



The CIAC Paddle

Helping You Navigate the IA Continuum



5th Edition, June 2011

Command IA Coordinators,

The 5th Edition of “**The CIAC Paddle**” includes several key items that are brought to the attention of leadership regularly. In addition to incorporating your recommended topics, we want to provide key items Navy leadership is very interested in seeing improved at the Parent Command level to ensure the success of IA Sailors and their families. CIACs, you are our “Boots on the Ground” to support these items. We want to hear from you, so keep providing us with your feedback, comments and recommendations at usff.ia.fct@navy.mil.

Bottom Line Up Front (BLUF)

As your Command’s representative for Navy IAs, you are the most important part of the overall readiness of our IA Sailors before, during, and after their deployment. The importance of your responsibilities cannot be overstated. This issue highlights areas for you and your Sailors that ensure they are fully prepared throughout the IA continuum. **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! Document your actions in NFAAS! Ask questions!**

New & Existing CIACs

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

Newly assigned and existing: A CIAC must be assigned to each individual NFAAS IA Record, not just to a UIC so that the CIAC Assignment compliance metric can be measured correctly. CIAC assignment ensures accountability for each record. Automated NFAAS email reminders are sent directly to the CIAC of record (and IA Sailor) for all Sailor and Family notices (i.e., Sailor’s return, Sailor/Family contact periodicity, PDHA/PDHRAs, etc.). CIAC and IA Sailor contact information needs to be up-to-date.

Upcoming FY11 CIAC Orientation Schedule – The Next session will be held in Norfolk, in late September. Details, once finalized, will be provided in the next edition and the Navy IA website under “What’s New”.

NFAAS Training – NFAAS CIAC WebEx Training is offered bi-weekly. Schedules and further details are posted under “Online Training” on the [NFAAS website](#) homepage.

New Naval Personnel Command Website/Links – NPC has redesigned their [website](#) and supported links. Ensure your links are updated. All IA-related links on the Navy IA website have been updated. If you come across any broken links do not hesitate to [inform us](#).

New Expeditionary Screening Checklist – The updated Expeditionary Screening Checklist, NAVPERS 1300/22 (Rev. 05-2011), is available on both the [Navy Personnel Command](#) and [Navy IA websites](#).

Quarterly IA Reports - Quarterly IA Reports are no longer required to be submitted by your commands. This report has been incorporated into the recent [NFAAS](#) upgrade. You can view the tracking of this under the Report tab “CIAC Quarterly Reports.”

Chaplain Support - BLUF: Help the Chaplain Corps help your IA Sailors and their Families! Chaplain Pat Finn and Chaplain Stephen Gammon are the new USFF Staff Chaplains. They stand ready to help you succeed in providing the best support possible. Chaplains provide confidential, emotional and spiritual support throughout the deployment cycle along with the appropriate dedicated resources. As CIACs you provide a touch point of continuity throughout the IA continuum. Do not hesitate to contact Chaplain Finn at 757-836-7815 or Chaplain Gammon at 805-797-3133 or both by email at ia.care.fct@navy.mil.

Pre-Deployment

CIAC’s Role in Perform to Serve (PTS) - Commands shall ensure FleetRIDE/PTS applications are submitted for all designated E3-E6 Sailors with less than or equal to 14 years of obligated service as early as 15 months prior to, but no later than 12 months prior to their end of active obligated service (EAOS) as extended, also known as soft EAOS (SEAOS). During this mandatory submission period, applications must be submitted even if the Sailor’s intention is to separate, or if the Sailor is ineligible or not recommended for reenlistment at the time of application. As the IA Sailor’s Fleet RIDE/PTS window approaches, CIACs should alert the chain of command and Command Career Counselor to contact the member in theater.

REMEMBER: It is very important for IAs to give serious consideration as to when and how they use their PTS quota: it expires 13 months from the date granted and it is used whenever you reenlist or extend your current reenlistment. This includes extending for IA orders! For more information, go to [FleetRIDE/PTS](#).

Mobile Apps – The Navy IA App for **BlackBerry users** is now available for downloading! This app requires a media/SD card and BlackBerry OS 5.0.0 or above. Be sure to inform your Sailors of the recently updated mobile apps for the iPhone/iPod Touch and Android platforms. All are accessible at [Navy IA website Mobile Apps](#).

