



Command IA Coordinator Guide

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Command IA Coordinator Orientation Checklist

- Check in with Fleet and Family Support Programs Individual Deployment Support Specialist (IDSS)
- Visit the US Fleet Forces Command (USFFC) website at <http://www.ia.navy.mil>
 - Download or print the IA Command Handbook
 - Complete the USFFC CIAC training brief and print certificate
 - Have CO sign certificate, then e-mail to usff.ia.fct@navy.mil
- Identify current IA Sailors (Pre/Current/Post) and obtain status update
- Have your Commanding Officer Representative (COR) go into NFAAS at <https://navyfamily.navy.mil> and designate you as the Command IA Coordinator
 - Complete online training for NFAAS
 - Download or print the NFAAS CIAC Users Guide
 - Log into NFAAS and assign each IA to you
- To get an account on the Medical Readiness Reporting System (MRRS) at <https://mrrs.sscno.nmci.navy.mil/mrrs>, please contact the Deployment Health Coordinator at your MTF

For Navy Region Northwest AOR contact:
Operational Readiness Division
Naval Hospital Bremerton
PHONE: (360) 475-4941

- Become familiar with the Expeditionary Screening Checklists and automatic disqualifiers
- Review the following:
 - [IA GRAM #5 \(NAVADMIN 099/09\)](#) - Assignment of Command Individual Augmentee Coordinator (CIAC) IA Policies
 - [NAVADMIN 297/09](#) - Post-Deployment Health Re-assessment Update OPNAV Instructions
 - [NAVADMIN 003/08](#) - GSA Detailing Business Rules
 - [NAVADMIN 002/08](#) - Individual Augmentation Manpower Management Business Rules
 - [MILPERSMAN 1300-318](#) - Screening Procedures for GSA, IAMM and RC Mob Assignments
- Verify Ombudsman contact information
- Attend CIAC Round Table; contact Fleet and Family Support Center for information

Fleet and Family Support Programs IA Support

Navy Region Northwest Fleet and Family Support Programs (FFSP) has a comprehensive program dedicated to supporting IA service members, their families, and Command IA Coordinators.

Each installation provides a CIAC forum for sharing common issues and best practices, pre-deployment briefings for IAs and their family members, and a post-deployment discussion group for returning IAs. The IA pre-deployment brief provides education on combat stress, Operational Stress Control, and the unique challenges of an IA assignment. Friends and family members may attend a briefing about the emotional cycle of deployment, preparing for the deployment, and resources. The post-deployment discussion group was implemented to assist IAs as they reintegrate into the command, their family, and community. Each IA is to attend a group at the 30, 60, 90, and 120 day checkpoints after their return.

Each family is assigned to an Individual Deployment Support Specialist (IDSS) who contacts the service member and a designated family member as soon as their status is flagged for an Individual Augmentee assignment in the Navy Family Accountability and Assessment System (NFAAS). The IDSS verifies the family contact information, determines the family's desired level of support, and provides information about available resources and upcoming events.

- Naval Air Station Whidbey Island IDSS
Ms. Kelly Gilman
(360) 257-1824
kelly.gilman.ctr@navy.mil
- Naval Base Kitsap IDSS
Ms. Sharon Brunner
(360) 315-3065
sharon.brunner.ctr@navy.mil
- Naval Station Everett IDSS POC
Ms. Viviana Trappe
(425) 304-3719
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Command IA Coordinator Overview

What is a CIAC?

- Key component of IA Sailor support
- Acts as a mentor, an advocate, and a professional source of help and information for the IA Sailor and their family before, during, and after an IA assignment

What are the two primary types of IA assignments?

