



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

NYNMINST 3502.1  
N7

**JUL 19 2013**

NEW YORK NAVAL MILITIA INSTRUCTION 3502.1

Subj: TRAINING AND EXERCISE MANAGEMENT

Ref: (a) JFHQ-NY JOINT TRAINING PLAN  
(b) JFHQ-NY J5/7 Joint Training and Education Catalog  
(c) NYNMINST 3051.2 Mission Essential Task List  
(d) OPNAVINST 3500.39C Operational Risk Management  
(e) NYNMINST 6110.1 Physical and Medical Requirements

Encl: (1) Sample New York Naval Militia Long Range Training Plan  
(2) Sample NYNM Core Capabilities Matrix  
(3) Sample ITP (Individual Training Plan)

1. Purpose. To promulgate guidance and requirements for the management of training and exercise participation for the New York Naval Militia (NYNM). Reference (a) provides training direction from Joint Force Headquarters - New York (JFHQ-NY) to the state militia forces. It is updated annually. Reference (b) provides a catalog of training and courses available through the Joint Force Plans and Training Directorate.

2. Discussion. Training and exercise participation serves to further the goals of the joint force to meet assigned operational missions. Per reference (a), training and exercises must be planned well in advance and meet the requirements of JFHQ-NY and NYNM Mission Essential Tasks found in reference (c). Training and exercise participation is a command-directed function. This means that a member's participation is to serve the good of the organization, not the individual.

3. Participation in Multi-agency Exercises. Coordination of NYNM participation in a multi-agency exercise must have the consent of the J3-DO directorate. J3-DO will ensure that the New York State Department of Homeland Security and Emergency Services (DHSES) is aware of the proposed participation.

4. Responsibilities.

a. Assistant Chief of Staff (ACOS) - Training (N7): will ensure the promulgation of these products:

- (1) A core capabilities matrix.
- (2) A permanent training catalog that is a source for

authorized training that can be supported by JFHQ-NY.

(3) A system for measures of readiness for personnel who are not currently assigned to SELRES billets. This will be accomplished using ITPs (Individual Training Plans) based upon the member's Designator or Rate.

(4) An annual training plan that can be submitted to J3-DO for inclusion in the Fiscal Year JFHQ-NY Training Plan. Enclosure (1) is a sample.

b. Regional Commanders: The commanders of the various regions are responsible for providing input into the long range training plan, and to facilitate the conduct of courses of instruction and proficiency training within their region. Regional Commanders must be cognizant of the training needs of their assigned personnel. In addition, Regional Commanders are to:

(1) Integrate the member's SELRES training resources with those available through NYNM and other sources.

(2) Know the general geography and other considerations of their assigned region; to include infrastructure, resources, training facilities, and outside agencies available to assist the program.

(3) Coordinate with Commander, NYNM to determine optimal training opportunities.

(4) Be familiar with any training events or exercises in their geographic region and bring these events to the attention of Commander, NYNM, to determine the desirability of participation.

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. Operational Risk Management (ORM) is used in all aspects of operations, training and planning. The training leaders are responsible for ensuring that ORM procedures are used in planning training events. Reference (d) is the U.S. Navy instruction on Operational Risk Management, which provides guidelines on this program. Participants must meet the physical and medical requirements of reference (e).

6. Training Philosophy. Training will be centrally planned, with decentralized execution. Keep plans simple, conduct Joint Training whenever possible, and maximize the use of Table Top

Exercises (TTX) to sustain preparedness. Principles include:

- a. Use Joint Doctrine when conducting Joint Training.
- b. Train the way you intend to conduct Domestic Operations.
- c. Link Domestic Operations Training and Readiness Assessments.
- d. NYMF must train with outside civilian agencies whenever possible.
- e. Participation in multiagency agency, multijurisdictional exercises is encouraged.
- f. Maximize use of electronic course resources, such as self-paced/directed training, administered by the online LMS (Learning Management System).

7. Long Range Training Plans. The ACOS Training (N7) 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. The goal is to develop products that incorporate NYNM training and events into JFHQ-NY consolidated training schedule. NYNM Long Range Training Plans will be incorporated into the Joint Training Plan for JFHQ-NY.

