



DEPARTMENT OF THE NAVY
COMMANDER, NAVY INSTALLATIONS COMMAND
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CNICINST 1001.1A
N00
8 Feb 2013

CNIC INSTRUCTION 1001.1A

From: Commander, Navy Installations Command

Subj: CNIC HQ 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 1300.1
(h) MILPERSMAN 1300-318
(i) MILPERSMAN 1300-319
(j) SECNAVINST 6120.3
(k) SECNAV M-5210.1

Encl: (1) Template: CNIC HQ CIAC Monthly Update

1. Purpose. To publish the policy and outline procedures, per references (a) through (g), for the support of military staff assigned to Commander, Navy Installations Command (CNIC) Headquarters (HQ) selected to serve as Individual Augmentees (IAs).

2. Cancellation. CNICINST 1001.1 dated 16 May 2008.

3. Background. Navy currently provides IA Sailors to support Combatant Commanders (COCOMs) world-wide. Regular, uninterrupted parent command support to Sailor and family throughout this IA process is critical to ensuring a successful deployment.

4. Policy. As established in references (a) through (j):

a. This instruction will be used to support all CNIC 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 Reserve who are mobilized and/or deployed will report their information to the CNIC HQ Command IA Coordinator (CIAC), through their N-Code/Special Assistant (SA), to assist CNIC HQ in supporting all deployed staff personnel as defined by this instruction.

4. Responsibilities

a. CNIC HQ Flag Staff (N00) is responsible for designating a CNIC HQ CIAC in writing in accordance with reference (c).

b. CNIC HQ CIAC is responsible for:

(1) Maintaining a working knowledge of all current IA support policies as identified in references (a) through (j).

(2) Completing and documenting any required training in accordance with reference (c).

5. Actions

a. N-Codes/SAs shall:

(1) Inform IA candidates, when applicable, of their selection for assignment as an IA.

(2) Ensure IA can prepare for upcoming IA assignment by affording Sailor time necessary to complete all training, administrative, medical, dental, personal affairs, and family readiness prerequisites as defined in Sailor IA orders and reference (h).

(3) Provide contact information to CIAC for those civilian staff members/employees who serve as a Reservist or National Guardsman and have been identified for mobilization and deployment by their parent service.

(4) Ensure Sailor (or employee), in conjunction with CIAC, is welcomed back to CNIC HQ by arranging appropriate homecoming/recognition event in accordance with reference (i).

(5) Ensure Sailor (or employee), upon return to work, is re-integrated back into normal departmental work functions and

supplied with appropriate work space/materials (i.e., desk and office cubicle supplied and ready).

b. CNIC HQ CIAC shall:

(1) Serve as CNIC HQ primary liaison to both IA and family from initial IA selection until 9 months after return.

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

(3) Ensure Sailor and family are aware of available deployment support services.

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

(5) Track and record IA information. Tracking will include number and physical location of all HQ IAs (pre-deployment, deployment, and re-deployment), departure and return dates, and IA and family contact list. CIAC will also ensure NFAAS IA event information is updated regularly in accordance with references (c).

(6) Ensure CNIC HQ Ombudsman has access to listing of deployed IAs.

(7) Maintain oversight of any IA and/or family requests for support and coordinate appropriate HQ assistance if required.

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

(9) Track completion of Post Deployment Health Assessments (PDHAs) and Post Deployment Health Re-Assessments (PDHRAs) in accordance with reference (j).

c. CNIC HQ Command and Staff (N00C) MILPERS Representative/PASS Liaison shall:

(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 Sailor IA orders and reference (h).

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

(3) Coordinate with supporting PSD, upon return from IA deployment, to ensure Sailor pay, leave accounting, awards, personnel records, and advancement exam data (enlisted IAs only) are correct and documented appropriately. Additionally, ensure any performance evaluations received during IA deployment are appropriately routed and documented in accordance with current Navy guidance on IA fitness reports and evaluations (FITREPs/EVALs).

d. CNIC HQ Public Affairs Officer shall assist IA (or mobilized civilian employee), prior to deployment, in preparing a standard Navy biography, and arrange for portrait photo to be taken of the deploying member.

e. CNIC HQ Command Career Counselor shall ensure Sailor participation in upcoming enlisted advancement examinations, for enlisted IA assignments if applicable, is in accordance with most recent Navy guidance on advancement exams for IAs.

f. IA Sailor shall:

(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. IA Sailor must immediately report to CIAC any issue that may delay and/or cancel assignment as an IA.

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

(3) Coordinate with HQ Career Counselor, for enlisted IA personnel, to discuss any career issues, questions or impact from IA tour (to include participation in advancement exams) prior to detachment from HQ.

(4) 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.

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

g. CNIC HQ Command Ombudsman shall 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, shall be managed in accordance with reference (k).


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TEMPLATE: 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 for 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 9 months post-assignment.
- CIACs are responsible for tracking the completion of PDHA and PDHRAs.

3. **Discussion:**

- Status of IAs on assignment:
 - [Status of IA 1]
 - [Status of IA 2]
 - [Status of IA 3...]
- Status of returned IAs:
 - [Status of IA 1]
 - [Status of IA 2...]
- [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]