IA Command

HANDBOOK

Contents

Global War on Terrorism

Individual Augmentees (IAs) are Sailors working in their skill sets to provide combat support and combat service support in the Global War on Terrorism. The Navy has now incorporated IA assignments into the detailing process through Global War on Terrorism Support Assignments (GSA).

"More predictability for Sailors is the goal as the Navy transitions from Individual Augmentee (IA) assignments to Global War on Terrorism Support Assignments (GSA)", said Vice Adm. J.C. Harvey, CNP, who released the latest GSA NAVADMIN 297/07, Nov. 7, 2007 to provide an update on the transition.

The need for certain IA billets to be filled by requesting forces from commands /NOSCS still exists and Sailors may still be selected volunteer for missions that fall outside of the detailing process. The need for these types of billets should decrease as the GSA detailing process progresses.

Approximately 1,500 enlisted GSA billets are currently available on Career Management System-Interactive Detailing (CMS-ID), the program enlisted Sailors use to apply for orders. The web address is https://www.cmsid.navy.mil. Billets are listed under the category code 90GS. Sailors should contact their detailer directly for additional billet information on GSA orders.

The following NAVADMINS govern GSA and IA assignments:

2008 NAVADMINS

002/08   INDIVIDUAL AUGMENTATION MANPOWER MANAGEMENT BUSINESS RULES
http://www.npc.navy.mil/NR/rdonlyres/1FCD807E-F2E7-464C-902E-D5FD82EE15B5/0/NAV08002.txt   01/06/2008

003/08   GSA DETAILING BUSINESS RULES
http://www.npc.navy.mil/NR/rdonlyres/E332FB7F-ECE5-45C2-BE7F-8413958233C8/0/NAV08003.txt   6/01/2008

NOTE: While all IA handbook information is kept current, the official source of information is your orders. Command IA Coordinators and IA Sailors are directed to read IA orders in their entirety. Official orders contain mandatory prerequisites, travel and training details and point of contact (POC) information. Commands and Sailors should also refer to current additional official information posted on the IA page of Navy Knowledge Online (NKO) and the Expeditionary Combat Readiness Center (ECRC) website www.ecrc.navy.mil.

2007 NAVADMINS

038/07   WEARING OF NAVY CAMOUFLAGE UTILITY UNIFORM AND SPECIAL UNIFORM SITUATIONS FOR NAVY PERSONNEL ASSIGNED TO AND SERVING WITH AN ARMY UNIT
http://www.npc.navy.mil/NR/rdonlyres/1B062B50-5D0C-4C74-A095-51DDC9946679/0/NAV07038.txt   4/5/2007

083/07   COMMAND, SAILOR, AND FAMILY INDIVIDUAL AUGMENTATION (IA) HANDBOOKS
http://www.navyadvancement.com/navy-news/lofiversion/index.php/t216.html   2/14/2007

085/07   OVERSEAS DUTY AND INDIVIDUAL AUGMENTATION (IA) SCREENING RESULTS/ REPORTING ON BUPERS ON LINE (BOL)
http://www.npc.navy.mil/NR/rdonlyres/AF3E2472-1CB3-45C3-A58A-60A67705E39E/0/NAV07085.txt

136/07   TASK FORCE INDIVIDUAL AUGMENTATION (TFIA) UPDATE
http://www.npc.navy.mil/NR/rdonlyres/AC67E0A3-AAC8-4CF3-A40D-04DF5C7FDFD0/0/NAV07139.txt   5/29/2007

147/07   GLOBAL WAR ON TERRORISM SUPPORT ASSIGNMENTS (GSA)
http://www.npc.navy.mil/NR/rdonlyres/0D9C8E87-C353-41D9-9471-0113E4ADE8D5/0/NAV07147.txt   6/7/2007

182/07   COMBAT AND OPERATIONAL STRESS CONTROL AND WARRIOR TRANSITION PROGRAM IMPLEMENTATION
http://www.npc.navy.mil/NR/rdonlyres/03FA150C-9F2B-427B-9DE9-7873F19ED123/0/NAV07182.txt   7/23/2007

184/07   JOINT QUALIFICATION SYSTEM
http://www.npc.navy.mil/NR/rdonlyres/6625227A-9F98-4039-8A8E-C6E62F0BBA03/0/NAV07184.txt   7/25/2007

200/07   JOINT QUALIFICATION SYSTEM (JQS)
http://www.npc.navy.mil/NR/rdonlyres/17BDA2A3-E181-404D-B139-F5FCB2E26AC6/0/NAV07200.txt   8/10/2007

233/07   INDIVIDUAL MEDICAL READINESS
http://www.npc.navy.mil/NR/rdonlyres/0C205D80-20CE-4B95-933D-A5A82122F4F5/0/NAV07233.txt   9/6/2007

297/07   GLOBAL WAR ON TERRORISM (GWOT) SUPPORT ASSIGNMENTS (GSA) UPDATE
http://www.npc.navy.mil/NR/rdonlyres/F4271590-C516-4B7E-BFBC-6295591FE889/0/NAV07297.txt   11/6/2007

298/07   GUIDANCE FOR THE PREPARATION OF PERFORMANCE EVALUATIONS FOR SAILORS SERVING ON INDIVIDUAL AUGMENTEE (IA) AND GLOBAL WAR ON TERRORISM SUPPORT (GSA) ASSIGNMENTS
http://www.npc.navy.mil/NR/rdonlyres/A56CB39C-EA90-46FE-A20C-F36DBE594590/0/NAV07298.txt   11/7/2007

299/07   JOINT QUALIFICATION SYSTEM
http://www.npc.navy.mil/NR/rdonlyres/4DED6E7B-E4C8-48FA-8005-F44E651A3207/0/NAV07299.txt   11/8/2007

336/07   ADMINISTRATION OF THE NAVY-WIDE ADVANCEMENT EXAM FOR SAILORS IN IRAQ, AFGHANISTAN, AND THE HORN OF AFRICA
http://www.npc.navy.mil/NR/rdonlyres/2FD36DE5-BA79-48AB-8A32-5EB0F813580A/0/NAV07336.txt   12/13/07

2006 NAVADMINS

165/06 DESERT CAMOUFLAGE UNIFORM (DCU)
http://www.npc.navy.mil/NR/rdonlyres/4B40AF7F-135C-447A-BA37-1A3E67CBE15A/0/NAV06165.txt   06/09/2006

273/06 TASK FORCE INDIVIDUAL AUGMENTATION (TFIA) UPDATE
http://www.npc.navy.mil/NR/rdonlyres/13FD71CB-5058-4B7A-AD5B-FCE2B1A6D804/0/NAV06273.txt   10/2/2006

280/06   INTERIM CHANGE TO THE NAVY ENLISTED ADVANCEMENT SYSTEM (NEAS)
http://www.npc.navy.mil/NR/rdonlyres/B1A1D940-2690-41F2-A675-662A8B596A3A/0/NAV06280.txt   10/10/2006

300/06   OFFICIAL RECOGNITION AND ACCURATE TRACKING OF NAVY GLOBAL WAR ON TERROR-
ISM INDIVIDUAL AUGMENTATION
http://www.npc.navy.mil/NR/rdonlyres/4D68C2BD-94E7-440A-AABE-9D1E07AD2E56/0/NAV06300.txt   10/27/2006

331/06   TASK FORCE INDIVIDUAL AUGMENTATION (TFIA) UPDATE
http://www.npc.navy.mil/NR/rdonlyres/4459CD25-87F7-4125-8E1A-EDD54CFF933A/0/NAV06331.txt   11/22/2006

348/06   INDIVIDUAL PERSONNEL TEMPO (ITEMPO) PROGRAM UPDATE
http://www.npc.navy.mil/NR/rdonlyres/929FB912-CF1B-4806-A469-6F814E3D1F60/0/NAV06348.txt   12/13/2006

Sailors and commands should always make sure the NAVADMIN they are using for reference has not been superseded.

