



DEPARTMENT OF THE NAVY
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CNICINST 1300.1

N1

NOV 23 2011

CNIC INSTRUCTION 1300.1

From: Commander, Navy Installations Command

Subj: INDIVIDUAL AUGMENTEE SOURCING POLICY AND PROCESS

Ref: (a) CNO WASHINGTON DC 072338Z Oct 10 (NAVADMIN 332/10)
(b) CNO WASHINGTON DC 020107Z Apr 09 (NAVADMIN 099/09)
(c) MILPERSMAN 1300-318 4 Oct 2010

Encl: (1) Individual Augmentee Manpower Management (IAMM)
Processes and Sourcing Timeline
(2) Individual Augmentee (IA) Reclama Rules
(3) Sample Appeal Reclama

1. Purpose. To implement current Commander, Navy Installations Command (CNIC) sourcing policy and process to improve efficiency and enhance the ability to support Individual Augmentee (IA) requirements, while minimizing impact on mission accomplishment of CNIC regions and installations.

2. Background. CNIC provides IA tasker nominations to U.S. Fleet Forces Command (USFF) for Contingency Operations in locations such as Afghanistan, Iraq, Djibouti, and Guantanamo Bay, Cuba. CNIC is standardizing guidance for the IA Process to ensure Regions/Installations are provided a timeline for sourcing IA taskers and to ensure all nominations are provided to USFF in a timely manner.

3. Policy. As established in references (a) and (b) and in any subsequent Naval Administrative Message (NAVADMIN) or instruction promulgated by USFF or higher authority on the sourcing of IA personnel.

4. Responsibilities

a. CNIC is responsible for providing USFF qualified and eligible Individual Augmentee (IA) personnel in accordance with established policies and procedures contained in references (a) and (b).

b. CNIC Headquarters (HQ) Total Force Management (N1) is responsible for the day-to-day management and oversight of the IA nomination process for the CNIC enterprise in accordance with established policies and procedures contained in references (a) and (b).

c. HQ Individual Augmentee Sourcing Manager (IASM) is responsible for managing the IA sourcing process for the CNIC enterprise and submitting coordinated IA nominations to USFF in accordance with established policies and procedures contained in references (a) and (b).

d. Region Commanders (REGCOMs) are responsible for providing IA nominations to HQ IASM to meet the intent of established policies and procedures contained in references (a) and (b).

e. Region IASM personnel are responsible for managing the IA sourcing process for their respective Regions and submitting IA nominations to HQ IASM in accordance with established policies and procedures contained in references (a) and (b).

f. Installation Commanding Officers (COs) are responsible for providing their respective Region staffs qualified and eligible IA personnel in accordance with established policies and procedures contained in references (a) and (b).

g. Installation IASM personnel are responsible for managing the IA sourcing process for their installations and submitting IA nominations to their Region IASM in accordance with established policies and procedures contained in references (a) and (b).

5. Action

a. HQ Chief of Staff (COS) shall:

(1) Review and consider formal reclama appeals from REGCOMs.

(2) Decide reclama appeal outcomes within two business days of receipt from HQ N1.

(3) Advise REGCOMs of the appeal decision, via Region COS.

b. HQ N1 shall:

(1) Identify an IASM.

(2) Advise HQ COS on reclama appeals within one day of the appeal.

(3) Recommend to COS alternate courses of action to any formal reclama appeal submitted by a REGCOM.

c. HQ IASM shall:

(1) Manage all IA taskers and ensure IA taskers from USFF are tasked and filled in a timely manner in accordance with references (a) and (b) and enclosures (1) through (3)

(2) Advise HQ N1 within 1 day of a reclama appeal.

(3) Apprise HQ N1 of any projected formal reclama appeals.

(4) Devise alternate course(s) of actions should a formal reclama appeal be upheld by the HQ COS.

d. REGCOM shall:

(1) Identify an IASM to manage IA taskers and provide nominations to CNIC HQ IASM.

(2) Approve and sign reclama appeals for submission to HQ COS in accordance with enclosures (1) through (3).

e. Region IASM shall:

(1) Submit IA tasker nominations to HQ IASM as outlined in this directive and in accordance with references (a) and (b) and enclosures (1) through (3).

(2) Document primary and auxiliary nominated Sailors have completed their Expeditionary Screening Checklist NAVPERS 1200/22 in accordance with reference (c), are fully eligible and qualified, and any additional screening qualifications.

