

# IA Sailor

## HANDBOOK



OCTOBER 2008–JANUARY 2009

*Supporting the Fleet, Fighter, and Family*



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## Introduction

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Congratulations, you are now a Navy Individual Augmentee (IA)!

Individual Augmentees are Sailors filling combat support and combat service support billets located throughout the world. You will be working with joint forces and using your Navy skills to provide essential support for the Global War on Terror. This handbook is designed to provide you with information as you begin this challenging and rewarding assignment.

Over 70% of IA assignments are now incorporated into regular sea/shore duty assignment rotation through the detailing process. You may negotiate with your detailer for an IA assignment when you are within your projected rotation date (PRD) window. This means that instead of going your temporary assigned duty (TAD), you detach from your current command and are assigned administratively to the Expeditionary Combat Readiness Center (ECRC). You transfer to your next Permanent Change of Station (PCS) assignment once you return from IA duty. The goal is to make IA assignments more predictable for you and your family.

As always, there will continue to be a need for IA assignments that are not incorporated into the detailing process. In these situations, you remain assigned to your command and go to your IA assignment on TAD orders.

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**Note:** Handbook information is kept current; however, the official source of information is your orders. IA Sailors are directed to read 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 additional official information posted on the IA page of Navy Knowledge Online (NKO) [www.nko.navy.mil](http://www.nko.navy.mil) and the Expeditionary Combat Readiness Center (ECRC) website [www.ecrc.navy.mil](http://www.ecrc.navy.mil).

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## Incentives

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A number of incentives are available to offset some of the challenges of IA duty such as advancement points for enlisted Sailors and follow-on duty station coast preference.

Detailers work closely with both officers and enlisted personnel to ensure a solid career path. In addition, anyone with TAD orders for a year or more may use special orders to relocate their families.

The Navy has created a new Naval Enlisted Classification (NEC) and officers will be given a special Additional Qualification Designator (AQD) that tags them as having completed an IA assignment. This will allow the Navy to track individuals and will be an automatic signal to selection boards.

If on TAD it is imperative that you and your chain of command document concurrent fitness reports and evaluations to cover the time you serve during individual augmentation.

Your tour of duty may make you eligible for certain awards and decorations. You can access information and frequently asked questions on IA awards by visiting the Navy awards website at: <https://awards.navy.mil>.

## Advancement

A NAVADMIN released Dec. 13, 2007, provides guidance for administering Navy-wide advancement exams to Sailors who are deploying, deployed to or returning from operations in Iraq, Afghanistan or the Horn of Africa. “These changes are made as we learn how to best support our Sailors fighting the Global War on Terrorism,” said Vice Adm. John C. Harvey, Chief of Naval Personnel.

NAVADMIN 336/07 supersedes a previous message NAVADMIN 139/07 which also affected Sailors’ ability to take advancement exams while in these regions.

All Chiefs and Limited Duty Officer candidates who are eligible, meet the requirements of the new message and have the commanding officer’s approval are waived from the advancement examination. NAVADMIN 139/07 did not include candidates going up for board for their first time.

Sailors who are within 60 days of a pending deployment to these regions may request an early examination, if eligible. An early exam for E-4 to E-6 may be requested and administered if the deployment date falls within a three-calendar month window prior to the month of exam administration.

The NAVADMIN also provides detailed instructions for E-4 to E-6 candidates in theater who are unable to participate in an advancement exam. It should be read in its entirety due to the specifics.

## IA/GSA Related Guidance

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Guidance regarding IA assignments is provided in a number of instructions and administrative messages that are available at <http://www.npc.navy.mil/ReferenceLibrary/Messages>. Questions may be directed to 866-U-ASKNPC.

- DoDINST 6025.19—INDIVIDUAL MEDICAL READINESS (IMR) DoDINST 6490.03 DEPLOYMENT HEALTH
- 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
- NAVADMIN 273/06 — TASK FORCE INDIVIDUAL AUGMENTATION (TFIA) UPDATE NAVADMIN 280/06 -INTERIM CHANGE TO THE NAVY ENLISTED ADVANCEMENT SYSTEM (NEAS)
- NAVADMIN 136/07 — TASK FORCE INDIVIDUAL AUGMENTATION (TFIA) UPDATE
- NAVADMIN 147/07 — GLOBAL WAR ON TERRORISM SUPPORT ASSIGNMENTS (GSA)
- NAVADMIN 233/07 — INDIVIDUAL MEDICAL READINESS
- NAVADMIN 297/07 — WAR ON TERRORISM (GWOT) SUPPORT ASSIGNMENTS (GSA) UPDATE
- NAVADMIN 298/07 — GUIDANCE FOR THE PREPARATION OF PERFORMANCE EVALUATIONS FOR SAILORS SERVING ON INDIVIDUAL AUGMENTEE (IA) AND GLOBAL WAR ON TERRORISM SUPPORT (GSA) ASSIGNMENTS
- NAVADMIN 355/07 — NAVY INDIVIDUAL AUGMENTEE COMBAT SKILLS TRAINING (NIACT)
- NAVADMIN 002/08—INDIVIDUAL AUGMENTATION MANPOWER MANAGEMENT BUSINESS RULES
- NAVADMIN 003/08—GSA DETAILING BUSINESS RULES
- NAVADMIN 160/08—INDIVIDUAL AUGMENTATION POLICY UPDATE
- NAVADMIN 207/08—DEPLOYMENT HEALTH ASSESSMENT POLICY AND PROCESS
- NAVADMIN 235/08—NAVY RESERVE COMPONENT INDIVIDUAL AUGMENTATION (IA)
- NAVADMIN 276/08—IA GSA UPDATE MOBILIZATION BUSINESS RULES

## IA Process

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The following information is provided to give you a sense of the IA process. Each set of orders will vary, but the process is usually similar for most IAs.

1. You are notified that you have been selected to fill a billet. You may have been selected by your command to fill a Request for Forces billet or you may have negotiated for Global War on Terrorism Support Assignment (GSA) PCS orders.
2. Upon notification, you and your Command IA Coordinator should review the ECRC IA Checklist and other official requirements posted on the NKO website. You should start to complete these requirements as soon as you have been notified that you have been selected. Your Command IA Coordinator should track your progress and assist you with any problems you may have in completing the mandatory requirements. Command IA Coordinators should also coordinate with the Command Ombudsman to ensure your family has a point of contact if they should need assistance.
3. Once you receive orders, read every portion of the orders and comply with all prerequisites and mandatory requirements before you leave your current command. The ECRC IA Checklist must be submitted electronically to ECRC within 14 days of receipt of orders.
4. You will report to the Navy Mobilization Processing Site (NMPS) that is selected by training unit requirements and is designated in your orders. You will be there for approximately one week to ensure all prerequisite items and mandatory requirements are completed and that you are qualified to move forward. You receive required uniforms here. Families cannot accompany you to NMPS and are not allowed to accompany you from this point forward.
5. You will travel to the Army training site that is designated in your orders for basic combat skills training. This training lasts approximately three weeks. Any uniform items or gear that was not issued at NMPS is issued at the training site.
6. You may require additional mission specific training. The location/length of the training is stated in your orders.
7. After completing training in the United States, most Sailors receive additional training when they process through Kuwait. Sailors travel to their assigned mission location after all required training is completed.
8. After completing the mission, most Sailors go through the Warrior Transition Program (WTP) in theater. Sailors spend approximately one week at the WTP to begin reintegration into life in a non-combat environment, attend briefs and turn in 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.
9. Demobilizing Sailors return through the NMPS as stated in their orders.
10. You will then demobilize, return to your parent command or PCS to your new duty station. Command IA Coordinators should engage to ensure that you are welcomed back and checked into your command. The Command IA Coordinator, in coordination with Personnel Support Detachment (PSD), should ensure that all of your pay, leave requirements, personnel records, evaluations, awards and advancement exam information are updated and correct to reflect your honorable service.

## Expeditionary Combat Readiness Center (ECRC)

The Expeditionary Combat Readiness Center (ECRC) was established in 2006 at Naval Amphibious Base (NAB) Little Creek in Norfolk, Va. under Navy Expeditionary Combat Command (NECC) to provide coordination and supervision of the Individual Augmentee (IA)/Global War on Terrorism 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 missioning.

ECRC assigned action officers (AOs) in order to provide a “go to” support link for IA Sailors and provisional units grouped by mission. 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

ECRC 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 ECRC to be a proactive advocate during every stage of an IA deployment. Exercising a robust reach back capability, the ECRC forward detachments have at their disposal the entire ECRC headquarters element and additional Navy resources to address any sailor or family issue that arises.



Along with the in-country visibility provided by their forward based detachments, ECRC also introduced and supervises the Warrior Transition Program (WTP) in Kuwait. WTP allows Sailors to participate in briefings and interviews designed to provide Individual Augmentees (IAs) with a streamlined process for reintegration to life in a non-combat environment and expeditious return to parent commands, family and friends.

The aim of Warrior Transition is to ensure the prevention and/or management of combat and operational stress 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.

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.

While it is understood that parent commands remain responsible for their IA Sailor and their Sailor's family. ECRC acts as a conduit for referral and information for the Individual Augmentee family.

ECRC is the administrative parent command while the GSA Sailor is deployed.

