of 17FEB12.

4. Action. Commanders and directorates are responsible for ensuring that personnel are organized and prepared to carry out the responsibilities found in enclosures (1) - (4).


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NEW YORK NAVAL MILITIA
MOBILIZATION PLAN

1. Identification Cards. All N.Y. Naval Militia (NYNM) personnel must hold a current and valid Armed Forces or Naval Militia identification card. Identification Cards are scanned at the time of reception, change in duty location, and demobilization. One of the two following types must be presented by the member during mobilization.

a. Common Access Card. Members of the Navy (USNR), Marine Corps (USMCR), and Coast Guard (USCGR) Selected Reserve (SELRES) and Voluntary Training Unit (VTU) are issued the Common Access Card (CAC) by the individual's federal component. The CAC includes all necessary personally identifiable information (PII) required for state activation. A CAC includes an integrated circuit chip which accesses all required information electronically through the Joint Reception, Staging, and Onward Movement and Integration (JRSOI) system.

b. N.Y. Naval Militia Identification Card. DMNA Form 55N is issued to members of the force who do not hold a CAC. This includes members of the State Active List, and Federal Component List (non-drilling). DMNA Form 55N is designed to include PII embedded in a barcode on the reverse. This barcode is scan-readable at the JRSOI site, and helps facilitate the accurate and quick processing of individuals.

2. Medical Requirements for Mobilization. All mobilizing personnel must meet the physical and medical requirements of reference (a).

a. Personnel who are satisfactory drilling Reservists of the USNR, USMCR, or USCGR maintain their physical readiness standards through their federal component.

b. Personnel who are not a drilling Reservist must have a record of physical examination on file with Headquarters, NYNM in order to mobilize or go on State Active Duty (SAD). This record of physical exam must not be greater than 365 days old. Persons whose medical exam expires during an extended period of SAD must get an updated physical exam within one month of the expiration.

c. Upon mobilization notification, personnel will be screened for medical status updates. A pre-screen form will be completed on each mobilizing member. Any member who appears at a

mobilization reception site and is not capable of performing duties will be sent home without service under State Active Duty.

3. NYNM Headquarters shall keep DMNA MNP/J1 periodically apprised of the status of NYNM personnel. Each month, an electronic update of the NYNM database will be forwarded to MNP.

4. Selective mobilization based on skill sets and regions. A mobilization will not normally entail all members of the NYNM. Joint Force Headquarters - NY may direct that a mobilization will be limited by pay-grade. Depending on the contingency, personnel may be called up from a particular region, or with a particular skill set. Examples include:

- a. Special teams:
 - i. Boats Crews
 - ii. Medical
 - iii. Equipment Operators
 - iv. Logistics Support

b. All other personnel. May be tasked with general labor duties.

5. Notification. Alert and notification shall be conducted in the most expeditious and effective manner. Use of programmable alert systems, such as "NY ALERT" is very effective. However, data loaded into that system must be regularly updated to ensure that land-line and cellular phone numbers are accurate, as well as email addresses. The use of text, Twitter, and similar social media are also acceptable. The alert must provide individuals with enough information so that they can commence activation. As a minimum, the alert will include:

- a. The situation or contingency.
- b. Date/time of activation.
- c. Location for reporting.
- d. Supplemental guidance, such as equipment to bring along.
- e. Method of travel.
- f. Method for reply or response.

g. Anticipated period of activation (if known).

6. Individual Responsibilities for Mobilization.

a. It is the individual NYNM member's responsibility to ensure that contact information is complete and up to date on file with Headquarters NYNM. Responding to periodic Recall Exercises and updating records with Unit Liaisons is an important method for this to occur.

b. Upon receipt of mobilization notification, the individual member must respond in a timely manner with their availability.

c. It is the individual's responsibility to get to the JRSOI site.

d. It is the individual's responsibility to comply with the individual mobilization checklist found in enclosure (2).

7. Joint Reception, Staging, Onward movement, and Integration (JRSOI). JRSOI is mobilization processing. This function includes the receipt and accounting of personnel, berthing and messing, and transportation to and from a work site. Whenever a member checks in or out of a JRSOI site (mobilization, demobilization, transfer), they must have their ID card electronically scanned for the change in status. Three NYNM personnel will be assigned to the JRSOI to assist with the mobilization processing of NYNM members and address any issues to the NYNM Headquarters Personnel Action Team (PAT).

