

US NAVY

Individual Augmentee (IA)

Command/Sailor

Handbook



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Individual Augmentee Handbook

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Introduction:

Who is an Individual Augmentee (IA)?

According to OPNAVINST 1754.6 and IA Grams III and V, IAs are defined as Sailors being in receipt of individual deployment orders from Navy Personnel Command (NAVPERSCOM) or Career Management (PERS-4) and includes:

- Global Support Assignments (GSA)
- IA Manpower Management Assignments (IAMM)
- Mobilized Reserve Component (RC) Sailors who are not mobilized as part of an established commissioned RC Unit.
- Health Services Augmentation Program

IAs are Sailors working in the skill sets to provide combat support and combat service support in billets located throughout the world. The Navy has now incorporated IA assignments into the detailing process through Global Support Assignments (GSA).

The need for certain IA billets to be filled by requesting forces from Commands and NOSCIS still exists. Sailors may still be selected or may volunteer for missions that fall outside of the detailing process. The need for these types of billets should decrease as the GSA detailing process progresses.

Over 50% of IA assignments are now incorporated into regular sea/shore duty assignments. Sailors can negotiate with their Detailer for an IA assignment when they are within their Projected Rotation Date (PRD) window. This means that instead of serving an IA as a Temporary Assigned Duty (TAD), Sailors detach from their Command and are administratively assigned to ECRC. The Sailor will then transfer to their next Permanent Change of Station (PCS) assignment when they redeploy from their IA assignment.

GSA billets are posted on Career Management System-Interactive Detailing (CMS-ID), the program enlisted Sailors use to apply for their orders. The web address is <https://www.cmsid.navy.mil> Billets are listed under the category code 90GS. Sailors should contact their detailer directly for additional billet information on GSA orders.

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Commands and Their Responsibilities

US Fleet Forces (USFF)

USFF Command is assigned as the Navy's IA Executive Agent and as such is the supported Commander for implementation and execution of the IA policy and IA Sailor and family support. They are also the Navy global force manager for IA responsibilities. US Fleet Forces Command are met, that the level

USFF:

US Fleet Forces Command is assigned as the Navy's IA Executive Agent and as such is the supported Commander for implementation and execution of the IA policy and IA Sailor and family support. They are also the Navy global force manager for IA responsibilities. US Fleet Forces Command provides process guidance that ensures the needs of combatant and service Commanders are met, that the level of readiness and mission performance is supported and that IA family needs are coordinated across the Navy to ensure effective deployment-lifecycle based support is provided to IA families.

Navy Expeditionary Combat Command:

Navy Expeditionary Combat Command (NECC), is the ISIC for ECRC. NECC centrally manages the current and future readiness, resources, manning, training and equipping of approximately 40,000 expeditionary Sailors who are currently serving in every theater of operation. NECC is a global force provider of adaptive force package of expeditionary capabilities to joint war-fighting Commanders.

Expeditionary Sailors are deployed around the globe in support of the new "Cooperative Strategy for 21st Century Sea power," a joint maritime strategy signed by the Chief of Naval Operations, Commandant of the Marine Corps and Commandant of the Coast Guard that applies maritime power to the curial responsibility of protecting the U.S. in an increasingly interconnected and multi-polar world. NECC Forces and capabilities are integral to executing the maritime strategy which is based on expanded core capabilities of maritime power, forward presence, deterrence, sea control, power projection, maritime security and humanitarian assistance and disaster relief.

Expeditionary Combat Readiness Center:

The Expeditionary Combat Readiness Center (ECRC) was established in 2006 at Joint Expeditionary Base Little Creek/Fort Story under NECC to provide coordination and supervision of the Individual Augmentee (IA)/Global Support Assignment (GSA) training and equipping process.

ECRC focuses on providing insight and recommendations for improving the processes of training and equipping Sailors who are being assigned to work in combat support and combat service support missions in cooperation with the United States Army, Department of the Navy and Joint Force Commands.

Although Sailors are not replacing infantry soldiers, they still require professional training and Army issue comparable equipment in order to defend themselves in combat situations. As a result, ECRC formulated some unique processes to overcome the complexities involved in Navy IA missions.

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ECRC Action Officers (AOs) provide a “go to” support link for IA Sailors and provisional units grouped by missions. ECRC AOs review specific mission and training pipelines and communicate directly with IA Sailors throughout the mobilization process to ensure that IAs are fully ready to deploy. AOs ensure the IA Sailor gets proactive answers to questions and provide a point of contact for information while Sailors are in training and in theater. ECRC prides itself in providing Sailors with the very latest information on their upcoming assignment with the caveat that the operational picture is ever changing, and as a result, so may their actual role.

ECRC has Navy Liaison Officer (LNO) teams at Army training sites to further assist Sailors during their pre-deployment training. LNOs act as the primary liaison between the Army training cadre and the Sailors under training to ensure the accurate flow of information and rapid resolution of issues. LNOs update Sailor information used to support IA Sailors and family members during training and deployment. LNOs assist with berthing, pay issues, communications, scheduling, uniforms, transportation, documentation, surveys, database updates and informational archives

Most questions that Commands, IAs and Families have about the IA process are quickly and easily answered by first reading the orders and reviewing the FAQs and information on the ECRC and USFF websites. IA grams and policy can be found on the USFF website at www.ia.navy.mil. NKO's IA page provides more information and training. These websites also contain links to the Navy Mobilization Processing Site, training sites, in country information, IA policy and other valuable resources.

Use the IA Helpdesk links found below to connect to the correct subject matter expert for questions about your IA/GSA orders, points of contact, training, advancement, admin, pay, operations, supply, medical, travel claims, Noble Eagle numbers, leave, housing, checklists, or general information:

- Military, Mission & Orders questions:
 - ECRC IA HELPDESK: 757-462-4744 Ext 119
 - ECRC IA HELPDESK Email: ecrc.hq.fct@navy.mil
- Family assistance, information and resource referrals:
- ECRC FAMILY READINESS HELPDESK: ecrc.fs.fct@navy.mil
- ECRC 24 hour toll free Family Emergency Hotline at 1-877-364-4302
- For EMERGENCIES Contact the ECRC 24 hours Command Duty Officer: (757) 763-8640.

NAVCENT has in country detachments located in Kuwait, Iraq and Afghanistan. These forward operating Navy IA Support Units receive, train, transport, track and redeploy IA Sailors. Navy IA Support Units provide a clear window of visibility in every phase of the IA Sailors' mission, allowing for a proactive response during every stage of an IA deployment. Exercising a robust reach back capability, the NAVCENT detachments have at their disposal the entire ECRC headquarters element and additional Navy resources to address any Sailor or family issue that arises.

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Parent Command:

- NAVADMIN 076/09 (IA Gram 4) defines a Parent Command as:
 - Commands with TDY Sailors in support of an IAMM assignment
 - Commands from which GSA Sailors detach
 - Navy Operational Support Centers (NOSC) from which the Reservist (not mobilized as part of a commissioned unit) mobilized.

Parent Commands are responsible for overseeing all aspects of personal and family readiness support and programs for IA Sailors and their families.

Parent Commands ensure that Ombudsmen and Family Readiness Groups are provided IA specific materials, training and resources to enable effective Command level support of IA families.

Parent Commands designate Command IA Coordinators (CIAC) who is responsible for coordinating and tracking IA and IA Family Support.

ECRC's Family Readiness Department provides 24/7 emergency assistance and acts as a conduit for resource, referral and information for the Command, CIAC, IAs, and their families.

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Detailing Process

OPNAVINST 1001.24, Individual Augmentation (IA) Policy and Procedures, 2005 outlines the detailing process for active duty and the use of Reserves, both with and without the existence of a Presidential Call-up Authority. Additional guidance can be found in the resource section of this handbook.

