



DEPARTMENT OF THE NAVY
COMMANDER NAVY INSTALLATIONS COMMAND
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CNICINST 1300.1A
N1
18 Sep 2017

CNIC INSTRUCTION 1300.1A

From: Commander, Navy Installations Command

Subj: INDIVIDUAL AUGMENTEE SOURCING POLICY AND PROCESS

Ref: (a) CNO WASHINGTON DC 072338Z Oct 10 (NAVADMIN 332/10)
(b) CNO WASHINGTON DC 020107Z Apr 09 (NAVADMIN 099/09)
(c) MILPERSMAN 1300-318

Encl: (1) Individual Augmentee Manpower Management Processes and Sourcing
Timeline
(2) Individual Augmentee Reclama Rules
(3) Sample Formal Reclama

1. Purpose. To establish Commander, Navy Installations Command (CNIC) Individual Augmentee (IA) sourcing policy and processes to ensure timely and efficient compliance with requirements, while minimizing impacts to mission at CNIC Regions and installations.
2. Cancellation. CNICINST 1300.1.
3. Scope and Applicability. This instruction applies to the CNIC Headquarters (HQ) and all Regions.
4. Background. CNIC provides IA tasker nominations in response to U.S. Fleet Forces (USFF) Command requests to fill vacant positions for contingency operations and various exercises. CNIC guidance provides a standardized process and timeline for sourcing IA taskers which facilitates timely responses to USFF.
5. Policy. As established in references (a) through (c), this instruction outlines policy for the sourcing of IA personnel within the CNIC domain.
6. Responsibilities
 - a. CNIC is responsible for providing qualified and eligible IA personnel to USFF per established policies and procedures contained in references (a) and (b).
 - b. HQ Chief of Staff (CoS) will:
 - (1) Provide oversight and ensure the effective and efficient sourcing of IA requests/assignment.

- (2) Review and consider formal reclamation from each Region.
- (3) Adjudicate formal reclamation upon receipt from HQ Total Force Manpower (N1).
- (4) Advise Region CoS' and N1 of the formal reclamation decision.

c. HQ N1 will:

- (1) Oversee and manage the IA nomination process for the CNIC enterprise per established policies and procedures.
- (2) Identify and assign the HQ Individual Augmentee Sourcing Manager (IASM).
- (3) Advise HQ CoS within one day of a formal reclamation being received from IASM.
- (4) Recommend solutions and alternative courses of action to fulfill IA requirements following any formal reclamation by a Region.

d. HQ IASM will:

- (1) Manage all IA requests and ensure IA taskers from USFF are tasked and filled in a timely manner per established policies and procedures.
- (2) Advise HQ N1 of any projected formal reclamation, and notify the N1 within one day of a receipt of a formal reclamation from Region IASM.
- (3) Make recommendations and develop alternative course(s) of action for CNIC CoS consideration.

e. Region will:

- (1) Identify and assign an IASM manager and provide assignment contact information to CNIC HQ IASM.
- (2) Respond to requests for nominations to HQ IASM to per established policies and procedures.
- (3) Submit formal reclamation to HQ CoS per enclosures (1) through (3).

f. Region IASM will:

- (1) Manage the IA sourcing process for their respective Regions per established policies and procedures.
- (2) Submit primary and secondary nominations for each position requested to HQ IASM per references (a) through (c), and enclosures (1) through (3).

(3) Ensure both primary and secondary nominations have completed their Expeditionary Screening Checklist NAVPERS 1200/22 per reference (c).

(4) Act as the point of contact for Region formal reclaims.

(5) Notify HQ IASM no later than five business days after receipt of tasking if there is a high probability of a formal reclama.

g. Installation Commanding Officer (CO) will:

(1) Identify IASM as appropriate.

(2) Provide respective Region staff with qualified and eligible IA personnel per established policies and procedures contained in references (a) and (b).

(3) Approve primary and auxiliary nominations for submission to the Region IASM.

h. Installation IASM will:

(1) Manage the IA sourcing process for their installations.

(2) Submit IA tasker nominations to their Region IASM per established policies and procedures, and as outlined in this directive and enclosures (1) through (3).

(3) Facilitate completion of the Expeditionary Screening Checklist (NAVPERS 1200/22) for primary and auxiliary nominated Sailors per reference (c), and any additional screening qualifications, and make appropriate notifications of completion or failure to complete screening.

(4) Enter IA personnel deployment and return dates into Total Workforce Management Services (TWMS) and Personnel Tempo (PERSTEMPO) within 30 days of action.

