IA Joint Report

USFF ★ CNIC ★ CNRFC ★ NECC ★ ECRC

New NAVPERS 1300/22 Mobilization Deployment Screening Checklist!

https://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS

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Points of Contact

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USFF_GFM_IA@navy.mil

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USFF.IA.FCT@navy.mil

ECRC CDO
757-763-8640

ECRC Action Officer Email
ECRC_NRFK_N33@navy.mil

ECRC ESO
757-341-7420

ECRC 24/7 Family Hotline
877-364-4302
ECRC.FS.FCT@navy.mil

CIAC/IDSS in NFAAS
www.navyfamily.navy.mil

www.ia.navy.mil

www.ecrc.navy.mil

Policy

POLICY ALERTS

Released NAVPERS 1300/22 Mobilization Deployment Screening Checklist!

The new NAVPERS 1300/22 "Mobilization Deployment Screening Checklist" (Rev. 05-2019) replaces the previous "Pre-Deployment/Expeditionary Screening Checklist" (Rev.06-2018). The new checklist consolidates the NAVPERS 1300/22 and 1300/23 (Demobilization Checklist) into one document to provide awareness, continuity, and accountability across the entire deployment lifecycle. IA Stakeholders identified friction points during various deployment phases and updated the checklist to reduce IA unresolved issues. Changes include: fillable pdf with e-signature block, additional leadership endorsements, pre-demobilization and demobilization sections, training requirements, and gathering of documents required for successful processing. IA Stakeholders will review the NAVPERS 1300/22 annually, so please provide feedback to USFF at usff.ia.fct@navy.mil

Voluntary Extension Policy

Recently, USFF leadership reduced Joint Staff ordered missions from default 360-day Boots-on-Ground (BOG) length to 270-day BOG. Due to the reduction to 270 day BOG, there will be no extension request cut-off date, however once the relief has been identified the opportunity for extension is generally limited. Therefore, not all extension requests are guaranteed and a member wishing to voluntarily extend should submit their request to USFF as soon as possible, preferably before the member reaches theater. Contact USFF at USFF_GFM_IA@navy.mil for extension questions; include your name and Noble Eagle number in the subject line.

MNN Mobilization Status Code

As of 30 NOV 2018, Navy Reserve Forces (RESFOR) policy now allows for Reservists with an "MNN" Mobilization Status Code (MAS) to volunteer, or be involuntarily selected, for mobilization. MNN MAS codes should be assigned to those members whose medical retention review received an adjudication of "Not Physically Qualified/Retention Recommended". If interested in mobilization volunteer opportunities, please visit the CNRFC N35 webpage on myNRH, https://www.mynrh.navy.mil/#/

CIAC Corner

CIAC/IDSS TOWN HALL

All CIACs, IDSSs and any interested leadership are highly encouraged to attend our first quarterly CIAC/IDSS Town Hall Meeting. USFF will speak about general program guidance, upcoming changes in the anticipated summer release of the OPNAVINST 3060.7D (Navy Manpower Augmentation Guide, the IA guiding policy document), and hold a question and answer session. The Town Hall meeting will be 11 July at 1100 EST and hosted on Adobe Connect. Mark your calendars, register in Adobe Connect, and come with questions! Expect more instructions via email and NFAAS on how to join the meeting in Adobe.

CIAC GUIDANCE

CIACs, you have a unique opportunity and responsibility to help IAs have smooth, well-adjusted mobilizations. You help them understand the mobilization process, get them out the door, connect them with the correct resource if and when they need it, and help them re-integrate upon return. The biggest misconception regarding CIAC roles and responsibilities is during the Train & Equip and BOG phase. Often IAs expect you to be able to solve or resolve issues while they are gone because you are their sole POC back home. In these cases, you are often the middle man, since these issues usually require action from several other IA stakeholders (e.g. PSD, ECRC, RESFOR, PERS, IDSS). Build relationships with counterparts at these commands and build your IA network to help you handle IA Sailor issues. These relationships are foundational to your success. Additionally, manage expectations up front with your IA. Issues that come up during mobilizations have dynamic processes that take time. Include your IA in the problem solving process and let them know what to expect. A good CIAC can make or break an IA's experience on their mobilization. Help your IA by fully understanding how you can help them. If you need any guidance or assistance, do not hesitate to reach out to USFF CIAC program management at usff.ia.fct@navy.mil

CIAC & IDSS GUIDEBOOK

USFF and CNIC have collaboratively created a CIAC & IDSS Guidebook, which explains the dedicated IA and IA family support network mandated by the CNO. Often IAs and their families are confused by the myriad of resources they are exposed to during their pre-mobilization process. This guidebook assists IA stakeholders to provide timely and appropriate support to IAs and their family during all phases of deployment. CIACs and IDSSs should provide this guidebook to IAs and their families upon receipt of orders and/or contact with the sailor. The CIAC & IDSS Guidebook is located at https://www.public.navy.mil/ia/Pages/PD_PC_CIAC.aspx

Pre-Deployment

PERS COURTESY MOBILIZATION / DEMOBILIZATION GUIDANCE
Courtesy Mobilization / Demobilization FAQ's (2019)

(Q) What is a courtesy mobilization / demobilization?