FOR COMMENTS OR QUESTIONS ABOUT NAVADMINS, Call 866-U-ASK-NPC or Email their Webmaster . All NA-VADMIN messages are available at http://www.npc.navy.mil/ReferenceLibrary/Messages/.

Detailing Process

OPNAVINST 1001.24, *Individual Augmentation (IA) Policy and Procedures*, 2005 outlines the detailing process for active duty and the use of Reserves, both with and without the existence of a Presidential Call-up Authority.

Combatant commands determine and validate billet requirements to support specific National Command Authority (NCA) mission taskings, and subsequently task the service component commands to provide individuals to meet those requirements. If the Navy Officer Billet Classification service component does not have sufficient personnel to meet requirements, the shortfalls are identified to the Service headquarters (Office of the Chief of Naval Operations (CNO) for Navy requirements), which initiates IA procedures described in OPNAVINST 1001.24.

Individual Augmentation Request Procedures

US Navy Component Commanders are expected to thoroughly review on-hand manpower for internal sourcing when tasked to support NCA-directed operations. If individuals cannot be identified internally, the commander may issue a request to OPNAV (N31) for individual augmentation. The augmentation request shall be submitted at the flag level.

Critical billets in support of contingency operations should be submitted as early as practical. Whenever possible, requests shall be submitted six months in advance of the report date.

Billet information includes:

- Billet line number with billet title.

- Paygrade/designator or rate/Naval Officer Billet.

- Classification (NOBC) or Naval Enlisted Classification (NEC).

- Security clearance.

- Gender restrictions.

- Number of days required.

- Report date.

- Indicate specific by-name requests (name/rank/SSN, Active Duty for Special Work (ADSW) or PRC).

- Any special requirements (schools, skill sets, clothing, passports, visas, equipment, etc.).

- Location of anticipated temporary additional duty (TAD) assignments.

- Current manning authorized (Billets Authorized (BA)/Navy Manning Plan (NMP)/Current On Board (COB)) for gaining command/activity.

Active Component Process to Source Billets

OPNAV (N12) will support the Commander in Chief's CINC's contingency mission; use volunteers (active or reserve) whenever available, and wherever possible, provide a minimum of 60 days advance notice to a non-volunteer individual augmentees. Use of non-volunteers has a negative impact on personnel tempo PERSTEMPO, morale, retention, and parent command readiness and is therefore to be avoided to the maximum extent possible.

Crisis response: OPNAV (N12) will fill billets as rapidly and efficiently as possible.

Non-crisis response: Circumstances permitting, a minimum of 60 days notice will be provided to the tasked Manning Control Authority (MCA) or MCA sub-claimant to fill the IA requirement.

The intent is to allow approximately 15 days for the command to identify the member, thereby providing the member a minimum of 45 days advance notice to prepare for deployment.

Recurring non-crisis response: OPNAV (N12) will fill validated recurring non-crisis IA requirements as follows:

- Report date minus 180 days - the Navy component submits billet requirements at least six months prior to the required report date, circumstances permitting.

- Report date minus 90 days — assistance is solicited from active duty detailers. Detailers act as executive agents to fill certain recurring IA billets.

- Report date minus 60 days — If no volunteer is identified, the process to identify a non-volunteer is initiated. Tasking a non-volunteer forces an active duty member to deploy in support of a contingency operation. The Resource Information System (RIS) is used to determine which MCA, or in certain situations an MCA sub-claimant, is best manned to provide the required IA. The best manned MCA or MCA subclaimant is then tasked to provide the required IA.

- If a tasked MCA or MCA sub-claimant desires to dispute the IA requirement, a reclama may be submitted to OPNAV (N31).

Note: The command tasked is considered best manned to provide, and the CINC's IA requirement must be filled by Navy assets. Even though a reclama is submitted, the tasked command must continue to prepare the designated individual for deployment until the reclama is resolved.

Reserve Component Process to Source Billets

The Chief of Navy Reserve (OPNAV N095) is the principal advisor to the CNO on all matters pertaining to the Navy Reserve Component except for extended recall to active duty, which is under the purview of the Deputy Chief of Naval Operations (N1). The Office of the Chief of Navy Reserve (OCNR) exercises policy, administration and management of the Navy Reserve for the CNO. Additionally, OCNR establishes plans, programs, units, organizations and procedures; monitors the status of mobilization readiness of units and personnel; and provides budgetary support for Navy Reserve activities and programs.

The following procedures apply to the mobilization of Selected Reservists (SELRES). Requests for IA or unit forces from the Reserve Component are validated by OPNAV (N3/N5) and forwarded to OCNR for execution.

OCNR assigns Commander, Navy Reserve Forces Command (CNRFC) as the execution authority for mobilization of SELRES personnel. CNRFC works with Officer and Enlisted Community Managers and Reserve Component Commanders to assign mobilization-ready SELRES to validated billets. Volunteers from the Individual Ready Reserve (IRR), under the cognizance of the Navy Personnel Command, are also considered to fill mobilization requirements.

OCNR liaisons routinely with CNRFC to monitor validated billets and to ensure the legislative and policy limits are not exceeded. To ensure timely resolution of mobilization challenges, OCNR maintains liaison with many offices concerned with the mobilization process to include: Chief of Naval Personnel, OPNAV N3/N5 and Fleet Forces Command.

Expeditionary Combat Readiness Center

The Expeditionary Combat Readiness Center (ECRC) was established in 2006 at Naval Amphibious Base Little Creek, Va. under Naval Expeditionary Combat Command (NECC) to provide coordination and supervision of the Individual Augmentee (IA)/Global Support Assignment (GSA) training and equipping process.

ECRC focuses on providing insight and recommendations for improving the processes of training and equipping Sailors who are being assigned to work in combat support and combat service support missions in cooperation with the United States Army, Department of the Navy and Joint Force Commands.

Although Sailors are not replacing infantry soldiers, they still require professional training and Army issue comparable equipment in order to defend themselves in combat situations. As a result, ECRC formulated some unique processes to overcome the complexities involved in Navy IA missioning.

ECRC assigned action officers (AOs) in order to provide a "go to" support link for IA Sailors and provisional units grouped by mission. ECRC AOs review specific mission and training pipelines and communicate directly with IA Sailors throughout the mobilization process to ensure that IAs are fully ready to deploy. AOs ensure the IA Sailor gets proactive answers to questions and provide a point of contact for information while Sailors are in training and in theater. ECRC prides itself in providing Sailors with the very latest information on their upcoming assignment with the caveat that the operational picture is ever changing, and as a result, so may their actual role.

ECRC has Navy Liaison Officer (LNO) teams at Army training sites to further assist Sailors during their pre-deployment training. LNOs act as the primary liaison between the Army training cadre and the Sailors under training to ensure the accurate flow of information and rapid resolution of issues. LNOs update Sailor information used to support IA Sailors and family members during training and deployment. LNOs assist with berthing, pay issues, communications, scheduling, uniforms, transportation, documentation, surveys, database updates and informational archives

ECRC has in country detachments located in Kuwait, Iraq and Afghanistan. These forward operating Navy IA Support Units receive, train, transport, track and redeploy IA Sailors. Navy IA Support Units provide a clear window of visibility in every phase of the IA Sailors' mission, allowing ECRC to be a proactive advocate during every stage of an IA deployment. Exercising a robust reach back capability, the ECRC forward detachments have at their disposal the entire ECRC headquarters element and additional Navy resources to address any Sailor or family issue that arises.

Along with the in-country visibility provided by their forward based detachments, ECRC also introduced and supervises the Warrior Transition Program in Kuwait. WTP allows Sailors to participate in briefings and interviews designed to provide Individual Augmentees (IAs) with a streamlined process for reintegration to life in a non-combat environment and expeditious return to parent commands, family and friends.

The aim of Warrior Transition is to ensure the prevention and/or management of combat and operational stress with the desired result being preservation of mission effectiveness, combat capabilities and the minimization of short-term and long-term adverse effects of combat deployment.

