



The CIAC Paddle

Helping You Navigate the IA Continuum



16th Edition, February 2015

Command IA Coordinators

The CIAC Paddle, 16th Edition. Happy New Year! Now that 2015 is upon us, our mission of supporting IA Sailors is just as important today as it has ever been. Topics highlighted in this edition include: Navy IA and DHA Websites, Passport/Visa (Official & Unofficial) In-Hand Before NMPS Arrival, Hardship Duty Pay-Tempo (HDP-T), NIACT Requirements, and Separation Health & Physical Examination (SHPE) Requirements.

CIACs' Role

Especially during the current period of rapid changes in IA missions, your CIAC role remains critically important to the success of an IA Sailor's deployment. CIACs are the first-line support system to IA Sailors! The expectation is that your support to IAs replicates the support Sailors are accustomed to in normal Navy lifelines. Your support to your IA Sailors should, at a minimum, match the level of support you would like to have if you and your family were executing an IA deployment. The [USFF IA Support](#) team is here to help you in your CIAC role. If you need assistance supporting an IA seek help from your command or contact us at: usff.ia.fct@navy.mil.

CIAC Basics

CIACs, you are expected to ensure that your IA Sailors are:

- Prepared to deploy before reporting to NMPS
- Contacted regularly during deployment to assess their needs and issues
- Provided your full support during their preparation, deployment and for nine months following their return

The CIAC Keys to Success:

- Complete the CIAC training modules on NKO
- Fully utilize the [Navy IA website](#) and [NFAAS](#) CIAC Information tab
- Be proactive to ensure your Sailors are prepared
- Contact your Sailors as required
- Document your actions in NFAAS
- Ask questions

Actions for CIACs

Reminder for all new CIACs... CIAC Training Course now consists of three modules, required for all CIACs available on [NKO](#). The required CIAC training courses are:

- USFF-CIACBT-1.0 (Basic Training)
- USFF-CIACRT-2.0 03 (Resources Training)
- USFF-CIACSET-1.0 03 (Shaping Expectations Training)

All courses are accessible under "Course Catalog Tab / Individual Augmentee Training / CIAC Training." Complete all three Training modules within 60 days of assignment as CIAC.

Additionally, you should review [CIAC FAQs](#), and become familiar with the newly revised [Navy IA website](#).

NOTICE CIACS & IA SAILORS: The Navy IA and Navy DHA websites are accessible in the two methods:

Navy IA: www.ia.navy.mil/ and

www.public.navy.mil/ia/Pages/index.aspx

Navy DHA: www.dha.navy.mil and

www.public.navy.mil/dha/Pages/index.aspx

Be sure to bookmark both web addresses and recommend updating your respective commands' websites.

Passport/Visa In-hand Before NMPS Arrival – If directed by orders, IA Sailors are required to receive their passports prior to departing their Parent Command or NOSC. It is also part of the Expeditionary Screening Checklist (ESC) during the Pre-Deployment phase. In these cases, Sailors are not to be directed to travel on their Military ID and orders. Follow the orders and ESC to ensure your IA Sailors have their Official Passport/Visa when required. Detailed information and requirements can be found in the [Foreign Clearance Guide \(FCG\)](#). **If Sailors require an unofficial ("blue") passport, as designated in orders, JTR para 2830 lists passport expenses as a reimbursable expense.**



RADM Eric C. Young, CNRFC, holding "Admiral's Call" For mobilizing and demobilizing Sailors at NMPS Norfolk
(Photo by NMPS Norfolk)

Pre-Deployment

Hardship Duty Pay-Tempo (HDP-T) Implementation – HDP-T was authorized effective 17 Sep 2014. HDP-T will be paid at a rate of \$495 per month, prorated daily. Sailors become eligible for HDP-T when deployed for 221 or more consecutive days in an operational deployment. **The PERSTEMPO system will NOT be used to track and pay IAs for this entitlement.** NMPS will screen and submit eligible RC IA Sailors for HDP-T at the end of their

eligible period/mobilization. For AC IA Sailors, Parent Commands are responsible for verification and submission for payment. Rules for tracking and paying RC and AC IA Sailors are documented in paragraph 7 of MILPERSMAN 7220-075.

AC commands who will be handling returning AC IA Sailors should review [MILPERSMAN 7220-075](#) in its entirety for procedures and [NAVADMIN 221/14](#). Any questions concerning IAs receiving HDP-T that are not answered after a review of the listed references should be addressed to [USFF IA Support](#).

