CNIC INSTRUCTION 1001.1B

From: Commander, Navy Installations Command

Subj: CNIC HEADQUARTERS INDIVIDUAL AUGMENTEE SUPPORT PROGRAM

Ref: (a) OPNAVINST 1754.6
     (b) CNO WASHINGTON DC 131855Z Mar 09 (NAVADMIN 076/09)
     (c) CNO WASHINGTON DC 020107Z Apr 09 (NAVADMIN 099/09)
     (d) CNO WASHINGTON DC 072352Z Oct 10 (NAVADMIN 334/10)
     (e) CNO WASHINGTON DC 072344Z Oct 10 (NAVADMIN 333/10)
     (f) CNO WASHINGTON DC 072338Z Oct 10 (NAVADMIN 332/10)
     (g) CNICINST 1300.1A
     (h) MILPERSMAN 1300-318
     (i) MILPERSMAN 1300-319
     (j) SECNAVINST 6120.3

Encl: (1) CNIC Headquarters Command Individual Augmentee Coordinator (CIAC) Monthly Update

1. **Purpose.** To promulgate policy and procedures, per references (a) through (j), for the support of Active Duty and Reservists assigned to Commander, Navy Installations Command (CNIC) Headquarters (HQ) selected to serve as Individual Augmentees (IAs).

2. **Cancellation.** CNICINST 1001.1A.

3. **Scope and Applicability**

   a. This instruction will be used to support all HQ active duty personnel selected for an IA assignment through either the IA Mobilization Management (Iamm) process, the Global Support Assignment (GSA) process, or the Operational Support Assignment (OSA) process outlined in references (d) through (g).

   b. Additionally, HQ civilian staff members serving in the National Guard or the Reserves who are mobilized or deployed will report their information to the HQ Command IA Coordinator (CIAC), through their N-Code/Special Assistant (SA), to assist HQ in supporting all deployed staff personnel as defined by this instruction.

4. **Policy.** Navy currently provides IA Sailors to support Combatant Commanders (COMOS) world-wide as established in references (a) through (j) and any subsequent Naval Administrative Message (NAVADMIN) or instruction promulgated by U.S. Fleet Forces or higher authority. Regular, uninterrupted parent command support to the member and family throughout the IA process is critical to ensuring a successful deployment.
5. Responsibilities
   
a. CNIC HQ Flag Staff (N00) will designate HQ CIAC in writing per reference (c).

b. N-Codes/SAs will:
   
   (1) Inform IA candidates, when applicable, of their selection for assignment as an IA.

   (2) Afford IA member the necessary time to complete all training, administrative, medical, dental, personal affairs and family readiness prerequisites as defined in the member’s IA orders and reference (h).

   (3) Provide contact information to the CIAC for Reservists’ that have been identified for mobilization and deployment by their parent service.

   (4) Ensure IA member, upon return to work, is re-integrated back into normal departmental work functions and supplied with appropriate work space/material (i.e. desk and office cubicle supplied and ready).

   (5) Ensure IA member, in conjunction with CIAC, is welcomed back to HQ by arranging appropriate homecoming/recognition event as established in reference (i).

c. HQ CIAC will:

   (1) Serve as HQ primary liaison to both the IA member and family from initial selection until nine months after return.

   (2) Assist IA member in preparing for upcoming deployment to include completion of all required training, administrative, medical, dental, personal affairs and family readiness prerequisites as defined in the IA orders and reference (b).

   (3) Maintain a working knowledge of current IA support policies per references (a) through (j). Complete and document any required training contained in reference (c).

   (4) Ensure IA member and family are aware of available deployment support services.

   (5) Maintain regular communication with the IA member and family per reference (c) and ensure periodic contact is noted in Navy Family Accountability and Assessment System (NFAAS).

   (6) Track and record IA member’s information. Tracking will include number and physical location of all HQ IAs (pre-deployment, deployment and re-deployment), departure and return dates and IA member and family contact list. CIAC will also ensure NFAAS IA event information is updated regularly as contained in reference (c).

   (7) Ensure HQ Ombudsman has access to listing of deployed IAs.
(8) Maintain oversight of any IA member and family requests for support and coordinate appropriate HQ assistance if required.