WTP also collects issued gear, works with customs agencies and arranges for follow on travel. By relocating the gear collection process to Kuwait, ECRC is able to help Sailors return home on an average of one week earlier and saves an estimated 14 million dollars per year in logistics costs alone.

While it is understood that parent commands remain responsible for their IA Sailor and their Sailor's family. ECRC acts as a conduit for referral and information for the Individual Augmentee family.

ECRC will become the administrative parent command while the GSA Sailor is deployed.

For more information about ECRC, visit their website at http://www.ecrc.navy.mil.

ECRC is part of Navy Expeditionary Combat Command (NECC), a global force provider of adaptive force packages of expeditionary capabilities to joint warfighting commanders. NECC serves as a single manning functional command to centrally manage the current and future readiness, resources, manning, training and equipping of the Navy Expeditionary Force.

Process for the IA Sailor

Although an individual set of orders may differ slightly, the following process applies to most IA/GSAs.

1. IA Sailor is notified that they have been selected to fill an IA billet. Sailors may have been selected by their command to fill a request for forces billet or they may have negotiated for IA GSA orders.

2. Upon notification, Sailors and Command IA Coordinators should review the ECRC IA Checklist and other official requirements posted on the NKO website. Sailors should start to complete these requirements as soon as they have been notified that they have been selected for an IA assignment. Command IA Coordinators should track progress and assist the Sailor with any problems they may have in completing the mandatory requirements.

3. Once a Sailor receives official orders, the Sailor must read and comply with all requirements before leaving their current command. Command IA Coordinators should also coordinate with Command Ombudsman to ensure families have point of contact information if they need assistance.

4. Sailor reports to the Navy Mobilization and Processing Site (NMPS) designated in their orders. The Sailor will be there for approximately one week to ensure all prerequisite items were completed and the Sailor is qualified to move forward. Sailors receives all required uniforms at the NMPS. Families may not accompany Sailors to NMPS, nor any point forward.

5. The Sailor then travels to the Army training site that is designated in their orders for basic combat skills training. This training lasts approximately three weeks.

6. If additional, mission-specific training is specified in a Sailor's orders they may remain at their current location or transfer to another Army training site.

7. When all required in continental United States INCONUS training is completed, the Sailor travels to their IA mission. There may be additional training in Kuwait and other areas as designated in the orders before the Sailor arrives at their in-theater IA mission location.

8. After the IA mission is completed, many Sailors will go through the Warrior Transition Program (WTP) in Kuwait or elsewhere to decompress and turn in their issued gear. If the Sailor will return through WTP, it will be stated in their orders. If the Sailor is being directed to turn in gear elsewhere, it will be stated in their orders.

9. Some Sailors check out through NMPS and before they return to their parent command, demobilize or go to their follow-on duty station. If they are required to go through NMPS upon return, it will be in their orders.

10. The IA Sailor returns to their command or goes to their new Permanent Change of Station (PCS) command.

Command IA Coordinators should engage to ensure the Sailor checks in properly and is welcomed back or welcomed aboard and that all of the Sailors pay, leave requirements, personnel records, evaluations, awards and advancement exam information is updated and correct to reflect their service in an IA assignment.

Navy Mobilization Processing Site

Sailors will be processed through the Navy Mobilization Processing Site location that is written in their orders. NMPS location is determined by training criteria and unit requirements. Information and points of contact for NMPS sites are located in the orders and on the IA page of NKO and on the ECRC website.

Sailors are required to report to NMPS in a clean working uniform. Instruct them to not report in coveralls, flight suits, civilian clothes or physical training (PT) gear. All mission specific required uniform items and PT gear will be issued at the NMPS.

Do not have Sailors take all of their standard issue uniforms to NMPS. They will only need enough clean working uniforms to wear for a few days until new uniforms are issued.

Sailors should bring a copy of the completed ECRC IA Checklist that was submitted electronically to ECRC before leaving the command.

Sailors should bring a copy of the completion certificates for each mandatory prerequisite course completed on NKO e-learning.

Orders will state if Sailors are required to take personnel record to NMPS.

Sailors who are not ordered to bring their personnel record should bring a copy of their:

- Orders.
- Updated page 2.
- Current contract/extensions.
- PG 4s (quals, awards and ASVAB).
- Last Eval/Fitrep.
- FSA form (if applicable).
- Exam worksheet (if applicable).

It is recommended that Sailors copy their records and leave a copy at home.

Sailors are at the NMPS for approximately one week to ensure all prerequisite items and the ECRC IA Checklist were completed and that the Sailor is qualified to move forward. Families are not authorized to accompany the Sailor to NMPS and will not be allowed to accompany the Sailor from this point forward.

Command Responsibilities

It is an inherent responsibility for commanders to take care of Sailors and their families under their command. One way many commanders have chosen to ensure this support of IA Sailors and their families is to create a Command IA Coordinator as a collateral duty.

Much like the Navy's sponsor program, the Command IA Coordinator is a mentor, an advocate and a professional source of help and information for the IA Sailor and their family before, during and after an IA assignment.

Suggestions from commanders who have created this position include:

- Designate an E7 or above in writing for this billet.

- Command IA Coordinators should report directly to the CO.

Command responsibilities include:

- Assisting Sailors to prepare to deploy.

- Ensuring IA Sailors and their families are fully supported throughout their assignment.

- Reintegrating Sailors into the command at the completion of an IA/GSA.

The following checklist ensures command responsibilities are fulfilled.

☐ Getting Starteed

- Create a record, binder or spreadsheet and record notification date, date orders received and reviewed and keep track of mandatory requirements progress. Be sure to record the Sailor's Noble Eagle (NE). The number is located in the Sailor's orders and is a key piece of information that ECRC uses to track Sailors.

☐ Assign a Relief

Your Sailor is going to have many items to complete before they are qualified to deploy. It is beneficial to both the Sailor and the command to start passing along duties and job procedures to their replacement as soon as possible so that the new person has time to learn the job and so the IA has time to adequately prepare for their mission.

☐ Alternate IA

The alternate and the Command IA Coordinator should review all of the requirements the alternate will need to complete and be qualified for if called upon to replace the primary IA.

☐ Orders

Ensure sailors have read and reviewed orders thoroughly. Orders contain point of contact information that will be helpful. Orders also outline specific instructions and prerequisites that must be completed before leaving the current command. Orders provide the timeline and guidance for where Sailors will be going and what they will be doing.

Review orders and responsibilities with the newly identified IA Sailor. Be sure the name and social security number match. Review orders for:

- Length of assignment.

- Security Clearance requirements.

- Passport requirements.

- Online training through NKO.

- Medical readiness.

☐ TRAVEL

- Mobilization site report date.

- What en route training is to be received, how long and where the training is provided.

- The ultimate duty station.

- Individually Billed Account (IBA) should be utilized for travel expenses (not including airfare). This is for personnel who will use their Government Travel Credit Card (GTCC). The use of the IBA to purchase airfare may impose unnecessary costs to the individual, and may cause delays in processing travel claims.

- Centrally Billed Account (CBA) statement: "Airfare should be billed to centrally billed account". This allows travel arrangements to be made.

- Excess baggage statement, "Sailor is authorized excess of four bags not to exceed 200 lbs".

- If necessary, a Block 21 statement regarding weapons should be included.

- Itinerary must state, "from (your permanent duty station) to NMPS to (your TDY destination) to NMPS return to (your permanent duty station)."

☐ Track ECRC IA Checklist Completion

Commands are responsible for ensuring Sailors complete all of the mandatory prerequisites contained in their orders and in the official version of the ECRC IA Checklist located on the IA page of NKO and on the ECRC website . Checklist must be completed and submitted electronically to ECRC within 14 days of receipt of orders and before departing current command. Arrival at NMPS with incomplete or incorrect checklist items will result in delays and possible disqualification. Detailed instructions for filling out and submitting the checklist are located on both websites. Other checklists located elsewhere, or developed locally, will not be accepted.