- Individual Augmentee Manpower Management Assignment (IAMM)
 - Active Duty “rip-to-fill” temporary duty assignments
 - IA Sailors remain assigned to their current/parent commands while carrying out TEMADD orders
 - Sailors return to their parent commands upon completion of their IA orders
 - Assignments vary in length from a few months to a year or more
- Global War on Terror Support Assignment (GSA)
 - Sailors can negotiate with their detailers for a GSA assignment when they are within their PRD window
 - Sailors “detach” from their current command to execute GSA orders; they will then transfer to their next PCS assignment once they return from their GSA tour
 - GSA Sailors continue to receive traditional parent command support and family support from their detaching command

IA Cycle

- Command and Sailor notified
- Completes NAVPERS 1300/22 (Administrative) and NAVMED 1300/4 (Medical) IA Expeditionary Screening Checklists and other official training requirements posted on the NKO website
 - U.S. Fleet Forces Command (USFF) website <http://www.ia.navy.mil>
 - Expeditionary Combat Readiness Command (ECRC) website <http://www.ecrc.navy.mil>
 - Navy Knowledge Online website <https://wwwa.nko.navy.mil/portal/home/>
- Processed at Navy Mobilization Processing Site (NMPS)
- Combat skills training/additional mission-specific training
- In-brief at assignment
- Conduct mission
- Warrior Transition Program in theater (*not all Sailors attend – dependent on BOG location)
- “Re-deployment”
- Reintegration with command and family

Major Players

- U.S. Fleet Forces Command (USFF)
 - Executive Agent for the IA Continuum
 - Provides streamlines, standardized execution of Navy IA policy and procedures

- Navy Expeditionary Combat Command (NECC)
 - Oversees expeditionary combat forces
- Expeditionary Combat Readiness Command (ECRC)
 - Provides IA oversight
 - Ensures effective processing, equipping, training, certification, deployment, reach-back, redeployment, and family support of IAs
- Navy Mobilization Processing Site (NMPS)
 - In-processes all IAs
 - Ensures Sailors are ready to deploy
 - Processing normally takes one week
 - Four processing sites: Norfolk, San Diego, Port Hueneme, and Gulfport
- Army – Combat Skills Training
 - Approximately 3 weeks
 - All IAs receive basic combat training
 - Some IAs will receive additional training for mission specific skills
 - Most IAs trained at Fort Jackson, SC
 - Detainee ops trained at Fort Lewis, WA
 - Topics: weapons qualifications, convoy operations, urban operations, code of conduct, first aid and cultural awareness

Top Administrative IA Issues

The following issues were identified per an email from CMDCM David Carter, Command Master Chief, Expeditionary Combat Readiness Center late 2009.

- Sailors not reporting to NMPS as ordered per their PCS orders vice the date on their TEMADD
 - Sailors do not physically report to ECRC. This is an administrative move only.
 - CIACs need to ensure Sailors report to their assigned NMPS as per the NLT date on their PCS Orders
- Prospective IA Sailors reporting to NMPS are not physically qualified even though the expeditionary screening is documented as being completed. Examples:
 - Failed PFAs
 - EVAL marks below 2.0
 - Medical conditions not documented
 - Security clearances not completed
 - Financial concerns (i.e. debt and family support)
 - Legal issues not resolved (pending court dates)
 - Change in medical condition since screening was completed
 - CIACs need to engage with each and every prospective IA Sailor just prior to departure and ensure screening checklist is still accurate
- Sailors reporting to NMPS with “personal baggage” Examples:
 - In the middle of divorce proceedings
 - Seriously ill family member
 - Member intentionally going to “get out of mission” because he/she does not want to go
 - Outstanding FAP cases
 - Family not aware of IA deployment

- No financial support to family
- CIACs need to ask the right questions to determine suitability. Not all Sailors are cut out for IA duty

IA Battle Folder

- Based on best practice; reduces administrative issues when Sailor arrives at NMPS
- Functions as an organized mechanism for gathering and verifying the requirements needed by the IA for their deployment
- Folder is created for each individual IA
- Contents are customizable to meet each deploying IA's needs; dependent upon mission and geographic area of assignment
- Provides IA with resources and contact information
- Serves as hard copy backup documentation to show IA has completed requirements, which is preferred by NMPS