Combatant Commands determine and validate billet requirements to support specific National Command Authority (NCA) mission tasking, and subsequently task the service component Commands to provide individuals to meet those requirements. If the Navy Officer Billet Classification service component does not have sufficient personnel to meet requirements, the shortfalls are identified to the Service headquarters (Office of the Chief of Naval Operations (CNO) for Navy requirements), which initiates IA procedures described in OPNAVINST 1001.24.

Individual Augmentation Request Procedures

U.S. Navy Component Commanders are expected to thoroughly review on-hand manpower for internal sourcing when tasked to support NCA-directed operations. If individuals cannot be identified internally, the Commander may issue a request to OPNAV (N31) for individual augmentation. The augmentation request shall be submitted at the flag level.

Critical billets in support of contingency operations should be submitted as early as practical. Whenever possible, requests shall be submitted six months in advance of the report date.

Billet information includes:

- Billet line number with billet title
- Pay grade, Designator or Rate, Naval Officer Billet
- Classification (NOBC) or Naval Enlisted Classification (NEC)
- Security clearance
- Gender restrictions
- Number of days required
- Report date
- Indicate specifics by-name requests (Name, Rank, SSN, Active Duty for Special Work (ADSW), or PRC)
- Any special requirements (Schools, Skill Sets, Clothing, Passports, Visas, Equipment, etc.)
- Location of anticipated Temporary Additional Duty (TAD) assignments
- Current manning authorized (Billets Authorized (BA), Navy Manning Plan (NMP), Current On Board (COB)) for gaining Command/Activity

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Active Component Process to Source billets:

OPNAV (N12) will support the Commander in Chief's CINC's contingency mission; use volunteers (active or reserve) whenever available, and wherever possible, provide a minimum of 60 days advance notice to all IAs. Use of non-volunteers has a negative impact on personnel tempo PERSTEMPO, morale, retention, and Parent Command readiness and is therefore to be avoided to the maximum extent possible.

Crisis Response: OPNAV (N12) will fill billets as rapidly and efficiently as possible

Non-Crisis Response: Circumstances permitting, a minimum of 75 days notice will be provided to the tasked Manning Control Authority (MCA) or MCA sub-claimant to fill the IA requirement

The intent is to allow approximately 15 days for the Command to identify the member, thereby providing the member a minimum of 60 days advance notice to prepare for deployment.

Recurring Non-Crisis Response: OPNAV (N12) will fill validated recurring non-crisis IA requirements as follows:

- Report date minus 300-360 days: Assistance is solicited from active duty detailers. Detailers act as executive agents to fill certain recurring IA billets
- Report date minus 180 days: The Navy component submits billet requirements at least six months prior to the required report date, circumstances permitting
- Report date minus 60 days: If no volunteer is identified, the process to identify a non-volunteer is initiated. The Resource Information System (RIS) is used to determine which MCA, or in certain situations an MCA sub-claimant, is best manned to provide the required IA. The best manned MCA or MCA sub-claimant is then tasked to provide the required IA
- If a tasked MCA or MCA sub-claimant desires to dispute the IA requirement, a reclaim may be submitted to USFFC (N1)

NOTE: The Tasked Command is considered best manned to provide. The CINC's IA requirement must be filled by Navy assets. Even though a reclaim is submitted, the Tasked Command must continue to prepare the designated individual for deployment until the reclaim is resolved.

Reserve Component Process to Source billets:

The Chief of Navy Reserve (OPNAV N095) is the principal advisor to the CNO on all matters pertaining to the Navy Reserve Component except for extended recall to active duty, which is under the purview of the Deputy Chief of Naval Operations (N1). The Office of the Chief of Navy Reserve (OCNR) exercises policy, administration and management of the Navy Reserve for the CNO. Additionally, OCNR establishes plans, programs, units, organizations and procedures; monitors the status of mobilization readiness of units and personnel; and provides budgetary support for Navy Reserve activities and programs.

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The following procedures apply to the mobilization of Selected Reservists (SELRES). Requests for IA or unit forces from the Reserve Component are validated by OPNAV (N3/N5) and forwarded to OCNR for execution:

- OCNR assigns Commander, Navy Reserve Forces Command (CNRFC) as the execution authority for mobilization of SELRES personnel. CNRFC works with Officer and Enlisted Community Managers and Reserve Component Commanders to assign mobilization-ready SELRES to validated billets. Volunteers from the Individual Ready Reserve (IRR), under the cognizance of the Navy Personnel Command, are also considered to fill mobilization requirements.
- OCNR liaisons routinely with CNRFC to monitor validated billets and to ensure the legislative and policy limits are not exceeded. To ensure timely resolution of mobilization challenges, OCNR maintains liaison with many offices concerned with the mobilization process to include: Chief of Naval Personnel, OPNAV N3/N5 and Fleet Forces Command.

Alternate IA:

An IA alternate will review and prepare to complete all of the requirements need to qualify. The alternate IA, may in some cases train alongside the primary IA but in some cases may be called with little or no notice to replace the primary IA on the mission.

Volunteer IA:

Active Duty Sailors, Officers or Enlisted can route a special request chit through their Chain of Command. The CO will sign it and then pass it to the CIAC who will work to match the request to any Request For Forces (RFF) orders that come into the Command. If within the PRD window, a Sailor can negotiate with their Detailer for GSA IA Orders. For more information go to: <http://www.npc.navy.mil/Enlisted/CMS/>

Reserve Sailors follow a similar route; the special request chit is routed through the Chain of Command. Once approved, the Sailor requests a change to their Mobilization Assignment Status (MAS) code. This indicates that the Sailor is now prepared to deploy.

CIAC and Command Responsibilities

It is an inherent responsibility for Commanders to take care of Sailors and their families under their Command. IA Gram 5 states “Commanding Officers will appoint Command IA Coordinators (CIAC) to ensure appropriate actions are taken in support of IA/GSA Sailors and their families.”

Much like the Navy’s sponsor program, the CIAC is 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. The Command will ensure that CIAC has completed the USFF approved CIAC training.

Command responsibilities include:

- Assisting Sailors to prepare to deploy
- Remaining in contact with IA Sailors and Families throughout the deployment
- Ensuring IA Sailors and their families are fully supported throughout their assignments
- Reintegrating Sailors into the Command at the completion of an IA tour
- Ensuring that the COR registers the CIAC in NFAAS and IAs are assigned to the correct UIC and CIAC
- CIACs should ensure that service members attend and family members are invited to a pre-deployment readiness brief. CIACs can also schedule a pre-deployment one-on-one brief for the family either at the Command or at the nearest FFSC

Getting Started (CIAC 101)

- Provide the IA with the Command contacts to include DSN phone numbers and e-mail addresses
- Ensure that the Command Ombudsman has IA family contact information
- Ensure the Sailor enters and verifies their personal and family contact information in NFAAS. IA’s must update any out of date information in NFAAS, as well as with Defense Enrollment Eligibility Reporting System (DEERS)
- Direct Sailor to keep CIAC updated with contact info to include mailing addresses, DSN and email addresses as it changes
- The CIAC will document and track IA and Family contacts, phone calls, need assessments, etc in NFAAS
- Ensure that the Command has the Sailor’s personal email address before departing
- Provide the Sailor and Family with contact information for the Command Ombudsman and Family Readiness Group
- Provide a copy of instructions on how to download the Sailor/Command and Family Handbooks
- Keep in contact with the IA and Family throughout the deployment cycle

Orders

Orders must be read and reviewed thoroughly by the CIAC and Sailor. Orders contain point of contact information that will be helpful. Orders outline specific instructions and prerequisites that must be completed before leaving the Parent

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Command. Orders provide the timeline and guidance for where Sailors will be going and what they will be doing.