ECRC IA HELPDESK at: [ecrc.hq.fct@navy.mil](mailto:ecrc.hq.fct@navy.mil)

For family assistance, information and resource referrals:

ECRC FAMILY READINESS HELPDESK at: [ecrc.fs.fct@navy.mil](mailto:ecrc.fs.fct@navy.mil)

For EMERGENCIES contact the ECRC 24 hour Staff Duty Officer at: (757) 763-8640

ECRC 24 hour toll free Family Careline at 1-877-364-4302



## Deployment Readiness

You've got A LOT TO DO to prepare for your IA assignment and generally about sixty days to get everything done. Start training your relief now. It is beneficial for both you and your command to start passing down duties and job procedures to your replacement as soon as possible. Work closely with your parent command to ensure you are prepared.

You need to complete all of the prerequisites stated in your official orders before you leave your current command. Read your orders all the way through as they contain valuable information and will help answer many of the questions you may have about when you will travel, where you will be going and for how long. Orders also contain mandatory requirements that you must complete as well as point of contact information.

### Check your orders to:

- Ensure your name and social security number match.
- Determine length of assignment.
- Learn the mobilization site report date.
- See what enroute training is required, how long and where the training will be offered.
- Learn your mission assignment destination location (ultimate duty station).
- Ensure an excess baggage statement such as "Sailor is authorized excess of four bags not to exceed 200 lbs" is included.
- Make sure an itinerary that says "from (your permanent duty station) to NMPS to (your destination) is included.

### ECRC IA Checklist

You are required to complete the mandatory prerequisites contained in your orders and in the official version of the ECRC IA checklist. The official version of the ECRC IA Checklist is located on the IA page of NKO and on the ECRC website. It must be completed and submitted electronically to ECRC within fourteen days of receipt of orders and before departing your current command.

Arrival at NMPS with incomplete or incorrect checklist items will result in delays and possible disqualification. Detailed instructions for filling out and submitting the checklist are located on both websites. Other checklists located elsewhere or developed locally will not be accepted.



## E-Learning Courses

You must complete the mandatory courses located on NKO/Navy E-learning page before leaving your current command/ NOSC.

Go to the IA page on NKO.

To access e-learning:

- CLICK on the LEARNING BAR at the top of the IA page.
- SCROLL to the E-LEARNING AUTO LOG ON GEAR.
- CLICK on the ACCESS NAVY E-LEARNING bar.
- SCROLL DOWN to the link titled INDIVIDUAL AUGMENTEE PREREQUISITE TRAINING
  - Do all of the courses on both pages located inside of this link. In addition to the courses inside of this link, you will be required to complete the SERE 100 Level B - Code of Conduct course located directly below the INDIVIDUAL AUGMENTEE PREREQUISITE TRAINING link.
  - Print out the completion certificate at the end of each course and bring a copy of each course completion certificate to NMPS with you.

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**NOTE:** IAW USCENTCOM Joint Sourced Training Requirements, all IA Sailors, including those with GSA orders, are required to enroll in and complete all of the prerequisite courses before you leave your current command.

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 Combat Skills Training are developed by the Army and do not negate the requirement to complete the mandated Navy courses in the link.

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Always do the most recent fiscal year (FY) course posted on E-learning. You may have previously completed some of these courses. If the FY course posted on NKO is more recent than the one previously completed you 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. Do the most recent FY course posted on E-learning.

If problems are experienced with E-learning courses, please check with your automated data processing (ADP) department to make sure the problem is not originating from your log on. If that is not the problem, call the NKO Helpdesk to ensure that the computer is configured correctly to allow access to successfully complete the courses and print out the certificates.

These courses are mandatory and are required to be completed within fourteen days of receipt of orders. Ensure that you print out the certificate at the end of each course and bring a copy with you to NMPS.

## Travel

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It's recommended you do the following in preparation for your IA assignment before leaving your current command:

### Transportation/Orders

Check with PSD/ travel to ensure your flight arrangements from home station to NMPS are in progress. The mobilization site will make follow-on transportation arrangements for you.

### Travel Claims

Travel claims must be filed as soon as you arrive at each of these stops in your deployment:

- Travel from your current command or Navy Operational Support Center (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 Navy IA Support Unit.

DO NOT DELAY in filing these claims.

Travel should be filed at each stop. If a stop in your orders is not listed above, check with the PSD that services your IA assigned command. Travel claims should be monitored using your myPay account.

### Passports/Visa

If a passport or visa is required, that requirement will be listed on your orders. Your current commands must take all steps to expedite the official passport application. All personnel receiving orders to, or traveling anywhere in Africa, will need a passport. Due to travel assignments associated with an Africa deployment, official passports are essential. Personnel assigned anywhere in Africa might be ordered to travel to various countries in CENTCOM area of responsibility (AOR) including but not limited to: Comoros, Eritrea, Ethiopia, Kenya, Seychelles, Somalia, Sudan, Tanzania, Uganda and Yemen. Use one of these country codes when applying for an official passport.

## Government Travel Card

Get a Government Travel Charge Card (GTCC) if you do not have one. You will need a GTCC before you transfer from your current command/ NOSC. Your current command must get the GTCC before you transfer. Current command retains agency program coordinator (APC) responsibility or the monetary means to cover expenses. Be sure you provide your command with an e-mail address once you are in country so they can contact you regarding your GTCC.

If you have GSA orders, ECRC will assume the GTCC account only after the current command has established it.

Advanced per diem may be authorized if you cannot get a GTCC and still meet all other requirements. Your current command is responsible for advanced per diem requirements and documenting training about advanced pay requirements and responsibilities. If your command/NOSC does not have a GTCC program, they must contact your Immediate Superiors In Command (ISIC).

### GTCC Note

**GTCC account payment is your responsibility. Funds are directly paid to a GTCC account only if a specific amount for payment is written on your travel claim. If a GTCC account is overpaid, you are responsible to contact Citiback to initiate a refund or credit.**



## Documents

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### Security Clearance

You must meet the security clearance requirement stated in your orders. Clearance must remain current for the duration of your tour. Your command security manager must sign the last page of your orders stating that your required clearance is reflected in Joint Personnel Adjudication System (JPAS). If your clearance needs to be updated, your current command/ NOSC must ensure that this step is accomplished before you transfer.

### ID Card

Ensure your ID card is Common Access Card (CAC) activated and public key infrastructure (PKI) Certificates are updated. You must know your pin access for your CAC and you should test it prior to departure. This cannot be stressed enough, it will affect Job Advertising and Selection System (JASS), Bupers On Line (BOL), Navy Personnel Command (NPC), and many official websites you will need to access.

### Emergency Data Form (Page 2)

The Emergency Data Form is more commonly referred to as the Page Two of your Service Record. It provides information about who should be contacted if you become ill, are injured, killed or missing so you can see how important it is to ensure addresses and phone numbers are accurate.

Ensure your Emergency Data Form is current and completed by your local PSD.

### Power of Attorney

If you are going to ask someone to legally represent you while deployed you may need one or more Powers of Attorney. Powers of Attorney allow someone to conduct business in your behalf. They can be very useful. They can also be very dangerous documents. You may know someone, or heard of someone, who gave a person they trusted a Power of Attorney only to return from deployment to find that everything they owned had been sold, credit card and other debts acquired, and they were legally responsible.

There are two types of Powers of Attorney — general and specific. General Powers of Attorney can be used anywhere as long as a business will accept it. Think twice before giving someone a General Power of Attorney. Specific Powers of Attorney enable someone to act in your behalf in a specific situation. For example, you may want someone to buy or sell a vehicle for you while you are deployed. A Specific Power of Attorney only allows someone to do a specific task on your behalf.

Your local Navy Legal Services Office can discuss options and draw up a Power of Attorney at no charge.

## **Servicemembers' Group Life Insurance (SGLI)**

Active duty service members are eligible to be insured under SGLI up to a maximum of \$400,000 in increments of \$50,000. If you're single, you may not need much life insurance

A will does not impact who is the beneficiary of life insurance. Before deploying verify who you have designated as beneficiary to your insurance policy and make changes as necessary. To make changes Election Form (VA Form SGLV-8286) must be completed. For more information on Servicemember's Group Life Insurance visit the Department of Veterans Group Life Insurance information page at [www.insurance.va.gov/sgliSite/default.htm](http://www.insurance.va.gov/sgliSite/default.htm).

## **Will**

A will is a legal expression or declaration of your wishes upon your death. If you don't have a will, state laws determine how your estate is divided. If you have many assets, it can take months or even years for the courts to determine how your assets will be distributed. If you are single with few assets you may not need a will.

Your loved ones or executor should know the location of your will. For couples with children it's important to include who you want to care for your children should something happen to both you and your spouse.

You may also want to consider a living will which is also called an advance health care directive. A living will really isn't a will, but rather a specific type of power of attorney or health care proxy. It is a legal instrument that

usually is witnessed or notarized and states who you are appointing to make health care decisions for you if you are unable to do so.

## **Family Care Plan**

Dual military and single parents must have a current Family Care Plan (Form 1740/6) in their service record. Update family information in Defense Enrollment Eligibility Reporting System (DEERS) and Navy Family Accountability and Assessment System (NFAAS) before leaving your current command.

## **Service Obligation**

Ensure you have sufficient obligated service to meet mission requirements - a minimum of 18 months from report date on your orders. If you have insufficient obligated service, prepare NAVPERS 1070/601 or NAVPERS 1070/621 as appropriate.

