



DEPARTMENT OF THE NAVY

NAVAL SEA SYSTEMS COMMAND
1333 ISAAC HULL AVE SE
WASHINGTON NAVY YARD DC 20376-0001

IN REPLY TO

NAVSEAINST 1001.4
Ser 00ZM/081
30 May 06

NAVSEA INSTRUCTION 1001.4

From: Commander, Naval Sea Systems Command

Subj: INDIVIDUAL AUGMENTATION READINESS PLAN

Ref: (a) OPNAVINST 1001.24

Encl: (1) Individual Augmentation (IA) Pool Process
(2) Individual Augmentation Request (IAR) Process and
Timeline
(3) Individual Augmentation (IA) Waiver Request

1. Purpose. To establish procedural guidance for Naval Sea Systems Command (NAVSEA) to meet Individual Augmentation (IA) requirements set forth in reference (a).

2. Background

a. In support of Global War on Terror (GWOT), the Navy is filling certain ground support billets as designated by the Combatant Commanders (COCOMs) to ease the stress on our sister services. The Chief of Naval Operations (CNO) has stated that Navy support for GWOT is our highest priority.

b. This directive formalizes the IA assignment process by establishing a pre-planned, time-phased pool of individuals across the NAVSEA claimancy. This approach enables the command to attain the characteristics it desires from the IA request fulfillment process, provide transparency and fairness in personnel selection, and allow military personnel to prepare themselves and their families for possible unaccompanied overseas assignment.

(1) Sustainability. This process will support continuous rotation of individuals.

(2) Flexibility. This process provides options to accommodate non-standard needs.

(3) Responsiveness. This formalized process produces augmentation personnel with the desired skills to the gaining command (at entry to in-processing pipeline) within 7 days.

(4) Equity. This process exercises fair share responsibilities across all NAVSEA activities.

(5) Predictability. This process allows the unit/program/competency to manage the risk of specific individual losses due to augmentation. It also allows individuals to make personal plans based on the potential for deployment.

3. Scope. This directive is applicable to all officer and enlisted personnel assigned to NAVSEA Budget Submitting Office (BSO) 24, to include Headquarters (HQ), Program Executive Offices (PEOs) for Ships, Carriers, Submarines, Integrated Warfare Systems (IWS) and Littoral and Mine Warfare (LMW), and Field Activities. Reserve Personnel and Active Duty for Special Work Sailors cannot fill active duty IA requests and are exempt from this directive.

4. Responsibilities

a. Military Personnel (MILPERS) Officer (SEA 00ZM). The MILPERS Officer will establish and manage the IA process in accordance with reference (a) and current CNO guidance. Enclosure (1) provides the details on how the IA pool will be established, exemptions that will be allowed, and how the pool will be managed. Enclosure (2) documents the IA Request (IAR) process and provides an example of the timeline in which to follow. SEA 00ZM will produce a quarterly IA Pool Report that will be forwarded to Vice Commander, Deputy Commanders, PEOs and CO/OICs.

b. Vice Commander/Deputy Commanders/PEOs/CO/OICs. Vice Commander/Deputy Commanders/PEOs/CO/OICs shall review IA Pools and assess mission risk. Assessment should include quantification of impact to mission in the event of an individual deployment and identification of waiver requests. Enclosure (3) must be completed and forwarded to COMNAVSEA via SEA 00ZM, within 10 days of released IA Pool Report for each Sailor requesting a waiver. Waiver requests must be endorsed by the respective Commander, Commanding Officer, Deputy Commander, or PEO. "By Direction" endorsements are not authorized.

c. Deputy Commander, Contracts (SEA 02). SEA 02 will coordinate the IA process for Supply Corps officer requirements. Coordination includes solicitation of volunteers from within the Supply Corps community, regardless of priority, and screening individuals to ensure they possess the requisite qualifications. If volunteers are not identified, a candidate will be identified per enclosure (1).