CIAC's Role: Pre-Deployment

- Notifies Sailor and any alternate
- **Read and explain orders with Sailor**
- Issues Battle Folder to each prospective IA
- **Supervise screening process**
- Provide Sailor with IA Sailor/Family Handbooks
- Send Sailor/family to FFSC deployment readiness briefings
- Update command social roster with IA data
- Ensure Sailor updates family contact information in NFAAS
- Confirm Sailor has verified information is correct in DEERS
- Ensure Sailor understands travel voucher process, address and POC
- Provide Sailor/Family with Ombudsman contact information
- Inform Chain of Command of any issues
- Ensure checklists are completed and submitted
- Immunizations vary depending on geographic area of assignment
 - Not all vaccinations can be given at the same time and some require a series of shots
 - The MTF may be out of supplies or unable to provide certain types of immunizations
 - Work closely with your MTF POC to ensure IA goes to appropriate facility and within designated time frames
- CO reviews and certifies in BUPERS online
- Contact receiving NMPS with Sailor travel information. 100% positive contact required.
- Direct Sailor to provide command with contact information at the earliest opportunity

CIAC's Role: Mid-Deployment

- Meet with families in person if possible
- Contact IAs and families at least monthly via telephone or e-mail

- Document contact in NFAAS
- Invite families to command events
- Work closely with Command Ombudsman; ensure Ombudsman has updated family contact information
- Inform CO or Chain of Command of any issues
- Ensure in-theater contact information obtained
- Maintain working relationship with ECRC and/or in-theater Chain of Command
- Encourage families to attend FFSP events
- Inform FFSP IDSS of any issues affecting Sailor and/or family

CIAC's Role: Post Deployment

- Encourage family to attend reunion briefings at the FFSC
- Ensure command meets returning IAs at ultimate destination arrival airport, include family as appropriate
- Ensures IA's return is acknowledged by command
- Verify status of Electronic Deployment Health Assessment (EDHA) and Post Deployment Health Assessment (PDHA)
- Utilize your Outlook calendar to track IA's Post Deployment Health Re-assessment (PDHRA) by creating and sending a three-month reminder appointment to the IA
- Advise command on any post deployment issues
- Provide IAs with the Returning Warrior Weekend (RWW) schedule and information about IA support resources
- Provide IA with 30/60/90/120 Day Post Deployment Group information. Set appointments if necessary.
- Upon completion of PDHRA, close NFAAS file per NFAAS User Guide.

References

Bolded items indicate critical guidance for CIACs.

IA Grams

- IA GRAM #1 (NAVADMIN 160/08) - USFF Designated Executive Agent for IA and IA/Family Support
- IA GRAM #2 (NAVADMIN 160/08) - Common Operating Picture for IA and IA/Family Support
- IA GRAM #3 (NAVADMIN 293/08) - Parent Command Assignment and Responsibilities for IA Sailors and their Families
- IA GRAM #4 (NAVADMIN 076/09) - Roles and Responsibilities of Parent Commands, Navy Operation Support Centers (NOSCs), and expeditionary combat readiness center (ECRC) for IA Sailors and their Families
- **IA GRAM #5 (NAVADMIN 099/09) - Assignment of Command Individual Augmentee Coordinator (CIAC)**
- IA GRAM #6 (NAVADMIN 180/09) - Suitability Screening for IAs
- IA GRAM #7 (NAVADMIN 171/10) - Individual Augmentation Gram 07, Overseas Contingency Operation Support Assignment (OSA) To Replace GWOT Support Assignment (GSA) Detailing For Enlist Sailors

DoDINSTs

- DoDINST 6025.19 - Individual Medical Readiness (IMR)
- DoDINST 6490.03 - Deployment Health

OPNAVINSTs

- OPNAVINST 1001.21B - Total Force Policy
- OPNAVINST 1001.24 - Individual Augmentation (IA) Policy and Procedure
- OPNAVINST 1750.1F - Navy Family Ombudsman Program Manual
- OPNAVINST 1754.5 - Family Readiness Group Instruction
- OPNAVINST 1754.6 - Personal and Family Readiness Support for Individual Augmentees and their Families
- OPNAVINST 6100.3 - Deployment Health Assessment (DHA) Process