## **Projected Rotation Date (PRD)**

If necessary, ask your parent command to initiate a PRD change request adjusting your PRD to one month after scheduled return from the IA mission. The reason for the PRD change should read "PRD change required to support the Navy's Global War on Terrorism (GWOT) efforts as directed by higher authority."

## Medical/Dental

You must be medically (to include dental) and psychologically fit for deployment. All medical and dental requirements must be completed at your parent command or NOSC, when possible.

Fitness specifically includes the ability to accomplish the tasks and duties unique to a particular operation and ability to tolerate the environmental and operational conditions of the deployed location.

Parent command or NOSC medical representative must conduct a thorough review of your dental and health records. The review should include a review of psychological history to ensure sound mental competency for the mission. This includes no behavioral incidents or anger management issues within the last three years. This process must begin early to ensure completion.

The following information must be documented in health and dental records of IAs:

- Blood type, RH factor, HIV and DNA.
- Current medications and allergies.
- Special duty qualifications.
- Annotation of corrective lens prescription.
- Summary sheet or current/past medical and surgical problems.
- Copy of Predeployment Health Assessment (DD 2795).
- Documentation of dental status Class I or II.
- Immunization Record.

### Prescription Medications

Prescription medications should be documented on DD Form 2766. You should deploy with no less than a 90 day supply of medication (180 if traveling OCONUS). Your current command/ NOSC is responsible for providing you with prescriptions before you leave. You must also register for Tricare Mail Order Prescriptions (TMOP) at <http://www.tricare.mil/mybenefit/home/Prescriptions/FillingPrescriptions/TMOP>

### Female Sailor Health

Paps and mammograms are not required beyond periodic physical examinations, but are recommended. The date of your most recent Pap/mammogram should be documented in your medical record and if results were normal or abnormal in health record.

Is there any possibility you are pregnant? Be sure to tell medical before you get immunizations. Liberal pregnancy testing is encouraged to ensure you are not pregnant in view of immunization requirements.



## Eye Exams

Eyewear prescription must be within the past two years to be current and a copy must be entered in your medical record. Civilian prescriptions are accepted. You will deploy with two pairs of military eyeglasses and gas mask inserts (M40 and UVEX).

## Medical Equipment

You must have all medical equipment such as corrective eyewear, hearing aids and orthodontic equipment in hand before you leave your current command. Current commands are responsible for ordering required items to include two pairs of eyeglasses, protective mask eyeglass inserts, eye glass inserts (for goggles) and hearing aid batteries. Some mission specific assignments do not allow hearing aids. Contact lenses are not permitted.

## Hearing Exams

Audio Baseline (DD-2215) must be included in your medical record.

## Immunizations

Follow the ECRC IA Checklist to determine the current immunizations you will require as immunizations are dependent on the area you will be deployed in. If unavoidable circumstances preclude administration of all immunizations in a series, at least the first in the series must be administered prior to leaving your current command/ NOSC with arrangements made for subsequent immunizations to be given in theater, if possible.



## Weapons

You will be issued the appropriate weapon in accordance with current United States Army Forces Command (FORSCOM) direction. Some missions do not require weapons. Most missions require weapons familiarization. Non-combatants (Chaplains) are not issued weapons or expected to train with them. Religious Program Specialists (RPs) are issued weapons and are expected to train with them.

You are personally responsible for your weapon. You must maintain custody of your weapon. You will retain custody of your weapon until officially relieved of custody. Weapons custody will not be transferred.

## First Army General Order

United States Navy personnel are subject to the specific rules and guidance set in place at US Army installations as well as standard Navy rules and regulations. All Navy personnel while assigned to First Army for training are subject to First Army General Order # 1 which includes the following specific prohibited activities:

- Consumption of alcohol. No student is allowed to consume alcohol while in training even if of legal age. This prohibition applies to all personnel on or off-duty, and on or off the installation.
- Sexual harassment, sexual assault and related misconduct is prohibited and will not be tolerated.
- Fraternalization. Any relationship between First Army personnel and students not required by the training mission is prohibited.
- Civilian clothing is prohibited while you are in training unless on authorized leave, special pass, TDY, or required by official duty.
- Privately owned vehicles (POV) are prohibited for all students.

Any violation of this order is punitive, and is punishable under the UCMJ. A complete copy of this order can be viewed on the ECRC website at [www.ecrc.navy.mil](http://www.ecrc.navy.mil).



## Army Speak

The following list of acronyms will help you understand your Army colleagues who will be training you for ground combat.

AAR	After Action Review (debrief)
AAFES/PX	The Exchange
Battalion	An organization level. TFM is a Training Battalion
BDU	Battle Dress Uniform
BRM	Basic Rifle Marksmanship
Cadre	Staff
Company	Battalion is made up of companies
Company Commander	Army O-3 or Captain who is the officer in charge of the company
CSM	Command Sergeant Major (equivalent to Command Master Chief) Army enlisted personnel come to parade rest when the CSM enters a room.
CTT	Combined Training Task
DCU	Desert Camouflage Uniform
Drill Sergeant	Sergeant who is qualified as an instructor. Identified by “Smokey Bear” cover
DFAC	Dining Facility
ECP	Entry Control Point
EST or FATS	Weapon simulators
First Sergeant	Senior Enlisted (E8) in the Company
FOB	Forward Operating Base (tent city)
Higher	Reporting to Higher (up the chain)
M-9/M-16	Weapon Issue 9mm pistol/rifle respectively
IMT	Individual Movement Technique (with weapon)
PMI	Preliminary Marksmanship Instruction
Latrine	Head
Main Post	Main portion of base (hospital, PX etc)
NBC	Nuclear/Biological/Chemical
NIACT	Navy Individual Augmentee Combat Training
OCIE	Organizational Clothing and Individual Equipment (body armor, etc)
Redeployment	Return from theater or coming home
RFI	Rapid Field Initiative, additional gear issue package in conjunction with OCIE
ROE	Rules of Engagement
S1	Personnel/Administration
S3	Operations
S4	Supply
SAEDA	Subversion and Espionage directed against Army
SRP	Soldier Readiness Processing (pre-deployment readiness check)
STX	Situational Training Exercise
TA-50	Equipment worn such as tactical vest and body armor.TA-50 is part of OCIE
TFM	Task Force Marshall

## Finances

Most IA assignment related entitlements start when you in-process and may include:

- Hostile Fire Pay/Imminent Danger Pay
  - Entire month credit with one day in zone.
  - Stops month after zone departure.
- Combat Zone Tax Exclusion
  - Complete tax free pay Enlisted/War-rants.
  - Officers up to allowable limit.
  - Stops month after zone departure.
  - Social Security and Medicare still collected.
  - Enlisted bonuses and subsequent installments tax free.
  - Officer bonuses and subsequent installments tax fee to limit .
  - Entire month credit with one day in zone.
- Hardship Duty Pay (Save Pay)
  - Iraq, Afghanistan, Kuwait, HOA eligible.
  - Bahrain NOT eligible.
  - Stops day of eligible zone departure.
- Incidental Expense (IE) per diem
  - Paid while lodging and meals provided.
  - Monthly travel claim required for payment.
  - This is in addition to full Basic Allowance for Subsistence (BAS).
- Family Separation Allowance (FSH)
  - 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.

All of these entitlements are guaranteed to start for eligible personnel no later than post 30 days "boots on ground" retroactive to the first day of eligibility.

### Pay Changes to Monitor

There are some pay changes you need to be aware of to avoid over or under payment during your 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

Tax advantages can be significant during an IA assignment. You may contribute up to \$45,000 to the Thrift Savings Plan (TSP) tax exempt.

The Savings Deposit Program (SDP) is available to those serving in designated combat zones. Military members deployed in combat zone, qualified hazardous duty areas, or certain contingency operations may be eligible to deposit all or part of their unallotted pay into a DoD savings account up to \$10,000 during a single deployment. Interest accrues at an annual rate of 10% and compounds quarterly. Interest accrued on earnings deposited into the SDP is taxable.

To be eligible for SDP, a service member must be receiving Hostile Fire/Imminent Danger Pay (HFP/IDP) and serving in a designated combat zone or in direct support of a combat zone for more than 30 consecutive days or for at least one day for each of three consecutive months. Service members may begin making deposits on their 31st consecutive day in the designated area. All deposit amounts must be made in \$5 increments and deposits may be discontinued at any time. The account will stop accruing interest 90 days after a member returns from the combat zone. To learn more about SDP, visit the Defense Finance and Accounting Service (DFAS) at [www.dfas.mil](http://www.dfas.mil).

## myPay

Do you have access to your Defense Finance and Accounting Service (DFAS) myPay account and do you have your personal identification number (PIN) memorized? Does your spouse need to access to myPay?