Train and Equip

NIACT Requirements - The United States Navy provides Basic Combat Skills training for Individual Augmentee (IA) personnel at a number of locations, but the majority of Sailors attend [Navy IA Combat Training \(NIACT\)](#) at Camp McCrady, a South Carolina National Guard installation in the southeast corner of Ft. Jackson, just outside Columbia, S.C. Students attending NIACT spend 17 days learning the basic combat skills they will need for their assigned area of operations. Most students depart the [Navy Mobilization Processing Site \(NMPS\)-Norfolk](#) after completing in-processing and transit to NIACT. Upon arrival, Expeditionary Combat Readiness Center (ECRC) - Ft. Jackson Detachment personnel meet the students and make sure they are assigned berthing and provide briefs to familiarize them with the training they will receive from Army Reserve trainers from Task Force Marshall, part of the Army's 171st Infantry Brigade.

Following gear and weapons issue, IA Sailors at NIACT learn basic rifle/pistol marksmanship and care, qualify on all weapons assigned for their mission (usually an M-4 rifle and/or M-9 pistol), conduct familiarization training on improvised explosive devices (IEDs) and convoy operations, and receive cultural awareness training for the regions to which they will be travelling. Each class conducts a final exercise that combines all of the skills acquired over the two and a half weeks of training, and upon graduation, will deploy with the gear assigned for their respective IA mission.



**IA Sailors in full "battle rattle" board transportation at NIACT enroute to next training event
(Photo by CDR S. Rivers, ECRC Det Ft Jackson)**

Re-Deployment

Separation Health and Physical Exam Requirements

SECNAV released Guidance for Separation History and Physical Examination for All Department of Navy Active/Selected Reserve Service Members (ALNAV 01/015) which states in part: All members of the Department of Navy (DON) preparing for release from active duty will take a comprehensive Separation History and Physical Examination (SHPE) prior to their scheduled date of release. This also applies to RC members in an AD status for 180 days or more or RC members serving on AD for a period of more than 30 days in support of contingency operations. RC Service members serving on AD for 31-179 days will document their current health status on [DD Form 2697](#), Report of Health Assessment, before completing their scheduled tour of duty.

Navy personnel will comply with SHPE responsibilities, procedures, and information collection requirements for all Sailors, to include specified categories of RC Service members.

Commanding Officers and Officers-In-Charge are responsible for confirming that an SHPE, other qualifying exam, DD Form 2697, or waiver was conducted within the appropriate timeframe for their Service members.

Prior to release from active service, each qualifying Service member will receive an SHPE as documented on [DD Form 2807-1](#) and [DD Form 2808, Report of Medical Examination](#) unless the DD 2967 is specified. Refer to [ALNAV 01/015](#) and DoD Directive-Type Memorandum ([DTM](#)) [14-006](#), SHPE for complete guidance. **All IA Sailors who have access to a DoD Military Treatment Facility (MTF) during their IA tour should start the SHPE process as early as possible (90 days prior to release from Active Duty) so as to not overburden the MTFs during demobilization processing.**

Feedback

Your suggestions for improving the IA process and/or the CIAC program are greatly appreciated. Please send any feedback to: [USFF IA Support](#).

Information You Need to Know!

- ❖ [VA Open Burn Pit Registry](#)
- ❖ [CNIC Family Connection-January & February 2015](#)
- ❖ [FY2015 Returning Warrior Workshop \(RWW\) Schedule](#)
- ❖ Navy IA website: [www.ia.navy.mil](#)
- ❖ Deployment Health Assessment (DHA) website: [www.dha.navy.mil](#)
- ❖ [Individual Deployment Support Specialists \(IDSS\)](#)
- ❖ Visit the [Navy IA Hall of Honor & In Memoriam](#)
- ❖ Like us on Facebook at [www.facebook.com/NavylA](#)
- ❖ Follow us on Twitter at [www.twitter.com/Navyl_A](#)
- ❖ [Navy IA Mobile Apps](#): iPhone and Android Platforms
- ❖ Emergency Numbers:
 - [ECRC](#) 24/7 Family Hotline:1-877-364-4302, [ecrc.fs.fct@navy.mil](#)
 - [American Red Cross](#): 1-866-438-4636
 - [Military OneSource](#): 1-800-342-9647