



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

NYNMINST 3501.1A
23 February 2022

NEW YORK NAVAL MILITIA INSTRUCTION 3501.1A

Subj: READINESS AND METRICS

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

1. Purpose. To establish a system of readiness reporting for the New York Naval Militia (NYNM), in accordance with reference (a).
2. Cancellation. This instruction cancels NYNMINST 3501.1 of 01 November 2013.
3. 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.
4. Action. The following metrics will be tracked and reported.
 - a. Personnel Readiness. The following manpower statistics will be reported monthly:
 - (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, reported monthly. 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.
 - c. Training Readiness. Report quarterly, percentage of compliance for the following required courses of instruction:
 - (1) Introduction to Incident Command System (ICS 100); all 900-Series E7 and above. Reference (c).
 - (2) ICS for Single Resources and Initial Action Incidents (IS 200); all 900-Series E7 and above. Reference (c).

(3) National Incident Management System (NIMS), An Introduction (ICS 700); all 900-Series E7 and above. Reference (c).

(4) National Response Framework, An Introduction (ICS 800); all 900-Series E7 and above. Reference (c).

(5) Health Insurance Portability and Accountability Act (HIPAA) training; for HQ, NYNM full-time personnel; three (3) total.

(6) Joint Reception, Staging, Onward movement, and Integration (JRSOI) course; twelve (12) Personnel Action Team members (resident course).

(7) Joint Staff Training Course (JSTC); five (5) E7 and above.

(8) 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 weekly, the status of the program in the areas of personnel, qualifications, communications, and equipment.



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