



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

NYNMINST 5401.1B
SEP 20 2016

NEW YORK NAVAL MILITIA INSTRUCTION 5401.1B

Subj: NEW YORK STATE MILITARY EMERGENCY BOAT SERVICE (MEBS)

Ref: (a) New York State Military Law
(b) JFHQ-NY Contingency Plan Civil Support Operations
(c) DMNA Regulation 10-1
(d) NYNMINST 3120.1 (series)
(e) NYNMINST 1020.1 (series)

Encl: (1) MEBS Organizational Guidance
(2) MEBS Application Procedures

1. Purpose. This instruction promulgates organizational policy guidance for the New York State Military Emergency Boat Service. These policies are authorized in accordance with reference (a) and implemented in accordance with references (b) and (c).

2. Cancellation. This instruction cancels NYNMINST 5401.1A of 17 February 2012.

3. Mission of MEBS. The mission of MEBS is to provide rapid deployable, small boat capabilities for Civil Support Operations, Homeland Security, and New York National Guard operations in assigned waters as directed by the Adjutant General or his or her designated representative.

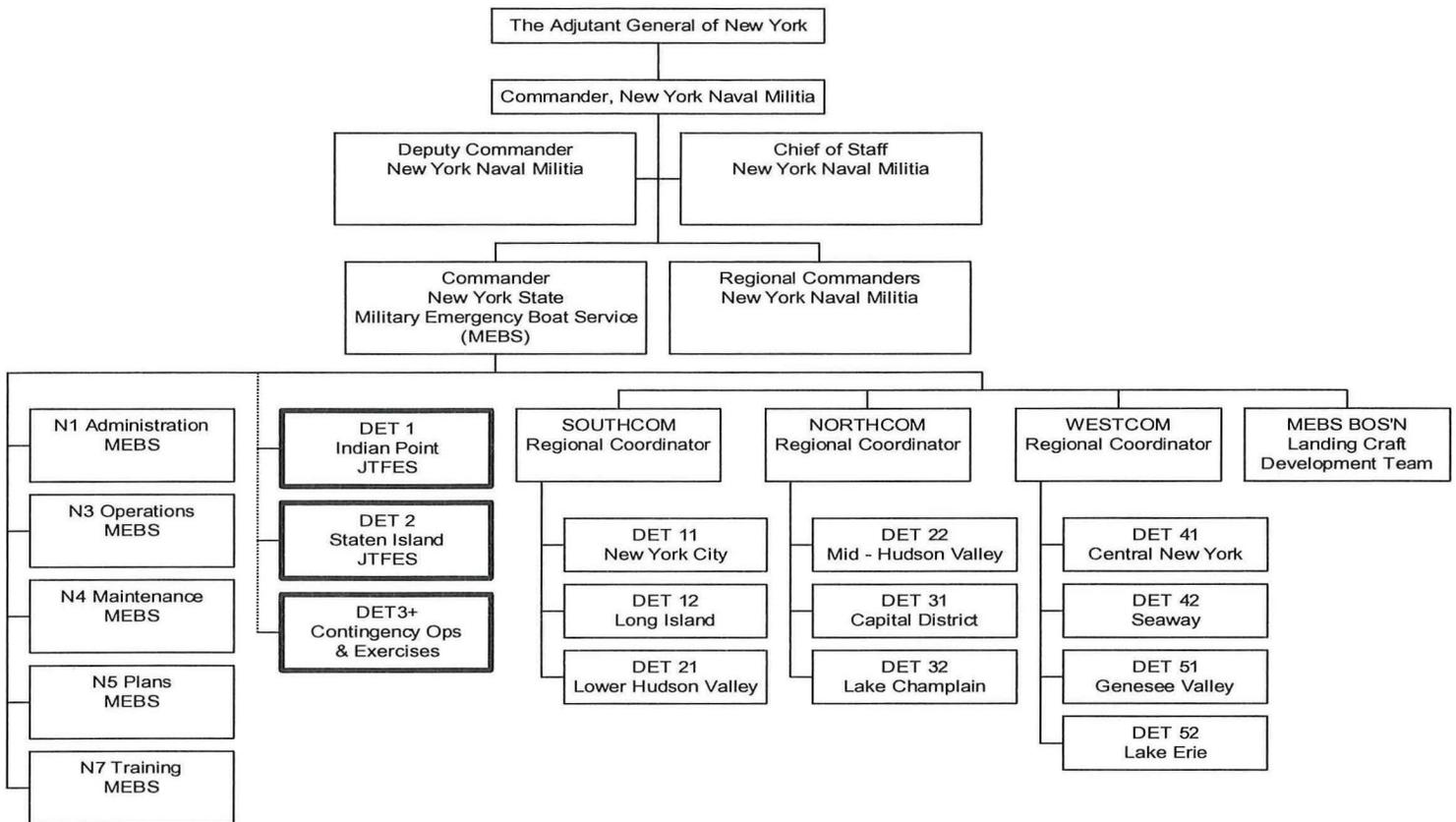
4. Action. MEBS personnel shall thoroughly familiarize themselves and comply with enclosure (1) to this instruction.