8. Command Duty Officer. The CDO serves as the Officer in Charge of Naval Militia force provider functions at JFHQ-NY. In the event of mobilization, a senior officer shall be appointed at NYNM Headquarters to function as Command Duty Officer (CDO). The CDO is granted "By direction" authority for signing documents relevant to the operation, and may grant "By direction" authority to the senior PAT member onboard for the issuing of personnel orders.

9. Joint Task Force (JTF) Liaison Cell. If The Adjutant General determines that one of the state's six Joint Task Forces is to be stood up for a contingency, NYNM must be prepared to support the JTF with NYNM liaisons. Each Naval Militia region corresponds with two of the six Joint Operating Areas (JOA). Each region will designate sufficient personnel with the proper

rank and initiative to serve as liaisons between the JTF and the NYNM.

- a. JTF Liaison Officers are expected to have received DMNA LNO training.
- b. The JTF LNO reports to the CDO, with support function to the JTF Commander.

10. Joint Operations Center (JOC) Liaison. When a situation arises that will require the mobilization of NYNM personnel, there will likely be a need for NYNM JOC watch-standers. A minimum of three personnel shall be assigned this role. In most cases it is anticipated that these personnel will come from Northern Command. JOC watch-standers report to the CDO.

11. Personnel Action Team (PAT). A mobilization of NYNM personnel requires the issuing of State Active Duty orders, in addition to other administrative functions. Northern Command shall assign a minimum of three personnel to assist Headquarters NYNM in the processing of personnel orders. Planners must be cognizant of the manpower needs of a particular contingency. Determine the right force structure. Normally, the use of more junior personnel is more cost effective and appropriate for general labor duties. The use of officers and senior NCO's is not appropriate for general labor except in the most extreme circumstances. The PAT OIC reports to the CDO.

12. Order Writing. Under normal circumstances, the NYNM Database is the system for writing SAD orders. During contingencies, orders may be generated on non-NYNM Database connected computers and transmitted to recalled members.

- a. Serial number logs must be maintained by the PAT personnel.
- b. Orders serial number format: Julian date - numeric sequence. (i.e. The third set of orders issued on 18 February is 049-003)

13. Uniforms and grooming. Personnel mobilized for activation shall comply with NYNM uniform and grooming standards while on duty. Reference (d) refers. Members shall report for duty in a complete, clean working uniform unless otherwise notified.

14. Communications. Frequent and clear communication of the situation is needed to ensure that all personnel understand the

requirements of any contingency. Telephone, email, text, and other communications measures are all appropriate for disseminating and retrieving information.

15. Travel. Normally, personnel traveling in their own vehicle to mobilize will not be reimbursed for mileage or travel expenses. For this reason, personnel should be directed to report to the JRSOI site nearest their home. In unusual circumstances, reimbursement for travel may be directed. If that is the case, reimbursement is based on the submission of travel and vehicle vouchers found in enclosure (3).