Review orders for:

- Name and Social Security Number match
- Length of assignment
- Security Clearance requirements
- Passport requirements
- Online training through NKO
- Medical readiness
- Travel and I-Stops
- Mobilization site report date
- What/where/when route training is to be received
- The ultimate duty station
- Centrally Billed Account (CBA) statement: "Airfare should be billed to centrally billed account". This allows travel arrangements to be made.
- Excess baggage statement, "Sailor is authorized four bags not to exceed 200 pounds"
- If necessary, a Block 21 statement regarding weapons should be included
- Itinerary must state "from (your permanent duty station/NOSC) to NMPS to (your TDY destination) to NMPS return to (your permanent duty station/NOSC)"

The CIAC and IA will ensure that the following subjects are reviewed and complete before transfer.

Assign a Relief

IAs have many items to complete before qualifying for deployment. It is beneficial to both the Sailor and the Command to start passing along duties and job procedures to their replacement as soon as possible. This provides the replacement with a proper turn over and allows the IA Sailor to prepare for mobilization.

IA Handbooks

Ensure IA and Family have a copy or access to the IA Handbook and IA Family Handbook available at www.ia.navy.mil at www.nffsp.org or on the ECRC website at <http://www.ecrc.navy.mil/> and the IA page of NKO.

Track ECRC Expeditionary Screening Checklist Completion

The CIAC is responsible for ensuring Sailors complete Expeditionary Screening MILPERSMAN 1300-315; all of the mandatory prerequisites contained in their orders and in the website, report completion. Arrival at NMPS with incomplete or incorrect information items will result in delays and possible disqualification. Checklists located elsewhere, or developed locally, will not be accepted.

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Pre-departure Training

Sailors must complete the mandatory courses located on the Navy Knowledge Online/Navy E-learning page before leaving their current Command/NOSC. Go to the IA page on NKO to access e-learning. Select the LEARNING BAR at the top of the IA page. Go to the E-LEARNING AUTO LOG ON GEAR. Select ACCESS NAVY ELEARNING. Select INDIVIDUAL AUGMENTEE PREREQUISITE TRAINING.

Service members must do all of the courses on both pages at this link. They will also be required to complete the SERE 100 Level B: Code of Conduct course located directly below the INDIVIDUAL AUGMENTEE PREREQUISITE TRAINING link.

Upon each successful course completion, Sailors must print out each Completion Certificate and give the certificates to NMPS.

The M16 Weapons Safety and M9 Service Pistol Training courses listed in the link are required. These are developed by the NAVY. Courses taught during NIACT are developed by the US Army and do not negate the requirement to complete the mandated NAVY courses in the link.

NOTE: Ensure that the most recent Fiscal Year (FY) course posted on E-Learning is the one that is completed.

If the FY course posted on NKO is more recent than the one previously completed, the Sailor must redo the course and complete the most recent FY posted on e-learning. FY courses are released in quarters and may not match the current FY.

Medical

Parent Command or NOSC must complete and report the member's medical and dental status IAW IA Gram 6, BUMEDINST 1300.3 and NAVPERS 1300.22. Initial screening must be completed within thirty days of order issuance.

Government Travel Card (GTCC)

Sailors require a GTCC before they transfer from their Parent Command/NOSC. The Parent Command retains Agency Program Coordinator (APC) responsibility or the monetary means to cover expenses.

If GSA orders were issued, ECRC will assume the GTCC account only after the Parent Command has established it.

Sailors and their CIACs must ensure the IA's GTCC is active throughout the entire IA process.

In extraordinary circumstances, a Sailor may not qualify for a GTCC. In those cases, the member's security clearance must be carefully scrutinized to ensure that they meet the security requirement as stated in their orders.

Advanced per diem may be authorized if the GTCC is not issued, but still meets all other requirements. The Command is responsible for advanced per diem requirements and documenting training about the advanced pay requirements and responsibilities.

If the Parent Command/NOSC does not have a GTCC program, the Immediate Superior In Command (ISIC) must be contacted for direction.

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Security Clearance

Security clearance requirements must be met as stated in the orders. Clearance must remain current for the duration of the tour. The Command Security Manager must sign the last page of the orders stating that the required clearance is reflected in Joint Personnel Adjudication System (JPAS). If the clearance needs to be updated, the Command/NOSC must ensure that this step is accomplished before transfer.

Passports

Orders will specify if the Sailor needs a passport and/or visa. If passports/visas are required, the Parent Command must take all steps to expedite the official passport application. All personnel receiving orders to, or traveling anywhere in Africa, require a passport. Personnel assigned anywhere in Africa might be ordered to travel to various countries in U.S. Africa Command (AFRICOM) areas of responsibility (AOR) including but not limited to; Comoros, Eritrea, Ethiopia, Kenya, Madagascar, Mauritius, Seychelles, Somalia, Sudan, Tanzania, Uganda and Yemen. The Country Codes must be used when applying for an official passport.

ID Card

A Common Access Card (CAC) must be activated and Public Key Infrastructure (PKI) certificates updated.

NOTE: The pin access for the CAC should be tested prior to departure from their Parent Command/NOSC. This cannot be stressed enough as it affects CMS (Career Management System, formerly JASS), BUPERS online (BOL), NPC, and many official websites that will need to be accessed.

Service Obligation

Ensure that the Sailor has sufficient obligated service to meet mission requirements, a minimum of 18 months from report date on the orders. If a member has insufficient obligated service, prepare NAVPERS 1070/601 or NAVPERS 1070/621 as appropriate.

Projected Rotation Date

If necessary, Parent Command should initiate a PRD change request for Sailors assigned to IA billets, adjusting their PRD to one month after scheduled return from the IA mission. Record the reason for the PRD change as "PRD change required to support the Navy's Overseas Contingency Operations (OCO) efforts as directed by higher authority."

Personnel Evaluations

Active duty Sailor's evaluations will be completed as concurrent/regular reports for personnel under temporary active duty orders per BUPERSINST 1610.10 series.

The Parent Command remains responsible for writing Evals/Fitreps for Sailors forward deployed. The Command is also responsible for contacting the operational Commander to request input for member's evaluation.

Reserve units must complete a Detachment of Individual Report on mobilized personnel. Although the member may still appear on Reserve Unit Assignment Document (RUAD), the Sailor is no longer part of the reserve unit while mobilized.

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DEERS

The Defense Enrollment Eligibility Reporting System (DEERS) must be updated or verified for current contact information before deployment. This is especially important for dual military families.

Since dual military spouses are also automatically covered by Family Service-member Group Life Insurance (FSGLI), a dual military couple may find they owe several months of FSGLI premiums because they didn't decline coverage or update their DEERS record to reflect having a spouse. Additionally, both members of a dual military couple must update DEERS, and, if they don't want FSGLI, must decline coverage in writing. These debts cannot be waived because spouses are automatically covered.

Family Care Plan

Ensure that dual military couples and single parents have a current Family Care Plan (Form 1740/6) in their service records.

Emergency Data Form

Ensure that the Emergency Data Form is current and completed by the local Personnel Support Detachment (PSD).

Service Members Group Life Insurance (SGLI)

Ensure that the SGLI is updated by the local PSD or NOSC prior to departure.

Will/Power of Attorney

Navy Legal Services Offices can assist the Sailor with updating wills and Powers of Attorney. A specific POA is often needed for the spouse to work with DFAAS or PSD due to pay, PCS or travel claim issues.

Injury or death

The only Navy representative authorized to contact the Primary Next Of Kin (PNOK) in the event of a serious injury or death is the Casualty Assistance Calls Officer (CACO). All communications between the Navy and the PNOK will be done through the CACO only. Spouses and Parents should be advised of the CACO mission and protocol. Contact your CACO for further information.

MyPay

Ensure that the Sailor has a PIN to access their Defense Finance and Accounting Service (DFAS) MyPay account. A read only PIN is available for Family Members.

Transportation/Orders

Parent Commands make flight arrangements from home station to mobilization site. The mobilization site will make follow-on transportation arrangements.

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Household Goods Storage

Household Goods Storage at government expense/reimbursement for the period of IA assignment is not authorized unless specifically stated in the IA orders. Storage in connection with an IA assignment is considered non-temporary storage.