(5) Notify the Command Individual Augmentee Coordinator (CIAC) of every accepted IA nomination and ensure preparation for deployment per reference (b).

(6) Notify Region IASM of any change in IA personnel eligibility status and provide Region IASM proper documentation, per references (a) and (b), within three business days.

7. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.

8. Review and Effective Date. Per OPNAVINST 5215.17A, CNIC N00F will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire five years

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after effective date unless reissued or canceled prior to the five-year anniversary date or an extension has been granted.



C. S. GRAY
Chief of Staff

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via Gateway 2.0 website, <https://g2.cnic.navy.mil/CC/Documents/Forms/Directives%20Only.aspx>

INDIVIDUAL AUGMENTEE MANPOWER MANAGEMENT PROCESSES AND
SOURCING TIMELINE

1. Typical Individual Augmentee Manpower Management (IAMM) process overview:
 - a. Current Navy IAMM business rules are contained in reference (a). Navy Individual Augmentee (IA) information and resources can be found at www.ia.navy.mil or www.ecrc.navy.mil.
 - b. U.S. Fleet Forces (USFF) receives IAMM tasks from higher authority and assigns them via message to various Budget Submitting Offices (BSOs), per guidelines promulgated via various IA Naval Administrative (NAVADMIN) messages.
 - c. Headquarters (HQ) IA Sourcing Manager (IASM) reviews each tasking and estimates “best fit” and “least impact” across all Regions per USFF IA business rules and reference (a).
 - d. HQ IASM assigns a Region the requirement to source the IA.
 - e. Commander, Navy Installations Command (CNIC) Regions vet nominees and ensure each meets the projected rotation date (PRD) and end of active obligated service (EAOS) requirements. If a PRD extension over 60-days is required, an Enlisted Personnel Action Request NAVPERS 1306/7 must be routed and approved by the Service Member’s detailer via their chain of command. A Sailor requesting an extension on their EAOS will do so by using an Administrative Remarks NAVPERS 1070/613.
 - f. CNIC Regions submit nominees to HQ IASM.
 - g. HQ IASM reviews nominations and submits to USFF.
 - h. USFF reviews and forwards nominations to Navy Personnel Command (PERS-4G1) who will issue orders for the primary nominee and embedded auxiliary nominee, when applicable.
 - i. Individuals chosen to serve on an IA will report to Navy Mobilization Processing Site (NMPS) Norfolk on the initial report date and return to parent command via NMPS upon return from IAMM.
 - j. Region/Installation Command Individual Augmentee Coordinators (CIACs) will ensure IA personnel are processed and supported per reference (b).
2. HQ IASM sourcing process
 - a. Search for rating/grade across all Regions.
 - b. Eliminate candidates who do not hold required qualifications/clearance.
 - c. Eliminate candidates already committed to or deployed on IA.
 - d. Eliminate candidates who have eligibility issues (i.e. medical, legal, etc.).
 - e. Ensure candidates have 60-days left on their PRD and 90-days left on EAOS after end date of assignment.

f. Determine which Region is best able to support tasking with minimal impact to mission based on remaining qualified population. If multiple candidate options are available, the HQ IASM will apply a "fair share" process including: region size, current/projected manning and current/historical IASM tasking commitments.

g. Task selected Region with requirement via e-mail.

3. IASM Sourcing Timeline:

a. To ensure the IASM sourcing process is efficient, the following sourcing timeline will be enforced prior to the 60-day notification requirement for the Sailor.

b. From 7-150 days: USFF tasks CNIC.

c. From 7-150 days: HQ IASM conducts extensive analysis of available IA candidates across the CNIC enterprise and begins tasking Regions on least impact and/or fair share basis where possible. Every effort will be made to ensure a 14-day minimum Region response time.

d. No later than five business days after being tasked, the Region will initiate informal reclama to the CNIC HQ IASM based on inventory or mission degradation (if warranted).

(1) Informal reclama decisions will be made by the HQ IASM and returned to the Region within one business day.

(2) Appeal of informal reclama decision will be sent to HQ IASM for resolution through the applicable HQ N-code.

(3) IASM will advise HQ N1 of resolution of reclaims, whether informal or formal.

(4) CNIC CoS will make formal reclama decisions within two business days of receipt from HQ IASM.

(5) If informal or formal reclama is approved, HQ IASM will task another Region within one business day.

e. From 1-10 days: Last-minute Region reclaims/drops; HQ IASM will retask within one business day, if approved.

f. From 0-5 days: Regions return nominations to HQ IASM.

g. From 0-3 days: HQ IASM submits all nominations into the USFF IA Portal.