(A) A courtesy mobilization is a PERS-46 approved Navy Reserve Activity (NRA)/ Naval Operational Support Center (NOSC) change from the member's parent NRA/NOSC to an alternate unit that is closer to the Sailor's home of residence and less of an expense to government. Courtesy Mobilizations and Demobilizations are separate requests from Place from Which Called (or Ordered) to Active Duty (PLEAD) address changes. Courtesy mobilizations or demobilizations require the concurrence of the Mobilizing Reservist, losing NRA/NOSC and gaining NRA/NOSC. Unless otherwise specified the gaining NRA/NOSC takes full responsibility for the preparation and readiness of the Mobilizing Reservist. This change is not a requirement nor entitlement. It is deemed a "Courtesy" to provide consideration to help mitigate unnecessary expenses for the Sailor and Navy as warranted.

(Q) Who qualifies for a courtesy?

 (A) Anyone may request a courtesy however there are requirements that must be met:

1) The member must have the approval of both NRA/NOSC Commanding Officers. There must be two signatures (digital or ink) on the worksheet. Verbal agreements will not qualify.
2) The member must show proof of residency in the same geographic location of the NOSC accepting responsibility of the member.
3) The member must provide a cost analysis showing that the courtesy will financially benefit the government.
4) Request must be submitted to Noble Eagle Sailor Advocacy NESA@navy.mil – with both CO endorsements - 30 days prior to Ready Load Date (NRA report date on orders).

* Mobilization orders are typically issued 180 days prior to Ready Load Date. It is imperative that members verify the address on their orders, make corrections as required, or request courtesy mobilizations as soon as possible after receiving orders.

** Only members with orders issued inside of 40 days will be considered for courtesy mobilization adjustments inside the 30 day submission requirement and NO LATER THAN 5 WORKING DAYS to Ready Load Date.

(Q) What is the purpose of the time requirement to submit the request?

(A) In order to properly process the request, NESA must validate the package and ensure all stakeholders are aware of the changes. These changes will then require an official order modification and route change within the mobilization system. The order writing team is diligently processing all mobilization orders and strive to ensure every Sailor and NOSC receive proper consideration. As this is a courtesy change, that consideration needs to be reciprocated by adhering to the prescribed time requirements.

Download the Courtesy Mobilization / Demobilization Guide and fillable worksheet from the IA website: www.ia.navy.mil > Index > Courtesy Mobilization or Courtesy Demobilization

Train and Equip / Boots On Ground

TRAVEL CLAIM BEST PRACTICES FOR IA TRAVELERS AND CPPAs
Travel Claim Tips for IA Travelers:

The relationship between each IA Sailor and their Command Pay/Personnel Administrator (CPPA) is critical to successful submission and timely liquidation of travel claims. IA Sailors, be your own best advocate by following the tips below:

▪ Save copies of all signed vouchers, receipts, and supporting documents submitted to your CPPA to process your travel claim.
▪ Create a personal log of all travel claims submitted to include date, name of CPPA processing claim, Transaction Online Processing System (TOPS) transaction number for quick reference when resolving discrepancies.
▪ Check MyPay for your "Advice of Payment" regularly, and review for discrepancies.
▪ Contact your CPPA to resolve issues or discrepancies.

TOPS Tips for CPPAs:

▪ Use (last name, first name) of the traveler in the "Member's Name" field; leave out the grade/rate as it is not necessary information. EG: Johnson, David
▪ Check the spelling of the member's name; Travel Processing Centers (TPC) can no longer search in TOPS using the SSN, so correct spelling is critical.
▪ When submitting sequential claims for the SAME traveler, you may put all claims in a single TOPS transaction.
▪ Do NOT combine travel claims for separate travelers under a single TOPS transaction.
▪ When submitting an inquiry regarding a particular TOPS transaction, provide the transaction number AND the member's name; TPC receives TOPS transactions from hundreds of commands every day and there will be a number ### transaction for each of those commands. Help us to respond to you more quickly by giving enough information to enable us to find the transaction in question.
▪ Whenever possible, put all submitted documents in the TOPS transaction into a single attachment.
▪ When submitting multiple attachments do not use the default naming of "ATTACHMENT".
Use specific labels such as, "CLAIM", "DD577", "ORDERS", "LODGING RECEIPT".
▪ In the initial tasking remarks, state the type of submission such as: "JAN 2019 claim", "Supplemental for rental car (or whatever the supplemental is for) Dec 2018". Attachments to a TOPS transaction drop off 30 – 45 days after the transaction is closed; inserting remarks in the TOPS transaction helps TPC replace attachments that have dropped off.