Members entitled to Basic Allowance for Housing (BAH) with dependents are not entitled to non-temporary storage.

- Non-temporary storage can be authorized to a member without dependents
- Vehicle storage is at the member's own discretion and expense, except on a case by case basis for mobilized reservists not receiving any BAH (single or dependent) or active duty issued Interim Temporary Duty Orders (ITDY) orders
- Talk with the detailer to ensure appropriate accounting lines for storage are included in orders if eligible. See Pay Entitlement Policy (27 July 07 7220 SER N130/07U0311) for interpretation and clarification pertaining to members serving in GSA assignments

Additional Requirements/Information for Activated Reservists

- Ensure that the Sailor enrolls their family in TRICARE. This may be done up to 90 days before being mobilized. Once mobilized the status changes to ACTIVE and the family is dropped from DEERS. The Sailor will need to reenroll their family in DEERS so they can keep TRICARE benefits
- Ensure that the Sailor has notified their civilian employer
- Ensure that Employer Support of the Guard and Reserve (ESGR) contact information has been provided
- Understand the importance of the "6%" letter and Uniformed Services Employment and Reemployment Act (USERRA) information
- Upon their return, the Sailor may opt for a six month reprieve from drilling
- Sailors will provide the following documents to support and verify service records and/or DEERS, as applicable at PSD:
 - Certificate of Discharge/Separation (DD 214) of all for periods of active duty
 - Birth, adoption or guardianship certificates for all dependents
 - Copies of all current child support agreements
 - Social security numbers for self and dependents
 - Certified copy of marriage certificate of present marriage
 - Certified copies of documentation terminating any previous marriage such as a divorce certificate, annulment decree or spouse death certificate

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NFAAS

A monthly electronic newsletter is sent to all IA families who are registered in the Navy Family Accountability and Assessment System (NFAAS). NFAAS is the same data base the Navy uses to contact families in the event of a disaster. Sailor and Family contact information must be updated in NFAAS and in DEERS before leaving the current Command to ensure that contact information is current and correct. CIAC's and Fleet and Family Support Center Individual Deployment support specialists (IDSS) will be using this information to maintain required 30 day contacts with the Sailor and family throughout the deployment cycle.

To register or update info in NFAAS:

- Go to NFAAS at www.navyfamily.navy.mil/
- Select the NFAAS-NAVY FAMILY MEMBER tab
- Enter Sailor's social security number and birth date as required for access
- Family (Spouse, parent, sibling, children, and significant other) information is updated under the MY INFO tab
- Enter all individuals to be contacted in Location/Contact Info/Additional Family members sections
- At least one family member/contact in a different geographic location than your dependants should be entered to ensure contact during a disaster or emergency
- A survey under the ASSESSMENT may also be completed if a family member has specific needs that should be addressed during the IA deployment or in the event of a disaster or emergency

Clothing/Personal Gear

IAs usually travel in appropriate civilian clothing and need only bring with them a limited supply of personal gear. Items desired for deployment need to be packed in a Navy sea bag or carry on sized bag. Suitcases will not be forwarded to the theater.

IAs do not take the entire sea bag to NMPS. IAs will only need clean working uniforms for a few days before new uniforms are issued. Specific guidance will be found in the IA's orders and/or under each NMPS section on the NKO, ECRC and USFFC IA websites. Navy PT gear and running shoes are required.

NOTE: Ensure orders contain the statement "Excess baggage is authorized, up to 200 pounds". Save excess baggage receipts for travel claim.

Mobilization Process

NMPS:

IA Sailors are processed through the Navy Mobilization Processing Site (NMPS) location that is designated in their orders. The NMPS location is determined by training criteria and unit requirements. Information and points of contact for NMPS sites are located in the orders and on the IA page of NKO, ECRC website www.ecrc.navy.mil, and the USFF website www.ia.navy.mil.

Sailors are required to report to NMPS in a clean working uniform. They must not report in coveralls, flight suits, civilian clothes or Physical Training (PT) gear. All mission specific required uniform items will be issued at the NMPS.

IAs may receive up to three full sea bags of gear and uniforms by the time they process through the NMPS and combat skills training sites. It is highly recommended that the IA check their orders and NMPS guidance for specific information on what uniform/gear is needed to bring to NMPS.

Sailors must take a copy of the completed Expeditionary Screening MILPERSMAN 1300-318 and a copy of the Completion Certificate for each mandatory prerequisite course completed on NKO.

Orders state if the IA is required to take personnel records to NMPS. Additionally, Sailors should ensure that they take a copy of their:

- Orders
- Updated page 2
- Current contract/extensions
- PG 4s (qualifications, awards and ASVAB)
- Medical and dental records
- Medications (90 day supply) and copies of prescriptions
- Government Travel Credit Card and enough cash for six days berthing and meals
- Proof of city/state residence
- Second pair of glasses, safety ballistic eye wear and gas mask inserts and prescription
- Last Eval/Fitrep
- FSA form (if applicable)
- Exam worksheet (if applicable)

It is recommended that IAs copy their orders and retain a copy at home.

The processing at NMPS takes approximately one week to ensure that all prerequisite items and the expeditionary screenings are completed and the IA is qualified to move forward.

All transportation at NMPS is provided. No privately owned or rental cars are authorized unless stated on orders.

Family members or guests are not authorized to accompany Sailors to NMPS.

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Basic Combat Skills Training:

Most IA's receive basic combat skills training conducted by Army Drill Instructors at an Army training site. The training site is designated in the orders. Training site information is also posted on NKO, ECRC websites and USFFC. Training Topics may include:

- Army Values
- Basic Rifle Marksmanship
- Crew Serve Weapons
- 9MM Qualification
- M-16 Qualification
- Improvised Explosive Device (IED)
- Urban Ops and Entry Control Point
- Convoy Ops
- Land Navigation
- Communication
- First Aid
- Quick/Reactive Fire
- Rules Of Engagement
- Rules Of Force
- Night Fire Code of Conduct
- Law of Land
- NBC
- Personnel Recovery
- Hot/Cold Weather Casualty
- SAEDA/OPSEC
- EST/FATS (Simulator) Situational Training Exercise
- UCMJ
- Geneva Convention
- Forward Operating Base
- Cultural Awareness
- Grenades

ECRC has Liaison Navy Officer (LNO) teams at Army training sites to assist Sailors during their pre-deployment training. LNOs act as the primary liaison between the Army training cadre and the Sailors under training to ensure the accurate flow of information and rapid resolution of issues. LNOs assist with berthing, pay issues, communications, scheduling, uniforms, transportation, documentation, surveys, database updates and informational archives.

Some Sailors may require additional mission specific training. The location and length of the training is stated in their orders. After completing training in the United States, most Sailors receive additional training when they process through Kuwait.

Deployment Entitlements and Support

Entitlements and Pay:

There are many entitlements associated with an IA deployment. To ensure they receive the correct information and to verify pay updates, Sailors must check in with the PSD at the theater NAVCENT Forward HQ unit.

Pay is dependent on location and regulations in effect at the time of deployment. The In Theater PSD has the most current pay information.

Parent Commands retain responsibility for pay and personnel support issues. NAVCENT has also established units in theater to provide reach back for Sailors while they are deployed. NAVCENT contact information is listed on the IA pages of NKO.