❏ Point of Contact

The Sailor should have the Command IA Coordinator's name, rate, DSN phone number and the designated e-mail address. The Sailor may also have a rank appropriate command sponsor assigned and tracked by the Command IA Coordinator.

Both the Command IA Coordinator and the sponsor should keep in contact with the Sailor throughout the deployment. In addition, the Sailor should leave their contact information and their families contact information with these two command representatives and vice versa.

- Give the Sailor and their family POC information for the Command Ombudsman and ensure the Ombudsman has IA family information. Inform the family about the IA Family Handbook and where to find it. Have the Sailor review their contact information in the Navy Family Accountability and Assessment System (NFAAS). They should update any out of date information in NFAAS, as well as with Defense Enrollment Eligibility ReportingSystem (DEERS).

❏ myPay

Ensure Sailor has pin to access his/her Defense Finance and Accounting Service (DFAS) myPay account. Ask the Sailor if his/her spouse has need to access to myPay and do they understand how to read a Leave and Earnings Statement (LES) .

❏ Transportation/Orders

Parent commands make flight arrangements from home station to mobilization site.

The mobilization site will make follow-on transportation arrangements.

❏ Passports

Orders will specify if the Sailor needs a passport and/or visa. If required, current commands must take all steps to expedite the official passport application. All personnel receiving orders to, or traveling anywhere in Africa, need a passport. Personnel assigned anywhere in Africa might be ordered to travel to various countries in US Central Command (CENTCOM) area of responsibility (AOR) including but not limited to — Comoros, Eritrea, Ethiopia, Kenya, Seychelles, Somalia, Sudan, Tanzania, Uganda and Yemen. Use one of these country codes when applying for an official passport.

☑ Clothing/Personal Gear

Inform Sailor that members will usually travel in appropriate civilian clothing. Mission specific uniforms will be issued at NMPS.

NOTE: Unit organizational clothing such as flight suits, coveralls, green flight jackets are not authorized at mobilization sites. PT gear will be issued. Member should bring running shoes.

Instruct Sailors not to take all of their uniforms to NMPS. They will only need clean working uniforms for a few days before new uniforms are issued. Specific NMPS guidance is posted on the NKO and ECRC websites. Pack items they want to take on deployment in a Navy seabag and/or a carry on bag. Suitcases will not be forwarded into theater. Seabags can weigh no more than 70 pounds. Carry on bags must meet FAA requirements and cannot exceed 25 pounds. Remember, Sailors receive three seabags full of all required gear and uniforms at the NMPS and at the combat skills training site.

Ensure orders contain the statement "Excess baggage is authorized, up to 200 pounds." Be sure sailor knows to save excess baggage receipts for travel claim.

☑ Government Travel Card

Issue a Government Travel Charge Card (GTTC). Sailors need a GTCC before they transfer from their current command/ NOSC. Current command retains Agency Program Coordinator (APC) responsibility or the monetary means to cover expenses.

If the Sailor has GSA orders, ECRC will assume the GTCC account only after the current command has established it.

In extraordinary circumstances, a Sailor may not qualify for a GTCC. In those cases, the member's security clearance must be carefully scrutinized as they probably do not meet the security requirement as stated in their orders and may be disqualified from the mission.

Advanced per diem may be authorized if the member cannot get a GTCC and still meets all other requirements. The current command is responsible for advanced per diem requirements and documenting training of the Sailor about the advanced pay requirements and responsibilities before they transfer.

If your command/ NOSC does not have a GTTC program, contact your Immediate Superiors In Command (ISIC).

❏ Security Clearance

Sailors must meet the security clearance requirement stated in their orders. Clearance must remain current for the duration of the tour. Your command security manager must sign the last page of the orders stating that the required clearance is reflected in Joint Personnel Adjudication System (JPAS). If the clearance needs to be updated, the current command/NOSC must ensure that this step is accomplished before transfer.

❏ ID Card

Ensure Sailor's ID card is Common Access Card (CAC) activated and public key infrastructure (PKI) certificates are updated. They must know their pin access for their CAC and should test it prior to departure from their parent command/NOSC. This cannot be stressed enough as it affects CMS (Career Management System, formerly JASS), BUPERS online (BOL), NPC, and many official websites they will need to access.

❏ DEERS

Sailors should update the Defense Enrollment Eligibility Reporting System (DEERS) before deployment.

Though all Sailors need to keep their DEERS record updated, it is especially important for dual military families.

Since dual-military spouses are also automatically covered by Family Servicemember Group Life Insurance (FSGLI), a dual military couple may find they owe several months of FSGLI premiums because they didn't decline coverage or update their DEERS record to reflect having a spouse. On top of that, both members of a dual military couple must update DEERS, and, if they don't want FSGLI, must decline coverage in writing. These debts cannot be waived because spouses were automatically covered.

❏ Page 2

Ensure page 2, Emergency Data Form is current and completed by your local Personnel Support Detachment (PSD).

❏ Servicemembers' Group Life Insurance (SGLI)

Ensure SGLI is updated by the local PSD or NOSC prior to departure.

❏ Will/Power of Attorney

Service members should be advised and referred to the local Navy Legal Services Office to update wills and execute any needed Powers of Attorney.

❏ Family Care Plan

Dual military and single parents must have a current Family Care Plan (Form 1740/6) in their service record. Sailors must also update family information in DEERS and NFAAS before leaving their current command.

☐ Service Obligation

Ensure Sailor has sufficient obligated service to meet mission requirements—a minimum of 18 months from report date on the orders. If a member has insufficient obligated service, prepare NAVPERS 1070/601 or NAVPERS 1070/621 as appropriate.

☐ Projected Rotation Date

If necessary, parent command should initiate a PRD change request for Sailors assigned to IA billets, adjusting their PRD to one month after scheduled return from the IA mission. Reason for the PRD change should read "PRD change required to support the Navy's GWOT efforts as directed by higher authority."

☐ Pre-departure Training

Sailors must complete the mandatory courses located on NKO/Navy E-learning page before leaving their current command/NOSC.
Go to the IA page on NKO
To access e-learning:
CLICK on the LEARNING BAR at the top of the IA page,
SCROLL to the E-LEARNING AUTO LOG ON GEAR,
CLICK on the ACCESS NAVY E-LEARNING bar,
SCROLL DOWN and complete:

- DOD Information Assurance Awareness.

- SERE 100 Level B — Code of Conduct.

Then SCROLL to INDIVIDUAL AUGMENTEE PREREQUISITE TRAINING
Complete these courses:

- M16 Weapon Safety CANS-M16WS-1.0.

- M9 Service Pistol Training CANS-M9SP-1.0.

- ATFP Level I Awareness Training for Service Members (CONUS).

- CANSF-ATFP-CONUS-1.0.

- ATFP Level I Awareness Training for Overseas Service Members (OCONUS).

- CANSF-ATFP-OCONUS-1.0.

- FY0# GMT Unit 1.3 Operations Security CPD-GMT0#-013.

- FY0# GMT Unit 2.2 Suicide Awareness CPD-GMT0#-022.

- FY0# GMT Unit 3.1 EO, Sexual Harassment, Grievance Procedures

- CPD-GMT0#-031.

- FY0# GMT Unit 3.2 Fraternization, Hazing and Homosexual Conduct Policy.

- CPD-GMT0#-032.

- FY0# GMT Unit 3.3 Sexual Assault Prevention.

- CPD-GMT0#-033.

- Cold Weather Injuries NPDC-CWI-1.

- Hot Weather Injuries NPDC-HWI-1.

- SAEDA Briefing NPDC-SAEDA-1.

- United States Army Values NPDC-USAV-1.

- Trafficking in Persons Basic Awareness Training (jkddc-tip-1).