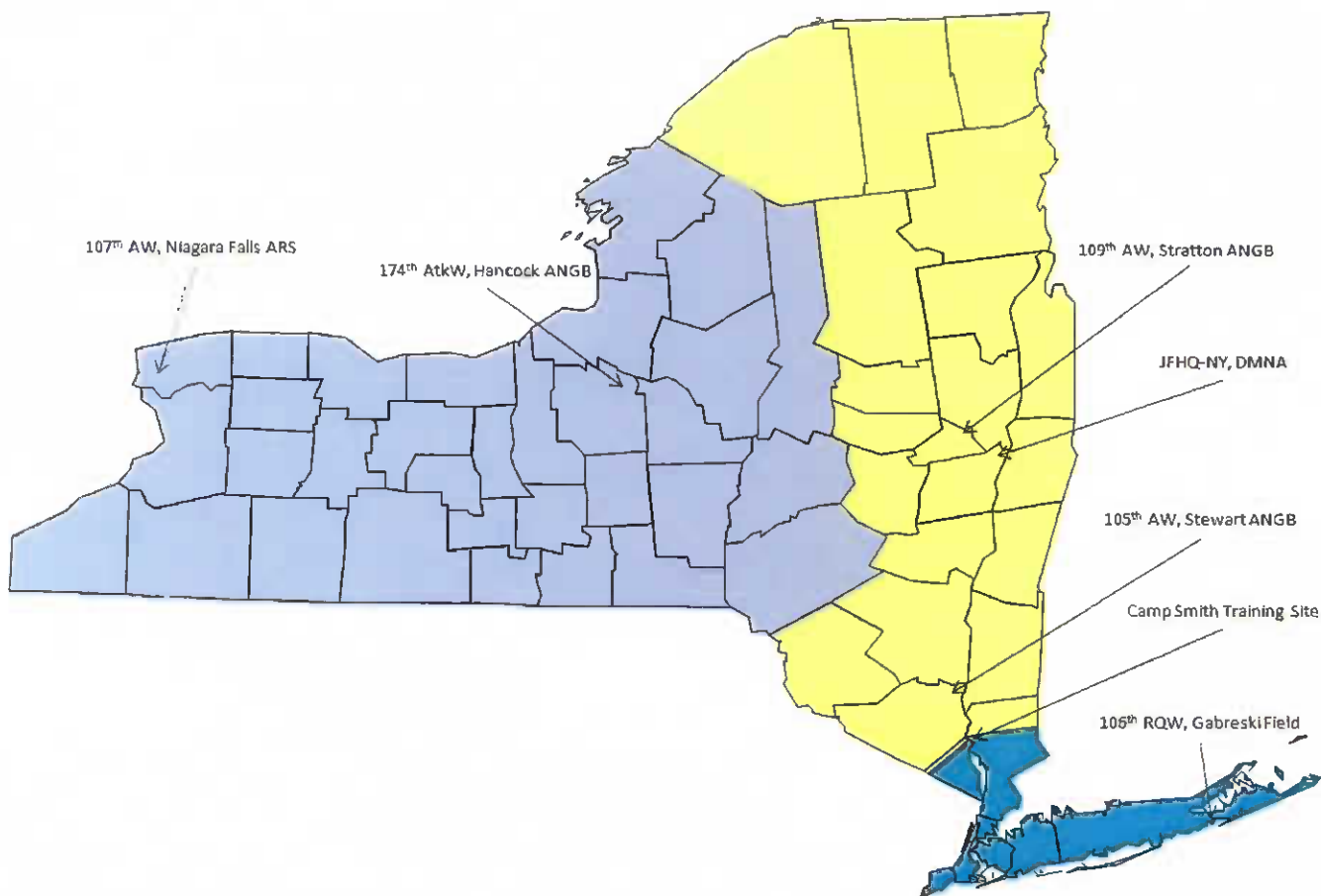
16. State Active Duty (SAD). Normally, persons activated for contingencies will be authorized by an Execution Order (EXORD) to activate on SAD. Reference (c) is the authority for such action. Personnel must complete a minimum of two hours on SAD to be eligible for pay and other SAD benefits.

17. Regionalization. In order to minimize costs to the state, mobilization shall occur on a regional basis to the best extent possible. This means that persons considered for SAD in any particular contingency, should live as close as possible to the relevant JRSOI site. Minimizing travel distance also minimizes associated travel costs, wear and tear on vehicles, and minimizes the chances for accidents. Regionalization may not be practical when the needs of the state dictate that certain skill sets are not regionally available.

18. Mobilization Sites. Personnel will normally be directed to report to the nearest JRSOI site. However, individual and operational circumstances may vary. The Joint Operating Areas (JOAs) and JRSOI Sites are shown in the attached map of New York State. The JRSOI sites are:

- a. DMNA; 330 Old Niskayuna Rd., Latham
- b. Camp Smith Training Site; Cortlandt Manor
- c. Gabreski Field; 150 Riverhead Rd., Westhampton Beach
- d. Stewart ANGB; 1 Maguire Way, Newburgh
- e. Stratton ANGB; 1 Air National Guard Rd., Scotia
- f. Hancock Field; 6001 East Malloy Rd., Syracuse
- g. Niagara Falls ARS; 9910 Blewett St., Niagara Falls

JRSOI Sites



19. Mobilization Command Structure. The very nature of individual augmentation creates a problem with the command structure. As various personnel report into a mobilization site, key leaders may not be present. It is incumbent on those personnel present, who by rank or seniority are in charge, to step up and take the lead. This ad hoc nature of forming a cohesive unit is needed until the most senior person that will report arrives and takes charge. In other words, the senior person present must establish liaison with the JRSOI site, and take charge of and account for all junior reporting personnel. Multiple command sites may be utilized, however, the typical command structure is as follows:

