



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

NYNMINST 3502.1A  
23 February 2022

NEW YORK NAVAL MILITIA INSTRUCTION 3502.1A

Subj: TRAINING AND EXERCISE MANAGEMENT

Ref: (a) NYNMINST 3051.2; Mission Essential Task List  
(b) NYNMINST 6110.B; Physical and Medical Requirements  
(c) NYNMINOTE 1570; Long Range Training Plan (published Annually)

1. Purpose. To promulgate guidance and requirements for the management of training and exercise participation for the New York Naval Militia (NYNM).
2. Cancellation. This instruction cancels NYNM 3502.1 of 19 JULY 2013.
3. 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. Meaning that a member's participation is to serve the good of the organization, not the individual.
4. Participation in Multi-agency Exercises. Coordination of NYNM participation in a multi-agency exercise must have the consent of JFHQ-NY J3.
5. Responsibilities.
  - a. Assistant Chief of Staff (ACOS) - Training (N7): will ensure the promulgation of these products:
    - (1) A catalog as part of the Long Range Training Plan that is a source for authorized training that can be supported by JFHQ-NY.
    - (2) A system of measures of readiness for personnel who are not currently assigned to Selected Reserve (SELRES) billets.
    - (3) An annual training plan.

b. Regional Commanders are responsible for providing input into the long range training plan, and to facilitate 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) 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.

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

(3) 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.

6. 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. Participants must meet the physical and medical requirements of reference (b).

7. Training Philosophy. 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 training and readiness assessments.
- d. NYMF should train with outside civilian agencies whenever possible.
- e. Participation in multi-agency agency, multi-jurisdictional exercises is encouraged.
- f. Maximize use of electronic course resources, such as self-paced/directed training.

8. Long Range Training Plans. The ACOS Training (N7) shall

promulgate a long range training plan that will include a list of required training.. Sufficient training shall be scheduled to meet 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.

9. 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. Relevant training found in reference (c) is eligible for SAD status at an administrative or operational commander's discretion.

10. Training Letters of Instruction. Commanders issue 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 asset(s) and personnel.
- d. The assigned personnel, including the Mission Commander.
- e. Directions for travel, messing, berthing, uniforms, assembly, and reporting.

11. Training Records. Upon completion of any training course, qualification, or certification, the responsible member shall forward to Headquarters, NYNM the following:

- a. The title of the event (course, qualification, etc.).
- b. Name of individuals involved.
- c. The date.
- d. The instructor.

NYNM Headquarters will update the individual member's service record and master databases.

12. Exercise Management. The inclusion of NYNM personnel and assets into a joint or multi-jurisdictional exercise requires the approval of JFHQ-NY through the J3. The involvement of any NYMF forces in an exercise must have the earliest possible coordination. NYNM planners must determine if an outside agency or force (including NYARNG, NYANG, and NYG) wants NYNM participation.

- a. Request must include the following information: The purpose and goals of the event, and the "who, what, where, when" information received on agency letterhead through appropriate channels
- b. The involvement of NYNM forces in an exercise is for the purpose of training towards and demonstrating the capabilities of the METLs found in reference (a).
- c. NYNM personnel may be used for exercise control, coordination and evaluation, including pre- and post-exercise planning and debriefing.
- d. Submit after-action reports to the J3 upon completion of the exercise.

13. Briefings for the Joint Staff. When the NYNM is the sole NYMF participant, NYNM planners will be responsible for providing exercise briefs to the Joint Staff and Adjutant General. The 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 (a) that will be trained to. The brief will also include the "who, what, where, when, and why" of the exercise.

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 JFHQ-NY J3 when required.

  
W. T. SMITH