

IA Joint Report

USFF ★ CNRFC ★ ECRC

17th Edition

October 2023

In This Edition

- **CIAC Training**
- **Expeditionary Screening Checklist**
- **Deployment Health Assessment (DHA) Requirements**
- **Adaptive Mobilization Review**
- **Accessing TWMS Online Training**

Previous Editions

www.usff.navy.mil/ia/

Points of Contact

For Extension/Orders Inquiries:

USFF N1 GFM Help Desk

DSN: 312-836-2403

Comm: 757-836-2403

USFF_GFM_IA@us.navy.mil

For Sailor Advocacy Issues:

USFF P&A Functional Account

USFF_N1_GFM_Policy_Assessment@us.navy.mil

ECRC CDO

757-763-8640

ECRC Action Officers

ECRC_NRFK_N33@navy.mil

ECRC ESO

757-341-7476

My Navy Career Center
833-330-6622

CIAC in NFAAS

navyfamily.navy.mil/

usff.navy.mil/ia/

Command IA Coordinator (CIAC)

Command IA Coordinator (CIAC) Training is now available on TWMS!

The CIAC Basics Training and CIAC Resources Training (required training for CIAC's IAW OPNAVINST 3060.7C) are posted to TWMS under the following course titles:

- USFF CIAC Basics Training (Course ID: TWMS-713897)
- USFF CIAC Resources Training (Course ID: TWMS-713898)

While these courses are required training for CIACs, and will be inspectable items, they are first and foremost excellent resources to help CIACs navigate their roles and responsibilities, understand how to best support their Individual Augmentees (IA) and all IA stakeholders, and ensure that the mobilization process is as smooth as possible for all involved parties. Your role as a CIAC has significant impacts at all phases of Mobilization. You help ensure a sailor is screened appropriately and ready to deploy, you are an advocate and link to their parent command, you connect the IA to important resources to help them resolve any issues that may arise during mobilization, and you help them reintegrate back into their command and home life upon return.

Your role as a CIAC plays a significant role in a Sailor's experience as an IA. The goal of this training is to help each CIAC understand what's expected of them, how to navigate the IA process and best prepare the IA Sailor, and how to connect them to necessary resources to resolve any issue, question or concern that may arise.

See Page 3-4 for instructions on how to access the CIAC Training on TWMS.

CIAC EMAIL NOTICE: Update your NFAAS primary email address to your official Navy email address. Do not use any personal email addresses because important notices from NFAAS (noreply@navy.mil) automatically go to your Spam, Junk or Trash folder. This limits important communications from NFAAS required to fully support your Shipmates throughout their IA deployment.

Expeditionary Screening Checklist & NAVPERS 1070/602 Requirements

NAVPERS 1300/22 (Rev. 06-2022) Supporting Directive MILPERSMAN 1300-318

Before you arrive at your Navy Mobilization Processing Site (NMPS), ensure you have your endorsed original orders, any order modifications, Expeditionary Screening Checklist (NAVPERS 1300/22), and PG2 (NAVPERS 1070/602 verified by CPPA) ready to turn in for processing at NMPS. Pursuant to 1300/22 requirements, ensure prior to arrival, that you are in compliance with the SIPR token requirements and that if in possession of a government travel credit card (GTCC), that GTCC account is activated with sufficient credit balance to cover deployment related expenses.

- Within 30 days of orders RLD, complete Section 1 - suitability screening and command review and have verified by unit commanding officer (CO).
- Any response in a shaded area requires discussion with the sailor's chain of command (CoC). If the CoC is uncertain as to the suitability of the member, the CoC is to contact

their TYCOM IA Coordinator (AC) or Navy Reserve Region Readiness and Mobilization Command (REDCOM) and NAVRESFOR_CNRFC_N35@us.navy.mil

- Prior to Service member detachment from parent command, complete section 2 pre-deployment checklist and part 3 training requirements completed no earlier than 30 days prior to the detachment.
- NAVMED 1300/4 Expeditionary Medical and Dental Screening for IA and Support Assignments to Overseas Contingency Operations (OCO) must be retained in the Service member's medical record.
- Per MILPERSMAN 1300-318, the CIAC must retain a copy of the completed NAVPERS 1300/21 and NAVPERS 1300/22 for a minimum of 2 years.
- Additional questions regarding NAVPERS 1300/22 can be directed to ECRC_NRFK_N33@navy.mil

Members should bring their NAVPERS 1070/602 to the NMPS in order to ensure proper pay processing. There is a misunderstanding that if a member updates their RED/DA then their page 2 is complete and up to date. Updating the RED/DA is an annual requirement, but it does not update the NAVPERS 1070/602. In order to update the NAVPERS 1070/602, the CPPA at the command must certify the NAVPERS 1070/602 in NSIPS. In order to be prepared for mobilization, the member can ensure the NAVPERS 1070/602 is up to date and print a copy from NSIPS in the RED/DA section.