d. PERS 445 (ED Community). PERS 445 is the ED Community point of contact for the management of GWOT IA. PERS 445 and SEA 00ZP will provide advice and information to the ED Flags, who will set policy and direction for execution. Overall responsibility for the ED GWOT IA effort is resident in the Senior ED.


e. Commander, Naval Reactors (SEA 08). SEA 08 will coordinate the IA process for Naval Reactor (NR) personnel requirements in accordance with reference (a).

f. Commander, Naval Sea Systems Command. NAVSEA has final approval authority for all exemption and waiver requests.

g. All NAVSEA Active Duty Military. Each military member will take all actions necessary to ensure personal deployment readiness. All members are directed to log onto <https://www.nko.navy.mil//>. Information on this website assists members and their families in preparation for possible deployment.

5. Action. Addresses will implement and adhere to the guidance provided in this instruction.

6. Review Authority. MILPERS (SEA 00ZM) will review this instruction annually, making changes as necessary.



P. E. SULLIVAN

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INDIVIDUAL AUGMENTATION (IA) POOL PROCESS

1. Establishment.

a. Volunteers. In all instances, the preferred method of fill is a volunteer. Individuals who elect to volunteer will make their desires known to the NAVSEA Military Personnel (MILPERS) Officer, Mrs. Karen Frantz at (202)781-3151, e-mail: Karen.frantz@navy.mil. All volunteers should also make their intentions known to their chain of command and gain their command's concurrence.

b. Non-volunteers. When no volunteer is available for assignment, non-volunteers will be assigned. Ranked pools of non-volunteer officers and enlisted have been developed for this purpose. For each pending non-volunteer fill, the Sailor (officer or enlisted) next in line will be selected, with consideration given to the billet's rank and any specific skill set required. The MILPERS Officer will inform the Vice Commander of the need to fill the requirement with a non-volunteer. The MILPERS Officer will also inform the non-volunteer's Commanding Officer (CO), and confirm there are no issues (either personal or needs of the command-related), that may preclude the Sailor from satisfying an IA assignment at this time. If issues are evident, the Vice Commander will be notified and will contact the Flag Officer in Command of the selected Sailor, who in turn will discuss the matter with the Sailor's CO. If agreed that the Sailor cannot be made available, the CO will initiate a waiver request and notify the MILPERS Officer when the Sailor will be available. The MILPERS Officer will continue the same process for the next qualified Sailor on the list until a fill has been approved. The Sailor who received a "pass" will be moved to the top of the list once his/her availability date is reached, normally this will be no later than 6 months. If the command can support the Sailor's release for the IA assignment prior to the availability date, the CO will inform the MILPERS Officer and the Sailor.

2. Exemptions.

a. Commanding Officers/Executive Officers/Major Program Managers (Selected) are exempt for the entirety of their respective tours.

b. Commander, Naval Sea Systems Command Executive Assistant (EA) and Aide are exempt for the entirety of their respective tours.

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c. Newly reporting personnel are exempt for 3 months from date of report to NAVSEA.

d. Personnel with an approved retirement date and/or orders to transfer are exempt if less than 90 days remain between the end of the IA and the approved retirement/transfer date.

e. Students at Defense Systems Management College (DSMC), Resident Program Management Courses (e.g., PMT 352, PMT 401, PMT 402) are exempt for the duration of the curriculum.

f. The Commander, Naval Sea Systems Command has final approval of all exemption requests in addition to those addressed herein.