Training

New Training Requirements – Introduction to Biometrics and Biometric Systems and ISAF Basic (Afghanistan-bound IA Sailors only) are the two new CENTCOM training requirements that have been added to the new [Expeditionary Screening Checklist \(NAVPERS 1300/22 \(Rev. 05-2011\)\)](#). Both courses have directions on the Expeditionary Screening Checklist that have already been superseded. For updated directions for these two new courses, go to [Navy IA Pre-deployment Training](#).

Boots on Ground

CTF-IA – Be sure to keep your Sailors knowledgeable about current CTF-IA policies and activities. The CTF-IA monthly newsletter provides current information to support IA Sailors. This document and additional information are readily available on the [CTF-IA website](#).

Fitness Reports & Evaluations (FITREP/EVAL) – [BUPERSINST 1610.10C](#), Navy Performance Evaluation System instruction has been updated. Refer your IA Sailors to the updated instruction and the [IA FITREP/EVAL Quick Reference Guide](#).

Re-Deployment

Return, Reunion & Reintegration (R3) Program – The R3 Program supports returning IA Sailors and their families with the smooth transition back to normal duty. To support CIACs with their command level R3 Program execution, an R3 Standard Operating Procedures (SOP) Template has been developed and will be located in the [CIAC information](#) on the Navy IA website later this month. As of May 2, 2011 IA Sailors are now redeploying from NAVCENT AOR on dedicated weekly flights. See [New Homecoming Flights better support IAs](#) and All Hands Update: [New System Streamlines IA Homecomings](#) for positive R3 Program changes.

Returning Warrior Workshop (RWW) – The RWW is an invaluable process available to support IA Sailors and their family members as they transition from deployment and back to family, community and command. Several engaging "all hands" presentations and numerous break-out group sessions are designed

to educate, inform, and assist in the reintegration process. Hotel and meal accommodations are made on behalf of the Sailor and guest. Encourage your returning IA Sailors to attend an RWW. For additional attendance requirements view the [FY11 RWW Schedule](#).

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

Question of the Day

When a Sailor transfers, how is the NFAAS record moved to the new command? [NFAAS](#) does not automatically move records when IA Sailors transfer to new commands. To ensure a positive hand-off occurs, the detaching Sailor's parent command must coordinate the move to the gaining (new) command. Use the "CIAC Lookup" feature under the "Command" tab in NFAAS to obtain the contact information for the CIAC at the new command. Ask them to "Pull" the record into their UIC (NFAAS will not allow a "Push" of a record). The gaining command should type in a full SSN under the "CMD IA Files" tab. Go to the drop down menu on the left and select "Update UIC" option and follow the instructions.

Information

You and Your Sailors Need to Know!

- ❖ It's Hurricane Season: [Be sure your Families are prepared!](#)
- ❖ [CNIC Family Connection – May & June 2011](#)
- ❖ [Fleet RIDE-Perform To Serve](#): Guidance and FAQs
- ❖ [BUPERSINST 1610.10C](#) – Navy Performance Evaluation System
- ❖ [Navy IA FITREP/EVAL Quick Reference Guide](#)
- ❖ [NAVADMIN 174/11](#): FAMILYGRAM 03-11, Relocation Assistance
- ❖ [NAVADMIN 158/11](#): Military Spouse Appreciation
- ❖ [NAVADMIN 102/11](#): FAMILYGRAM 02-11, Navy Children and Youth
- ❖ Bookmark the Navy IA website, [www.ia.navy.mil](#), as your primary IA resource.
- ❖ Become a Navy IA Fan 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 [Navy IA website Mobile Apps](#)
- ❖ Contact us at usff.ia.fct@navy.mil
- ❖ Emergency Numbers:
 - ECRC 24/7 Family Hotline: 1-877-364-4302
 - FEMA: 1-877-621-FEMA(3362)
 - American Red Cross: 1-866-438-4636
 - Military OneSource: 1-800-342-9647
 - TRICARE: 1-888-363-2273

*The SEAL team that killed bin Laden "represents 2.2 million men and women -- active, Guard and reserve."
~Admiral Mike Mullen, Chairman, Joint Chiefs of Staff*