- a. LNO <name of location>: Senior Liaison within JTF Command Structure. Typically an O-5/6 with LNO training. The JTF LNO reports administratively to the Headquarters Command Duty Officer (CDO).

b. Personnel Action Team (PAT)-Forward <name of location>

i. Senior member (OIC): Responsible for transitioning personnel. Officer in Charge of Personnel Action Team members. Responsible for mustering and other reports of transitioning personnel to Headquarters. Responsible for assigning transitioning personnel into deployment "teams" with a reporting Senior Member for accounting, further assignment and tasking. Reports to the JTF LNO with supporting function to the Headquarters PAT OIC.

ii. Admin and Medical specialists: Responsible for accounting, screening, and check-in of activated NYNM members for event or exercise. Responsible for Morale, Health, and Welfare status of PAT members and transitioning NYNM personnel. Responsible for Post-Deployment Medical Screen forms for all members. Reports to the PAT OIC.

c. Senior member of deployed detachments: Responsible for personnel mustering, reporting and effective cohesion of deployed team of NYNM personnel. Reports to Task Force Commander, with supporting function to the PAT-Forward OIC.

20. Mobilization Screening. To ensure that personnel activated for a mission are ready, individuals are to complete NYNMF0RM 3061 (Mobilization Screening) & State Active Duty Pre-Deployment Medical Screen and fax return to the designated mobilization processing location. In the interest of expediting the process, mobilization personnel may use a telephonic or email screening in lieu of faxing the forms.

21. Reports. Reference (b) contains the following reports that will typically be used during a mobilization. While certain reports may not be under the cognizance of a NYNM member, there may be situations which they are:

- a. DMNA Form 1379; Payroll/Attendance Report
- b. Strength Report
- c. Situation Reports
- d. LOGSTAT
- e. COMMSTAT
- f. After Action Report

22. Establish "Go-Kits" that can be sent forward with deploying forces. Establish a go-kit for mobilization. Items to include:

- a. Pertinent instructions, EXORDs, CONPLAN.
- b. Laptop computer, with pre-loaded forms.
- c. Portable printer
- d. Mobilization Forms
 - i. Direct Deposit
 - ii. Report blanks
 - iii. Mobilization Screening
 - iv. Counseling Forms
 - v. Tax exempt Forms
 - vi. Vehicle fuel and usage report forms
- e. Temporary NYNM patches for uniforms.

23. Routine Communications.

a. Upon mobilization, the PAT shall establish a series of web-based email addresses for key nodes of an operation. These email inboxes shall be a record of communications between all parties. An example of an email address is NYNMSANDYHQ@gmail.com.

b. The loss of normal communications channels, such as cellular telephone is likely during an emergency. Consider usage of low-band width text messages as an alternative. Examples of free text messaging capability is haywire.com

24. Demobilization. Personnel de-mobilizing must check out through the JRSOI system. Any equipment issued during the mobilization process must be returned. A de-mobilization will require the completion of additional paperwork, such as travel claims and State Active Duty Post-Deployment Medical Screen. However, payment of travel for mobilization is not routine.