Deployment Health Assessment (DHA) Requirements

Compliance with Deployment Health Assessment (DHA) requirements is a shared responsibility between IA Sailors, CIACs, and Parent Commands/Navy Reserve Centers (NRCs). Non-compliance may have negative effect on Physical Fitness Assessment (PFA), Individual Medical Readiness (IMR) and the ability (or inability) to participate in the Navy Physical Readiness Test (PRT). Additionally, non-compliance will prevent administrative and timely closeout of IA files in the Navy Family Accountability and Assessment System (NFAAS). DHAs are not required for every mobilization, see below details and chart for specific guidance.

- DHAs are congressionally mandated vital instruments to identify potential health needs associated with exposure to physical and environmental health hazards during deployment. The DHA program conducts assessments at critical milestones in the deployment cycle (see table below) to evaluate and treat physical and psychological cases following deployment. DHAs are required for all personnel who deploy for greater than 30 days to an ashore location outside the U.S. or as directed by the combatant commander, service component commander, or commander exercising operational control. Any assessment completed outside the periodicity window is considered non-compliant.
- Completing a DHA is a two-part process. First, you must complete the appropriate form in the Electronic Health Assessment (EHA) system (<https://eha.health.mil/EHA/>). The second part is completed via certification after a medical provider interview.
- Failure to complete Post-Deployment Health Assessment (PDHA) and/or Post-Deployment Health Reassessment (PDHRA) requirements will prevent IA files from being closed in NFAAS. Parent commands/NRCs have a responsibility to ensure that their Sailors complete all required DHAs. It is important that both IA Sailors and CIACs are proactive in completing DHA requirements and responsive to both NFAAS and Medical Readiness Reporting System (MRRS) notifications regarding assessment completion. If notifications are received in error, contact your chain of command for guidance. NFAAS DHA compliance reports are sent to CNRFC weekly and similar reports will be included in all Readiness Mobilization Command RMC quarterly reports.

When required, the below chart depicts the periodicity at which DHAs are required

Assessment	Abbreviation	Form	Timing
Pre-Deployment Health Assessment	Pre-DHA	DD Form 2795	< 120 days prior to deployment
Post-Deployment Health Assessment	PDHA	DD Form 2796	< 30 days before/after deployment return
Post Deployment Health Reassessment	PDHRA	DD Form 2900	90-180 days after deployment return

The below chart depicts the scenarios in which DHA's are required

Assessment	All Deployments 30 Days or less outside the United States and Deployments of any	All Shipboard Deployments and Deployments of more than 30 Days outside the United States to Enduring Locations within Operational Areas, i.e., Japan,	All Deployments greater than 30 Days outside of the United States

	duration in the United States	South Korea, Germany, Spain and Italy	
Pre-DHA (DD Form 2795)	C	C	X
PDHA (DD Form 2796)	C	C	X
PDHRA (DD Form 2900)	C	C	X

Notes: X=Required; C=Commanders' risk-based decision (combatant commanders, service component commanders or commanders exercising operational control)

DHA process training for medical personnel and CIAC NFAAS Users training are offered monthly by USFF. For DHA Process training schedule, email christian.g.sanchez.ctr@us.navy.mil. For CIAC NFAAS Users training schedule, visit the NFAAS Training tab at <https://pki.navyfamily.navy.mil/main/training> or email eric.m.labat.civ@us.navy.mil.

Adaptive Mobilization – NMPS Processing Site Assignment

In September 2021, the Chief of Naval Personnel (CNP) and the Chief of Navy Reserve (CNR) conceptually approved a new construct for mobilization named Adaptive Mobilization (AM). AM was designed to satisfy both steady-state and mass activation requirements and encompasses all processes of distributed activation (DA), distributed mobilization (DM), distributed de-mobilization (DDM), and distributed de-activation (DDA).

The AM construct was codified via NAVADMIN 013/22. Prior to 2022, the vast majority of Selected Reserve (SELRES) mobilizations had been conducted via a single NMPS – Expeditionary Combat Readiness Center (ECRC). In 2022 all six REDCOMs (Everett, San Diego, Great Lakes, Fort Worth, Norfolk, Jacksonville) were designated as NMPSs and began assuming duties for mobilization processing of SELRES members attached to Navy Reserve Centers (NRC) under their region. Current system configurations require manual intervention to ensure SELRES members receive orders to their assigned NRC's REDCOM for processing. Until changes are made in the IA Portal, the system used to source SELRES to IA requirements, mobilizing SELRES automatically receive initial orders with ECRC as the NMPS. An individual review is then required to ensure appropriate NMPSs are assigned in accordance with the following business rules:

- 90 days prior to RLD the ECRC action officer retrieves a report of members proceeding outbound to theater.
- CNRF N36 filters active component, operational unit and certain CONUS ultimate duty station assigned Sailors out of this report and assigns the remaining to the appropriate NMPS based on member's TRUIC and REDCOM capabilities.