Special Pay Entitlements:

- **Hostile Fire Pay/Imminent Danger Pay:** \$225 per month
 - Entire month credit with one day in zone
 - Stops month after zone departure
- **Incidental Expense (IE) per diem:**
 - In addition to Basic Allowance for Subsistence (BAS)
 - Paid while lodging and meals provided
 - Monthly travel claim required for payment
- **Combat Zone Tax Exclusion:**
 - Complete tax free pay Enlisted/Warrants
 - Officers up to allowable limit (By year)
 - Stops month after zone departure
 - Social Security and Medicare still collected
 - Enlisted bonuses and subsequent installments tax free
 - Officer bonuses and subsequent installments tax free to limit
- **Family Separation Allowance (FSA):** \$8.33 per day or \$250 per month
 - Retroactive entitlement payable after 31st day of separation from eligible dependents
 - Stops day of return to geographic location of eligible dependent
 - DD 1561 with member's signature required for payment
 - Pay is dependent on location and regulations in effect at the time of deployment
 - Entire month credit with one day in zone
- **Hardship Duty Pay (Save Pay):** Up to \$100 a month depending on exact location
 - Iraq, Afghanistan, Kuwait, HOA eligible
 - Bahrain NOT eligible
 - Stops day of eligible zone departure

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Pay Changes to Monitor

There are some pays active duty IAs and their Command IA Coordinators need to be aware of to avoid over or under payment during an IA assignment:

Sea Pay

- Not eligible after 31st day of IA assignment
- Sea counter stopped with the stop of sea pay
- Special detailing considered for credit of IA assignment.

Meal Deduction

- No meal deduction for entire IA assignment

Special Duty Assignment Pay (SDAP)

- Eligibility can continue up to the first 90 days of IA assignment
- If Command transfers special duty assignment to another qualified Command member, SDAP can be stopped the first day of IA assignment

Tax Free Savings Incentive

- The tax free savings advantage can be significant during an IA assignment. For example:
 - Thrift Savings Plan (TSP) Tax Exempt contributions maximum is \$49,000
 - Savings Deposit Program (SDP) Guaranteed interest rate of 10% annually compounded quarterly on maximum \$10,000
 - Iraq, Afghanistan, Kuwait, Bahrain and HOA are SDP qualifying designated areas
 - Deposits made post 30 days boots on ground
 - Deposits made cash, check, money order or allotment
 - Deposits limited to disposable income
 - Deposits withdrawn within 90 days of departure eligible area stops earning interest
 - Emergency withdrawals can be authorized by Commanding Officer
 - Interest earned on tax free SDP contributions made is taxable
- Read more about these options and other pay related issues at MyPay <https://mypay.dfas.mil/mypay.aspx> and Defense Financing and Accounting Service <http://www.dfas.mil>

Travel Claim:

Travel claims must be filed as soon as the Sailor arrives at each of these destinations:

- Travel from the Sailor's current Command or NOSC to NMPS. File at NMPS.
- Travel from NMPS to training site. File at training site.
- Travel from first training site to the next (if applicable). File at training site.
- Travel from training site to theater. File in theater at NAVCENT.

Sailors should not delay to file their claims. Travel claims should be monitored using MyPay. IAs NOT ultimately assigned to a combat zone, will submit all travel claims to PSD that services their IA assigned Command.

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Be advised that for ALL travel claim processing:

- Receipts are required for all transportation and lodging
- If receipt not available other proof of purchase can be submitted such as a credit card receipt
- EFT Form
- Copy of Orders
- Government meal and lodging rate paid unless orders specifically endorsed not available
- If government lodging is not available a CNA number needs to be obtained from the government lodging facility in order to be reimbursed for non government lodging. Transportation and lodging reservations must be secured through NAVY SATO to ensure full reimbursement
- Passport fees are not reimbursable unless authorized by orders
- ATM fees are not reimbursable for times when transportation and lodging are not being claimed
- If travel claim is under or over paid a supplemental claim must be submitted to initiate corrective action
- Individually Billed Account (IBA) should be utilized for travel expenses, not including airfare. This is for personnel who will use their Government Travel Credit Card (GTCC). The use of the IBA to purchase airfare may impose unnecessary costs to the individual, and may cause delays in processing travel claims

Advancement:

Parent Commands are responsible for submitting the worksheet and ordering the advancement exam.

In accordance with NAVADMIN 336/07 IA Sailors assigned to Iraq, Afghanistan or the Horn of Africa may participate in the Navy Wide Advancement only if authorized by the Commanding Officer or Officer In Charge. They will determine if the area is conducive to exam administration and that the Sailor has the proper time and materials to prepare.

Sailors eligible to participate but not able to take the exam will participate in the next regularly scheduled Navy wide exam upon return from their IA deployment. The score will be compared with the final multiple of the missed exam; if the Sailor's score would have result in advancement NETPDTTC will record the adjusted advancement and issue a rating change.

All E7 and LDO candidates who meet the eligibility requirements will not be required to participate in an exam even if a location has been certified as conducive to exam administration.

Sailors waived from the exam by this policy will not affect the overall minimum Final Multiple Score required for all other candidates who participate in the Navy wide exam.

NOTE: An additional two points is credited to the final multiple score of Sailors who complete an IA assignment (NAVADMIN 167/09).

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Family Support:

It is important to ensure that the IA family members have the IA Family Handbook, a POC list to include the CIAC, Ombudsman, FRG, Command POC, ECRC Family Hotline and has attended an IA pre-deployment brief. A few of the main Navy support programs are listed below. Additional information can be found in the resource section of this handbook.

Ombudsman

The Sailor and CIAC should provide the Command Ombudsman with contact information for IA family members. Prior to the Sailor's departure, Command Ombudsman should contact family members to provide them with information about ombudsman support services available, and also provide regular contact throughout the deployment cycle. Ombudsman also keep families linked in with the Command by including them in the newsletter, e-mail and telephone distribution lists and ensure that they are invited to official Command activities.

Ombudsman should update the CIAC if an IA family's contact information changes during the deployment

According to IA Gram 08/03 the detaching Command and their Ombudsman retain the responsibility of providing Parent Command support services for the Sailor and family. However, in the event that the family relocates to a new area, the Ombudsman and Family can link with ECRC Family Readiness in order to help secure support systems in the new area. The ombudsman and CIAC will still contact families on a regular basis.

Family Readiness Group

The CIAC and Family Readiness Group representative will ensure IA Sailor family members are invited to participate in, and are provided contact information for the Command's Family Readiness Group.

Some regions also have IA specific Family Readiness groups, IA Family Discussion Groups, IA Family activities and more. The CIAC, Ombudsman and FFSC are great resources when it comes to linking IA Families with IA Family/Deployment support programs in their areas.

The IA Family Handbook is available at www.nffsp.org, the ECRC website www.ecrc.navy.mil and, the IA page of NKO and www.ia.navy.mil.

Fleet and Family Support Center

FFSC provides many services for families including IA specific deployment readiness briefs, support and discussion groups, homecoming and reunion briefings. These services are available locally at Navy bases, or virtually, through Commander Navy Installation Command.

FFSC have Independent Deployment Support Specialists who contact IA Families monthly. They also provide a deployment newsletter, local event announcements and resources for IA Families via monthly email messages.

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FFSC also have licensed mental health care providers on staff who can do mental health assessments, provide treatment and make referrals for additional assistance as needed. Go to www.nffsp.navy.mil to locate your nearest FFSC.

Chaplain

The Command may have a Chaplain assigned to them, but your ISIC, Base or Regional Chaplain may also be available to provide individual support services to IA's and their Families.

The Navy Chaplain Corps also provides CREDO retreats. These programs are free and include the room and meals. Each site offers a variety of programs, most include the following:

- Family Enrichment Retreat
- Personal Growth Retreat
- Marriage Enrichment Retreat
- IA Warrior Transition Workshop (2 hour program)
- IA warrior Transition Retreat
- Single Sailor Retreat

MilitaryOneSource

- Military OneSource offers a wide variety of FREE military family support services to include deployment support, tax assistance, Life Coaching, parenting, personal finance education, books, CD's, webinars and more.
- Military OneSource also has licensed mental health care providers available by phone 24 hours a day. They can link IA Sailors and Families with FREE counseling services in their local community. Additional counseling is available from MilitaryOne Source by appointment via phone or online. Up to 12 sessions per issue are authorized. This service is available for any deployment related issue for spouses, dependents, parents and significant others.
- Toll Free 24-7 at 1-800-342-9647. Their website is www.militaryonesource.com.

