



# The CIAC Paddle

## Helping You Navigate the IA Continuum



12<sup>th</sup> Edition, August 2013

### Command IA Coordinators,

**The CIAC Paddle, 12<sup>th</sup> Edition.** We continue to look to improve our ability to provide support to IA Sailors and their families, while policy and discussions persist with the drawdown of contingency operations in Operation Enduring Freedom (OEF). CIACs, without your diligent support, your Sailors will not be successful. Survey feedback we receive from your IA Sailors reflects not only their deployment process, but also the level of support provided by you, your command and other support networks. Your role, as your command's representative, has a vital impact on the IA Sailor and their family. **CIACs are the direct support system to IA Sailors and we at USFF IA Support are here to help you in that role. If you need assistance seek help from your command or [contact us](#). Imagine just for a moment the level of support you would expect to have...if you and your family were on the receiving end. Continue sending us your feedback as it assists us in improving the IA process.**

### Bottom Line Up Front

CIACs, as your IA Sailor's lifeline to the Navy, you are expected to ensure that they are: prepared to deploy before reporting to NMPS, contacted regularly, afforded the expected level of support to them and their family, and provided support for nine months following their return. The **CIAC Keys to Success** have never changed: **Read the IA Sailor's orders in their entirety! Utilize the [Navy IA website](#)! Be proactive to ensure your Sailors are prepared prior to deployment! Contact your IA Sailor regularly and document in NFAAS! Ask questions!**

### Actions for CIACs

**Review:** The [CIAC Briefing](#) & [CIAC FAQs](#) and become very familiar with the Navy IA website.

**Remember:** A CIAC must be assigned to each individual NFAAS IA record, not just to a UIC. This allows for accurate measurement of our compliance rates. Automated NFAAS email reminders are sent directly to the CIAC of record (and IA Sailor) for all Sailor and family notices. Ensure that both your information and your IA Sailor's contact information is current. An IA Sailor's orders include critical information about the Sailor's tour and POCs for billet descriptions.

**Retaining IA Status in NFAAS** – IA Sailors: "I'm no longer an IA." "I've been back for months." Be sure to inform your IA Sailors that they will continue to receive support even after they have physically returned from deployment for 9 months.

Review [IA Gram #5](#), paragraph 3.A.(1), B.(3) & (4) for further guidance. If your Sailor is transferring to another command and are having issues with the gaining command receiving the Sailor in NFAAS, contact [Mr. Paul Baker](#) at (757) 836-8532.

**CIAC Basic Training Course Has Arrived!** – In our effort to reach more CIACs, improve your skill sets as you support your IA Sailor and their family, CIAC Basic Training is now offered via Navy Knowledge Online (NKO) and is mandatory for all CIACs. You are required to complete the **Command Individual Augmentee Coordinator Basic Training V1.0**, (Catalog Code: USFF-CIACBT-1.0) on NKO within 30 days of assignment. Details to enroll in the CIAC Basic Training are accessible on the [CIAC Information webpage](#).

**Career Navigator Replaces FleetRIDE/PTS** –Career Navigator has replaced FleetRIDE/PTS and changes how the enlisted career management process occurs by putting Sailors at the helm to navigate their careers. It places the power of Navy career management systems at their fingertips. See NAVADMINs [149/13](#) and [150/13](#) for more details and the Career Navigator toolbox on the NPC website. See the video FORCM Wheeler as he [explains Career Navigator](#) and its impact for Navy Reservists.



VADM Robin R. Braun, Chief of Naval Reserve, welcomes home a returning IA Sailor at BWI, May 13, 2013. Photo by PO1 James Brown.

**Nine-Digit Zip Code Now Required** - Effective immediately, family, friends, and businesses sending mail to Navy mobile units must use a nine-digit ZIP code to ensure delivery, per [ALNAV 047/13](#) message released July 12 by Secretary of the Navy Ray Mabus.

### **Pre-Deployment**

**ISOPREP Completion/Access through AKO** - The ISOPREP is an operational authentication tool used by recovery forces to positively authenticate forces isolated personnel in enemy controlled or contested areas. Procedures to complete are no longer accessible through AKO. It must now be completed from a CAC-enabled computer on an unclassified “.mil” or “.gov” system. To complete and submit the ISOPREP, follow the **ISOPREP Pro-File Instructions** available on the Navy IA website, [Expeditionary Screening Procedures](#) webpage.

**NMPS Pre-Deployment/Re-Deployment Briefs** – We recognize that NMPS uses the “fire-hose” with a lot of information at NMPS, both getting them ready for their deployment/mob and re-deployment/demob. CNIC has placed all of the information provided to you on the respective [NMPS website](#) you processed through. Now, you have the ability to reach back to review any items as needed to support you.