ALWAYS DO THE MOST RECENT FISCAL YEAR (FY) COURSE POSTED ON E-LEARNING.

If the FY course posted on NKO is more recent than the one previously completed, the Sailor must redo the course and complete the most recent FY posted on e-learning.

FY courses are released in quarters and may not match the current FY.

If problems are experienced with e-learning courses, check with your ADP department to make sure the problem is not originating from the Sailor's log- on. If that is not the problem, call the NKO Helpdesk to ensure that the computer is configured correctly to allow access to successfully complete the courses and print out the certificates.

All of these courses are mandatory and are required to be completed within fourteen days of receipt of orders.

Ensure that the Sailor prints out the certificate at the end of each course and brings a copy to NMPS.

Family Support

The Navy has established a number of new programs and procedures to support families of IA Sailors. They include:

❑ Ombudsman

Ensure Command Ombudsman has contact information for family members. Prior to the Sailor's departure, Command Ombudsman should contact family members to ensure they are aware of ombudsman services and that family members have contact information for the Command Ombudsman.

The Command Ombudsman should contact IA families regularly throughout the IA deployment.

Ombudsman should contact the command and ECRC if an IA family's contact information changes during the deployment. Command Ombudsman should also be sure families are included on newsletter, e-mail and telephone distribution lists and are still included in command activities.

GSA families may use ECRC as a POC to establish a new family support network if they move from the area of their current command. However, it is advised that the detaching command and their Ombudsman remain in contact with the family. Your command has already established trust and can provide a known support system.

❑ Fleet and Family Support Center

Fleet and Family Support Centers provide many services for families including deployment readiness briefs, support groups and homecoming briefings. These services are available locally at Navy bases, or virtually, through Commander Navy Installation Command.

A monthly electronic newsletter is sent to all families who are registered in the Navy Family Accountability and Assessment System (NFAAS). NFAAS is the same data base the Navy uses to contact families in the event of a disaster. Sailors must update their family information in NFAAS and in DEERS before leaving their current command in order to ensure that contact information is current and correct and that their family will be able to be contacted in their absence.

LOG ONTO NFAAS at https://www.navyfamily.navy.mil/.

Select the [NFAAS-Navy Family Member] tab.

A Sailor's social security number and birth date is required for access.

Update family information under the [MY INFO] tab.

Enter all individuals to be contacted in (Location/Contact Info/Additional Family Members) sections.

A survey under the [ASSESSMENT] may also be completed if a family member has specific needs that should be addressed.

✓

☐ Family Readiness Group

Command or Family Readiness Group representative should ensure IA Sailor family members are invited to participate in, and are provided contact information for the command's Family Readiness Group. Virtual discussion groups are provided by Commander Navy Installations Command.

Ensure an IA Sailor's family has a copy or access to the IA Family Handbook available at www.ffsp.navy.mil, or on the ECRC website and the IA page of NKO.

☐ Deployment Brief

Direct service members and their families to attend deployment readiness briefs sponsored by Fleet and Family Support Centers.

View available FFSC briefs at www.ffsp.navy.mil.

☐ Personnel Evaluations

Active duty Sailor's evals and fitreps will be completed as concurrent/ regular reports for personnel under temporary active duty orders per BUPERSINST 1610.10 series.

The parent command remains responsible for writing evals/ fitreps for Sailors forward deployed. They are also responsible for contacting the operational commander to request input for member's eval / fitrep.

Reserve units must complete detachment of individual report on mobilized personnel. Although the member may still appear on Reserve Unit Assignment Document (RUAD)

They are no longer part of the reserve unit while mobilized.

☐ Medical/Dental Records

All Sailors will report to mobilization site with medical/dental records.

☐ Medical/Dental

All personnel must be medically (to include dental) and psychologically fit for deployment. All medical and dental requirements must be completed at the service member's parent command or NOSC, when possible. This saves valuable time in processing the service member and gets them to their ultimate assignment sooner. Fitness specifically includes the ability to accomplish the tasks and duties unique to a particular operation and ability to tolerate the environmental and operational conditions of the deployed location.

Parent command or NOSC medical

representative must conduct a thorough review of each member's dental and health records. The review should include a review of psychological history to ensure sound mental competency for the mission. This includes no behavioral incidents or anger management issues within the last three years. This process must begin early to ensure completion.

Conduct Pre and Post Deployment Health Assessment (DD Form 2796).

The following information must be documented in health and dental records of IAs:

- Blood type, RH factor, HIV and DNA.

- Current medications and allergies.

- Special duty qualifications.

- Annotation of corrective lens prescription.

- Summary sheet or current/past medical and surgical problems.

- Copy of Predeployment Health Assessment (DD 2795).

- Documentation of dental status Class I or II.

- Immunization Record.

Prescription Medications

Prescription medications should be documented on DD Form 2766. If unsure as to deployability while on certain medications, contact ISIC medical for clearance. Personnel who require medication should deploy with no less than a 90 day supply of their medication.

Current commands and NOSCs are responsible for providing prescriptions before the IA Sailor leaves. Commands should also ensure the Sailor has registered for Tricare Mail Order Prescriptions (TMOP).

www.tricare.mil/mybenefit/home/ Prescriptions/FillingPrescriptions/TMOP

Female Sailor Health

Paps and mammograms are not required beyond periodic physical examinations, but are recommended. Document the date of the most recent Pap/mammogram and if results were normal or abnormal in health record.

Ask female members if there is any possibility of pregnancy and document in medical record. Liberal pregnancy testing is encouraged to ensure female members are not pregnant in view of immunization requirements. This is automatically performed at NMPS.

Eye Exams

Eyewear prescription must be within the past two years to be current and a copy must be entered in the medical record. Civilian prescriptions are accepted. Sailors will deploy with two pairs of military eyeglasses and gas mask inserts (M40 and UVEX).

Medical Equipment

Personnel who require medical equipment such as corrective eyewear, hearing aids and orthodontic equipment must have all the required items in hand before they leave their current command. Current commands are responsible for ordering required items to include two pairs of eyeglasses, protective mask eyeglass inserts, eye glass inserts (for goggles) and hearing aid batteries. Some mission specific assignments do not allow hearing aids. Contact lenses are not permitted.

Hearing Exams

Audio Baseline (DD-2215) must be included in the service member's medical record.

Immunizations

Follow the ECRC IA Checklist to determine require immunizations as they are dependent on country.

Immunization Exceptions

If unavoidable circumstances preclude administration of all immunizations in a series, at least the first in the series must be administered prior to leaving your current command/ NOSC with arrangements made for subsequent immunizations to be given in theatre, if possible.

Malaria Prophylaxis

Malaria is endemic in certain areas of the world. Personnel requiring mefloquine will have it issued to them before leaving their current command or NOSC. For additional guidance refer to the ECRC IA Checklist, your local medical provider and Navy and Marine Corps Public Health Center (NEHC). http://www-nehc.med.navy.mil

☐ IA Sailor Handbook

Ensure IA Sailor/Family has a copy or access to the *IA Sailor Handbook* and *IA Family Handbook* available at www.ffsp.navy.mil, or on the ECRC website and the IA page of NKO.

☐ ECRC IA Checklist

Sailors are responsible for ensuring the proper completion all of the mandatory prerequisites contained in their orders and in the official version of the ECRC IA checklist. The checklist must be completed and submitted electronically to ECRC within 14 days of receipt of orders and before departing current command. Arrival at NMPS with incomplete or incorrect checklist items will result in delays and possible disqualification. Other checklists located elsewhere or developed locally will not be accepted.

❑ Additional Requirements for Activated Reservists

Activated Reserve Sailors will bring the following documents to support and verify service record and/or DEERS, as applicable impacting active duty gain processing at PSD:

- Certificate of Discharge/Separation (DD 214) of all former periods of active duty.

- Birth, adoption or guardianship certificates for all dependents.

- Copies of all current child support agreements.

- Social security numbers for self and dependents.

- Certified copy of marriage certificate of present marriage.