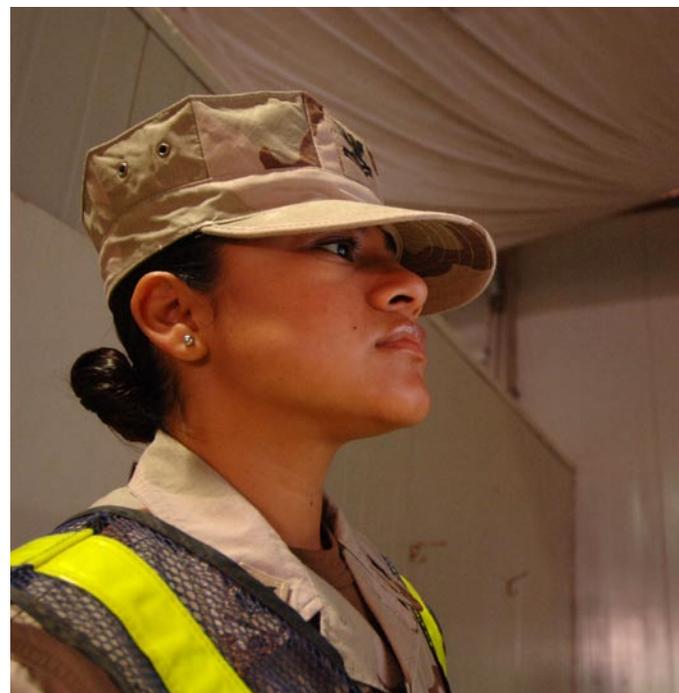
## Financial Counseling

Your finances will change. Now is a good time to consider a sound financial plan and consider investment opportunities. Fleet and Family Support Centers have Financial Specialists you and your spouse may want to consult. Service-members' Civil Relief Act Graphics, I cannot get rid of these misc page breaks that should not be here.

## The Service Members' Civil Relief Act (SCRA)

The Service Members' Civil Relief Act is a law that protects service members on active duty. Major provisions include:

- Termination of Residential Leases. Allows individuals to break a lease when they go onto active duty, if the lease was entered into before going onto active duty. Additionally, the act allows a servicemember to terminate a residential lease entered into while in the military, if the member receives permanent change of station (PCS) orders, or orders to deploy for a period of not less than 90 days.



- **Automobile Leases.** If a member enters into an automobile lease before going on active duty, the member may request termination of the lease when he/she goes onto active duty. However, for this to apply, the active duty must be for at least 180 continuous days. Military members making a permanent change of station (PCS) move, or who deploy for 180 days or longer may terminate such leases.
- **Evictions from Leased Housing.** Service members may seek protection from eviction under SCRA. The rented/leased property must be occupied by the service member or his/her dependents and the rent cannot exceed a certain amount that is adjusted each year. The service member or dependent who has received notice of an eviction must submit a request to the court for protection under the SCRA. If the court finds that the service member's military duties have materially affected his ability to pay his rent timely, the judge may order a stay, postponement, of the eviction proceeding for up to three months or make any other "just" order.
- **Installment Contracts.** The SCRA gives certain protections against repossessions for installment contracts. If the contract was entered into before going on active duty and at least one payment was made before that time, the creditor cannot repossess the property, while the member is on active duty, nor can they terminate the contract for breach, without a court order.
- **6% Interest Rate.** If a service member's military obligation has affected his/her ability to pay on financial obligations such as credit cards, loans, mortgages, etc., the service member can have his/her interest rate capped at 6% for the duration of the service member's military obligation. Qualifying debts are debts that were incurred by the service member, or the service member and their spouse, jointly, before coming on active duty. Debts entered into after going on active duty are not so protected.
- **Court Proceedings.** If a service member is a defendant in a civil court proceeding, the court may grant a 90-day delay in the proceedings. The provision applies to civil lawsuits, suits for paternity, child custody suits, and bankruptcy debtor/creditor meetings, and administrative proceedings.
- **Enforcement of Obligations, Liabilities, Taxes.** A service member or dependent may, at any time during his/her military service, or within 6 months thereafter, apply to a court for relief of any obligation or liability incurred by the service member or dependent prior to active duty or in respect to any tax or assessment whether falling during or prior to the service member's active military service. The court may grant stays of enforcement during which time no fine or penalty can accrue.

Additionally, the act prevents service members from a form of double taxation that can occur when they have a spouse who works and is taxed in a state other than the state in which they maintain their permanent legal residence. The law prevents states from using the income earned by a service member in determining the spouse's tax rate when they do not maintain their permanent legal residence in that state.

## Property

### Your Property

Who is going to take care of your “stuff” while you are deployed?

You may have a spouse or significant other who will care for your possessions. Your parents, other family members or friends may be willing to help or you may use professional storage solutions.

Contact your insurance agent to review your homeowners and vehicle insurance policies. Having adequate insurance coverage will provide greater peace of mind should unforeseen disasters damage or destroy your property.

Your home and your vehicles are your most significant property.

You want to ensure these items are well cared for in your absence.

If you rent and receive orders for an extended IA assignment you may be able to terminate your lease.

If you plan to sublet or rent your home to someone consult your local Navy Legal Services Office for advice.

If your family moves remember to ensure your parent command and ECRC have your new address.

### Vehicles

When deploying you want to ensure your vehicle is being appropriately cared for or stored. Before deploying check:

- Are vehicle insurance, tags, registration, title and inspection stickers current?
- Is all routine maintenance current?
- Have you provided information about types of routine maintenance such as oil, filters and tires?
- If leaving your vehicle with family or friends, have you left the name of a trusted mechanic/repair garage?
- Have you discussed who will pay for repairs if the vehicle is damaged?

If your vehicle is being stored you might be able to reduce insurance coverage. Check with you agent for information. Vehicle storage is at member’s own discretion and expense except on a case by case basis for mobilized reserves (not receiving any Basic Allowance for Housing (BAH) single or dependent) or active duty issued Interim Temporary Duty Orders (ITDY) orders.



#### Tip

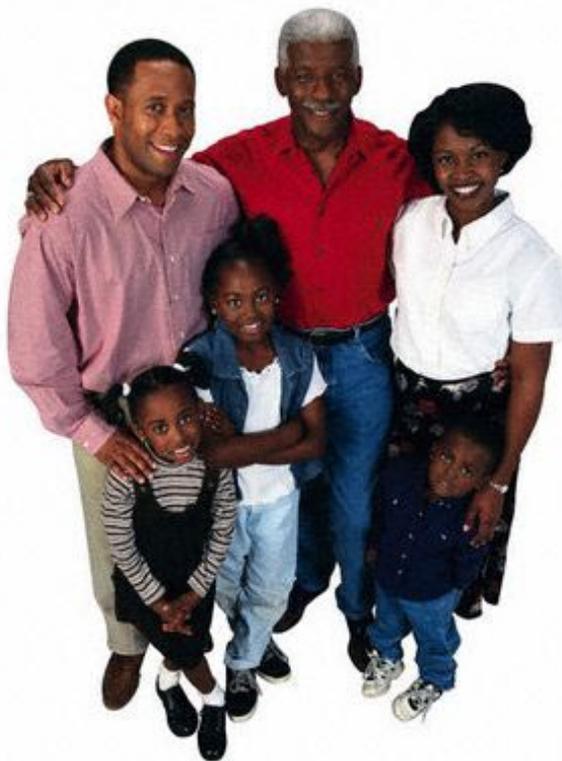
**You cannot afford NOT to have insurance on your property. Even if you live in military housing you need to have rental insurance.**

## Family and Friends

### Defense Enrollment Eligibility Reporting System

A data base you need to update is the Defense Enrollment Eligibility Reporting System (DEERS). This is the data base that ensures your family has access to medical and mental health care and their ID card for other services.

Dual-military families need to be especially diligent. Since dual-military personnel are automatically covered by Family Servicemembers' 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. Both members of a dual military couple must update DEERS, and, if they don't want FSGLI, must decline coverage in writing. Sailors are encouraged to contact their Personnel Support Detachment and update DEERS along with their Record of Emergency Data "page 2" and Service Member Group Life Insurance beneficiaries after every life-changing event and before deployment.



### Navy Family Accountability and Assessment System (NFAAS)

Another data base that is critical for family support is Navy Family Accountability and Assessment System (NFAAS). While deployed it is important to keep your family informed and supported. Fleet and Family Support Centers (FFSC) provide many services for IA family members including parents, child care providers, siblings and spouses.

Deployment and homecoming briefs are available at FFSCs and online. A monthly newsletter is sent to whomever you designate. Support groups are available at FFSCs and online.

A profession FFSC staff member will contact your family throughout your deployment if you and your family would like. They will check on your in the event of a disaster and offer assistance.

Update your family information in Navy Family Accountability and Assessment System (NFAAS) before leaving your current command in order to ensure your family is kept informed and supported.

- LOG ONTO NFAAS at <https://www.navy-family.navy.mil>.
- Select the [NFAAS-Navy Family Member] tab.
- Update your family information under the [MY INFO] tab. Enter all the names of everyone you want contacted in case of emergency.
- You may also take a survey under the [ASSESSMENT] tab to further assist your family and make specific family needs known.



**NFAAS** | NAVY FAMILY ACCOUNTABILITY  
and ASSESSMENT SYSTEM

**Username/Password Authentication**

Sponsor SSN:

Password:

Enter SSN with no dashes or spaces

**New Users:**  
 Your initial password is the sponsor's birthdate  
 (in YYYYMMDD format).

**Navy Family Accountability and Assessment System**

Technical Support:  
[nfaas@scavar.navy.mil](mailto:nfaas@scavar.navy.mil)  
 1-619-553-8167

## Serious Injury or Death

Make sure your family knows that a Casualty Assistance Calls Officer (CACO) is the only Navy representative authorized to contact them in the event of a serious injury or death. All communication between your command or NOSC or any other Navy personnel and your next of kin will be done through the CACO only. Your family will never be informed of serious injury or death through a phone call or email. The CACO will communicate in-person. Tell your family to contact the ombudsman in the event that anyone phones or emails claiming to be relaying that type of information. Advise your family not to respond to such claims or answer any questions or give out any personal information.