Deployment Health Clinical Center

- The official DoD web site for information about operational stress is www.pdhealth.mil/ http://www.pdhealth.mil/op_stress.asp . It includes policies and directives, clinical guidance, forms and measures, fact sheets, etc.

Return and Reunion

Warrior Transition Program (WTP):

After completing an IA/GSA mission, most Sailors will go through the Warrior Transition Program (WTP) in theater. Sailors will spend approximately one week at the WTP to begin reintegration into life in a non-combat environment, attend briefs and turn in their issued gear. Sailors that do not transition through the WTP in theater return to the United States by the route directed in their orders and begin reintegration at that location.

The aim of the Warrior Transition Program is the identification and management of issues related to deployments in a combat area, with the desired result being preservation of mission effectiveness, combat capabilities and the minimization of short-term and long-term adverse effects of combat deployment.

ECRC introduced and supervises the WTP in Kuwait. WTP allows Sailors to participate in briefings and interviews designed to provide IAs with a streamlined process for reintegration to life in a noncombat environment and expeditious return to Parent Commands, family and friends.

WTP also collects issued gear, works with customs agencies and arranges for follow on travel. By relocating the gear collection process to Kuwait, ECRC is able to help Sailors return home on an average of one week earlier and saves an estimated 14 million dollars per year in logistics costs alone.

Post Deployment Health Assessment:

The DoD Deployment Health Assessment System is a mean to identify and track, on an individual and population level, specific health related outcomes which may be related to military deployments.

The PDHA may be started at the WTP location and then completed either at NMPS or Parent Command. Once completed, the Sailors will go over answers with a health care provider. Any concerns they have will either be addressed at that time, or arrangements will be made for them to address them at a later date. There are other activities which must be completed as part of the PDHA, including blood tests and a medical brief. If the PDHA has not been completed, the PDHA must be completed and verified at the parent or follow on Command.

The Post Deployment Health Reassessment is similar to the PDHA. It is completed between 90 and 180 days after redeployment. The CIAC should ensure that the PDHA and PDHRA have been completed on-line at: <https://www-nehc.med.navy.mil/pdha> and the dates of completion recorded in NFAAS.

CONUS Welcome:

IAs come from a variety of backgrounds, they may have been an active duty Sailor assigned as temporary duty; a GSA assigned as PCS; or a mobilized reservist. After completing the deployment, they make another transition to Returning Warrior. Every Returning Warrior has changed during their tour, and so has their family. This is normal and the Navy has developed tools to assist you and your family in the process.

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Preparation

IAs should maintain regular contact with their Command and family. As with any return from deployment, flights, dates and times may change. The Sailor needs to ensure that the CIAC and Family are informed of these changes so they can plan the welcome. In many cases the initial arrival CONUS won't be near the Command or family, but they'll still want to know when the IA returns CONUS and when to expect them back home and at the Command.

Warrior Transition

For most Sailors, the trip home will normally be on a military flight called a "rotator." This means the flight may make several stops to pick up additional passengers, somewhat like a bus route. Sailors will be required to wear their uniform on the rotator. The first CONUS destination will usually be Baltimore-Washington International (BWI) Airport. Once there, Sailors will collect their checked bags and exit through Immigration and Customs.

In most cases they will immediately proceed to the next flight - a commercial connection. IAMM (temporary duty from a Parent Command) will be in a travel status and can proceed to their Parent Command location. GSA and Mobilized Reserve will proceed to NMPS.

Sailors will be met by representatives, military and civilian volunteers, who make an effort to meet every returning flight. At BWI there is a USO about 300 yards to the left of the exit from the Immigration and Customs area.

Travel arrangements should have been made for the Sailor before they left theatre. Most Returning Warriors can proceed to the ticket counters (up one level from customs). If there is a delay and the Sailor cannot make their scheduled flight, ask the ticket agent and they will adjust your travel arrangements. If you find that you do not have follow on flight information, contact the SATO Office and notify ECRC or your Parent Command of any changes to your itinerary.

At **WTP**, IA Sailors will have had the opportunity to sign up for ECRC to meet them and provide transportation to berthing.

At **Norfolk**, there is an information kiosk staffed by Navy personnel at the bottom of the escalator leading to baggage claim, just under the USO. If there are no Navy personnel at the kiosk Sailors can contact the Norfolk ECRC CDO at 757-763-8640.

In **San Diego**, there is a USO in Terminal 2. The ECRC representative will meet IA Sailors there. Additional information such as the telephone number for NMPS San Diego (619-887-8080) is available at the USO.

Sailors delayed overnight at BWI can choose from a number of hotels near the airport. A taxi or airport shuttle to the hotel is authorized. Sailors should tell request the military rate and bill the room to their Government Travel Credit Card (GTCC). The hotel and taxi are directly reimbursable via travel claim. Meals and incidentals are covered by the per diem rate for the Baltimore area.

Returning Warriors who arrive via Norfolk Naval Station AMC terminal will be met by ECRC representatives immediately upon exiting customs. Transportation to nearby

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government billeting or to Norfolk International for follow on commercial flights will be provided.

NMPS

IAMM Returning Warriors do not process through NMPS. However GSA and Mobilized Reservists will process through NMPS when they return from deployment. Normally they will be berthed on one of the area Navy bases while they process through NMPS. GSAs will not receive per diem and will be directed, whenever possible, to no-cost berthing. GSAs need to be prepared to cover lodging costs at their own expense.

In most cases, NMPS processing begins at 0730 the next business day after arrival (Monday through Friday, holidays excluded). Most NMPS processing can be done within a few days, often on the same day. However, sometimes there are medical or administrative issues that may extend time at NMPS.

Command, and CIAC Responsibilities:

Even though the mission is complete, IA Sailors are just now entering the Return and Reintegration portions of the deployment cycle. IA Sailors are heroes. They are Returning Warriors, and the Navy has many opportunities available for the Returning Warrior and their families.

There are CREDO Weekend Retreats, Returning Warrior Workshops (RWW), and Operation Purple Camp Family Retreats. Returning Warriors can bring a spouse or loved one. The entire family can go to some CREDO Retreats and to Operation Purple Camp. They can stay in a nice hotel, resort or one of America's National Parks, and enjoy the weekend together. These programs are offered FREE OF CHARGE to Returning Warriors and their families.

- Returning Warrior families are informed of and scheduled for reunion/reintegration briefings offered by FFSC
- If the Returning Warrior is a GSA, ensure a positive handoff to the Gaining Command CIAC for Welcome and follow up support
- Ensure appropriate support for official Command welcome home events at the Airport and Command. Invite the family to the events
- Returning Warriors and their families are provided with information about CREDO, Returning Warrior Workshops, and Operation Purple Camp Family Retreats
- Returning Warrior completes the mandatory Post Deployment Health Re-Assessment (PDHRA) 90 days, but no later than 180 days, after redeployment
- Returning Warrior is provided appropriate leave time to facilitate reintegration
- Reserve Returning Warriors are granted the option of six months unpaid reprieve time from drilling with their unit after deployment. No retirement points are awarded
- Active Returning Warriors are notified of the 6 month reprieve from follow on deployment, this does not include training, schools or workups
- Check-in of the Returning Warrior. Check-in procedures should also include identifying and documenting any awards earned in the service record, verifying concurrent personnel Evals/Filtreps are documented in the service record and

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the status of advancement exam eligibility and requirements are assessed by the ESO

Keep in contact with the Returning Warrior and family every 30 days for the next 9 months after their return to ensure completion of PDHRA, reintegration success and to determine any additional needs.

Command IA Coordinators must engage to ensure the Returning Warrior checks in properly and is welcomed back or welcomed aboard and that all of the Returning Warrior's pay, leave requirements, personnel records, evaluations, awards and advancement exam information are updated and corrected to reflect their service in an IA assignment.