NAVADMINS

- NAVADMIN 233/10 - Performance Evaluation and Counseling System Software
- NAVADMIN 227/10 - Authorizing Escort Entitlement for Members with Indeterminate Temporary Duty (IDTY) Orders
- NAVADMIN 215/10 - Performance Evaluation and Advancement Guidance for Individual Augmentee Sailors
- NAVADMIN 083/10 - Revised Performance Evaluation and Advancement Policy
- NAVADMIN 331/09 - Returning Warrior Workshop Attendance
- **NAVADMIN 297/09 - Post-Deployment Health Re-assessment Update**
- NAVADMIN 251/09 - Launch of New Navy Individual Augmentee (IA) Website

- NAVADMIN 076/09 - Roles and Responsibilities of Parent Commands, Navy Operational Support Centers (NOSCs) and Expeditionary Combat Readiness Center (ECRC) for IA Sailors and their Families
- NAVADMIN 024/09 - Individual Augmentation Manpower Management Business Rules Update
- NAVADMIN 276/08 - IA GSA Update
- NAVADMIN 235/08 - Navy Reserve Component Individual Augmentation (IA) Mobilization Business Rules
- NAVADMIN 207/08 - Deployment Health Assessment Policy and Process
- NAVADMIN 160/08 - Individual Augmentation Policy Update
- NAVADMIN 336/07 - Administration of the Navy-Wide Advancement Exam for Sailors in Iraq, Afghanistan, and the Horn of Africa
- **NAVADMIN 003/08 - GSA Detailing Business Rules**
- **NAVADMIN 002/08 - Individual Augmentation Manpower Management Business Rules**
- NAVADMIN 355/07 - Navy Individual Augmentee Combat Skills Training (NIACT)
- NAVADMIN 298/07 - Guidance for the Preparation of Performance Evaluations for Sailors Serving on Individual Augmentee (IA) and Global War on Terrorism (GSA) Assignments
- NAVADMIN 297/07 - War on Terrorism (GWOT) Support Assignments (GSA) Update
- NAVADMIN 233/07 - Individual Medical Readiness
- NAVADMIN 182/07 - Combat and Operational Stress Control and Warrior Transition Program Implementation
- NAVADMIN 147/07 - Global War on Terrorism Support Assignments (GSA)
- NAVADMIN 136/07 - Task Force Individual Augmentation (TFIA) Update
- NAVADMIN 038/07 - Wearing of Navy Camouflage Utility Uniform and Special Uniform Situations for Navy Personnel Assigned to and Serving with an Army Unit
- NAVADMIN 300/06 - Official Recognition and Accurate Tracking of Navy Global War on Terrorism Individual Augmentation
- NAVADMIN 280/06 - Interim Change to the Navy Enlisted Advancement System (NEAS)
- NAVADMIN 273/06 - Task Force Individual Augmentation (TFIA) Update
- NAVADMIN 165/06 - Desert Camouflage Uniform (DCU)

Other References

- **MILPERSMAN 1300-318 - Screening Procedures for GSA, IAMM and RC Mob Assignments**
- **NAVPERS 1300-22 - Expeditionary Screening Checklist**
- **NAVPERS 1300-21 - Medical Suitability Certification**
- **NAVMED 1300/4 - Expeditionary Medical and Dental Screening**
- NAVMED 1300/5 - Pacific Command (PACOM) Screening Checklist
- NAVMED 1300/6 - Korean Peninsula Screening Checklist
- NAVMED 1300/7 - European Command (EUCOM) Screening Checklist
- NAVMED 1300/8 - Africa Command (AFRICOM) Screening Checklist

- NAVMED 1300/9 - Joint Task force (JTF) Guantanamo Bay (GTMO) Screening Checklist
- NAVMED 1300/10 - West Pacific and Okinawa Screening Checklist (with extended field exposure)
- NAVMED 1300/11 - United Nations Missions Screening Checklist
- BUMEDINST 1300.3A - Suitability Screening for Individuals Nominated for IA and Support Assignments to OCO and Specific TEMADD Assignments
- NAVCENT IA Extension Guidance
- NAVCENT VOLUNTARY SERVICE AGREEMENT (VSA)
- New IA Screening Timeline

NFAAS

The Navy Family Accountability and Assessment System (NFAAS) is used by CIACs and IDSS personnel to provide support to IAs and record relevant information.