(3) Act as the primary point of contact for formal Region reclaims.

(4) Initiate initial reclama based on inventory or mission degradation no later than five (5) business days from date tasked.

f. Installation CO shall identify an IASM to manage IA taskers and provide nominations to their Region IASM.

g. Installation IASM shall:

(1) Submit IA tasker nominations to their Region IASM as outlined in this directive and in accordance with references (a) and (b) and enclosures (1) through (3).

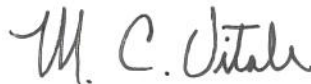
(2) Document primary and auxiliary nominated Sailors initiate their Expeditionary Screening Checklist NAVPERS 1200/22

in accordance with reference (c), are fully eligible and qualified, and any additional screening qualifications.

(3) Enter IA personnel deployment and return dates into Total Workforce Management Services (TWMS) within 30 days of action.

(4) Notify the Command Individual Augmentee Coordinator (CIAC) of every accepted IA nomination for proper preparation for deployment in accordance with reference (b).

(5) Notify Region IASM via email of any change in IA personnel eligibility status for whatever reason and provide their Region IASM proper documentation in accordance with references (a) and (b) within three business days.



M. C. VITALE
Vice Admiral, U.S. Navy

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**INDIVIDUAL AUGMENTEE MANPOWER MANAGEMENT (IAMM) PROCESSES AND
SOURCING TIMELINE**

TYPICAL IAMM PROCESS OVERVIEW

Current Navy IAMM business rules are contained in reference (a). Navy IA information and resources can be found at www.ia.navy.mil or www.ecrc.navy.mil.

1. USFF receives IAMM tasks from higher authority and assigns them via message to various Budget Submitting Offices (BSOs), using guidelines promulgated via various IA NAVADMIN messages.
2. HQ Individual Augmentee Sourcing Manager (IASM) reviews each tasking received and estimates "best fit" and least impact across all regions in accordance with USFF IA Business Rules in accordance with reference (a).
3. HQ IASM assigns requirements to a particular region to fill.
4. CNIC regions submit nominees to HQ IASM.
5. HQ IASM reviews nominations and submits to USFF.
6. USFF reviews and forwards to Navy Personnel Command (PERS-4G1) who issues orders for the primary nominee.
7. Individuals chosen to serve on an IA report to assigned Navy Mobilization Processing Sites (NMPS) (typically Norfolk or San Diego) on the initial report date and return to parent command via NMPS upon return from IAMM.
8. Region/Installation Command Individual Augmentee Coordinators (CIACs) will ensure IA personnel are processed and supported in accordance with reference (b).

HQ IASM SOURCING PROCESS

1. Search for rating/grade across all regions.
2. Eliminate candidates who do not hold required qualifications/clearance.
3. Eliminate candidates inside nine-month projected rotation date (PRD) window.
4. Eliminate candidates already committed to or deployed on IA.
5. Eliminate candidates who have eligibility issues (i.e. medical, legal, etc.).

6. Determine which region is best able to support tasking with minimal impact to mission accomplishment based on remaining qualified population. If multiple candidate options are available, apply "fair share" process including: Region size, current/projected manning and current/historical IAMM tasking commitments.

7. Task selected Region with requirement via email.

IAMM SOURCING TIMELINE

To ensure the IAMM Sourcing Process is efficient, the following sourcing timeline shall be enforced prior to the 60-day notification mark of the Sailor:

1. From 7-150 days: USFF tasks CNIC.

2. From 7-150 days: HQ IASM conducts extensive analysis of potential IA candidates, sends status checks to pertinent Regions for eligibility confirmation, if required, and begins tasking Regions on least impact and/or fair share basis where possible. Every effort will be made to ensure a 14-day minimum Region response time.

3. No later than (NLT) five (5) business days from the date Region was tasked, the Region will initiate reclama to the CNIC HQ IASM based on inventory or mission degradation (if warranted).

a. Initial reclama decisions will be made by the CNIC HQ IASM and returned to the region within one business day.

b. Appeal of initial reclama decisions will be sent to CNIC HQ IASM for internal staffing resolution with applicable HQ N-code.

c. IASM will advise HQ N1 of resolution of reclaims, whether informal or formal.

d. CNIC COS will make formal reclama appeal decisions within two business days of receipt from HQ IASM.

e. If reclama appeal is approved, HQ IASM will task another region within one business day.