Reintegration Resources

Returning Warrior Workshops (RWW):

The RWW program has been designed to increase the awareness of all the available resources to the service member and their families and to normalize their experiences. The program is sponsored by the Navy Reserve but ALL Returning Warriors are invited to participate.

As part of the Navy Reserve's vision of ensuring all its Sailors are "Ready Now, Anytime, Anywhere" the workshop is aimed to be a therapeutic two-day event for service members returning from mobilized deployments or as individual augmentees (IA) in combat zones. RWWs are held regularly throughout the country to welcome Returning Warriors and help them reintegrate back into Traditional Navy and Civilian life. These events are free of charge and Sailors are encouraged to bring their spouse or other adult guest with them to the event.

The schedule for RWWs can be found at www.ia.navy.mil.

CREDO Retreats and Workshops:

Spiritual Growth Retreat (SGR):

SGRs help participants examine and grow in their spiritual life. Spirituality is broader than any particular faith tradition, so you may be on the retreat with others who are not from your faith tradition.

Personal Growth Retreat (PGR):

PGR participants often describe this retreat as a "turning point" in their lives. The retreat provides a proven opportunity for self-understanding and the development of new perspectives on personal issues and relationships.

Marriage Enrichment Retreat:

The monthly MER focuses on deepening married couple's commitment and understanding of each other and provides space for individual couple time. Participants often describe it as "the best-kept secret" in the Navy/Marine Corps. Couples are responsible for arranging their own childcare.

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IA Specific Family Enrichment Retreat:

This retreat offers families an opportunity to learn practical skills. These skills, based on proven principals, will strengthen, support, and empowers families to grow closer and stronger. They will learn steps to resolve conflicts, ways to encourage each other, as well as steps for effective discipline. This retreat includes sessions that support families of personnel that are or were deployed on IA or GSA assignments.

Operation Purple Camp

The National Military Family Association's Operation Purple Camps offer a free week of summer fun for military kids and teens with parents who have been, are currently, or will be deployed. These free week long camps are provided through the generous support of the Sierra Club and the Sierra Club Foundation. The goal of the Operation Purple Camp program is to give military children tools to help deal with the stresses that result from a parent's deployment, through a memorable camp experience in a "purple" environment. Operation Purple Camps are open to military children of all ranks and services, active and reserve components, and gives priority to children whose parents are currently within a 15 month deployment window (Specific dates announced each year). At Operation Purple Camps military children experience an exciting week of outdoor fun and adventure.

The National Military Family Association recently launched its Operation Purple Family Retreats program, which provides families the opportunity to reconnect in a National Park setting. The free, four-day retreats are open to families whose service member has recently returned from deployment.

For more detailed eligibility information for camps and retreats, please visit www.operationpurple.org.

Fleet and Family Support Centers (FFSC):

FFSC also offer programs to Returning Warriors and their families. These include:

- Returning from Hazardous Duty Briefs
- Reunion Briefs
- Post Deployment Briefs
- Information and Referral
- Counseling
- Active Returning Warriors are notified of the 6 month reprieve from follow on deployment, this does not include training, schools or workups

Families Overcoming Under Stress Project (FOCUS)

Families Over Coming Under Stress (FOCUS) is a resiliency-building program designed for military families and children facing the multiple challenges of combat operational stress during wartime.

Headquartered at UCLA, FOCUS works closely with the BUMED office in Washington, D.C. and the Combat Operational Stress Control (COSC) team at USMC headquarters in Quantico, Virginia. Working with the existing teams of dedicated military family services personnel, FOCUS staff assists family members to better understand and manage how combat operational stress affects them and their service family

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member. FOCUS supports families in identifying and building upon existing strengths within each individual and the family unit. For more information, contact info@focusproject.org

Stress Management

Combat Stress/Operational Stress

Combat and operational stress is the mental, emotional, or physical tension, strain or distress resulting from exposure to combat and/or operation related conditions. Combat stress is any stress that occurs during the course of combat-related duties, whether due to enemy action or other sources. Stressors may include:

- Unit leaders
- Mission demands
- Member's home life
- Environment
- Death of unit members or others

Combat and operational stresses are not medical or psychiatric illnesses. In fact service members on the home front who work in support of forward deployed service members may face operational stress.

Positive combat stress behaviors are adaptive responses to combat and promote unit cohesion. Examples of positive responses include:

- Strength and endurance
- Increased tolerance to hardship, discomfort, and pain
- Loyalty to buddies, leaders, and their unit
- Courage and heroic acts

Stress Injuries

Stress injuries occur when an individual is under too much stress. How much stress is too much stress varies by individuals. There are some simple, basic factors that can improve an individual's ability to deal with combat and operational stress. These protective factors include:

- Eating nutritious meals
- Getting enough sleep
- Exercising
- Having positive, supportive relationships
- Having a meaningful belief system

Individuals are subject to three types of stress injuries:

- Trauma injuries are impact injuries caused by events involving terror, horror, or helplessness.
- Fatigue injuries are wear and tear injuries due to the accumulation of stress over time.
- Grief is a loss injury due to the death, injury, or transfer of people the service member cares about.

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Stress Injury Damages

Stress injuries create damage just as do physical injuries.

- Biological changes to the brain include:
 - Messenger chemicals get depleted
 - Set points in control systems get shifted
 - Excessive and persistent “Fear Conditioning”
 - Physical damage to control centers in the brain
- Mental changes include:
 - Important beliefs are damaged
 - Self worth and self confidence are shaken
 - Important attachments to others are lost
 - Ability to make sense of memories is damaged
- Spiritual and relationship changes include:
 - Life doesn’t make sense like before
 - Ability to forgive and feel forgiven is damaged
 - It may be difficult to trust others

Before returning from deployment, service members participate in a Warrior Transition or Return and Reunion briefing and Post Deployment Health Assessments that may identify needs for ongoing support.

Recognize Stress Injuries in Returning IAs

Combat stress is generally dealt with in theater, but residual effects of stress may not appear until weeks or months after an IA Sailor’s return from combat. It’s important for the CIAC to maintain frequent contact with returning IA Sailors, to ensure IA Sailors complete all required PDHA and PDHRA and to encourage IA Sailors to seek assistance for a stress injury just as they would a physical injury. In addition, family members of IA Sailors should be made aware of resources available to treat stress injuries as they may be the first to recognize their loved one is in need of assistance. Family may also suffer from secondary stress by trying to support a loved one.

Some of the many possible indicators of stress injuries include:

- Spiritual and relationship changes include:
- Sleep disturbances, such as the inability to go to sleep, stay asleep, or sleeping too much
- Nightmares
- Flashbacks
- Inability to connect socially
- Avoiding situations that remind the IA of a traumatic event, such as crowds and loud noises
- Self medicating with alcohol or drugs
- Angry outbursts
- Tearfulness
- Sadness
- Withdrawal
- Poor work performance

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Commands should not try to discriminate real stress injury from malingering. Refer to medical for an assessment.

Suicide Risks

Some behaviors and symptoms are not only signs of stress, but can also signal potential suicide risks. Sailors must be ever vigilant for the signs and signals of a potential threat of suicide given by their fellow Sailors.

Individuals contemplating suicide:

- Believe they are in a hopeless situation
- Appear depressed, sad, and tearful; may have changes in patterns of sleep and/or appetite
- May talk about or actually threaten suicide, or may talk about death and dying in a way that strikes the listener as odd
- May show changes in behavior, appearance, or mood
- May increase or start drug or alcohol use
- May injure self or engage in risky behavior
- Abandon planning for the future
- May start withdrawing from others, including family and close friends
- May give away possessions
- May appear apathetic, unmotivated, and indifferent

Coworkers may be the first to identify suicidal behaviors. All Sailors should be taught to follow the acronym **AID LIFE**:

A Ask: “Are you thinking about hurting yourself?”