- Certified copies of documentation terminating any previous marriage such as a divorce certificate, annulment decree or spouse death certificate.

- Ensure Sailor enrolls his/her family in TRICARE.

- Ensure Sailor has notified civilian employer.

- Provide Sailor with Employer Support of the Guard and Reserve (ESGR) contact information.

- Provide Sailor with "6%" letter and Uniformed Services Employment and Reemployment Act (USERRA) information.

- Inform Sailor that upon return he/she may opt for a six-month reprieve from drilling. Sailor must notify the NOSC prior to drill. No points or pay are available during this optional status.

- Log the date your Sailor leaves the command and the date they are scheduled to return. Keep in contact with them throughout the deployment and periodically check on the well being of their family. Log all contacts made.

- Direct the Sailor to inform the command of any and all changes to their contact information during the assignment. This is to include mailing address, email accounts, dsn number, other phone numbers and command POC.

❏ Injury or Death

A Casualty Assistance Calls Officer (CACO) is the only Navy representative authorized to contact the Primary Next Of Kin (PNOK) in the event of a serious injury or death. All communication between the IA Sailor's command or NOSC or any other Navy personnel and the PNOK will be done through the CACO only. Contact your CACO for further instructions.

❏ Reintegration

Upon IA Sailor's return, commands and Command IA Coordinators ensure:

- IA families are informed of reunion/reintegration briefing offered by FFSC.

- IA Sailor completes the mandatory Post Deployment Health Re-Assessment (PDHRA) after 90 but no later than 180 days after redeployment.

- IA Sailor is allowed appropriate leave time to facilitate reintegration. Note: Reserve IAs are granted the option of six months unpaid reprieve time from drilling with their unit after deployment. No retirement points are awarded.

- Follow-up with Sailor's and their families to determine if sure they need a referral for assistance.

- Check-in procedures are in place for Sailors to check to reestablish contact with their chain of command, CMC, XO, CO. Check-in procedures should also include identifying and documenting any awards earned in the service record, verifying concurrent personnel evaluations or fitresps are documented in the service record and the status of advancement exam eligibility and requirements are assessed by the ESO.

- Keep in contact with the IA Sailor at intervals after they return to ensure reintegration success and to determine any additional needs.

Entitlements

Sailors are directed to establish a myPay account and PIN before they deploy.

There are many entitlements associated with an IA deployment. To ensure a Sailor is getting the correct information and to verify pay updates, they must check in with the PSD at the in theater Navy IA Support Unit destination.

Pay is dependent on location and regulations in effect at the time of deployment. Always check with the in theater PSD for the most current pay information.

Parent commands remain responsible for pay and personnel support issues. ECRC has also established Navy IA Support Units in theater to provide reach back for Sailors while they are deployed. Navy IA Support Unit contact information is listed on the IA pages of NKO.

Some of the pay Sailors may be entitled may include:

- Hostile Fire Pay/Imminent Danger Pay
  - Entire month credit with one day in zone.
  - Stops month after zone departure.

- Combat Zone Tax Exclusion
  - Complete tax free pay Enlisted/Warrants.
  - Officers up to allowable limit (by year).
  - Stops month after zone departure.
  - Social Security and Medicare still collected.
  - Enlisted bonuses and subsequent installments tax free.
  - Officer bonuses and subsequent installments tax fee to limit.
  - Entire month credit with one day in zone.

- Hardship Duty Pay (Save Pay)
  - Iraq, Afghanistan, Kuwait, HOA eligible.
  - Bahrain NOT eligible.
  - Stops day of eligible zone departure.

- Incidental Expense (IE) per diem
  - Paid while lodging and meals provided.
  - Monthly travel claim required for payment.
  - In addition to full Basic Allowance for Subsistence (BAS).

- Family Separation Allowance (FSA)
  - Retroactive entitlement payable after 31st day of separation from eligible dependents.
  - Stops day of return to geographic location of eligible dependent.
  - DD 1561 with member's signature required for payment.

Pay is dependent on location and regulations in effect at the time of deployment. Always check with the in theater PSD for the most current pay information.

Pay Changes to Monitor

There are some pays active duty IAs and their Command IA Coordinators need to be aware of to avoid over or under payment during an IA assignment:

- Sea Pay
  — Not eligible after 31st day of IA assignment.
  — Sea counter stopped with the stop of sea pay.
  — Special detailing considered for credit of IA assignment.

- Meal Deduction
  — No meal deduction for entire IA assignment.

- Special Duty Assignment Pay (SDAP)
  — Eligibility can continue up to the first 90 days of IA assignment.
  — If command transfers special duty assignment to another qualified command member, SDAP can be stopped the first day of IA assignment.

Tax Free Savings Incentive

The tax free savings advantage can be significant during an IA assignment. For example:

- Thrift Savings Plan (TSP) Tax Exempt contributions maximum in 2007 is $45,000.

- Savings Deposit Program (SDP) Guaranteed interest rate of 10% annually compounded quarterly on maximum $10,000.
  — Iraq, Afghanistan, Kuwait, Bahrain and HOA are SDP qualifying designated areas.
  — Deposits made post 30 days boots on ground.

  — Deposits made cash, check, money order or allotment.
  — Deposits limited to disposable income.
  — Deposits withdrawn within 90 days of departure eligible area stops earning interest.
  — Emergency withdrawals can be authorized by Commanding Officer.
  — Interest earned on tax free SDP contributions made is taxable.

Read more about these options and other pay related issues at:

myPay https://mypay.dfas.mil/mypay.aspx.

Defense Financing and Accounting Service
http://www.dfas.mil.

Travel Claim

Travel claims must be filed as soon as the Sailor arrives at each of these destinations:

- Travel from the Sailor's current command or NOSC to NMPS — file at NMPS.

- Travel from NMPS to training site- file at training site.

- Travel from first training site to the next (if applicable) — file at training site.

- Travel from training site to theater- file in theater at Navy IA Support Unit.

  Direct Sailors not to delay in filing these claims. Travel claims should be monitored using My Pay.

  Note: For IAs NOT ultimately assigned to a combat zone, submit all travel claims to personnel office that services your IA assigned command.

Travel Claim Tips

Be advised for ALL travel claim processing:

- Receipts required for all transportation and lodging.
  - If receipt not available other proof of purchase can be submitted such as a credit card receipt.

- Government meal and lodging rate paid unless orders specifically endorsed not available.

- If government lodging is provided but not available the IA Sailor needs to get a CNA number from the barracks or government lodging facility in order to be reimbursed for non government lodging. Transportation and lodging reservations must be secured through NAVY SATO to ensure full reimbursement.

- Passport fees not reimbursable unless authorized by orders.

- ATM fees are not reimbursable for times when transportation and lodging are not being claimed.

- If travel claim is under or over paid a supplemental claim must be submitted to initiate corrective action.

Household Goods Storage

Household Goods Storage at government expense/reimbursement for the period of IA assignment is not authorized unless specifically stated in the IA orders. Storage in connection with an IA assignment is considered non-temporary storage.

- Member's entitled to Basic Allowance for Housing (BAH) with dependents are not entitled to non-temporary storage.

- Non-temporary storage can be authorized to a member without dependents — at the LOSS of entitlement to BAH single.

Vehicle storage is at member's own discretion and expense except on a case by case basis for mobilized reservist not receiving any BAH (single or dependent) or active duty issued Interim Temporary Duty Orders (ITDY) orders.

Advancement

In accordance with NAVADMIN 290/06 IA Sailors assigned to Iraq, Afghanistan or the Horn of Africa WILL NOT participate in the regular advancement examination cycle.

Testing of eligible candidates will occur
  - Before departure from parent command or reserve center.

OR
  - Post redeployment (with retroactive credit to first eligible cycle). However, this policy is being reconsidered.

Note: An additional two points will be credited to the final multiple score of Sailors who complete an IA assignment.