### TOP TIP

**Make sure your family knows your rate/rank, social security number and complete mailing address.**



## Children and Deployment

Age	What to Expect	Ways to Help
Infants & Toddlers 	They may seem fussier, clingy, may eat less and have trouble sleeping.	Have your spouse/child's caregiver: <ul style="list-style-type: none"> <li>— Record video/audio taped stories.</li> <li>— Post pictures of deployed parent.</li> <li>— Provide extra hugs and cuddles.</li> <li>— Maintain routine.</li> <li>— Take care of themselves to be better able to care for children.</li> </ul>
Preschoolers	May feel their behavior caused their parent to leave.  May become more fearful/irritable.  May regress in potty training/thumb sucking/etc.  May have trouble sleeping.	Have your spouse/child's caregiver: <ul style="list-style-type: none"> <li>— Record video/audio taped stories.</li> <li>— Create a waterproof photo album or picture book of deployed parent and child doing things together.</li> <li>— Provide extra hugs and cuddles.</li> <li>— Maintain routine.</li> <li>— Move your child back to their bed a few weeks before your expected return. Don't get too concerned if your child wants to sleep in mom and dad's bed while you're gone. It often provides a sense of security.</li> </ul>
School-age 	May see a decline in school performance.  More irritable or moody.  May worry about deployed parent's safety.	<ul style="list-style-type: none"> <li>— Have family discussion before deployment.</li> <li>— Involve teachers, church, neighbors. Enroll in Big Brother/Sister Program.</li> <li>— Communicate regularly.</li> <li>— Reassure about safety training/drills/equipment.</li> <li>— Play games via email and regular mail.</li> </ul> Have your spouse/child's caregiver: <ul style="list-style-type: none"> <li>— Schedule fun activities.</li> <li>— Help child compile care packages to send to deployed parent.</li> <li>— Limit viewing of TV news about the war.</li> <li>— Assist your child to send care packages, letters and cards to their parent and others serving.</li> </ul>
Teens	May be ambivalent.  May be moody/withdrawn.  May test rules.	<ul style="list-style-type: none"> <li>— Communicate regularly.</li> <li>— Don't expect teen to take on your household responsibilities.</li> <li>— Ask spouse/caretaker to maintain rules, curfews and discipline as much as possible.</li> </ul>

## Active Duty Single Parents

Active Duty Single Parents have much to do to prepare themselves, their children and their affairs for deployment. If you're a custodial single parent you should be able to answer "yes" to each of the following:



### Documents

- Does your *will* cover who will become your child's guardians should something happen to you?
- Have you updated your *Family Care Plan* as required by OPNAVINST 1740.4c?
- Is your *Record of Emergency Data* (page 2) current?
- Is the amount and beneficiary information current for your *Service Members Group Life Insurance*?
- Do your children have ID cards and are they enrolled in *DEERS*?
- Do you have a written *financial agreement* with your child care provider?
- Do you have an "*agent letter*" to allow your child care provider access to the base and to services such as the commissary, exchange and medical clinic for your child?
- Does your child care provider have a *medical power of attorney* to access emergency and routine care for your child/ren? Do they know how to access the military medical clinic or how to file TRICARE claims if using civilian facilities?
- Is a *Health Insurance Portability and Accountability Act* form required in order for you child care provider to access your child's medical records?

### Child Care Provider

- Does your *child care provider know how to contact you* with your social security number, command name and mailing address and your email address?
- Does your child care provider know to use the *American Red Cross* in case of an emergency?
- Does your child care provider know that the *command ombudsman* can provide information and referral about the command and the Navy in general? Do they have the name and number to the command ombudsman?
- Is your child care provider aware of any *medical conditions your child has* and any medications being taken?
- Does your child care provider know how to get *medication refills*?
- Have you discussed rules and *discipline* with your child care provider?
- Do you have a plan for celebrating your *child's birthday* during your absence?
- Have you developed a *communication plan* with your child care provider? How often will you email, phone, or send regular mail? What types of information would you like to know? Have you asked your child care provider to send pictures?
- Does your child care provider have the number to the command *careline*, if available?
- Have you asked the *command ombudsman* to keep your child care provider informed on the status of the command via the command phone/email tree and newsletter distribution list?
- Does your child care provider have an age appropriate *car seat* for transporting your child?



## Your Child

- Have you *told your child that you will be leaving* and that you will return?
- If your child is old enough to understand, *have you told him/her where you are going*, why you are going and approximately when you will return, if known?
- Have you made a *communication plan with your child* and provided them with the tools they need to stay in touch with you such as stationary, pens, markers, stamped, self-addressed envelopes, etc?
- Did you include money in your *budget for phone calls, gifts/souvenirs* for your children?
- If you have *pets*, is your child care provider caring for them too? If the pets will be cared for elsewhere, have you explained this to your child?
- Do you and your child have a *support system*—people you can reach in person, by phone or email—you can turn to for assistance during the deployment?
- Have you *avoided putting added responsibilities on your child* by not making comments such as “You’re the man in the family” or “Take care of your little brother”?
- In conjunction with your child care provider do you have plans to keep your child busy during deployment with *fun activities* including sports, scouts, music, church, etc.?
- Have you considered requesting a *mentor for your child* through the national Big Brothers/Big Sisters program, church or extended family member?
- Have you *told your children that you love them*?



## Relationships

- Have you *talked with your child's school* or day care teacher, told them of your deployment and ask them to send copies of school work and report cards? Be sure to include self-addressed, stamped envelopes.
- Have you asked if your child's school sponsors a *discussion group* or other program for children of deployed military parents?
- Have you informed the *school counselor* of your upcoming deployment?
- Have you discussed what role, if any, *your child's other parent* will have during your deployment?
- Have you informed *extended family members* about your upcoming deployment, provided your child's contact information and asked them to keep in contact with your child?

## Comfort Items

- Have you created a *photo album* for you and each of your children doing things together?
- Have you read and *recorded your child's favorite books* on audio or video tape?
- Did *you leave a personal item* of yours for each of your children to keep until your return?

## Homecoming

- Will your children be able to *meet you at homecoming*? If so, have you made arrangements?



## Rest and Recuperation Leave

Rest and Recuperation (R&R) leave is chargeable leave available to give you a rest from the combat zone. There are two types of R&R leave:

1. A four day pass to safe locations near the theater of operations such as Camp Al Saliyah, Qatar.
2. A fifteen day pass out of the theater of operations.

R&R leave is a privilege, not an entitlement. You must be in theater for at least sixty days before you are allowed R&R leave. R&R leave within the last sixty days of deployment is strongly discouraged.

Travel time to and from R&R leave is not charged as leave. Your command is not allowed to have more than ten per cent of their personnel away at any time which may impact when you can take leave. Air travel is provided to the commercial air port closest to your leave address. Leave begins to be charged the day after you arrive at the commercial airport closest to your leave address. Only one fifteen day trip will be authorized in a twelve month period.

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**Note:** Not every eligible IA Sailor will be able to take R&R leave due to mission constraints, personnel strength and/or redeployment activities.

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## R&R Leave Expectations

If you have a spouse or significant other you may view R&R leave almost as a “honeymoon period.” Singles are looking for some time to rest and relax. However, expectations and reality often don’t mesh. You want to make the most of your R&R leave, but there are some barriers that can be a challenge:

- You’ll likely return exhausted after traveling for twenty-four hours or more.
- If you have children their needs may take precedence over yours.
- Extended family members want to share this time with you.
- Often R&R leave comes during non-vacation time for family members — children are in school, spouses and parents must continue to work and or attend classes, etc.
- If you are in a leadership position you not truly get away from responsibilities as you may receive phone calls and emails from work.
- Towards the end of the R&R leave period you may begin to refocus on returning back to the job. Similarly, your family may also begin to distance themselves emotionally to prepare for the rest of the time apart.

## Rest and Recuperation (R&R) Leave Tips

R&R leave can be an excellent opportunity to recharge your batteries. Plan for R&R leave just as you planned for deployment and you will plan for homecoming:

- Be aware of the challenges associated with R&R leave.
- Allow time for rest.
- “Pace” activities. Everyday does not have to be filled to the brim.
- If you have children, be sensitive to their needs. Explain to them that you are home temporarily and that you must return to duty. Expect some attention-getting behavior while you’re home and some acting out behaviors as you prepare to leave. Your children may respond to your departure very similarly to the way they did initially.
- Limit your list of chores and take some time to do things you enjoy.
- Wisely use your time together with family and friends.

Each family is unique. Talk with your spouse, family and friends and be honest with your feelings about how you want to spend your R&R leave.



## Fleet and Family Support Centers

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### Deployment Readiness Briefs

You and your family should attend an IA pre-deployment brief sponsored by Fleet and Family Support Centers. Dates/times for virtual briefs are included in the IA Family Connection Newsletter and dates/times for FFSC deployment readiness and homecoming briefs are posted at [www.ffsp.navy.mil](http://www.ffsp.navy.mil). Of course, you can call your local FFSC to get deployment readiness information.