### **Boots on Ground**

**AFRICOM R&R Policy (March 2012)** – IA Sailors, in the AFRICOM AOR, are eligible for leave and liberty programs under the following criteria: a) Assigned/deployed for 12-month tour with a minimum of 270 days BOG. For tours of 18 months or longer, may be authorized additional R&R leave period after the 18-month point. b) Eligibility to take R&R leave begins after the first 60 days in theater. Only one R&R period shall be authorized during a 12 month period. See the [AFRICOM R&R policy](#) for complete guidance.

**CENTCOM R&R Policy (January 2012)** – IA Sailors, in the CENTCOM AOR considered as temporary personnel, are eligible for leave and liberty programs under the following criteria: a) Service members on a minimum of 365-day deployment/mobilization orders and projected to spend at least 270-days physically at a location that is authorized R&R are eligible. b) Eligibility to participate in the R&R leave program begins after the first 60 days in theater and ends prior to the final 60 days in theater. Review the [CENTCOM R&R policy](#) for complete guidance.

### **Re-Deployment**

**Changes to Combat Action Ribbon (CAR) Eligibility Criteria** – NAVADMIN 037/13 provides procedures for award submission for personnel eligible for the CAR under revised criteria. The revised criteria authorize the CAR to AC EOD members, non-EOD members, and Navy veterans, both separated and retired. See [NAVADMIN 037/13](#) for further guidance.

**Navy Deployment Health Assessment (DHA) Website is now Live!** – Visit the new Deployment Health

Assessment website, [www.dha.navy.mil](http://www.dha.navy.mil), for policy guidance and execution and practical guidance for your command and IA Sailors on the process.

### **Question of the Day**

**How will the ASN (MR&A) Memorandum “Extending Contingency TDY Entitlements” affect me?**

The Assistant Secretary of the Navy for Manpower and Reserve Affairs (ASN (M&RA)), recently issued two new TDY Entitlements policy memorandums. This policy change will affect the pay of many IA Sailors who are currently on TDY orders or who are about to begin such orders. The new ASN (M&RA) policy generally restricts IAs to receiving a per diem entitlement for not more than two years in one geographic location, however specific time limitations on TDY entitlements are reflected in the “stoplight charts” and “flow charts” discussed below. The TDY Entitlements policy breaks IA Sailors into three general categories: a) AC Sailors, b) RC Sailors with existing TDY orders, and c) RC Sailors with new TDY orders.

Each of these categories has specific rules regarding their TDY Entitlements. Due to the complexity of the new policy, USFF N1 issued two memorandums supporting the generation of new RC IA TDY orders and implementation plans for existing RC IA TDY orders. Supporting these two memorandums, the “TDY Entitlements Implementation Stoplight Charts” and “TDY Entitlements Flow Charts” provide amplifying details. All pertinent documents specific to the ASN (M&RA) TDY Entitlements Changes are accessible on the Navy IA website, [Pay and Benefits](#) webpage.

### **Information You Need to Know!**

- ❖ [ALLNAV 047/13](#): Mandatory Use of Nine-Digit Zip Code
- ❖ [NAVADMIN 156/13](#): SAPR-Stand Down
- ❖ [NAVADMIN 150/13](#): Career Navigator Part II
- ❖ [NAVADMIN 149/13](#): Career Navigator Part I
- ❖ [NAVADMIN 122/13](#): FAMILYGRAM 02-13 – Insurance Benefits
- ❖ [NAVADMIN 096/13](#): FAMILYGRAM 01-13 – Family Finances
- ❖ [NAVADMIN 037/13](#): Changes to CAR Eligibility Criteria
- ❖ Deployment Health website: [www.dha.navy.mil](http://www.dha.navy.mil)
- ❖ [CNIC Family Connection–April, May & June 2013](#)
- ❖ [FY12 Returning Warrior Workshop \(RWW\) Schedule](#)
- ❖ [Navy IA FITREP/EVAL Quick Reference Guide](#)
- ❖ Primary IA resource: Navy IA website, [www.ia.navy.mil](http://www.ia.navy.mil)
- ❖ Visit the [Navy IA Hall of Honor & In Memoriam](#)
- ❖ Like us on Facebook at [www.facebook.com/NavylA](http://www.facebook.com/NavylA)
- ❖ Follow us on Twitter at [www.twitter.com/NavylA](http://www.twitter.com/NavylA)
- ❖ [Navy IA Mobile Apps](#): iPhone Android, and BlackBerry Platforms
- ❖ Emergency Numbers:
  - [ECRC](#) 24/7 Family Hotline: 1-877-364-4302 or [ecrc.fs.fct@navy.mil](mailto:ecrc.fs.fct@navy.mil)
  - [FEMA](#): 1-877-621-FEMA(3362)
  - [American Red Cross](#): 1-866-438-4636
  - [Military OneSource](#): 1-800-342-9647
  - [TRICARE](#): 1-888-363-2273