Basic Combat Skills Training

All Sailors receive basic combat skills training which is conducted by Army Drill Instructors at an Army training site. Training site is included in the orders. Training site information is posted on NKO and ECRC websites. Training lasts for approximately three weeks and topics include:

- Army Values
- Basic Rifle Marksmanship
- Crew Serve Weapons
- 9MM Qualification
- M-16 Qualification
- Improvised Explosive Device (IED)
- Urban Ops & Entry Control Point
- Convoy Ops
- NBC
- Hot/Cold Weather Casualty
- EST/FATS (simulator) Situational Training Exercise
- Forward Operating Base

- Land Navigation
- Communication
- First aid
- Quick / Reactive Fire
- Rules Of Engagement
- Rules Of Force
- Night Fire Code of Conduct
- Law of Land
- Personnel Recovery
- SAEDA/OPSEC
- UCMJ
- Geneva Convention
- Cultural Awareness
- Grenades

ECRC has Navy Liaison Officer (LNO) teams at Army training sites to further assist Sailors during their pre-deployment training. LNOs act as the primary liaison between the Army training cadre and the Sailors under training to ensure the accurate flow of information and rapid resolution of issues. LNOs assist with berthing, pay issues, communications, scheduling, uniforms, transportation, documentation, surveys, database updates and informational archives.

Some Sailors may require additional mission specific training. The location and length of the training is stated in their orders. After completing training in the United States, most Sailors receive additional training when they process through Kuwait.

Warrior Transition Program (WTP)

After completing an IA mission, most Sailors go through the Warrior Transition Program (WTP) in theater. Sailors will spend approximately one week at the WTP to begin reintegration into life in a non-combat environment, attend briefs and turn in their issued gear. Sailors that do not transition through the WTP in theater return to the United States by the route directed in their orders and begin reintegration at that location.

The aim of Warrior Transition is the identification and management of issues related to deployments in a combat area, with the desired result being preservation of mission effectiveness, combat capabilities and the minimization of short-term and long-term adverse effects of combat deployment.

The Warrior Transition Program is where the Sailor will turn in weapons and issued gear, go through customs and arrange for follow-on travel. They will also attend briefings on a variety of topics. Sailors have the opportunity to discuss any specific issues or concerns with a mental health professional or a chaplain

Post Deployment Health Assessment

The DoD Deployment Health Assessment System is a means to identify and track (on an individual and population level) specific health related outcomes which may be related to military deployments. The pre and post-deployment health assessments are to be completed on-line at: https://www-nehc.med.navy.mil/pdha.

The PDHA may be completed while still at the deployed location. Once completed the ,

Sailors will go over answers with a health care provider. Any concerns they have will either be addressed at that time, or arrangements will be made for them to address them at a later date. There are other activities which must be completed as part of the PDHA, including blood tests and a medical brief. If the PDHA has not been completed prior to arrival at the Warrior Transition Program, the PDHA must be completed and verified at the follow on command.

The Post Deployment Health Reassessment is similar to the PDHA. It is completed between 90 and 180 days after redeployment. This must be done at the follow on command.

OC&IE, RFI Gear, Equipment and Weapons Turn-in Process

After the mission is over, Sailors are required to turn in organizational issued equipment and gear. Sailors need to complete these steps before arriving at the ECRC redeployment site (Warrior Transition) in Kuwait. If they are not coming back through Kuwait, they must get it done before getting on the plane:

- Clean weapons (M9, M4 or M16).

- Separate personal items from organizational issued equipment and gear.

- Inspect all equipment (OC&IE, RFI gear) and remove any gear adrift or personal belongings.

- Clean Body Armor Vest (IBA) with soap, water, and brush, in accordance with manufacturer's instruction printed inside of vest.

- Separate all the attachments from equipment belt (Molle gear, Canteen Pouches, etc).

- Separate /disassemble helmet cover, chin strap, and unscrew all attachments on combat helmet.

Gear is collected during the Warrior Transition Program or upon return stateside, depending on the mission. Following is a list of what will be expected to be turned in.

Redeployment Gear Inventory

Name: _____   SSN _____   Unit _____

(Last, First, MI)

Nomenclature	U I	Turn-in Instruction	Qty Iss	Qty Ret	Comment (If Applicable)
Barracks Bag	EA	Empty & fold	1		☐ Lost ☐ Stolen ☐ Never Recv ☐ Other
Body Armor Vest (IBA)	EA	Remove all attachments and inserts	1		☐ Lost ☐ Stolen ☐ Never Recv ☐ Other
Body Armor Plates (IBA)	EA	Remove from IBA Vest	2		☐ Lost ☐ Stolen ☐ Never Recv ☐ Other
Body Armor. Groin	EA	Detach from IBA Vest	1		☐ Lost ☐ Stolen ☐ Never Recv ☐ Other
Body Armor, Neck	EA	Detach from IBA Vest	1		☐ Lost ☐ Stolen ☐ Never Recv ☐ Other
Canteen Cover (1 QT)	EA	Remove canteens	2		☐ Lost ☐ Stolen ☐ Never Recv ☐ Other
Canteen Cover (2 QT)	EA	Remove canteen	1		☐ Lost ☐ Stolen ☐ Never Recv ☐ Other
Canteen Cup	EA	Separate from canteen/canteen cover	1		☐ Lost ☐ Stolen ☐ Never Recv ☐ Other
Canteen (1 QT)	EA	Remove from canteen cover	2		☐ Lost ☐ Stolen ☐ Never Recv ☐ Other
Canteen (2 QT)	EA	Remove from canteen cover	1		☐ Lost ☐ Stolen ☐ Never Recv ☐ Other
Entrenching Tool	EA	Remove from Carrier/Pouch	1		☐ Lost ☐ Stolen ☐ Never Recv ☐ Other
Entrenching Tool Carrier	EA	Separate from Entrenching Tool	1		☐ Lost ☐ Stolen ☐ Never Recv ☐ Other
Equipment Belt	EA	Strip all Attachments	1		☐ Lost ☐ Stolen ☐ Never Recv ☐ Other
Field Pack & Frame	ST	Open & Inspect for contrabands	1		☐ Lost ☐ Stolen ☐ Never Recv ☐ Other
Goggles (SWD)	ST	Open & Inspect for contrabands	1		☐ Lost ☐ Stolen ☐ Never Recv ☐ Other
Gortex Parka	EA	Fold	1		☐ Lost ☐ Stolen ☐ Never Recv ☐ Other
Gortex Trouser	EA	Fold	1		☐ Lost ☐ Stolen ☐ Never Recv ☐ Other
Holster, Pistol (9 mm)	EA		1		☐ Lost ☐ Stolen ☐ Never Recv ☐ Other
Insect Net Protector	EA	Fold	1		☐ Lost ☐ Stolen ☐ Never Recv ☐ Other

