



The CIAC Paddle

Helping You Navigate the IA Continuum



9th Edition, March 2012

Command IA Coordinators,

The CIAC Paddle, 9th Edition We are looking forward to improvements in our ability to provide support to IA Sailors and their families in 2012. CIACs, you are the support system to IA Sailors and we at USFF are here to help you in that role. In this edition, we are highlighting a few IA Sailor “not-so-positive” comments from surveys concerning CIAC support. Your role has a vital impact on the IA Sailor and their family. **If you need assistance let your command know or [contact us](#).** **Imagine for a moment if you and your family were on the receiving end. [Send us your comments](#).**

Bottom Line Up Front

As the CIAC, you are your Sailors lifeline to the Navy! Ensure your IA Sailor is prepared to deploy before reporting to NMPS, maintain contact, provide support to the IA Sailor and their family, and continue to provide support for nine months following their return. **CIAC Keys to Success: Read the IA Sailor’s orders in their entirety! Utilize the [Navy IA website](#)! Be proactive to ensure your Sailors are prepared prior to deployment! Contact your IA Sailor regularly and document in NFAAS! Ask questions!**

“CIAC did not provide any support. They were not knowledgeable about the IA process; they never made contact with my family even though I asked several times, and were difficult to reach.”
AC, O3-O4, NAVCENT

Actions for CIACs

Review: The [CIAC Briefing](#) & [CIAC FAQs](#).

Remember: A CIAC must be assigned to each individual NFAAS IA record, not just to a UIC. This allows for accurate measurement of our compliance rates. 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 and correct. An IA Sailor’s orders include critical information about the Sailor’s tour and email contacts for billet descriptions.

Transferring IA Record to New UIC in NFAAS –

When an IA Sailor permanently detaches your command and reaches their Ultimate Duty Station (ULTDUSTA), here’s how to transfer the record from your UIC’s NFAAS profile to the gaining UIC’s NFAAS profile.

Contact the gaining command’s CIAC (NFAAS CIAC lookup feature) and request they “Pull” the record into the new UIC. If no CIAC is assigned, utilize the Commanding Officer’s Representative (COR) lookup

feature and request the COR assign a CIAC for their UIC. This is accomplished by entering the member’s SSN (or last name + last 4 of SSN) and selecting the **“Update UIC”** option from the dropdown menu on the left side of the name. This allows viewing of records outside the CIAC’s own UIC. **NOTE: IA records will never move automatically to a new UIC by the system.** They must be manually moved using this procedure to ensure a positive handoff to the gaining command. This ensures a CIAC is assigned at the new command to take responsibility of the Sailor. Many commands have not previously had IA Sailors and may not currently have a CIAC.

Gaining commands may also verify a new check-in/prospective gain’s IA status by downloading the Daily CIAC Report under the **“Reports”** tab. The report contains a list of all active IA Sailors in the [NFAAS database](#). If the gaining command is uncooperative or unresponsive after 10 working days, contact [Mr. Paul Baker](#) at (757) 836-8532.



Navy corpsman assigned to Headquarters Company, 1st Battalion, 5th Marine Regiment, treats an Afghan boy for a head injury from falling into a canal.
(Photo by SSat William Greeson)

CIACs and IAs

FY12 CIAC Orientation Schedule

Training is a key component to ensuring success. CIAC Orientation is the only Face-to-Face training opportunity for CIACs. Make every effort to attend one of the orientations listed below:

3rd Quarter

- 09 Apr 2012: Naval Base - San Diego, CA
- 12 Apr 2012: Naval Base - Pearl Harbor, HI
- 10 May 2012: Naval District - Washington, DC
- 07 Jun 2012: Naval Base - Norfolk, VA

4th Quarter

- 09 Aug 2012: Naval Air Station - Jacksonville, FL
- Contact Coordinator [ISCM Mark Helling](#) at (757) 836-6626. An updated overview brief and additional details are available on the [CIAC information webpage](#).

Pre-Deployment

New Navy e-Learning Training Requirements – Training and Readiness - The Active Shooter (CNIC-TRTAS-1.0) is a new course required for all IA Sailors and available on [NKO e-Learning](#). IA Sailors must bring a printed completion certificate with them as they proceed through the IA process (NMPS, Army Training sites, and deployment locations). This requirement will be reflected in the next Expeditionary Screening Checklist (NAVPERS 1300/22) update.