(9) Utilize enclosure (1) to provide monthly reports to HQ Chief of Staff (CoS) on status and well-being of IA and family.

(10) Track completion of Post Deployment Health Assessments (PDHAs) and Post Deployment Health Re-Assessments (PDHRAs) per reference (j).

d. HQ Command and Staff (N04C) MILPERS Representative/PASS Liaison will:

(1) Assist IA, in conjunction with CIAC, in preparing for assignment to include completion of all required administrative, medical and dental prerequisites as defined in the member’s IA orders and reference (h).

(2) Notify supporting Personnel Support Detachment (PSD) of member’s assignment as an IA and coordinate closely with PSD on any required pay and personnel pre-deployment requirements.

(3) Upon return from IA deployment, coordinate with supporting PSD to ensure member’s pay, leave accounting, awards, personnel records and advancement exam data (enlisted IAs only) are correct and documented appropriately.

(4) Ensure any performance evaluations received during IA deployment are appropriately routed and documented per current Navy guidance on IA fitness reports and evaluations (FITREPs/EVALs).

e. HQ Public Affairs Officer will, prior to deployment, assist IA member in preparing a standard Navy biography and arrange for an official photo to be taken.

f. HQ Command Career Counselor will, if applicable, ensure enlisted IA members participate in upcoming advancement examination, per most recent Navy guidance on advancement examinations for IAs.

g. IA member will:

(1) Complete all pre-deployment items as outlined in IA orders and reference (h) upon notification of selection for assignment as an IA and with the assistance of the CIAC and MILPERS Rep/PASS Liaison.

(2) Immediately report to CIAC any issue that may delay or cancel assignment as an IA.

(3) Print and make available copies of all completed prerequisite IA training certificates.

(4) Prior to detachment from HQ, enlisted IA personnel will coordinate with HQ Career Counselor, to discuss any career issues, questions or impacts from IA tour (to include participation in advancement exams).
(5) Report to designated Navy Mobilization and Processing Site (NMPS), upon detaching from HQ and as directed in the IA orders, for uniform outfitting, further IA processing and follow-on training prior to arrival at ultimate assignment location.

(6) Maintain regular communication with CIAC (monthly minimum) to include timely command notification of return dates once available.

h. HQ Command Ombudsman will serve as additional communication link between the HQ and IA family to include providing IA family with necessary resources and command information (e.g. command picnics, holiday parties, etc.) required to ensure family’s well-being and continuous integration with HQ family support structure.

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

7. Review and Effective Date. Per OPNAVINST 5215.17A, CNIC N1 will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy. This instruction will automatically expire five years after effective date unless reissued or canceled prior to the five year anniversary date, or an extension has been granted.

C. S. GRAY
Chief of Staff

Releasability and distribution:
This instruction is cleared for public release and is available electronically only via CNIC Gateway 2.0, https://g2.cnic.navy.mil/CC/Documents/Forms/Directives%20Only.aspx
CNIC HQ CIAC MONTHLY UPDATE

[Date]
[CIAC Phone Number]
[CIAC Name]

Subject: COMMAND IA COORDINATOR (CIAC) UPDATE

1. Executive Issues:
   • [Insert brief overview of the status of each IA]
   • Report the status of Post Deployment Health Assessment (PDHA) and Post Deployment Health Re-Assessment (PDHRA) compliance]
   • [Report any additional “executive-level” issues]

2. Background:
   • The CIAC is responsible for maintaining monthly (minimum) contact with IAs and their spouses prior and during assignment, and for nine months post-assignment.
   • CIACs are responsible for tracking the completion of PDHA and PDHRAs.

3. Discussion:
   • Status of IAs on assignment:
     o [Status of IA 1]
     o [Status of IA 2]
     o [Status of IA 3…]
   • Status of returned IAs:
     o [Status of IA 1]
     o [Status of IA 2]
     o [Status of IA 3…]
   • [Report on any other pertinent issues]
   • Next monthly update will be on [estimated date of next report]

4. Recommendation:
   • [“For information only” or any recommended future action]