Post Deployment / Redeployment

TRANSITION GOALS, PLAN AND SUCCESS (TGPS) GUIDANCE
What is TGPS?
TGPS is mandatory for RC personnel on Active Duty for 180 days or more (MOB/ADSW & ADT). TGPS is a 5-day course consisting of 4 days of Department of Labor Workshop and 1 day for CAPSTONE.

Can I waive TGPS?

The first 4 days of the Dept. of Labor Workshop may be waived if they meet certain criteria (see below), but you will have to complete a one day Veteran Affairs CAPSTONE. A member can elect to waive TGPS if they meet one of the following criteria:

        1) Gainfully Employed – Confirmation of Employment is required
        2) Attending College – Confirmation of Education/Training School Enrollment is required
        3) Previously Attended TGPS – Previously Attended DOLEW (ECRC can check DMDC's

DoDTAP.mil to verify)
4) Redeploying within 60 days – Pending Unit Deployment (should have orders in NMCMPS)
5) Retiring after 20 years – Retiring with 20 years AFS
6) Flag Officer

Those that elect to Waive TGPS are required to complete a VA CAPSTONE. CAPSTONE consists of a Pre-Capstone Brief, and a 4-6 hour VA Brief. Members must have proof of employment/training school enrollment. ECRC can cite anything as proof, i.e. paystub, e-mail, text, letter, identification, screenshot of enrollment, etc.

ECRC fills TGPS quotas on a first-come first-serve basis, via TGPS election communication from Warrior Transition Program (WTP) located in Sembach, Germany and other AOR LNOs. If a redeploying Sailor requests a TGPS quota (and receives one), the Sailor will attend TGPS. If a Sailor elects to waive TGPS and later changes his/her mind upon arrival at ECRC, ECRC might not be able to register the Sailor for TGPS due to quota limitation. For inquiries regarding this article, please contact PSC Lopez via DSN 312-341-7459, COMM 757-341-7459 or e-mail USFF_ECRC_NRFK_CCC@navy.mil

DEPLOYMENT HEALTH ASSESSMENTS
Why is it important to complete your pre and post Deployment Health Assessments?

Deployment health assessments consist of three components: (1) Pre-Deployment Health Assessment (Pre-DHA) – DD 2795; (2) Post Deployment Health Assessment (PDHA) – DD 2796; and (3) Post Deployment Health Re-assessment (PDHRA) – DD 2900. The assessments are regularly scheduled DoD-mandated instruments used to screen Service members prior to deployment, to identify health concerns after deployment and to facilitate appropriate care.

All IA (and non-IA) Sailors deploying OCONUS for greater than 30 days to areas without a fixed MTF are required to complete deployment health assessments per OPNAVINST 6100.3A. The PDHA completion is required within 30 days of your actual return date. ECRC does a great job ensuring IA Sailors complete their PDHA during their redeployment process.

All IAs and CIACs receive notices through NFAAS when they are in the window for PDHA completion as well as when overdue. For the PDHRA, the completion time period is between 90 and 180 days of your actual return date. NFAAS also sends a similar notice when the Service member is in the window. MRRS also sends a similar notice, but only to the Service member, not the CIAC, and only for the PDHRA. Additional notices, via NFAAS and MRRS, are sent at day 150 notifying members that 30 days are left to complete the PDHRA. The third notice, via NFAAS and MRRS, is sent when the PDHRA is overdue.

IA Sailors complete the health assessments in two parts. Part one is completed through EDHA, and part two is the face-to-face with a medical provider. Because of the compliance period, as established in OPANAVINST 6100.3A, it is imperative to complete the DHA form and the face-to-face appointment within the periodicity. This ensures DHA compliance and reduces the number marked as Completed Early/Late (Non-compliant). Compliance rates are significantly lower when assessments are completed early or late. Certification by the medical provider outside of periodicity does not help achieve the DoD-established 95% compliance rate.

Currently, the Navy's compliance rate for PDHRA is significantly below the established goal. Completion within the defined timeframes is vital to improving the reported compliance rates. As the Executive Agent for Deployment Health Assessments, US Fleet Forces provides quarterly DHA compliance rates to CNO N17.

The appropriate assessment shall be completed electronically, via EDHA, within the required timeframe. The assessment shall be reviewed and certified, following a person-to-person interview by a healthcare provider, within the specified time periods. This ensures the assessment is compliant; thereby improving and attaining the established 95% compliance goal.

IA Sailors and CIACs, do not disregard the system-generated notices you receive from NFAAS and MRRS for PDHA and PDHRA completion. Parent commands and NOSC commanding officers are ultimately responsible for the DHA compliance of their personnel.

For additional information and links to the DHA policy documents, training schedules for medical personnel who access MRRS, and more go the DHA website at www.dha.navy.mil. If you feel you have received completion notices in error, have any further questions about the DHA process, training for your medical personnel or completion of the forms, contact USFF DHA Support at usff.dha.fct@navy.mil