Have your COR (Commanding Officer Representative - often your XO or CMC) go into the Navy Family Accountability and Assessment System (NFAAS) and designate you as the Command IA Coordinator. Once you are assigned the CIAC role, you must log into NFAAS and assign each IA to you.

The NFAAS Command IA Coordinator Users' Guide contains detailed information about managing each IA's file. However, when reports are run at the CNIC level, it was found that CIACs were not aware of the steps to properly document the last date contacted and the four steps to closing out an IA file. The information below, excerpted from the NFAS User Guide, v1.2, 13 July 09, is designed to be a quick reference for you.

Editing Command IA File Information

- a. Click the **Edit** button and the “Edit Command IA File Information” page will appear.

Edit Command IA File Information - Girl I. Training (ID#:42126)		
To record a contact: 1. Update any dates or IA information (optional) 2. At the bottom of the page, select a Reason for Update 3. Enter a comment in the text box 4. Click the Save button		<input type="checkbox"/> Sailor Did Not Execute IA Orders Note: This will change IA File status. (File will be closed by FFC).
Note: The "Last Contact" dates are automatically updated only if a "Contacted" (starred) reason is selected		
Command IA Coordinator Contacts CIAC: None		
Last Sailor Contact:	06-09-2008 07:55 PDT (Auto-Updated)	Next Sailor Follow Up: <input type="text"/> <input type="button" value="Calendar"/>
Sailor Contact Interval:	Monthly <input type="button" value="v"/>	
Last Family Contact:	06-04-2008 16:45 PDT (Auto-Updated)	Next Family Follow Up: <input type="text"/> <input type="button" value="Calendar"/>
Family Contact Interval:	Undetermined <input type="button" value="v"/>	
Deployment IA File Information (Edit all that apply)		
Noble Eagle No.:	Sailor Support UIC: NNNNN	Family Support UIC: NNNNN
IA Destination: None	ECRC Pre-Deployment Checklist: <input type="text"/> <input type="button" value="Calendar"/>	Family Pre-Deployment Brief Offered: <input type="text"/> <input type="button" value="Calendar"/>
Orders DTG:	Sailor Pre-Deployment Brief: <input type="text"/> <input type="button" value="Calendar"/>	Family Pre-Deployment Brief Attended: <input type="text"/> <input type="button" value="Calendar"/>
Departure Date: 04-01-2008	Sailor Received IA Handbook: <input type="text"/> <input type="button" value="Calendar"/>	Family Received IA Family Handbook: <input type="text"/> <input type="button" value="Calendar"/>
Planned Return Date: 06-17-2008	<input type="checkbox"/> Parent Cmd Ombudsman Made Contact <input type="checkbox"/> Parent Cmd Ombudsman Following Up	Family Pre-Return Brief Offered: <input type="text"/> <input type="button" value="Calendar"/>
		Family Pre-Return Brief Attended: <input type="text"/> <input type="button" value="Calendar"/>
Post-Deployment Information (*Items in red are required to close the file)		
*Actual Return Date: 06-09-2008 <input type="button" value="Calendar"/>	Met at Destination: Yes <input type="button" value="v"/>	Attended Reintegration Event: N/A <input type="button" value="v"/>
<i>Requires Actual Return Date above</i>	<i>Requires Actual Return Date and PDHA entries</i>	<i>Requires Actual Return Date, PDHA, and PDHRA entries</i>
*PDHA Completed: (Due 07-09-08) 06-09-2008 <input type="button" value="Calendar"/>	*PDHRA Completed: (Due 12-09-08) 09-06-2008 <input type="button" value="Calendar"/>	*9-Months Since Return: 03-09-09
<input type="checkbox"/> Not Required (See BUMED instruction) <input type="checkbox"/> Not Performed	<input type="checkbox"/> Not Required (See BUMED instruction) <input type="checkbox"/> Not Performed	<input checked="" type="checkbox"/> OK to Close File Automatically (on 9-month date) <input type="checkbox"/> OK to Close File (not avail before 9-month date)
Reason for Update <input type="button" value="v"/>	*Only these reasons are considered "contacts".	
<input type="button" value="v"/> Choose One Contacted Sailor* Contacted Family* Contacted Both* Attempted Contact Other	<input type="text"/>	
<input type="button" value="Save"/>		<input type="button" value="Cancel"/>