Nomenclature	U I	Turn-in Instruction	Qty Iss	Qty Ret	Comment (If Applicable)
Suspenders	EA		1		☐ Lost ☐ Stolen ☐ Never Recv ☐ Other
Tact. Load Bearing Vest	EA	Strip all attachments	1		☐ Lost ☐ Stolen ☐ Never Recv ☐ Other
Waterproof Bag	EA	Fold	1		☐ Lost ☐ Stolen ☐ Never Recv ☐ Other
Wet Weather Parka	EA	Fold *Woodland Pattern	1		☐ Lost ☐ Stolen ☐ Never Recv ☐ Other
Wet Weather Trouser	EA	Fold *Woodland Pattern	1		☐ Lost ☐ Stolen ☐ Never Recv ☐ Other
Duffle Bag	EA	Use for storing all above	1		☐ Lost ☐ Stolen ☐ Never Recv ☐ Other
RFI					
Elbow Pads	PR	Stuff one inside the other and secure	1		☐ Lost ☐ Stolen ☐ Never Recv ☐ Other
Knee Pads	PR	Stuff one inside the other and secure	1		☐ Lost ☐ Stolen ☐ Never Recv ☐ Other
Gloves, Combat	PR	Pair up *Turn in unworn only	1		☐ Lost ☐ Stolen ☐ Never Recv ☐ Other
Gloves, Winter	PR	Pair up *Turn in unworn only	1		☐ Lost ☐ Stolen ☐ Never Recv ☐ Other
Helmet & Cover	ST	Remove straps and cushions	1		☐ Lost ☐ Stolen ☐ Never Recv ☐ Other
Goggles, Industrial	ST		1		☐ Lost ☐ Stolen ☐ Never Recv ☐ Other
Mask & Cover, CBR	ST	Leave in pouch	1		☐ Lost ☐ Stolen ☐ Never Recv ☐ Other
MOPP Gear (Backpack)	ST		1		☐ Lost ☐ Stolen ☐ Never Recv ☐ Other
Modular Sleep System	ST	Stuff and tighten	1		☐ Lost ☐ Stolen ☐ Never Recv ☐ Other
Overall, Fleece (Black)	ST	Fold *Turn in unworn only	1		☐ Lost ☐ Stolen ☐ Never Recv ☐ Other
Sleeping Mat (Inflatable)	EA	Roll			☐ Lost ☐ Stolen ☐ Never Recv ☐ Other
Universal First Aid Kit	PK	Open & Inspect for Contraband			☐ Lost ☐ Stolen ☐ Never Recv ☐ Other
Duffle Bag	EA	Fold			☐ Lost ☐ Stolen ☐ Never Recv ☐ Other

Signature: _____ Date _____

_____

(Member)

Signature: _____ Date _____

_____

(Receiving Official)

Combat Stress/Operational Stress

Combat and operational stress is the mental, emotional, or physical tension, strain or distress resulting from exposure to combat and/or operation related conditions. Combat stress is any stress that occurs during the course of combat-related duties, whether due to enemy action or other sources. Stressors may include:

- Unit leaders.

- Mission demands.

- Member's home life.

- Environment.

- Death of unit members or others.

Combat and operational stress are not medical or psychiatric illnesses. In fact service members on the home front who work in support of GWOT may face operational stress.

Positive combat stress behaviors are adaptive responses to combat and promote unit cohesion. Examples of positive responses include:

- Strength and endurance.

- Increased tolerance to hardship, discomfort and pain.

- Loyalty to buddies, leaders, and unit.

- Courage and heroic acts.

Stress Injuries

Stress injuries occur when an individual is under too much stress. How much stress is too much stress varies by individuals. There are some simple, basic factors that can improve an individual's ability to deal with combat and operational stress. These protective factors include:

- Eating nutritious meals.

- Getting enough sleep.

- Exercising.

- Having positive, supportive relationships.

- Having a meaningful belief system.

Individuals are subject to three types of stress injuries:

- Trauma.

- Fatigue.

- Grief.

Trauma injuries are impact injuries caused by events involving terror, horror or helplessness.

Fatigue injuries are wear and tear injuries due to the accumulation of stress over time.

Grief is a loss injury due to the death, injury or transfer of people who the service member cares about.

Stress Injury Damages

Stress injuries create damage just as do physical injuries. Biologic changes to the brain include:

- Messenger chemicals get depleted.
- Set points in control systems get shifted.
- Excessive and persistent "fear conditioning".
- Physical damage to control centers in the brain.

Mental changes include:

- Important beliefs are damaged.
- Self-worth and self-confidence are shaken.
- Important attachments to others are lost.
- Ability to make sense of memories is damaged.

Spirit and relationship changes include:

- Life doesn't make sense like it once did.
- Ability to forgive and feel forgiven is damaged.
- It may be difficult to trust in others.

Prior to returning from deployment service members participate in a Warrior Transition or Return and Reunion brief and Post Deployment Health Assessment that may identify the need for ongoing support.

Recognize Stress Injuries in Returning IAs

Combat stress is generally dealt with in theater, but residual effects of stress may not appear until weeks or months after an IA Sailor's return from combat. It's important for the command's IA Coordinator to maintain frequent contact with returning IA Sailors, to ensure IA Sailors complete all required post deployment health assessments and to encourage IA Sailors to seek assistance for a stress injury just as they would a physical injury. In addition, family members of IA Sailors should be made aware of resources available to treat stress injuries as they may be the first to recognize their loved one is in need of assistance. They may also suffer from secondary stress by trying to support a loved one.

Some of the many possible indicators of stress injuries include:

- Sleep disturbances — inability to go to sleep, stay asleep or sleeping too much.
- Nightmares.
- Flashbacks.
- Inability to connect socially.
- Avoiding situations that remind the IA of a traumatic event including crowds and loud noises.
- "Self-medicating" with alcohol or drugs.
- Angry outbursts.
- Tearfulness.
- Sadness.
- Withdrawal.
- Poor work performance.

Commands should not try to discriminate real stress injury from malingering. Refer to medical for an assessment.

Suicide Risks

Some behaviors and symptoms are not only signs of stress, but can also signal potential suicide risks. Sailors must be ever vigilant for the signs and signals of a potential threat of suicide given by their fellow Sailors.

Individuals contemplating suicide:

- Believe they are in a hopeless situation.

- Appear depressed, sad, and tearful; may have changes in patterns of sleep and/or appetite.

- May talk about or actually threaten suicide, or may talk about death and dying in a way that strikes the listener as odd.

- May show changes in behavior, appearance, or mood.

- May increase or start drug or alcohol use.

- May injure self or engage in risky behavior.

- Abandon planning for the future.

- May start withdrawing from others, including family and close friends.

- May give away possessions.

- May appear apathetic, unmotivated, and indifferent.

Co-workers may be the first to identify suicidal behaviors. All Sailors should be taught to follow the acronym AID LIFE:

A Ask: "Are you thinking about hurting yourself?"

I Intervene immediately.

D Do not keep a secret concerning a person at risk.

L Locate help (Chief, DIV-O, chaplain, corpsman, doctor, nurse, friend, family, crisis line, hospital emergency room).

I Inform your chain of command of the situation.

F Find someone to stay with the person. Do not leave the person alone.

E Expedite! Get help immediately. A suicidal person needs the immediate attention of helpers.

When to Refer

Specialized training is not required to recognize severe stress. Division chiefs and officers can determine if an individual is not performing duties, not taking care of him/herself, behaving in an unusual fashion, or acting out of character. If the symptoms endanger the individual, others or the mission, or if they do not improve within a day or two, or seem to worsen, get the individual to talk with the chaplain or medical officer or a Fleet and Family Support Center counselor.

Resources

Resources are available to assist service members and their families that may need help readjusting after an assignment.

Medical

Medical personnel at your command can make referrals to the nearest military treatment facility for a mental health assessment and counseling.

Chaplain

If you have a chaplain attached to your command they may be able to assist. If additional help is needed chaplains are familiar with military and civilian resources.

Fleet and Family Support Centers

Fleet and Family Support Centers have licensed mental health care providers on staff who can do mental health assessments, provide treatment and make referrals for additional assistance as needed. Go to www.ffsp.navy.mil to locate your nearest FFSC.

Military OneSource

Military OneSource has licensed mental health care providers available by phone 24 hours a day. Call 1-800-342-9647 or go to www.militaryonesource.com.

Department of Veterans Affairs National Center for PTSD

The VA provides a wide range of services to service members and their families. They are experts in the field of PTSD. For more information or to locate a local VA office go to http://www.ncptsd.va.gov/.

ECRC's Individual Augmentee (IA) Family Readiness Department, in conjunction with Navy Ombudsmen and Fleet and Family Support Centers serves as a conduit for IA families to access information and direct support throughout the military member's deployment. IA family members can contact the ECRC IA Family Helpdesk at ecrc.fs.fct@navy.mil <mailto:ecrc.fs.fct@navy.mil>

Suggestions for corrections or improvements can be made at Handbooks.Feedback@navy.mil.