TEN EYCK B. POWELL, III

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MEBS Organizational Guidance

1. MEBS Organization Chart:



2. MEBS Eligibility Requirements.

a. Enrollment application packages to participate in MEBS must be completed and submitted to New York Naval Militia Headquarters for review and approval. See enclosure (2).

b. MEBS personnel must be current members in good standing with the NYNM.

c. MEBS personnel are subject to a background investigation.

d. MEBS personnel must meet swimming and medical fitness requirements as defined in reference (d).

3. Responsibilities.

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a. Commander (N00). Has overall responsibility for the accomplishment of the mission and other duties as assigned. Responsible for the recruiting, retention, and training of qualified personnel, and for the proper maintenance of all assigned equipment and assets. Responsible for coordination of MEBS budget requirements.

b. Administrative Officer (N1). Assists Commander MEBS in the administration of MEBS personnel records and assignment.

c. Operations Officer (N3). Assists Commander MEBS in the formulation and administration of MEBS operations, including oversight of training detachment evolutions.

d. Maintenance Supervisor (N4). Responsible for maintaining all boats in peak operating condition, and for conducting winterization or layup maintenance.

e. Plans Officer (N5). Assists Commander MEBS in the formulation of long-range plans, policies, and exercises.

f. Training Officer (N7). Assists Commander MEBS in the formulation and administration of the training program.

g. Regional Coordinator. Duties include:

(1) Overall responsibility for operations within their region.

(2) Provide training and mentorship for detachments Within their region.

(3) Provide liaison for regional issues to Commander, MEBS.

(4) Develop liaison with local and regional partner agencies.

(5) Ensure training and personnel standards are consistent with state-wide directives.

(6) Ensured required are completed and submitted for all assigned detachments.

h. Detachment Officer in Charge (DET OIC). Duties include:

(1) Assignment by New York State Joint Operations Area (JOA) and detachment area of responsibility.

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- (2) Maintain accurate roster of MEBS personnel in their respective area.
- (3) Maintain accurate training status of each member in their respective area.
- (4) Coordinate attendance at scheduled proficiency training events.
- (5) Conduct coxswain qualifications (if designated as an Instructor). Submit qualification records to MEBS HQ.
- (6) Encourage recruitment by qualified candidates into the program.
- (7) Encourage participation in NYS Safe Boater course and other training availabilities.
- (8) Maintain accountability for vehicle and boat keys and equipment.
- (9) Complete and submit monthly fuel and mileage records for assigned vehicles.

h. Coxswain. Responsible for the safe operation of the boat, and the safety of the crew and passengers.

i. Boat Engineer. (If assigned) Responsible for preventive and corrective maintenance on propulsion and auxiliary machinery. May perform boat crewmember duties as assigned.

j. Crewmember. Performs duties as assigned by the coxswain to include but not limited to helm, lookout, towing, and anchor watch.

4. Participation Requirements.

a. MEBS personnel will adhere to uniform and grooming standards found in reference (e) during any period of state active duty (SAD).

b. In order to be considered active in MEBS, personnel must participate in at least two MEBS-sanctioned events, or SAD days per calendar year. This requirement is waived for those members on active federal duty for six or more months of the year.

c. Waivers to participation requirements are at the discretion of Commander, MEBS.

5. Accountability.

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a. Each individual, regardless of rank or position, is fully accountable for his or her actions or failure to act as required.

b. Leadership at all levels has a duty to hold subordinates accountable, and to initiate appropriate corrective administrative or disciplinary action when individuals fail to meet their responsibilities.

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MEBS Application Procedures

1. In keeping with the high standards of the MEBS program, stringent requirements are made to ensure that all applicants demonstrate commitment, reasonable availability, and added value.

2. The following requirements for any new applicant to the program are established, and must be submitted or demonstrated at the time of application:

a. MEBS Application (NYNM FORM 1155), including criminal history, DUI, BUI.

b. Resume, including hobbies and interests.

c. Cover letter, to include applicant's intent to progress in the program. Also include level of previous recreational, professional, or military boat ownership or use.

d. Copy of valid driver license.

e. Completion of NYS Safe Boater course, or equivalent civilian or military training.

f. Copies of all relevant training certification or course completion related to boat operations, maintenance, instruction, or administration.

g. Federal reserve billet assignment history.

h. Copies of all military evaluations, up to the past five years.

i. Full-length color photo of applicant in working uniform.

3. Upon receipt of the above application package, an applicant can expect to have a telephonic or in-person interview by a designated member(s).

PRIVACY ADVISORY STATEMENT

NEW YORK NAVAL MILITIA

Accession, Program and Separation Personal Information

AUTHORITY FOR COLLECTION OF PERSONAL INFORMATION: Personal Privacy Protection Law of New York State; Privacy Act of 1974, 5 U.S. Code, sections 552-522a.