3. Management.

a. Eligible Pool. The pool of eligible non-volunteer Sailors consists of all officers and enlisted with the exception of those identified in paragraph 2 as exemptions. The criterion used to rank the pool of eligible Sailors is time since last sea tour or unaccompanied overseas tour. Additional considerations, such as Sailor timing relative to PRD or separation, command manning status, Exceptional Family Member (EFM) status, etc., will be addressed on a case by case basis. The pool rankings will be reviewed by the Vice Commander for approval. The top 50 Sailors in the pool and their commands will be notified of their status, so that they can be better prepared for an involuntary IA assignment. As Sailors enter and exit the pool, the rankings will be updated. Sailors who volunteer after the pool is ranked will be noted and moved to the top of the list.

b. Process. When NAVSEA receives an IA request, the MILPERS Officer will forward the request to Deputy Commanders/PEOs/CO/OICs with a copy to Vice Commander. In turn, request must be forwarded to all Sailors that meet the billet requirements for rank, designator, and any special requirements noted.

(1) Volunteers will be solicited.

(2) If volunteers are not forthcoming, the MILPERS Officer will identify the next eligible Sailor that will be selected from the established IA pool and notify their CO.

(3) The selected non-volunteer will be notified by their CO and a final assessment will be done to determine if any personal (medical/dental/family) issues have arisen since the

last IA Pool Report review, as well as, if their unit (e.g., command, competency, activity) has any other personnel currently on IA assignment. If yes, the unit command should consider requesting a temporary waiver for that individual in order to remove them from consideration for the current IA request. Waiver justification should include an assessment of the impact of manpower shortages potentially caused by an additional augmentee coming from the command.

c. Personnel who do not meet deployment readiness due to medical and/or dental issues are exempt for a period of 90 days to resolve issues. If after 90 days the member has not resolved the issue, an IA waiver request is required.

d. The MILPERS Officer is required to provide a nominee for the IA fill within 7 days of the date time group (DTG) of the tasking message.

e. It is each augmentee's responsibility to personally ensure that their servicing Personnel Support Activity Detachment (PSD) is aware of their IA assignment. The PSD will be able to take action to help minimize pay/personnel disruptions to the augmentee, e.g., provide points of contact at the servicing PSD for the augmentee to share with "in theater" administrative support personnel; advise on how to access Leave and Earnings Statements from "in theater" or when augmented to another uniformed service; advise on what dates in the course of the augmentation will need to be recorded and provided to the PSD for pay purposes.

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INDIVIDUAL AUGMENTATION REQUEST (IAR)
PROCESS AND TIMELINE

- ✓ MILPERS Officer receives IAR via message traffic (for example: DTG 101234Z May 06, - Response to BUPERS 17 May).
- ✓ Day 1 - MILPERS Officer forwards IAR to Deputy Commanders/PEOs/CO/OICs with copy to Vice Commander and EA.
- ✓ Day 2 (NLT) - MILPERS Officer will identify the next eligible Sailor that will be selected from the established IA pool and notify their commanding officer.
- ✓ Day 2 (NLT) - Deputy Commanders/PEOs/CO/OICs forward IAR to all sailors that meet the billet requirements for rank, designator, and any special requirements noted.
- ✓ Day 4 (NLT) - Volunteers provide MILPERS Officer required information to be forwarded to BUPERS.
- ✓ Day 5 (NLT) - MILPERS Officer will confirm selected non-volunteer information.
- ✓ Day 7 (NLT) - MILPERS Officer submit nominee and alternate (volunteer/non-volunteer) information to BUPERS for the IAR billet requirement.

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INDIVIDUAL AUGMENTATION (IA) WAIVER REQUEST

(Date)

MEMORANDUM

From: RANK First name Mi Last name, USN/USNR, Designator
To: Commander, Naval Sea Systems Command
Via: COC

Subj: INDIVIDUAL AUGMENTATION (IA) WAIVER REQUEST

Ref: (a) NAVSEAINST 1001.4

1. Per reference (a), I request a waiver from the following augmentation request: DTG, Line Item, Designator, Grade, Billet Title).
2. My reason(s) for requesting this waiver is(are) (Provide special reason for requesting waiver and justification, i.e., any information that is pertinent to your request. If reason is due to medical and/or dental issues, identify actions that will be taken to resolve issues).

F. M. LAST NAME

Enclosure (3)