Pre-Deployment Requirements - Ensure that your IA Sailors have completed all, repeat, all of the prescribed pre-deployment requirements identified on the [Expeditionary Screening Checklists](#) (both administrative and medical & dental). The IA Sailor's orders provide sufficient details. Ensure your IA Sailor reads and understands their orders.

"Hasn't even contacted once, and I keep getting emails that he is overdue on reporting dates." AC, 01-02, CJTF-HOA

Boots on Ground

Navy IA In-Processing Moves to Manas, Kyrgyzstan – Navy closed the door in-processing IA Sailors at Camp Virginia, Kuwait in late January. On February 10, the first IA Sailors deploying to Afghanistan made the [Transit Center at Manas](#) their first CENTCOM AOR stop. NAVCENT has realigned IA support in the AOR at their joint home with the USAF's 376th Air Expeditionary Wing at Manas. Consequently, IA Sailors will spend much less time in transit.

Navy PT Uniform – Ensure your IA Sailors bring sufficient sets of Navy PT uniforms for their deployments. Limited quantities of the Navy PT uniform are accessible in theater, particularly in some of the forward locations. It is recommended that Sailors bring three to five sets on deployment.

Re-Deployment

Warrior Transition Program (WTP) – WTP provides Sailors the opportunity to decompress and relax for three to five days in preparation for their return home. The decompression process is aided by the Sailors returning weapon(s) and military-issued gear, which facilitates their return to a normal routine. The centerpiece of WTP is the Combat Operational Stress Control (COSC) workshops that afford Sailors the opportunity to reflect on their personal deployment experiences and assist in identifying issues prior to reintegration with their families and normal routine. Visit the [WTP website](#) for details.

SPIROPS: CHAPLAINS Mitigate Stigma of Acquiring Mental Health Care – We have all had that uneasy feeling in our gut that a Sailor could use some emotional or psychological support. Many times we are uncertain

how to approach someone, even if we are quite sure they are in the [Stress Continuum's "Orange Zone"](#). If you have a Sailor or family member who concerns you, contact us. We are trained to provide standardized, confidential, emotional and religious support throughout the IA deployment cycle. Most importantly, we can assist the Sailor or family member break through that stigma of needing mental health care. We know the resources and can refer our Sailors and families to the proper professionals in their region.

To access a Chaplain for IA support, contact your Command Chaplain or the Chaplain who supports your Command, the Duty Chaplain through your Base Quarterdeck, or the USFFC Program Manager and Staff Chaplain for IA Sailors and Families: Chaplain Pat Finn (Norfolk, VA), (757) 836-7815 and Chaplain Steve Gammon (Port Hueneme, CA), (805) 310-3326 or [both](#). Become familiar with the Chaplain Support pages throughout the deployment cycle for [Sailors](#), [families](#) and [commands](#). Thank you for what you do!

Question of the Day

What are the requirements for documenting contact with IA Sailors in NFAAS? CIACs will document monthly contact with IA Sailors in NFAAS ([IA Gram #5](#), paragraphs 3.B.(4) and (5)). Documentation begins immediately when an NFAAS record is created, throughout the lifecycle of the IA's assignment, and culminates nine months ([IA Gram #5](#), paragraph 3.A.(1)) after their return.

Information You Need to Know!

- ❖ [NAVADMIN 076/12](#): FY-12 Advanced Education Voucher (AEV) Program
- ❖ [NAVADMIN 062/12](#): Proration of Imminent Danger Pay
- ❖ [NAVADMIN 043/12](#): Voluntary Sea Duty Program
- ❖ [NAVADMIN 013/12](#): Selective Re-enlistment Bonus Update
- ❖ [NAVADMIN 007/12](#): PDHRA Accountability
- ❖ [CNIC Family Connection–February & March 2012](#)
- ❖ [Fleet RIDE-Perform To Serve](#): Guidance and FAQs
- ❖ [FY12 Returning Warrior Workshop \(RWW\) Schedule](#)
- ❖ [Navy IA FITREP/EVAL Quick Reference Guide](#)
- ❖ Primary IA resource: Navy IA website, [www.ia.navy.mil](#)
- ❖ Visit the [Navy IA Hall of Honor](#)
- ❖ Like us on Facebook at [www.facebook.com/NavyIA](#)
- ❖ Follow us on Twitter at [www.twitter.com/Navy_IA](#)
- ❖ Get your Navy IA Mobile Apps for iPhone, Android, and BlackBerry at the [Navy IA website](#)
- ❖ Emergency Numbers:
 - [ECRC](#) 24/7 Family Hotline: 1-877-364-4302 or [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