



# The CIAC Paddle

## Helping You Navigate the IA Continuum



7<sup>th</sup> Edition, October 2011

### Command IA Coordinators,

The 7<sup>th</sup> Edition of “The CIAC Paddle” provides you with several new initiatives as well as items that remain important to our IA Sailors. CIACs, you are our “Boots on the Ground (BOG)” to support them. Send your comments to [usff.ia.fct@navy.mil](mailto:usff.ia.fct@navy.mil).

### Bottom Line Up Front

Ensure your IA Sailors are prepared to deploy, as they represent the United States Navy and your command. **CIAC Keys to Success: Read all IA Sailor orders in their entirety! Utilize the [Navy IA website](#)! Be proactive to ensure your Sailors are prepared! Document your support/contact in NFAAS! Ask questions!**

### New & Existing CIACs

**Newly assigned:** Review the CIAC Briefing and FAQs on the [Navy IA website](#) under the “Command” tab.

**Newly assigned and existing:** A CIAC must be assigned to each individual NFAAS IA record, not just to a UIC, so the CIAC assignment compliance metric can be measured correctly. Automated NFAAS email reminders are sent directly to the CIAC of record (and IA Sailor) for all Sailor and Family notices. Ensure both CIAC and IA Sailor contact information is current. IA Sailors’ orders include critical information about the Sailor’s tour and email contacts for billet descriptions.

**Upcoming FY12 CIAC Orientation** – The next CIAC Orientation will be held December 8, 2011 in Millington, TN, with details forthcoming.

Thank you CMDCM Pam Harlin for your diligence in providing Navy IA CIACs and IA Sailors with clear guidance. Welcome to the team ISCM Mark Helling who will continue the level of service to CIACs and ultimately IA Sailors. ISCM Helling can be contacted at [usff.ia.fct@navy.mil](mailto:usff.ia.fct@navy.mil).

### CIACs and IA Sailors

**Update NFAAS Contact Information** – CIACs should assist IAs in updating their contact information in NFAAS. In addition to NAVADMIN 160/08 that requires NFAAS contact information be updated within 14 days of receipt of orders, the recently released [NAVADMIN 275/11: Orders to Update NFAAS](#) requires contact information be updated in Oct and April of each year. Ensure not only the Sponsor and Family Member Information are updated but also the IA Preferred Contact information is updated to support the CIAC and IDSS making family contact. Should your family’s information change while you are deployed, this must be updated.

**FY12 Enlisted Retention Board** – Phase II of the FY12 Enlisted Retention Board (ERB) convened on 26 Sep 2011. NAVADMINS 129/11, 160/11 and 180/11 provide policy and guidance and should be reviewed in their entirety. The above NAVADMINS, Notification examples, IAMM/GSA Extension Letter and FAQs are available on the [NPC ERB webpage](#).

**FY12 Senior Enlisted Continuation Board** – The FY12 Senior Enlisted Continuation Board will convene 5 Dec 2011. NAVADMIN 194/11 provides policy and guidance regarding the board. The associated NAVADMIN, IAMM/GSA/MOB Extension Letter, and FAQs are available on the [NPC Enlisted Continuation webpage](#).



**CNO Adm. Gary Roughead, left, is relieved by Adm. Jonathan Greenert, right, at a change of office ceremony held at the U.S. Naval Academy in Annapolis, Md., Friday, Sept. 23, 2011. Greenert became the 29th Chief of Naval Operations. Photo: U.S. Naval Academy**

**SPIROPS: “Spiritual Resiliency”** – Here are some suggestions to assist your IA Sailors in remaining in the “Spiritual Green Zone”:

- Spirituality, belief in a higher power and the eternal significance of one’s life contribute greatly to a sense of calm and peace.
- Prayer, meditation, contemplation and religious ceremonies are important for health and wholeness.
- Journaling can be a form of prayer and reflection by adapting daily Scripture study for a month.
- Deliberate and purposeful quieting of the mind and body allows one to be open to the eternal.
- Connect with others of your faith
- Practice your religious rituals – even the most basic

Visit the updated Chaplain Support pages on the Navy IA website throughout the IA Continuum and do not hesitate to contact us, Chaplain Finn (Norfolk, VA), (757) 836-7815 and Chaplain Gammon (Port Hueneme, CA), (805) 797-3133 or both at [ia.care.fct@navy.mil](mailto:ia.care.fct@navy.mil). Thank you again for your service!

### Pre-Deployment

**Updated NAVPERS 1300/22** – The updated [Expeditionary Screening Checklist NAVPERS 1300/22 \(10-2011\)](#) is available along with the summary of changes to the updated version.