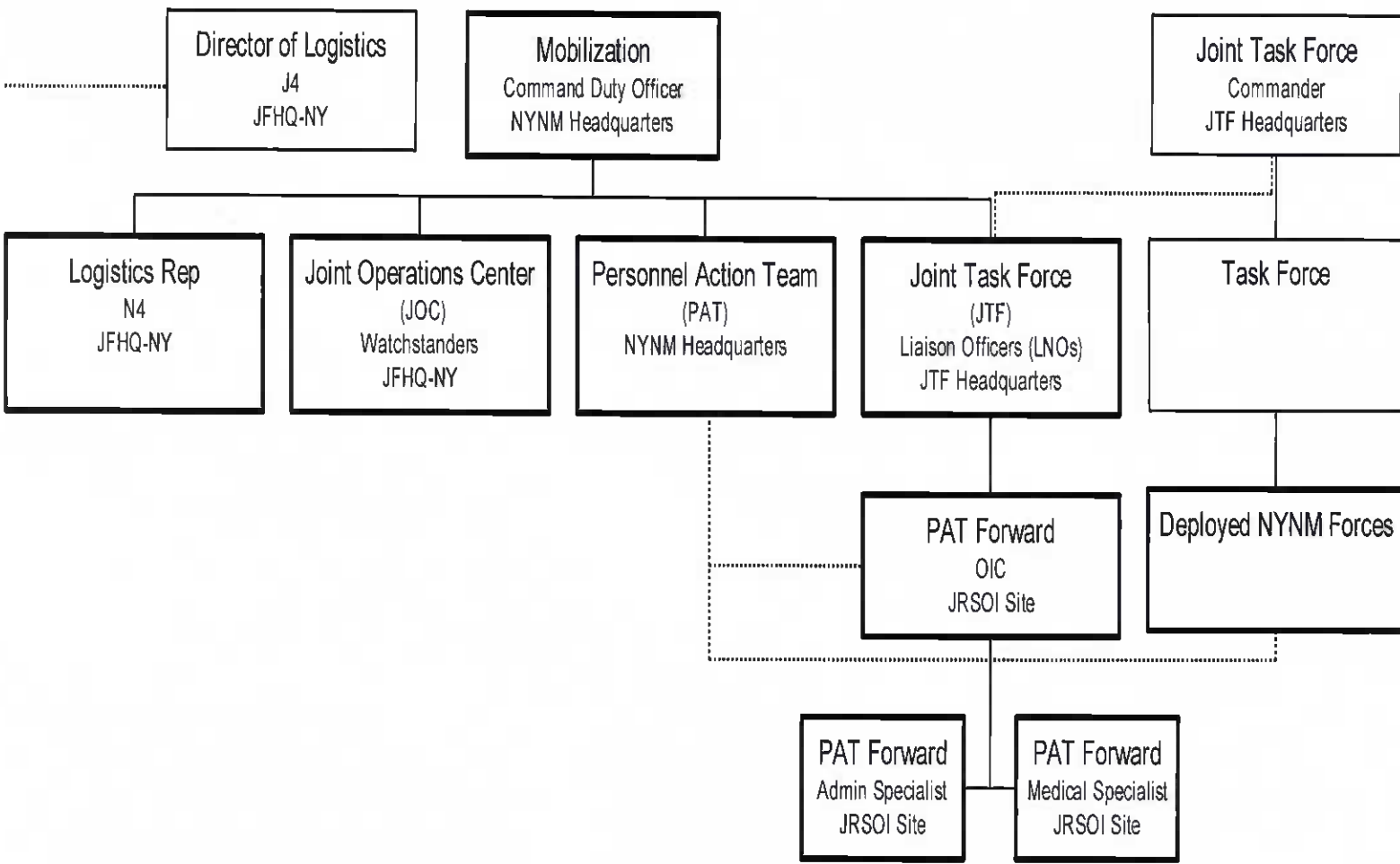
25. Post-mobilization procedures. A complete and thorough validation of personnel who were mobilized is critical to ensuring that personnel are rapidly and correctly paid for their services. In addition, After Action Report (AAR) submissions are routinely expected after an actual mobilization. Records of individual or group mobilizations shall be retained at Headquarters, NYNM.

26. Recall Exercises. NYNM shall periodically conduct recall exercises for the purpose of determining the status of personnel along with updates to their contact information. The NY-ALERT system has proven to be an effective means of contacting members through email and telephone. Planners shall be sensitive to requirements controlling the collection, use, and storage of Personally Identifiable Information (PII).