4. Joint Base (JB) IASM Sourcing Policy:

a. JB's are not excluded from sourcing IASM personnel. However, Joint Bases have unique sourcing considerations and the following rules apply:

b. JB (Navy Non-Lead/Supported). Only personnel assigned to JB integrated billets are exempt from IASM assignment. All other JB Supported Component Force Structure billets are

subject to IAs. If the absence of the IA Service Member creates a significant risk to the JB Commander, the loss must be backfilled by the Navy through the JB Augmentee process.

- c. JB (Navy Lead/Supporting). All Navy personnel are eligible for IAMM.

INDIVIDUAL AUGMENTEE RECLAMA RULES

The following rules apply to the submission of Individual Augmentee (IA) reclamation:

1. Informal reclamation (e-mail) based on “inventory” shortage or “mission essential” individuals shall be sent to the Headquarters (HQ) Individual Augmentee Sourcing Manager (IASM) no later than close of business five business days from date of tasking. No contact with HQ IASM by fifth business day assumes concurrence with tasking.
2. Informal reclamation based on drops (Not Physically Qualified (NPQ), pregnant, legal, etc.) following nomination will be sent, as soon as verified, by proper command authority, but no later than three business days from the date of discovery.
3. All reclamation should include the information outlined in enclosure (3). Informal reclamation of tasking should be forwarded to HQ IASM from Region IASM in an e-mail. Often informal reclamation can be resolved between the HQ IASM and Region IASM. If HQ IASM does not concur with the informal reclamation, and the affected Region does not agree, the Region can submit a formal reclamation using enclosure (3). The formal reclamation should be forwarded to HQ Total Force Manpower (N1) and IASM, by Region N1, via e-mail. HQ N1 and IASM will, in turn, provide Chief of Staff (CoS) with background information and alternatives.
4. Although additional information is welcome, Regions must include a statement regarding mission/operational impact and identify any potential degradation of services if required to support subject IA.
5. Informal reclamation decisions will be made by HQ IASM, in consultation with appropriate subject matter experts, and HQ senior leadership when required, with notification to HQ Manpower Optimization Division (N11) followed by HQ N11 notification to HQ N1.
6. Formal reclamation, regarding HQ IASM informal reclamation decisions, will be sent to the HQ IASM and HQ N1 for internal staffing/resolution with Commander, Navy Installations Command (CNIC) leadership. A formal reclamation decision will be made within two business days of receipt from HQ IASM.
7. Formal reclamation decisions will be routed back to Region N11 via HQ IASM within one business day of the appeal decision. If an informal or formal reclamation has been approved and can be retasked, CNIC HQ IASM will do so within one business day of approval.
8. HQ IASM serves as the centralized point of coordination for all IA taskers, informal and formal reclamation.

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SAMPLE FORMAL RECLAMA

1300
Ser N00/

From: Region Commander
To: Commander, Navy Installations Command

Subj: INDIVIDUAL AUGMENTATION FORMAL RECLAMA FOR
NE-XXXX-XXXX

Ref: (a) CNICINST 1300.1A
(b) CNO WASHINGTON DC 0723382 Oct 10 (NAVADMIN 332/10)

1. Per references (a) and (b), the following information is submitted:

a. Noble Eagle Number: NE- XXXX-XXXX

b. Rate/Rank, Name, Parent Command, and brief reason for ineligibility:

(1) Lieutenant Commander Jane Smith's, (Naval Air Facility Atsugi - Mission Commander for Search and Rescue Operations (SAR)), selection for the subject IA would preclude the installation from being able to meet its requirement for 24/7 SAR operations.

(2) Lieutenant John Doe, NAF Atsugi - Mission Commander for Search and Rescue (SAR) Operations, selection for the subject IA would preclude the installation from being able to meet its requirement for 24/7 SAR operations. Required manning in the SAR mission is 10 qualified aircrew. NAF Atsugi currently has six qualified SAR Commanders which is the minimum required to fulfill 24/7 operations.

c. All reclus require a by name listing of qualified candidates with clearly stated reasons for ineligibility, including specific explanation of which command mission or critical functions cannot be covered or performed. Include specifics regarding mission requirements and current manning status that prevent selection or assignment of a Service Member. For example, assignment would result in failure to meet the minimum number of SAR pilots required to conduct 24/7 SAR operations, or the absence of individual(s) would result in the inability to maintain mission readiness.

2. My point of contact is Mr. John Doe, Region Commander, who may be reached at (123) 456-7890, DSN: 456-7890, or e-mail: john.doe@navy.mil.

SIGNATURE BLOCK

Enclosure (3)