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*You can kiss your family and friends good-bye and put miles between you, but at the same time you carry them with you in your heart, your mind, your stomach, because you do not just live in a world but a world lives in you.*

– Frederick Buechner

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### IA Family Handbook

The IA Family handbook is a valuable tool and is full of resources and helpful information for families. Share this resource with your family. It's available online at [www.ffsp.navy.mil](http://www.ffsp.navy.mil) or you can get a hard copy mailed to you by contacting Navy Services FamilyLine at <http://www.lifelines.navy.mil/FamilyLine/index.htm>.

### Ombudsman

Make sure your family has the name and contact information for your parent command ombudsman. If you are doing an IA tour as a GSA, your family will have access to the ECRC command ombudsman.



## Communication

Communication is the key to staying connected with family and friends while you are away, but it can be a challenge. You may not be near telephones or computers, mail service can be slow and you or your family may not be adept at using communication tools. Your family and friends want to hear from you. If they don't the command may get a health and welfare message from the American Red Cross inquiring about your status. Use the following communication tips to stay in touch.

### OPSEC

Operation Security (OPSEC) is keeping potential adversaries from discovering sensitive Department of Defense information. As the name suggests, it protects US operations — planned, in progress and those completed. Success depends on secrecy and surprise, so the military can accomplish the mission more quickly and with less risk. Enemies of freedom want this information, and they see Sailors and their families as potential information sources.

Types of sensitive information:

- Unit mission or the number of personnel assigned.
- Locations and times of deployments.
- Unit morale or personnel problems.
- Security procedures.
- Troop movement.
- Military intentions, capabilities or operations.

Don't:

- Talk about sensitive information in public settings.
- Talk about sensitive information over the telephone.
- Post pictures or information on web sites or blogs.
- Include sensitive information in emails or attachments.
- Write about sensitive information in newsletters.
- Neglect to shred excess paper involving information on operations.
- Try to talk around classified information — it is extremely difficult to outsmart experienced intelligence analysts.

Always check with the Public Affairs Officer at your in-theater combatant command before posting anything, photos, articles etc. on the World Wide Web. You may unintentionally release information that could be harmful to your unit or the joint forces working with you.



## E-mail

Quick and easy, email is great for staying in touch. Discuss email expectations prior to deploying:

- Will e-mail be readily available?
- If so, how often will you send e-mails?
- What address do you use?

E-mail is not a great way to communicate when you're angry or upset. If you really have a need to get your feelings off your chest, go ahead and write the e-mail, but save it for 24 hours and reread before you send. It's usually best to communicate strong feelings over the phone when you can't do it in person. Also, remember, e-mails are not confidential. They may be seen by others. Be careful what you write.

## Letters

Letters, while taking longer to receive, are a more personal way to communicate. Ask people to write to you during the deployment. Ensure they have your full mailing address. Create a "mail kit" with post cards, greeting cards, stationery, pens, stamps, etc. to make letter writing easy. It's a good idea to number letters as they don't always arrive in the order they are written.

Sailors often complain that there's nothing to write about and use that as an excuse not to stay in touch with people they care about. Letter writing doesn't have to be hard work. Write short letters about your daily existence, your plans for the future, and your thoughts and feelings. Don't argue by mail. Express

appreciation for cards, gifts or letters. Include mementos, drawings or photographs. Don't worry about spelling, grammar or handwriting.

Maintaining a connection while deployed makes it easier to reunite with family and friends at homecoming.

## Telephone Calls

Telephone calls can bring the greatest emotional highs as well as lows. It's wonderful to hear your loved ones voice and talk in the here and now, but sadness can briefly overwhelm you when you hang up and realize how much you miss your loved one. Make the most of your telephone conversations:

- Keep a written list of things you want to talk about.
- Try to stay positive and upbeat. At least try to end each call on a positive note.
- Talk about your daily activities to make it easier to reconnect at homecoming.
- Suggest to older children that they keep a list of things to talk about when you call.
- If you share bad news make sure someone is available to provide emotional support to your loved one.
- Talk about plans for homecoming and future activities.
- Discuss problems and solutions, but don't spend the entire call talking about them.
- Tell your loved one you love them.

## Care Packages

Who doesn't like to receive a present in the mail? Care packages are presents from home. While most items you need are provided to you, items that make their life more comfortable are not. Don't be shy about asking for care packages. Moms, grandmothers, church groups and friends welcome the opportunity to support you. Remind people there are some things that shouldn't be sent. Grandma's chocolate chip cookies may be the best in the world, but when they travel 9,000 miles, through the desert during a month-long journey, they might not be as flavorful.



Here are some of the types of items you could suggest family and friends send:

CDs

Hand sanitizers

Telephone calling cards

Sunglasses

Shampoo

Sun screen

Bug repellent

Gift certificates  
(for use online)

Books/reading material

Gum

Packaged candy/cookies

Underwear/t-shirts

Toothpaste/mouthwash

## Operational Stress

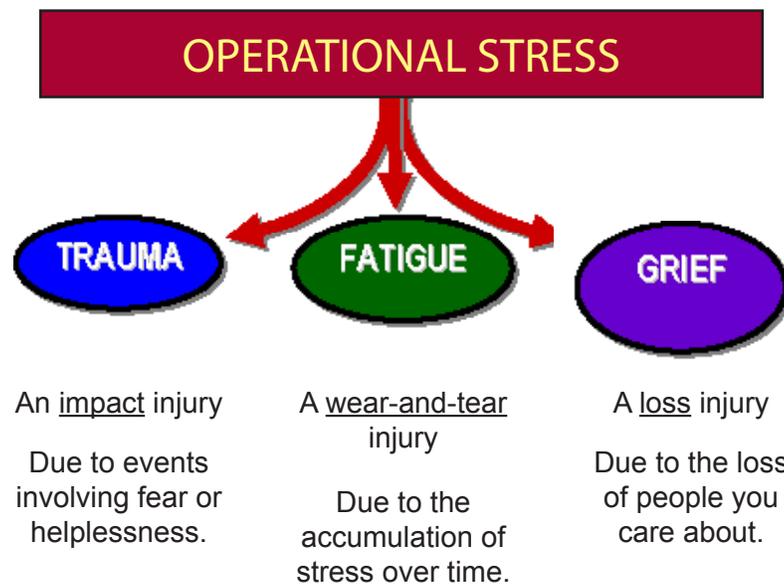
Feeling stress in a war zone is, as one Navy psychiatrist said, “a normal reaction by a normal person to an abnormal, horrific situation.” The stress you feel helps you brace for danger.

You can sometimes witness an event so severe or experience a threat so prolonged that your body may continue to maintain that state of high alert long afterwards, when your body and mind need to rest.

Stress from a single event, from a series of events, or from a continuous stressful situation can cause a wide range of reactions, including:

- Brief combat stress reactions, which can range from exhaustion to hallucinations.
- Behavior changes, which can range from recklessness to brutality.
- Post-traumatic stress disorder (PTSD), which includes persistent re-experiencing of the events, avoidance of reminders, and hyper-arousal.

There are three types of injuries caused by stress:



The signs that someone is suffering from combat stress can be physical, mental, emotional, or behavioral. Just having certain symptoms does not mean necessarily you need help. Some of these signs can be a normal reaction. This normal reaction can last from a few days to a few weeks.

Here are some of the possible signs of stress. (The first two items in each list are generally earlier warning signs.)

### Physical signs

- Exhaustion.
- Inability to fall asleep or stay asleep.
- Sweating, heart pounding.
- Nausea, frequent urination, or diarrhea.
- Jitters, trembling, or jumpiness.
- Numbness, tingling, or total loss of function of limbs or other body parts.

### Mental signs

- Difficulty concentrating, confusion.
- Inability to make decisions, to process information.
- Nightmares.
- Memory loss.
- Flashbacks, reliving the trauma.
- Loss of a sense of what is real.
- Hallucinations or delusions (not taken care of by adequate sleep).

### Emotional signs

- Fear, worry, extreme nervousness.
- Irritability, anger.
- Mood swings.
- Despair and sadness.
- Feelings of isolation.

### Behavioral signs

- Carelessness or recklessness.
- Outbursts of anger or aggressiveness.
- Staring into space, sometimes called the “thousand-yard stare.”
- Inability to do their job.
- Increased use of alcohol or drugs.
- Misconduct or crime.
- Complete unresponsiveness to others.

There is no shame to seeking help in dealing with combat and operational stress. Talk to a doctor, corpsman or chaplain while deployed. If at home, contact:

- A counselor at your Fleet and Family Support Center at [www.ffsp.navy.mil](http://www.ffsp.navy.mil).
- A chaplain.
- Military OneSource at <http://www.militaryonesource.com>.
- The Veterans Administration at 800-827-1000 or [www.va.gov](http://www.va.gov).
- Deployment Health Clinical Center  
The official DoD web site for information about operational stress is [www.pdhealth.mil/op\\_stress.asp](http://www.pdhealth.mil/op_stress.asp). It includes policies and directives, clinical guidance, forms and measures, fact sheets, etc.