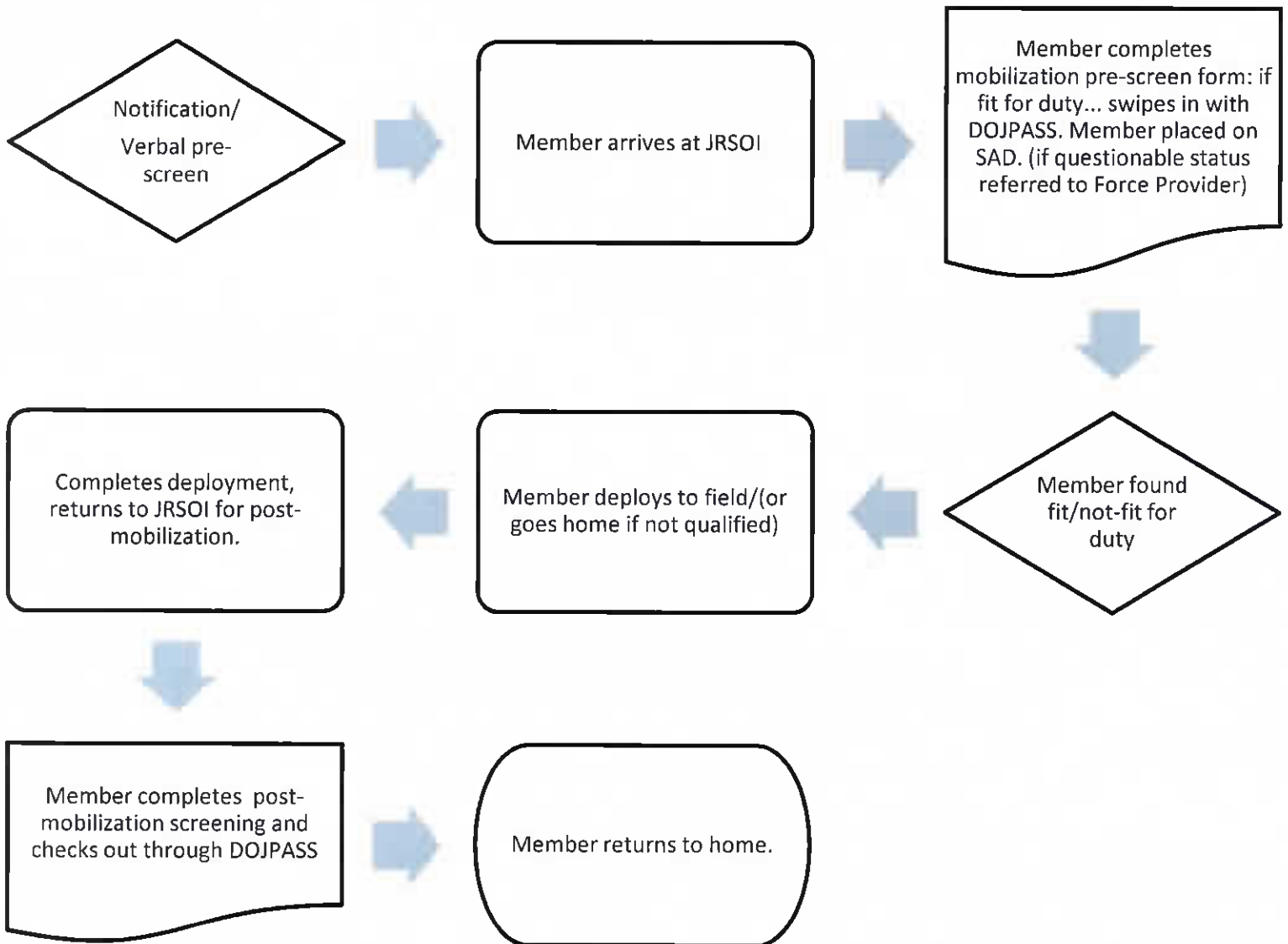
27. Mobilization Exercises (MOBEX). NYNM shall periodically conduct mobilization exercises to test the capability of the Naval Militia to efficiently conduct a call-up. Exercises may be Table-Top Exercises (TTX), or Command Post Exercises (CPX). Proper planning and preparation are essential to making a MOBEX effective.

MOBILIZATION SEQUENCING

1. Upon warning order from JFHQ-NY, NYNM (MNNM Directorate) shall activate the Personnel Action Team (PAT). The PAT should arrive at NYNM Headquarters no later than 24 hours prior to anticipated first general call-up.
2. The Commander (or designee), NYNM shall appoint a Mobilization Command Duty Officer, to assume duties in coordinating all aspects of the operation.
3. The administrative and operational structure is designed to separate functions so that key tasks do not fall on a small number of individuals. A mobilization should take place without the need to have full time headquarters employees involved.
4. The notional mobilization command structure:



5. Individual Mobilization Flow:



Individual Mobilization Checklist

Member should expect to be self-sufficient for up to 72 hours.