4. From 1-10 days: Last-minute Region reclaims/drops; HQ IASM will retask within one business day, if approved.

5. From 0-5 days: Regions return nominations to HQ IASM.

6. From 0-3 days: HQ IASM submits all nominations into the USFF IA Portal.

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JOINT BASE (JB) IAMM SOURCING POLICY

JBs are not excluded from sourcing IAMM personnel. However, they have unique sourcing considerations. The following rules apply to JBs within CNIC:

1. JB (Navy Non-Lead/Supported). Only personnel assigned to Joint Base Integrated (JBI) billets are exempt from IAMM assignment. All other Joint Base Supported Component Force Structure (JBSCFS) billets are subject to IAs. If the absence of the IA's member creates a significant risk to the JB commander, the loss must be backfilled by the member's service using the JB Augmentee process.

2. JB (Navy Lead/Supporting). All Navy personnel are Eligible for IAMM.

INDIVIDUAL AUGMENTEE (IA) RECLAMA RULES

The following rules apply to the submission of IA reclamationas:

1. Reclama based on "inventory" shortage and/or "mission essential" individuals shall be sent to the CNIC HQ IASM no later than close of business five business days from date of tasking. No contact with CNIC HQ's IASM by fifth business day assumes concurrence with tasking.
2. Reclama based on drops (Not Physically Qualified (NPQ), pregnant, legal, etc.) following nomination will be sent as soon as verified by proper command authority, but no later than three business days from the date of discovery.
3. All reclamationas should include the information outlined in enclosure (3). Initial reclama of tasking should be forwarded to the CNIC HQ IASM from the Region IASM in an email. Often initial reclamationas can resolve the issue as the CNIC HQ IASM or the Region IASM points out information of which one or the other was not aware. If CNIC HQ IASM doesn't concur with initial reclama, and the affected Region doesn't agree, the Region can submit a formal appeal reclama using enclosure (3) with the appropriate signature and forwarded to CNIC HQ N1 and IASM, by the Region N1, via email. CNIC HQ N1 and IASM will in turn provide COS with background information and alternatives.
4. Although additional information is welcome, Regions must include a statement regarding mission/operational readiness impact and identify any potential degradation of services if required to support subject IA.
5. Initial reclama decisions will be made by CNIC HQ IASM, in consultation with appropriate subject matter experts, and/or HQ senior leadership when required, with notification to CNIC HQ Manpower Optimization Division (N11) followed by CNIC HQ N11 notification to CNIC HQ N1.
6. Formal appeal reclamationas, regarding initial HQ IASM reclama decisions, will be sent to the CNIC HQ IASM and HQ N1 for internal staffing/resolution with CNIC leadership, with an appeal reclama decision to be made within two business days of receipt from CNIC HQ IASM.
7. Formal reclama appeal decisions will be routed back to the Region N11 via the CNIC HQ IASM within one business day of the appeal decision. If a reclama has been approved and can be retasked, the CNIC HQ IASM will do so within one business day of approval.
8. The CNIC HQ IASM serves as the centralized point of coordination for all CNIC IA taskers, initial reclamationas, and formal reclama appeals.

SAMPLE APPEAL RECLAMA (For Word document or email)

From: Region Commander
To: CNIC (Chief of Staff)

Subj: INDIVIDUAL AUGMENTATION (IA) APPEAL RECLAMA FOR
NE-xxxx-xxxx

Ref: (a) CNICINST 1300
(b) CNO WASHINGTON DC 0723382 Oct 10 (NAVADMIN 332/10)

1. In accordance with references (a) and (b), the following information is submitted:

a. Noble Eagle Number: NE-xxxx-xxxx

b. Rates/Ranks, Names, Reasons of ineligible individuals:

LCDR Jane Smith-Mission Commander, LT John Doe-SAR Pilot

c. Parent Command: NAS Air Base

d. Region: Region Name

e. Specific mission degradation: NAS ATSUGI currently has the absolute minimum number of SAR pilots onboard to maintain the required 24/7 SAR operations capability. The absence of either of these individuals would result in the inability to maintain this capability and prevent accomplishment of this critical mission requirement. (All reclusas require a by name listing of qualified candidates with reasons for ineligibility stated clearly. Qualified individuals listed as "mission essential," but otherwise eligible, require specific explanation of which command mission or critical functions cannot be covered or performed.)

2. Region POC: John Doe, Regional IASM Coordinator,
John.doe@fe.navy.mil, Commercial 1-839-555-8171, DSN 315-555-8171.

Signature Block