- b. At the top of the page are drop-down menus for Sailor and Family Contact Intervals. Most other fields are for entering dates. Clicking in them will open a pop-up calendar.
- c. The four red items in the “Post-Deployment Information” section **MUST be completed** for the IA File to be closed.
- d. After any changes, you must choose a **Reason for Update**. Only those reasons with a star (*) will count as a contact and update the “Last Contact” date and time.
- e. Enter a comment describing the reason for updates.
- f. Click the **Save** button when complete.

IMPORTANT: To **Close** an IA file you must enter all four items: Actual Return Date, PDHA Completed, PDHRA Completed, and 9-Months Since Return!

MRRS

The Medical Readiness Reporting System (MRRS) is used to track the status of your IA's Electronic Deployment Health Assessment (EDHA), Post Deployment Health Assessment (PDHA), and Post Deployment Health Re-Assessment (PDHRA). The site is located at <https://mrrs.sscno.nmci.navy.mil/mrrs>. Contact the Operational Readiness Division, Naval Hospital Bremerton, (360) 475-4941, to obtain an account.

Deployment Reports

Please follow the steps below to run reports in MRRS to obtain the most current status for your IAs.

Deployment Reports (Unit Summary)

From Main Menu:

- Scroll over REPORTS drop down
- Click on DEPLOYMENT
- Click on the UNIT FLASHLIGHT
 - The unit picklist should open on the right side of screen
 - Select units required for report
 - Click APPLY
- Click on OUTPUT TYPE and select PDF FILE
- Click RUN

To change report:

- Click on report title and change to desired report
 - DEPLOYMENT REPORTS (Details)
 - DEPLOYMENT COMPLETED REPORT (Unit Summary)
 - Deployment completed REPORT (Unit Summary)
 - Repeat instructions above for all report types

Resources

Remember, you are not the only CIAC and there are many resources available to you as you learn to support each IA throughout the IA Continuum. Your FFSP IDSS, ombudsman, chaplain, and MTF IA Suitability Screening Coordinator (IASSC) are excellent sources of information. A few other sources are listed below:

- CIAC FAQs: <http://www.ia.navy.mil/iaciacprogram.htm>
- Military OneSource: <http://www.militaryonesource.com>
- Dept. of Veterans Affairs: <http://www.va.gov>
- Combat/Operational Stress Control: <https://www.nccosc.navy.mil>
- Warrior Transition Program: <http://www.necc.navy.mil/programs/wtp.htm>
- Echoes Video: www.navy.mil/media/multimedia/llvideo/echoes_video.html
- Navy Mobilization Processing Site (NMPS)
 - Norfolk: <https://www.cnic.navy.mil/cnrma/Programs/NMPSNORFOLK/index.htm>
 - San Diego: <https://www.cnic.navy.mil/cnrsw/Programs/Operations/NMPS/index.htm>
 - Port Hueneme: http://www.ecrc.navy.mil/1/idc_predeploy/hueneme/port_hueneme.htm
 - Gulfport: https://www.cnic.navy.mil/Gulfport/Service_Organizations/NMPS/index.htm
- Facebook
 - Navy IA Facebook: <http://www.facebook.com/navyIA>
 - Naval Air Station Whidbey Island IA Facebook: <http://www.facebook.com/whidbeyia>
 - Navy Base Kitsap IA Facebook: <http://www.facebook.com/nbkIAfamily>