To Do:

| | |
|--------------------------|--|
| <input type="checkbox"/> | Notify employer. |
| <input type="checkbox"/> | Provide family member or friend with copy of orders and contact information. |
| <input type="checkbox"/> | Download directions to JRSOI site. |
| <input type="checkbox"/> | Family briefed on when the member can be called, for how long, and for what types of duty. Family prepared to take care of itself in the member's absence. Family has basic disaster supplies and is trained in home emergency procedures. |
| <input type="checkbox"/> | Arrangements made for property and pets in the care of a single member. |
| <input type="checkbox"/> | Do not bring |

To Bring:

| | |
|--------------------------|--|
| <input type="checkbox"/> | Driver License |
| <input type="checkbox"/> | Credit Card |
| <input type="checkbox"/> | Small amount of cash |
| <input type="checkbox"/> | Working Uniform, appropriate for the weather |
| <input type="checkbox"/> | Raingear |
| <input type="checkbox"/> | Voided Check for Direct Deposit |
| <input type="checkbox"/> | Civilian clothing |
| <input type="checkbox"/> | Sleeping bag or blankets |
| <input type="checkbox"/> | Toiletries, towel |
| <input type="checkbox"/> | PT/sleeping gear |
| <input type="checkbox"/> | CAC or NYNM ID Card (newest version) |
| <input type="checkbox"/> | Personal prescriptions |
| <input type="checkbox"/> | Copy of orders |
| <input type="checkbox"/> | Cell phone/charger |
| <input type="checkbox"/> | Canteen/water bottle |
| <input type="checkbox"/> | Camera |
| <input type="checkbox"/> | Flashlight |
| <input type="checkbox"/> | Work gloves |
| <input type="checkbox"/> | Work knife/multifunction tool |
| <input type="checkbox"/> | Sun screen |
| <input type="checkbox"/> | Insect repellent |

What NOT to Bring:

| | | |
|---------------|------------|--|
| Weapons | Alcohol | Pornography |
| Illegal Drugs | Contraband | Item(s) forbidden on public transportation |

HEADQUARTERS MOBILIZATION CHECKLIST

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| | Commander, NYNM assigns Command Duty Officer (CDO). |
| | Director recalls Personnel Action Team (PAT). |
| | PAT configures office space with tables, chairs, and displays. |
| | CDO assigns and recalls JTF LNOs. |
| | CDO assigns and recalls JOC watchstanders. |
| | PAT assigns and recalls PAT - Forward team(s). |
| | CDO assigns and recalls N4, if warranted. |
| | CDO determines manpower needs in coordination with J3-DO. |
| | PAT establishes a contact list of all key players' phone numbers, in order that text messaging can occur. |
| | PAT establishes operational email addresses boxes. |
| | PAT prepares and transmits recall messages using "NY ALERT". |
| | PAT prepares "Go-Kits". |
| | CDO and PAT determine personnel rotation requirements and schedule. |
| | PAT create order-writing serial log. |
| | PAT create order-writing template. |
| | PAT receive and act upon notification responses. |

DAILY CHECKLIST

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| | Prepare Quad Chart powerpoint slide for JOC briefs. |
| | Prepare fuel usage reports. |
| | Prepare LOGSTAT logistics report per CONPLAN. |
| | Prepare COMMSTAT communications report per CONPLAN. |
| | Prepare daily personnel strength and accountability report per CONPLAN. |

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|---|-------------------------------|---|
| NEW YORK NAVAL MILITIA (NYNM) | MOBILIZATION SCREENING | FOR OFFICIAL USE ONLY NYNM Form 3061 |
| PRINCIPAL PURPOSES FOR WHICH INFORMATION IS INTENDED TO BE USED: The primary use of this information is to identify NYNM members who are eligible to serve in the New York Naval Militia and its specific programs. This form provides advice required by the New York State Personal Privacy Act and the federal Privacy Act of 1974. | | |
| DATE: | MISSION: | |
| MEMBER NAME: | UNIT : | |
| EMAIL ADDRESS | PHONE #: | |
| Respond to the below questions prior to mobilization: | | |
| 1. Are you physically qualified to mobilize (Not in a NPQ or TNPQ status)? | Yes _____ | No _____ |
| 2. Are you under federal orders (AT, ADT, IDTT, mobilization)? | Yes _____ | No _____ |
| 3. Do you have transportation to the designated JRSOI site? | Yes _____ | No _____ |
| 4. Do you have appropriate uniform components for State Active Duty? | Yes _____ | No _____ |
| 5. Do you have personal gear (clothing, toiletries, etc.) for extended activation? | Yes _____ | No _____ |
| COMMENTS: | | |
| | | |
| Member Signature _____ Date _____ | | |