WHETHER DISCLOSURE IS MANDATORY OR VOLUNTARY AND EFFECT ON INDIVIDUAL OF NOT PROVIDING INFORMATION: The requested information is mandatory for New York Naval Militia (NYNM) members to insure that: (1) persons applying to join the New York Naval Militia and/or its specific programs meet all eligibility requirements; (2) required pay and tax information is available for purposes of any orders to state active duty; or (3) eligibility for separation from the New York Naval Militia, if applicable. If the requested information is not furnished, the NYNM member will not be considered for accession, or assignment for routine or emergency state active duty. If a NYNM member currently serving on routine or emergency state active duty declines to provide the requested information, the NYNM member's assignment to routine or emergency state active duty may be terminated.

ROUTINE USES: This all-inclusive Privacy Act Statement will apply to all requests for personal information made by the New York Naval Militia. It will become part of your New York Naval Militia service record. The intended use is to maintain a rapid recall capability, and to facilitate and document your eligibility for various New York Naval Militia programs.

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 you the advice required by the New York State Personal Privacy Act and the federal Privacy Act of 1974.

THIS FORM IS NOT A CONSENT FORM TO RELEASE PERSONAL INFORMATION PERTAINING TO YOU TO AGENCIES AND ENTITIES OUTSIDE OF THE NEW YORK STATE DIVISION OF MILITARY AND NAVAL AFFAIRS AND THE JOINT FORCES OF THE NEW YORK STATE ORGANIZED MILITIA.

Your signature merely acknowledges that you have been advised of the foregoing. If requested, a copy of this form will be furnished to you.

Signature

Date

Printed name and grade/rank

MILITARY EMERGENCY BOAT SERVICE (MEBS)



ENROLLMENT APPLICATION

FOR OFFICIAL USE ONLY
NYYM Form 1155

NOTICE

Acknowledgement

1. Persons applying for service with the Military Emergency Boat Service (MEBS) acknowledge the following:
- a. New York Naval Militia members are subject to recall to State Active Duty by the Governor of the State of New York.
 - b. Personnel serving with MEBS must be members of the New York Naval Militia.
 - c. Participation in the MEBS program requires a time commitment for training.

1. APPLICANT INFORMATION

1a. Last Name	1b. First Name	1c. MI	1d. Rate/Rank	1e. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female
1f. Home Address (mailing address)	1g. City	1h. State	1i. Zip Code + 4	1j. Designator/MOS
1k. Home Phone ()	1l. Work Phone ()	1m. Cell Phone ()		
1n. Primary Email Address @		1o. Secondary Email Address @		

2. DRIVER LICENSE INFORMATION

2a. State of Issue	2b. Driver License Number	2c. Expiration Date	2d. Class
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3. FEDERAL RESERVE PROGRAM (USNR, USMCR, USCGR) INFORMATION (If applicable)

3a. Reserve Center Name	3b. Reserve Unit Name	3c. Normal Drill Location
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4. CIVILIAN EMPLOYMENT INFORMATION

4a. Employer Name	4b. Employer Address	4c. Occupation/Job Title
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5. VESSEL TRAINING (I have completed the following training):

NOTE: Provide copies of training completion certificates along with this application.

BASIC	NYS Safe Boater Course (8-hour classroom, sponsored by NYS Parks) YES <input type="checkbox"/> DATE _____	U.S. Power Squadron Boating Course (America's Boating Course – In classroom) YES <input type="checkbox"/> DATE _____	US Coast Guard Auxiliary Course (About Boating Safety) YES <input type="checkbox"/> DATE _____
	INTERMEDIATE	USCG or NYS Mariner License <input type="checkbox"/> USCG Boat Force Operations Insignia <input type="checkbox"/> GMATS Coxswain Course <input type="checkbox"/> FLETC Inland Boat Operator Training <input type="checkbox"/> NYS PARKS Marine Patrol Vessel Operator Course <input type="checkbox"/> Other _____	US Coast Guard Boat Crewmember Qualification Code or certification letter YES <input type="checkbox"/> DATE _____
COXSWAIN	US Navy Enlisted Classification Code (NEC) 0160 – Causeway Barge Ferry Pilot <input type="checkbox"/> 0161 – Tugmaster <input type="checkbox"/> 0164 – Patrol Boat Coxswain <input type="checkbox"/> 0167 – LCAC Operator <input type="checkbox"/> 0169 – Causeway Barge Ferry Coxswain <input type="checkbox"/> 0171 – LCU Craftmaster <input type="checkbox"/> 0215 – Harbor/Docking Pilot <input type="checkbox"/>	US NAVY/COAST GUARD SCHOOLS Navy Basic Boat Coxswain, <input type="checkbox"/> Navy Basic Coxswain Phase I or II, <input type="checkbox"/> Navy Coxswains Phase II, <input type="checkbox"/> USCG Coxswain "C" School, <input type="checkbox"/> USCG MLB Basic Coxswain, <input type="checkbox"/> NMBLS Heavy Weather Coxswain <input type="checkbox"/>	

Comments