**ISOPREP Documentation** – The Isolated Personnel Report (ISOPREP) is one of the most important pre-deployment requirements for IAs. It is personal information known only to the individual used by recovery forces to positively authenticate a person's identity during recovery from enemy-controlled or contested areas.

If your IA's ultimate duty station is any country OCONUS, it is imperative that your Sailor completes the ISOPREP prior to departing CONUS. To complete and submit an ISOPREP, have your IA go to the Personnel Recovery Management (PRMS) on a SIPRNet accessible computer at <https://prmsglobal.prms.af.smil.mil>. Your IA will need to be able to provide two electronic photos (1 side view, 1 front view).

If SIPRNet access is UNAVAILABLE, your IA can complete and submit an ISOPREP via the [Army Knowledge Online \(AKO\) PRO-File](#) tool after registering for an account. Once you have an AKO account complete the ISOPREP in the [PRO-File tool](#). Once complete, the ISOPREP is securely transferred to SIPRNet. **Ensure personnel at your IA's pre-deployment processing sites (NMPS/ECRC) are aware that the ISOPREP was completed on NIPRNet and needs to be reviewed/approved on SIPRNet.**

### Training

**Mission Specific** – Based on your mission, you may be ordered to complete additional training before or after your combat skills course. Most mission specific training will be conducted at an [Army installation](#).

### Boots on Ground

**CTF-IA** – The Warrior Transition Program (WTP) has redesigned their process to better support re-deploying IA Sailors. See the [WTP Information brief](#) for details.

### Re-Deployment

**Retroactive Stop Loss Special Pay Extended** – Filing extended to October 21, 2011. Go to the [NPC Pay & Allowances webpage](#) for appropriate guidance and forms.

### Question of the Day

**When should the Post Deployment Health Assessment (PDHA) be completed?** The PDHA consists two parts: an online assessment (eDHA) followed by a face to face interview and certification by a medical provider. As of Aug 2010, both parts of the PDHA are completed at NMPS upon redeployment.



*IA Sailors conducting Personal Security in Sharana, Afghanistan*

### Information You Need to Know!

- ❖ Hurricane Season: [Be sure your Families are prepared!](#)
- ❖ [CNIC Family Connection – September & October 2011](#)
- ❖ [Fleet RIDE-Perform To Serve](#): Guidance and FAQs
- ❖ [BUPERSINST 1610.10C](#) – Navy Performance Evaluation System
- ❖ Visit the [Navy IA Hall of Honor](#)
- ❖ [FY12 Returning Warrior Workshop \(RWW\) Schedule](#)
- ❖ [NAVADMIN 287/11](#): Post DADT Repeal Website
- ❖ [NAVADMIN 283/11](#): CNO Message to the Fleet
- ❖ [NAVADMIN 282/11](#): CNO Change of Command
- ❖ [NAVADMIN 280/11](#): CNO Farewell to the Fleet
- ❖ [NAVADMIN 275/11](#): Orders to Update NFAAS
- ❖ [NAVADMIN 272/11](#): Guidance on DADT Post Repeal Expectation
- ❖ [NAVADMIN 271/11](#): Guidance on DADT Post Repeal Expectations
- ❖ [NAVADMIN 266/11](#): FAMILYGRAM 05-11 – Spouse Employment
- ❖ [NAVADMIN 264/11](#): Observance of Hispanic Heritage Month
- ❖ [NAVADMIN 263/11](#): Navy Family Ombudsman Appreciation Day
- ❖ [NAVADMIN 253/11](#): Selective Reenlistment Bonus Update
- ❖ [NAVADMIN 236/11](#): FAMILYGRAM 04-11 – Looking Ahead to the New School Year
- ❖ [Navy IA FITREP/EVAL Quick Reference Guide](#)
- ❖ Primary IA resource: Navy IA website, [www.ia.navy.mil](http://www.ia.navy.mil)
- ❖ Like us on Facebook at [www.facebook.com/NavyIA](http://www.facebook.com/NavyIA)
- ❖ Follow us on Twitter at [www.twitter.com/Navy\\_IA](http://www.twitter.com/Navy_IA)
- ❖ Get your Navy IA Mobile Apps for iPhone, Android, and BlackBerry at the [Navy IA website](#)
- ❖ Contact us at [usff.ia.fct@navy.mil](mailto:usff.ia.fct@navy.mil)
- ❖ Emergency Numbers:
  - [ECRC](#) 24/7 Family Hotline: 1-877-364-4302 or [ecrc.fs.fct@navy.mil](mailto:ecrc.fs.fct@navy.mil)
  - [FEMA](#): 1-877-621-FEMA(3362)
  - [American Red Cross](#): 1-866-438-4636
  - [Military OneSource](#): 1-800-342-9647
  - [TRICARE](#): 1-888-363-2273