## Deal with Stress and Worry

Even if you have experienced deployment before you may be uneasy about an IA assignment. IA deployments are often longer, there is the element of fear and danger, and you may feel isolated from friends who are not sharing the same experiences. Expect stress and worry and plan for it.

## Proven Stress Busters

- Do something you enjoy. At least once per week – preferably daily, do something fun. It may be something as simple as reading a book or listening to music.
- Stay active. Exercise is the body’s natural stress reducer. Play basketball, jog around the compound, do crunches and squats near your cot. Get moving!
- Avoid using drugs, alcohol and nicotine. While they dull the perception of stress, they don’t eliminate it.
- Accept that you can’t control everything. You can control your reaction. The line for the phone is hours long. You haven’t heard from family or friends. There’s no privacy. You may not be able to control the situation, but you can control how you react.
- Laugh. Hang out with people who are fun. Watch comedies. Ask people to send you cartoons. Read the comic pages. Listen to and tell jokes.
- Celebrate success. Focus on what you’re doing right. Everyone makes mistakes. Learn from them and move on. Use positive self-talk.
- Allow yourself to worry and feel sad. However, allow only fifteen to thirty minutes per day. Schedule worry time if necessary. That way when negative feelings creep up during the day you can say to yourself, “I’ll have time to think about that later.”
- Ask for help when you need it. Friends, family, and colleagues care about you. Use your chain of command, the chaplain or medic. Everyone can use a hand at times.

## Help When You Need It

### American Red Cross (ARC)

[www.redcross.org](http://www.redcross.org)

When you think of emergencies — big or small — you think of the American Red Cross. The Red Cross serves both civilian and military personnel. It sends communications on behalf of family members who are facing emergencies or other important events to members of the U.S. Armed Forces serving all over the world. These communications are delivered around-the-clock, seven days a week, 365 days per year. An ARC message is not required for emergency leave, but many commands request it to verify the need for leave.

In addition to providing services to active duty personnel and their families, the Red Cross also serves members of the National Guard, the Reserves, and their families who reside in nearly every community in America.

Through offices all over the world, the Red Cross, in partnership with Navy Marine Corps Relief Society (NMCRS), provides emergency financial assistance to those eligible when traveling and not near a military installation, after hours, or on days when NMCRS is not available.

### Chaplain

[www.anchordesk.navy.mil/HTM/Chaplain-Roster.htm](http://www.anchordesk.navy.mil/HTM/Chaplain-Roster.htm)

Chaplains play a vital role in helping their fellow sea-service personnel and family members during crucial moments in their lives. They are available 24/7 to provide spiritual guidance and help you “sort through” a variety of issues or concerns. For example, they provide moral support for young people away from home for the first time or deployed, offer support

to individuals facing personal or emotional difficulties, and provide spiritual assistance to people from all walks of life.

Chaplains also provide specific programming through Chaplain Religious Enrichment Development Operation (CREDO) Spiritual Fitness Division (SFD) designed for IAs and their family members. CREDO SFD offers free weekend retreats and workshops for families, couples and individuals. There are ten CREDO SFDs located in fleet concentration areas. Please contact your local chaplain or command for more information.

Individuals often contact chaplains when they don't know where to turn for assistance. The availability and experience of chaplains enables them to be excellent resource persons. Chaplains live and work with the men and women in uniform. As an insider within the military system, their unique role allows them to:

- Make personal visits with military personnel and family members as needed.
- Provide information about various concerns and issues.
- Provide emotional and spiritual support throughout the deployment cycle, at home and in theatre.
- Educate commands about the concerns and needs of IAs and their families.

Many chaplains are trained counselors and they understand the military system. They will be able to refer you to military and local community resources that can help. In addition, chaplains can help individuals find local clergy and places of worship. Some commands have assigned chaplains. If your command doesn't have an assigned chaplain, contact the nearest military base and ask for the duty chaplain.

## Command Ombudsman

Ombudsmen are volunteers, appointed by the commanding officer, to serve as an information link between command leadership and Navy families. They are not professional counselors, but they are trained to listen to questions or problems and to refer to professionals who can help.

Most Ombudsmen publish a newsletter packed with information. Some also have a careline which is a recorded message that is regularly updated with news about your command, Family Readiness Group (FRG) activities, and local military and community information.

Make sure your family knows about the command Ombudsman and encourage them to contact the ombudsman when they have a question or concern. A completed Family Contact Information Form should be provided to your Command Ombudsman. Ombudsmen can prevent frustration by pointing family members in the right direction to get the information or help they need.

To locate your Ombudsman contact your local Fleet and Family Support Center. You can get their number by going to [www.ffsp.navy.mil](http://www.ffsp.navy.mil).



## Employer Support of the Guard and Reserve

Congress provided protection for all members of the uniformed services (including non-career National Guard and Reserve members) in October 1994, with passage of the Uniformed Services Employment and Reemployment Rights Act (USERRA), Chapter 43 of Title 38, U. S. Code. The Department of Labor enforces USERRA and processes all formal complaints of violations of the law. Major sections of the law include:

- Placing a five year limit (with some exceptions) on the cumulative length of time a person may serve in the military and remain eligible for reemployment rights with the pre-service employer.
- Requiring an individual to give written or verbal notice to their employer prior to departure for military service.
- Providing for the continuation of employer provided health insurance (at the service member's request) for an 18 month period, with payment of up to 102 percent of the full premium by the service member.
- Requiring that an employee's military service not be considered a break in employment for pension benefit purposes, and providing that the person's military service must be considered service with an employer for vesting and benefit accrual purposes.
- Entitling service member returning from military service to prompt reinstatement of employment with accrued seniority, status and rate of pay as if continuously employed.

For additional information go to [www.esgr.org](http://www.esgr.org).

## Fleet and Family Support Center (FFSC)

[www.ffsp.navy.mil](http://www.ffsp.navy.mil)

Fleet and Family Support Centers are staffed with professional educators and counselors who can provide a wealth of information and services that fall into three categories:

1. Information and referral.
2. Education and training.
3. Counseling.

While deployed you can contact your local FFSC by telephone or use the above web site. Types of questions the FFSC can help with include:

- How can I help my child deal with deployment?
- My spouse is lonely or bored. What services are available?
- Where can I get information about money management?
- Who is my command Ombudsman and what is their telephone number?
- Where can I get information about moving to our new duty station?
- We're having marital problems, where can we get counseling?
- I need help managing stress, where can I go?
- We're expecting our first baby, where can we get information about being parents?
- What services are available to help my transition to civilian life?

Fleet and Family Support Centers provide deployment preparation briefs tailored specifically for IA Sailors and their families. They also provide discussion/support groups to enable IA families to network with other IA family members, and provide information to make homecoming go smoothly.

## Military OneSource

[www.militaryonesource.com](http://www.militaryonesource.com)

Military OneSource is a web site sponsored by the Department of Defense to provide information and resources to Sailors and their families. You must register to access some features. There are articles and links to a variety of topics

Military OneSource has several useful features:

- Telephone numbers are available 24/7 for individuals to call and talk with a consultant.
- The staff will research a topic and send results.
- Referrals for private counseling sessions and legal consultations are also available.
- There are separate numbers for TTY/TDD service and to reach Spanish speaking consultants. Simultaneous translation in more than 150 languages is also available.

To talk to a Military OneSource consultant:

Stateside: 800-342-9647

Collect from Overseas: 800-3429-6477

(use applicable access codes, 122-001-010 for Japan, S-KT, Singapore and Thailand, 001 for Korea, S-Darcom and 00 for all others.)

Collect from Overseas: 1 484-530-5908.

En español llame al: 1-877-888-0727

TTY/TDD: 1-866-607-6794

## Navy-Marine Corps Relief Society (NMCRS)

[www.nmcrs.org/services.html](http://www.nmcrs.org/services.html)

The Navy-Marine Corps Relief Society is a volunteer based not for profit private 501(c) (3) organization sponsored by the Department of the Navy. No financial assistance is received from the Department of the Navy to conduct the Society's programs.

The Society provides interest-free loans or grants to help with emergency needs such as:

- Emergency transportation.
- Funeral expenses.
- Patients share of medical/dental bills.
- Food, rent, mortgage and utilities.
- Disaster relief assistance.
- Child care expenses.
- Essential vehicle repairs.
- Pay problems or delays.
- Unforeseen family emergencies.

Financial assistance is provided on a need basis. All loans are interest free and normally repaid by allotment. In some instances, if repayment would cause a hardship, assistance may be provided as a grant.

Loans are made to the service member. During

deployments, in the absence of the service member, an eligible family member may seek assistance with a valid power of attorney or a NMCRS pre authorization form can be placed on file at the NMCRS Office prior to deployment. If neither is available, the service member will be contacted to provide authorization and to agree to repayment terms.

Layettes are "Baby's First Seabag" containing over \$100 worth of baby items, are provided to all Navy, Marine Corps and Coast Guard personnel or family members who are expecting or have had a new baby when they participate in the Budget for Baby Class or an individual budgeting session. For those families living in remote locations, a layette can be provided upon your request from a NMCRS Office. Each layette contains a handmade blanket or sweater set, crib sheets, onesies, hooded towel, bibs, socks, receiving blanket and burp cloths.

Visiting nurses make home, clinic or hospital visits to provide health and resource education, promote continuity of care between patients, doctors and military or community resources.