| State of New York Travel Voucher | | | | | | | Voucher Number | | | | | | |
|---|--|--------------------|-----------------------------|---|--|---|---|---------------|----|--------------|-------------|------|-----|
| Originating Agency DIVISION OF MILITARY & NAVAL AFFAIRS | | | Agency Code 01070 | | Interest Eligible Y/N N | | | | | | | | |
| Payment Date MM/DD/YY | | OSC Use Only | | | Liability Date MM/DD/YY | | | | | | | | |
| Payee ID | | Additional | Zip Code | Route | Payee Amount 0.00 | | MIR Date MM/YY/DD | | | | | | |
| Payee Name (Last) | | First Initial | Middle Initial | Suffix | IRS Code | IRS Amount | | | | | | | |
| Address | | | | | Stat Type | Statistic | Ind Dept | Ind Statewide | | | | | |
| Address | | | | | Ref/Inv Number (14 additional spaces) TRAVEL | | | | | | | | |
| City | | State | | Zipcode | Ref/Inv Date MM/DD/YY | | | | | | | | |
| Purpose of Travel | | | | | Official Station | | | | | | | | |
| Destination (including county) | | | | | Residence | | | | | | | | |
| Departure Date & Time | | Return Date & Time | | Neg. Unit | Travel Yes <input type="checkbox"/> | Paid By Yes <input type="checkbox"/> | Corporate Yes <input type="checkbox"/> | | | | | | |
| | | | | | Advance No <input type="checkbox"/> | Direct Bill No <input type="checkbox"/> | Card Used No <input type="checkbox"/> | | | | | | |
| 1. Indicate All Travel Expenses - Use detail Sheet if necessary. Lodging: | | | | | Total \$ | 2. Summary | | Amount: | | | | | |
| | | | | | | A. Total Travel Expenses | | 0.00 | | | | | |
| Transportation: | | | | | | B. Subtract Amount Billed Directly to Agency (AMEX) | | | | | | | |
| | | | | | | Other Direct Bill to Agency (Specify): | | | | | | | |
| Meals: | | | | | | C. Subtract Amount Paid With Travel Advance | | | | | | | |
| | | | | | | D. Other Adjustments (Specify): | | | | | | | |
| Mileage: | | @ | | cents per mile= | 0.00 | | | | | | | | |
| Incidental Expenses (list) | | | | | | | | | | | | | |
| | | | | Total Travel Expenses Enter In Section 2 line A | | \$0.00 | Total Amount To Be Reimbursed To Traveler | | \$ | - | | | |
| I hereby certify that the above account and attached schedule are just, true and correct, that no part therefore has been paid, except as stated therein, and that the balance therein stated is actually due and owing, and that the amounts claimed were necessary and incurred in the performance of my official duties. Signature _____ Title _____ Date _____ I, the claimant's supervisor, certify that this account has been examined and to the best of my knowledge and belief, the amounts claimed therein were necessary for the performance of the claimant's authorized official duties. Signature of Supervisor _____ Title _____ Date _____ | | | | | | | State Comptroller's Pre-Audit Certified For Payment By | | | | | | |
| | | | | | | | Agency Finance Office Use I certify that this claim is correct and just, and that this payment is approved Authorized Signature _____ | | | | | | |
| Expenditure | | | | | | | Liquidation | | | | | | |
| Cost Center Code | | | | | | | | | | | | | |
| Dept. | | Cost Center Unit | Var | Yr. | Object | Accum | | Amount | | Orig. Agency | PO/Contract | Line | F/P |
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 AGENCY
 DEPARTMENT

AC 160 (Rev. 4/82)

STATE OF NEW YORK STATEMENT OF AUTOMOBILE TRAVEL

(Submit with travel expense voucher)

.....
Subvoucher No.

.....
(Department, Commission or Other Agency)

.....
Sheet No.

PAYEE

| Date | Between What Points | | Meals Only* | Hour of Departure | | Hour of Arrival | | Miles Traveled |
|-------------|---------------------|----|-------------|-------------------|------|-----------------|------|----------------|
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| Total Miles | | | | | | | | |

*Enter meals not included in per diem; B for breakfast, D for dinner.

I hereby certify that the travel indicated was necessary and on official business of the State.

.....
Signature of Traveler

OSC