8. Duty Status while in Training. Personnel of the New York Naval Militia will be on State Active Duty (SAD) orders for all training events, including exercises.  
[Change 1 inserted]

9. Training Letters of Instruction. Commanders issue Letters of Instruction (LOI) to direct proficiency training events. A copy of this letter will be forwarded to Deputy Commander, Operations and Director Naval Militia. 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 asset(s) and prime movers.
- d. The assigned personnel, including the Mission Commander.

e. Directions for travel, messing, berthing, uniforms, assembly, and reporting.

10. 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.

11. Exercise Management. The inclusion of NYNM personnel and assets into a joint or multi-jurisdictional exercise requires the approval of JFHQ-NY. The involvement of any NYMF forces in an exercise must have the earliest possible coordination. Reference (a) indicates that 270 days lead-time is required in some cases. NYNM planners must determine as early as possible if an outside agency or force (including NYARNG, NYANG, and NYG) wants NYNM participation. If the request is coming from an outside agency, the request must be routed through the New York State Department of Homeland Security and Emergency Services (DHSES) prior to coming to JFHQ-NY. If the request is coming from a state militia force, the request must be routed through J3-DO first.

- a. Any request must include the following information: The purpose and goals of the event, and the who, what, where, when information. It is to be sent on agency letterhead through appropriate channels. The NYNM headquarters is not part of these channels. Requests should not be sent directly to NYNM.
- b. The involvement of NYNM forces in an exercise will be with the purpose of training towards and demonstrating the capabilities of the METLs of reference (c).
- c. The involvement of additional NYNM personnel in an exercise may be for purposes of exercise control, coordination and evaluation, including pre- and post-exercise planning and debriefing.
- d. Upon completion of an exercise, an after action report is required to be submitted to J3-DO.

12. Briefings for the Joint Staff. When the NYNM is the sole NYMF participant, it can be expected that NYNM planners will be responsible for providing exercise briefs to the Joint Staff and Adjutant General. The minimum requirements for such briefs will

include the exercise goals and objectives, as well as the goals and objectives of NYNM. Specifically, the brief is to include the METL from reference (c) that will be trained to. The brief will also include the who, what, where, when, and why of the exercise. The use of visual aids in any briefing is encouraged.

13. Required Training. The following Courses of Instruction are required:

Introduction to the New York Naval Militia	INDOC	All New Members
Introduction to ICS	ICS 100a	All E7 and above
ICS for Single Resources and Initial Action Incidents	ICS 200a	All E7 and above
National Incident Management System Introduction	ICS 700a	All E7 and above
National Response Framework, An Introduction	ICS 800b	All E7 and above
Liaison Officer	LNO	6 LNOs
Other training requirements as specified in NYNM ITPs		Per Billet

14. Readiness Reporting. To ensure the readiness of NYNM to meet domestic operations missions, N7 and headquarters will ensure that summaries of personnel who are trained in specific mission areas is provided to J3-DO when required. The NYNM Core Capabilities Matrix is found as enclosure (2).

15. Training Assembly Schedule. The N7 and HQ will ensure the timely and updated promulgation of the Training Assembly Schedule. This notice provides a list of authorized training assembly events for a calendar year. This schedule will serve as a means for authorizing attendance at NYNM drills and training events, and for the issuance of "Statement of Service" letters to members' employers.



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330 OLD NISKAYUNA ROAD, LATHAM, NEW YORK 12110

NYNMINST 3502.1 CH-1

MAR 03 2017

NEW YORK NAVAL MILITIA INSTRUCTION 3502.1 CHANGE TRANSMITTAL 1

From: Commander, New York Naval Militia

Subj: TRAINING AND EXERCISE MANAGEMENT

1. Purpose. To promulgate Change 1 to the base instruction.
2. Action. Make the following change to NYNMINST 3502.1 of 19JUL13:

In paragraph 8. Duty Status while in Training. Delete all, and replace with the following: Personnel of the New York Naval Militia will be on State Active Duty (SAD) orders for all training events, including exercises.