I Intervene immediately!

D Do not keep a secret concerning a person at risk

L Locate help (Chief, DIV-O, Chaplain, Corpsman, doctor, nurse, friend, family, crisis line, hospital, emergency room)

I Inform your Chain of Command of the situation

F Find someone to stay with the person. **DO NOT** leave the person alone

E Expedite! Get help immediately! A suicidal person needs the immediate attention of helpers

When to Refer

Specialized training is not required to recognize severe stress. Division chiefs and officers can determine if an individual is not performing duties, not taking care of him/herself, behaving in an unusual fashion, or acting out of character.

If symptoms do not improve within a day or two, or seem to worsen, or if the behavior endangers the individual, others, or the mission, get the individual to talk with the Chaplain, medical officer or a Fleet and Family Support Center counselor.

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Department of Veterans Affairs National Center for PTSD

The VA provides a wide range of services to service members and their families. They are experts in the field of PTSD. For more information on to locate a local VA office go to: www.ncptsd.va.gov/ .

Combat Operational Stress

Many family members worry that their Sailor will experience severe stress that will change him or her forever as a result of serving in a combat zone. The following chart shows the continuum of combat and operational stress.



Sailors are *ready* when they are trained, are confident in their leadership and their families are prepared. Sailors may *react* to their environment or mission need mental or physical first aid.

Service members may become *injured* through experiencing or hearing about a traumatic event, being repeatedly exposed to traumatic events, losing colleagues and struggling with their role in combat. And finally, service members can become *ill* from their combat experience. Fortunately, most Sailors are serving in support roles and help is readily available. For example, Chaplains and medical personnel are embedded with military units and ready to assist.

Did you realize that combat operational stress can impact Sailors even though they are nowhere near a combat zone? It's important to *ready* Sailors for deployment and to stay ready. When Sailors notice that they may be beginning to *react*, make additional efforts at self care. If a Sailor is struggling with the deployment, don't hesitate to seek help for them. Remember that it's much easier to fix a minor problem before it balloons into a major one. For more information about combat operational stress, contact your local Fleet and Family Support Center, Chaplain, doctor or www.militaryonesource.org

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COSC Common Stress Symptoms for Families			
READY	REACTING	INJURED	ILL
<ul style="list-style-type: none"> • Confident and competent • Getting the job done • In control of emotions • Sense of humor • Sleeping enough • Eating well • Working out, staying fit • Playing well • Active socially • Coping well • Functioning well in school, at work and home • Relating well with Marine 	<ul style="list-style-type: none"> • Anxious, irritable, short tempered • Fighting, tantrums, opposition • Unusual sadness or crying • Trouble sleeping • Aches and pains • Eating too much or too little • Loss of interest • Keeping to self, not socializing • Negative, pessimistic • Loss of confidence • Developmental regression • Problems with school or work performance • Communication breakdown 	<ul style="list-style-type: none"> • Persistent sadness or irritability • Can't fall or stay asleep • Persistent loss of appetite • Social avoidance or isolation • Inability to enjoy activities • Severe misbehavior • Persistent aches and pains • Severe deterioration of school or work performance • Misuse of alcohol or drugs or other addictive behavior • Other significant symptoms of depression anxiety, or misconduct 	<ul style="list-style-type: none"> • Stress injury symptoms that persist • Symptoms that get <u>worse</u> over time instead of better • Symptoms that get better for awhile but then come back worse • Suicidal or homicidal behavior
Responds to Self Help		Needs Professional Help	

Source: [CNIC Communication](#), March 2009, from Combat Operational Stress Control: The Family Dynamic 2009, Professional Development Training Course.

Process for the IA Sailor:

Although an individual set of orders may differ slightly, the following process applies to most IAs.

Sailor is notified that they have been selected to fill an IA billet. Sailors may have been selected by their Command to fill a request for forces billet or they may have negotiated for IA orders.

Upon notification, Sailors and Command IA Coordinators (CIAC) should review official requirements posted on the NKO website. Sailors will begin to complete these requirements as soon as they have been notified of their IA assignment selection. Command IA Coordinators will track progress and assist the Sailors with any problems they may have in completing the mandatory requirements.

Once a Sailor receives official orders, the Sailor must read and comply with all requirements before leaving their current Command. Command IA Coordinators will assist with and track the process and should also coordinate with the Command Ombudsman to ensure families have point of contact information if they need assistance.

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Sailor reports in uniform to the Navy Mobilization and Processing Site (NMPS) designated in their orders. Early report to NMPS is not authorized. The Sailor will be there for approximately one week to ensure all prerequisite items were completed and the Sailor is qualified to move forward. Sailors receive all required uniforms at the NMPS. Families may not accompany Sailors to NMPS, or any point forward.

The Sailor then travels to the Army training site that is designated in their orders for basic combat skills training. This training lasts approximately three weeks.

If additional, mission-specific training is specified in the orders as: may remain at their current location or transfer to another Army training site.

When all required CONUS training is completed, the Sailor travels to their IA mission. There may be additional training in Kuwait and other areas as designated in the orders before the Sailor arrives at their in-theater IA mission location.

After the IA mission is completed, many Sailors will go through the Warrior Transition Program (WTP) to decompress and turn in their issued gear. If the Sailor will return through WTP, it will be stated in their orders. If the Sailor is being directed to turn in gear elsewhere, it will be stated in their orders.

All RC and GSA Sailors check out through NMPS before they return to their Parent Command, demobilize or go to their follow-on duty station. If they are required to go through NMPS upon return, it will be in their orders.

The IA Sailor returns to their NOSC, Command or goes to their new Permanent Change of Station (PCS) Command.

Policy and Guidance

CIAC Resources Current as of 22 Oct 2009

CIAC and IA Sailors are directed to read IA orders in their entirety. Official orders contain mandatory prerequisites, travel and training details and point of contact (POC) information. Commands and Sailors should also refer to current additional official information posted on the IA page of Navy Knowledge Online (NKO), the US Fleet Forces IA website at www.ia.navy.mil and the Expeditionary Combat Readiness Center (ECRC) website www.ecrc.navy.mil

Primary Resources

- USFF IA Website www.ia.navy.mil
- Expeditionary Combat Readiness Center www.ecrc.navy.mil
 - Commander Task Force - Individual Augmentee (CTF-IA) www.cusnc.navy.mil/ctf-ia/ctf-ia.html
- Navy Knowledge Online www.nko.navy.mil
 - Navy Fleet and Family Support Center IAs www.nffsp.org
 - Navy Personnel Command www.npc.navy.mil
- BUPERS On-Line www.bol.navy.mil
 - Navy-Marine Corps Mobilization Processing System (NMCMPMS)
- Navy Family Accountability and Assessment System www.navyfamily.navy.mil

NMPS Sites

- Norfolk www.cnic.navy.mil/cnrma/Programs/NMPSNORFOLK/index.html
- San Diego www.cnic.navy.mil/cnrsw/Programs/Operations/NMPS/index.html

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- Gulfport www.cnmc.navy.mil/Gulfport/Service_Organizations/NMPS/index.html
- Port Hueneme www.ecrc.navy.mil/1/idc_predeploy/hueneme/port_hueneme.html

IA Facebook page, I-Phone IA app, found on www.ia.navy.mil

ECRC Military Help Desk (for ALL questions regarding your IA and their orders or execution thereof)

ecrc.hq.fct@navy.mil 757-462-4744 x119 (DSN 253)

ECRC Family Support Desk (for family-related questions/emergent issues)

ecrc.fs.fct@navy.mil 757-462-4744 x215 OR 1-877-364-4302

DOD Instructions:

<http://www.dtic.mil/whs/directives/corres/ins1.html>

OPNAV Instructions:

<http://doni.daps.dla.mil/OPNAV.aspx>

NAVADMIN:

<http://www.npc.navy.mil/ReferenceLibrary/Messages>