Thrift shops are available at many installations. They re-sell usable clothing, household and uniform items at affordable prices.

Need based Education Scholarships and loans are available to eligible spouses and children of active duty and children of retired and deceased service members.

For more information visit your local office or call 800-654-8364.

## Navy Mobilization Processing Site (NMPS)

You will be processed through the Navy Mobilization Processing Site location that is written in your orders. NMPS location is determined by training criteria and unit requirements. Information and points of contact for NMPS sites are located in your orders and on the IA page of NKO and on the ECRC website.

Bring the following to NMPS:

- Medical and dental records.
- Medications (90 day supply) and copy of prescription.
- Government travel credit card and enough cash for two days berthing and meals (approximately \$150.00-200.00).
- Proof of city/state residence.
- A copy of your completed ECRC IA Checklist.
- A copy of the completion certificates for each mandatory prerequisite course completed on NKO e-learning.

Orders will state if you are required to take your personnel record to NMPS.

Sailors that are not ordered to bring their personnel record should bring a copy of:

- Orders.
- Updated page 2.
- Current contract/ extensions.
- Page 4s (quals, awards and ASVAB).
- Last eval/ fitrep.

- FSA form (if applicable).
- Exam worksheet (if applicable).

Report to NMPS in a clean working uniform. Do not report in coveralls, flight suits, civilian clothes or physical training (PT) gear. All mission specific required uniforms items and PT gear will be issued at NMPS.

Do not take all of your standard issue uniforms to NMPS. You will only need enough clean working uniforms to wear for a few days until new uniforms are issued.

You will be at NMPS for approximately one week to ensure all prerequisite items and the ECRC IA Checklist are completed and that you are qualified to move forward. All transportation is provided at the NMPS. No privately owned or rental cars are authorized unless stated on orders.

You are required to stay in berthing provided. Family or guests are not authorized to stay with you. Families are not authorized to accompany you to NMPS and they will not be allowed to accompany you from this point forward.



## Basic Combat Skills Training

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All Sailors receive basic combat skills training, which is conducted by Army drill instructors at an Army training site. The location of the training site is included in the orders. Training site information is posted on NKO and ECRC websites. Training lasts for approximately three weeks. Topics include:

- Army Values.
- Basic Rifle Marksmanship.
- Crew Serve Weapons.
- 9MM Qualification.
- M-16 Qualification.
- Improvised explosive devices (IED).
- Urban Ops & Entry Control Point.
- Convoy Ops.
- Nuclear, Biological, Chemical (NBC) training .
- Hot/Cold Weather Casualty.
- EST/FATS (simulator) Situational Training Exercise.
- Forward Operating Base.
- Land Navigation.
- Communication.
- First aid.
- Quick / Reactive Fire
- Rules Of Engagement.
- Rules Of Force.
- Night Fire Code of Conduct.
- Law of Land.
- Personnel Recovery.
- SAEDA/Operational Security.
- Uniform Code of Military Justice (UCMJ).
- Geneva Convention.
- Cultural Awareness.
- Grenades.

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 assist with berthing, pay issues, communications, scheduling, uniforms, transportation, documentation, surveys, database updates and informational archives.

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

## Warrior Transition Program (WTP)

After completing an IA mission, most Sailors go through the Warrior Transition Program (WTP) in theater. Most 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 Warrior Transition 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.

The Warrior Transition Program is where you will turn in weapons and issued gear, go through customs and arrange for follow-on travel. You will also attend briefings on a variety of topics. You will have the opportunity to discuss any specific issues or concerns with a mental health professional or a chaplain

### Post Deployment Health Assessment

The DoD Deployment Health Assessment System is a means to identify and track (on an individual and population level) specific health related outcomes which may be related to military deployments. The pre and post-deployment health assessments are to be completed on-line at: <https://www-nehc.med.navy.mil/pdha>.

The Post deployment Health Assessment (PDHA) may be completed while still at the deployed location. Once completed you will go over answers with a health care provider. Any concerns you have will either be addressed at that time, or arrangements will be made 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 prior to arrival at the Warrior Transition Program, the PDHA must be completed and verified at the follow on command.

The Post Deployment Health Reassessment (PDHRA) is similar to the PDHA. It is completed between 90 and 180 days after redeployment. This must be done at the follow on command.



## Gear Turn In

After your mission is over, you will be required to turn in organizational issued equipment and gear. To speed up the process do the following before arriving at the redeployment site (Warrior Transition Program). If you are not coming back through WTP, you must do the following before getting on the plane.

- Clean weapon/s.
- Separate personal items from organizational issued equipment and gear.
- Inspect all equipment (OC&IE, RFI gear) and remove any gear adrift or personal belongings.
- Clean Body Armor Vest (IBA) with soap, water, and brush, in accordance with manufacturer's instruction printed inside of vest.
- Separate all the attachments from equipment belt (Molle gear, Canteen Pouches, etc).
- Separate /disassemble helmet cover, chin strap, and unscrew all attachments on combat helmet.



## Homecoming

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Homecoming is a process, not a single event. As homecoming nears, anticipation begins. A firm homecoming date is often not available which can be frustrating. Those on IA assignments usually fly back by themselves with little fanfare. You may wonder if you will be accepted or needed by your family and if your children will remember you. There is some sadness and regret that strong friendships developed during your IA tour will be missed.

Reunion is an exciting time; however, most often what you think it is going to be and the realism of what actually occurs is very different. Like all reunions, you will encounter a period of reintegration where roles and relationships are reshaped. It takes time together, with shared feelings and experiences, to reconnect with family and friends. You may find it harder to adjust from an IA deployment than from a routine deployment.

If in a relationship, you may feel a loss of freedom and independence, and resent having to make joint decisions again. Some service members report they feel like strangers in their own homes. At homecoming you have to make major adjustments in roles and responsibilities; your relationship will not be exactly the same as before this IA assignment.

You and your family have had different experiences and have grown in different ways, and these changes must be accommodated. Being aware of each other's needs is crucial at this point. There is, however, an opportunity offered to few civilian couples; the chance to evaluate what changes have occurred, to determine what direction you want your relationship to take, and to meld all this into a renewed commitment.

If after a month or six weeks you are still having difficulty trying to adjust to your non combat lifestyle don't hesitate to talk over your concerns with a chaplain, Fleet and Family Support Center or Military OneSource, VA counselor or your medical doctor.



## Redeployment Gear Inventory

Name: \_\_\_\_\_ SSN \_\_\_\_\_ Unit \_\_\_\_\_  
(Last, First, MI)

Nomenclature	U I	Turn-in Instruction	Qty Iss	Qty Ret	Comment (If Applicable)
Barracks Bag	EA	Empty & fold	1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
Body Armor Vest (IBA)	EA	Remove all attachments and inserts	1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
Body Armor Plates (IBA)	EA	Remove from IBA Vest	2		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
Body Armor. Groin	EA	Detach from IBA Vest	1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
Body Armor, Neck	EA	Detach from IBA Vest	1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
Canteen Cover (1 QT)	EA	Remove canteens	2		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
Canteen Cover (2 QT)	EA	Remove canteen	1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
Canteen Cup	EA	Separate from canteen/canteen cover	1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
Canteen (1 QT)	EA	Remove from canteen cover	2		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
Canteen (2 QT)	EA	Remove from canteen cover	1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
Entrenching Tool	EA	Remove from Carrier/Pouch	1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
Entrenching Tool Carrier	EA	Separate from Entrenching Tool	1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
Equipment Belt	EA	Strip all Attachments	1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
Field Pack & Frame	ST	Open & Inspect for contrabands	1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
Goggles (SWD)	ST	Open & Inspect for contrabands	1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
Gortex Parka	EA	Fold	1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
Gortex Trouser	EA	Fold	1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
Holster, Pistol (9 mm)	EA		1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
Insect Net Protector	EA	Fold	1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other

Nomenclature	U I	Turn-in Instruction	Qty Iss	Qty Ret	Comment (If Applicable)
Suspenders	EA		1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
Tact. Load Bearing Vest	EA	Strip all attachments	1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
Waterproof Bag	EA	Fold	1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
Wet Weather Parka	EA	Fold *Woodland Pattern	1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
Wet Weather Trouser	EA	Fold *Woodland Pattern	1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
Duffle Bag	EA	Use for storing all above	1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
RFI					
Elbow Pads	PR	Stuff one inside the other and secure	1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
Knee Pads	PR	Stuff one inside the other and secure	1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
Gloves, Combat	PR	Pair up *Turn in unworn only	1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
Gloves, Winter	PR	Pair up *Turn in unworn only	1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
Helmet & Cover	ST	Remove straps and cushions	1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
Goggles, Industrial	ST		1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
Mask & Cover, CBR	ST	Leave in pouch	1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
MOPP Gear (Backpack)	ST		1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
Modular Sleep System	ST	Stuff and tighten	1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
Overall, Fleece (Black)	ST	Fold *Turn in unworn only	1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
Sleeping Mat (Inflatable)	EA	Roll			<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
Universal First Aid Kit	PK	Open & Inspect for Contraband			<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
Duffle Bag	EA	Fold			<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other

Signature: \_\_\_\_\_ Date \_\_\_\_\_  
(Member)

Signature: \_\_\_\_\_ Date \_\_\_\_\_  
(Receiving Official)