These proposed NMPS assignments are then vetted by USFF and ECRC prior to requesting order modifications from PERS-461, via USFF. Members identified for mobilization within 90 days of RLD are not vetted by this manual review and, unless a formal exception to policy demonstrating critical impact to mission or member is submitted, they will conduct mobilization processing at ECRC.

Of note, efforts are currently underway to make changes to the capabilities of the USFF IA Portal, which will automate this NMPS selection process, greatly reducing workload and man-hours involved in the review process and subsequent order modifications.

How to Access CIAC Online Training in TWMS

TWMS URL: <https://twms.dc3n.navy.mil/selfservice/login.asp>

Login to the website above. Once you log in you will see the table to the left of your screen as shown below. Click on Online Training & Notices.

← ↻ 🏠 🔒 https://twms.dc3n.navy.mil/selfservice/general_info/default.aspx

Total Workforce Management Services

Employee Self-Service 2.0 // General Information

Navigation:
[Logout](#)
[IA/Deploy Questionnaire](#)
[IA/Deployment/TAD Info](#)
[Assignment/Position Info](#)
[Awards/Quals Info](#)
[Training & Education](#)
[Personal/Recall Information](#)
[Security Clearance Info](#)
[CyberSpace Workforce Info - Old](#)
[CyberSpace Workforce Info](#)
[Assigned Assets](#)
Tools/Actions:
[Daily Muster](#)
[Employee Locator](#)
[Online Training & Notices](#)
[SAAR-N/DD-2875](#)
[Event Notification Service](#)

NAME
CARPJO, KIMBERLY F LCDR

TITLE
O-4

EMPLOYEE STATUS:
TELEWORK ELIGIBLE:
TELEWORKING:
MILITARY STATUS (ACC):
RANK/RATE:
INITIAL COMMISSIONING DATE:
OFFICER DESIGNATOR:
PRECEDENCE GROUP:
PRIMARY NOBC:
LIMDU:
IA ELIGIBILITY COMMENTS:

You will then arrive to the Training Page. Click on Online TWMS.

Navigation:
[Logout](#)
[General Information](#)
[IA/Deploy Questionnaire](#)
[IA/Deployment/TAD Info](#)
[Assignment/Position Info](#)
[Awards/Quals Info](#)
[Training & Education](#)
[Personal/Recall Information](#)
[Security Clearance Info](#)
[CyberSpace Workforce Info - Old](#)
[CyberSpace Workforce Info](#)
[Assigned Assets](#)
Tools/Actions:
[Daily Muster](#)
[Employee Locator](#)
[SAAR-N/DD-2875](#)
[Event Notification Service](#)
[Reserve Duty Assignments](#)

NAME	OFFICIAL RECORD UIC/
CARPJO, KIMBERLY F LCDR	00060 /

TITLE	GRADE
O-4	

[Required Training & Notices](#)
[Training Reminder Snooze Setting](#)
[Online TWMS](#)
[Online Non-TWMS](#)

The following training courses/notifications are:

- Required for completion
- OR
- Are due to expire in the next 60 days.

- To take a course, or view a notice, click on the requirement name below. Once completed, if courses, and the requirement will be marked complete for notices. For courses not hosted or credit.
- To view what training classes you have completed, please click on the Training/Education training requirements on the supervisory training tab. Employees who are not a su**
- Loading times for CBT's will vary based on time of day and the specific content being present

ID	REQUIREMENT	NOTE
----	-------------	------

You will then arrive to the available TWMS Training Page. There is a search bar to the right of the screen. Type in USFF CIAC. The two required CIAC training courses will then be listed on your screen. Be sure to print off your certificate of completion after completing the course and save a copy for yourself. Training completed in TWMS will be replicated and shown in FLTMPs, however it's always a good idea to save a copy of your certificate since these are inspectable items.

[Required Training & Notices](#)
[Training Reminder Snooze Setting](#)
[Online TWMS](#)
[Online Non-TWMS](#)
[Online Supervisory](#)

The following training courses/notifications are available in TWMS:

- If you have required courses to complete, they will be available to take on the REQUIRED TRAINING & NOTICES tab.
- To take any of the courses below, click on the course name. Once completed, your training record will automatically be updated.
- Clicking the PDF link below (where available), allows user to download an accessible pdf file of the training.
- To view what training you have completed, please click on the Training/Educ/Certs button from the Navigation Menu on the left side of your screen.**
- Loading times for courses will vary based on time of day and the specific content being presented. It is recommended that training be done during non-peak hours.

AVAILABLE TWMS TRAINING

Information entered in the Search field will search for matches in all available columns.

Show: 10 entries

Search:

Course Title	Course Number	Course Id	508 Compliant	CE Unit	Notes	Date Last Completed
USFF CIAC BASICS TRAINING	713897	TWMS-713897	no	0		2023-08-04
USFF CIAC RESOURCES TRAINING	713898	TWMS-713898	no	0		2023-08-08

Showing 1 to 2 of 2 entries (filtered from 744 total entries)

Previous 1 Next