TEN EYCK B. POWELL, III

SAMPLE LONG RANGE TRAINING PLAN

**NEW YORK NAVAL MILITIA LONG RANGE TRAINING 2013**

Event # (Ref: NYNMINST TE 3502)	COI Long Title	Required/ Measurable	Short Title	Duration	Timeframe	Attendees	LOCATION	Ref
101010	NYS Safe Boater Course/Equivalent		Phase 1	1d	January-December	All MEBS	Resident	NYS Parks
101020	MEBS Intermediate/Equivalent		Phase 2	5d	May-September	All MEBS	Resident	MEBS
101023	Marine Patrol Vessel Operator Course		MPVOC	5d	May	MEBS	Lake George	NYS Parks
101030	MEBS Coxswain/Equivalent		Cox'n	5d	May-September	Coxswain Candidates	Resident	MEBS
101040	MEBS proficiency training		Prof tng	1d	May-September	MEBS	Resident	MEBS
101073	MEBS Train the Trainer		TTT	1d	December	MEBS Instructors	Camp Smith	MEBS
101100	Introduction to ICS	X	ICS 100a	1d		All E7 and above	Online/Resident	FEMA
101146	Homeland Security Exercise & Evaluation Program (HSEEP)	X	G-146	3d	As available	2	Resident	NYS DHSES
101200	ICS for Single Resources and Initial Action Incidents	X	ICS 200a	1d		All E7 and above	Online/Resident	FEMA
101208	State Disaster Management		IS 208a	10hr		2	Online	FEMA
101211	Anti-terrorism/Force Protection		ATFP	1d		2	Online	DoD
101212	Port Security Awareness			1d	As available	2	Resident	NYS DHSES
101213	Critical Infrastructure Key Resources Awareness		AWR 213	1d	Per DHSES Sked	2	Resident	NYS DHSES
101217	Chain Saw Operator Training		CSOT	1d	As available		Resident	NYG
101235	Liaison Officer	X	LNO	2d	April	6 LNOs	Latham	JFHQ-NY
101240	Disaster LAN	X	D-LAN	1d	April	10	Latham	NYS DHSES
101300	Intermediate ICS for Expanding Incidents		ICS 300	3d	Per DHSES Sked	2	Resident	NYS DHSES
101400	ICS for Major/Complex Incidents		ICS 400	2d	Per DHSES Sked	2	Resident	NYS DHSES
101511	Critical Incident Stress Management - Individual		CISM	5d	As available	10 CISM Team	Resident	
101512	Critical Incident Stress Management - Group		CISM	5d	As available	10 CISM Team	Resident	



# JOA 1 – 5 NYNM Core Capabilities

NYNM 10 CORE CAPABILITIES JOA 1 (NYC)	NYNM 10 CORE CAPABILITIES JOA 1 (LI)	NYNM 10 CORE CAPABILITIES JOA 2	NYNM 10 CORE CAPABILITIES JOA 3	NYNM 10 CORE CAPABILITIES JOA 4	NYNM 10 CORE CAPABILITIES JOA 5
AVN/AIRLIFT	AVN/AIRLIFT	AVN/AIRLIFT	AVN/AIRLIFT	AVN/AIRLIFT	AVN/AIRLIFT
CBRN	CBRN	CBRN	CBRN	CBRN	CBRN
C2	C2	C2	C2	C2	C2
Commo	Commo	Commo	Commo	Commo	Commo
Engineering	Engineering	Engineering	Engineering	Engineering	Engineering
Logistics	Logistics	Logistics	Logistics	Logistics	Logistics
Maintenance	Maintenance	Maintenance	Maintenance	Maintenance	Maintenance
Medical	Medical	Medical	Medical	Medical	Medical
Security	Security	Security	Security	Security	Security
Transportation	Transportation	Transportation	Transportation	Transportation	Transportation

Total NYNM PAX assigned per JOA/State	1179	260	296	232	223	296	2576 (includes 90 from out of state)
NYNM PAX Requirement Per JOA	235	52	59	46	44	59	495



# NEW YORK NAVAL MILITIA

## Individual Training Plan

Name: \_\_\_\_\_  
 Unit: \_\_\_\_\_  
 Location: \_\_\_\_\_  
 Billet: **Sample of General Billet**

Assignment date of ITP: \_\_\_\_\_

Target completion date: \_\_\_\_\_

Training	Date Assigned	Date Completed	Points Available	Points Completed
Intro to NYNM/JFHQ Course				
Participation in NYNM Exercise				
<b>Point total</b>				

Unit CO/TO notes:

*Individual Training Plan (ITP) requirements are assigned in addition to SELRES assigned training, and shall be reported and tracked through the NYNM point of contact in the member's MOSC. Report all training to your NYNM point of contact as soon as completed. (Partial points will not be assigned for training that has not been completely finished.) Training requirements are billet-specific, and should be completed within 12 months of assignment.*