

IA Sailor

HANDBOOK



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Introduction

You volunteered or have been selected to support the Global War on Terror (GWOT) by deploying temporarily as an individual augmentee. The Navy has always used individual Sailors to “augment” or assist other commands when needed. However; more Sailors than ever before are being deployed as individuals instead of with a ship, squadron or battalion.

This handbook provides tips and suggestions to help you prepare for your temporary assignment.



Get Ready

You've got a LOT TO DO before going TAD and generally sixty days or more to get everything done. Work closely with your parent command to ensure you are prepared. You will need to complete medical assessments, online training and personal preparations before detaching from your parent command. These items will be rechecked for completion at the mobilization site before you head to training and receive gear and weapons.

*No man ever reached to
excellence in any one art or
profession without having
passed through the slow and
painful process of study
and preparation.*

— Horace

Everything you need to know, including a mandatory pre-deployment checklist is available on Navy Knowledge Online <https://www.nko.navy.mil/>. A copy of the checklist is also available at the back of this booklet. In addition, the Expeditionary Combat Readiness Center (ECRC) <http://www.ecrc.navy.mil> provides training, support and oversight to IAs and can answer any questions you may have. They can be reached at:

- Email: Ecrc.hq.fct@navy.mil.
- Phone: 757-462-4744.
- Your family members can contact ECRC headquarters directly by email or calling 877-364-4302.



Medical

IA assignments require a high degree of physical readiness. You may be required to carry heavy loads, work in extreme temperatures and experience a high degree of stress for prolonged time periods. As soon as you receive orders it's important to check in with medical and dental. Make sure the following items are documented in your medical records:

- Blood type, RH factor, HIV and DNA.
- Current medications and allergies. You should take a 90 - 180 day supply of any medications you are taking.
- Annotation of corrective lens prescription.
- Summary sheet or current/past medical and surgical problems.
- Copy of Pre-deployment Health Assessment (DD 2795).
- Documentation of dental status Class I or II.
- Immunization record.

You will be required to complete routine as well as specific medical requirements before leaving for your TAD assignment. For example, malaria is endemic year round in Djibouti, Eritrea, Ethiopia, Kenya, Somalia and Sudan. If you are deploying to these areas you will either take mefloquine weekly beginning two weeks prior to departure and continuing for four weeks after return or doxycycline once daily beginning two days

prior to departure and continuing for 28 days after return. Missing only one dose of medication can put you at risk for malaria.

Depending on your TAD assignment, there are a number of required immunizations you will need. Your medical department or clinic can provide the immunization requirements for your destination.

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

If you have a household member with contraindications for the smallpox vaccination you may be allowed to deploy unvaccinated for smallpox and be vaccinated at the deployed location.

Ensure your current eye prescription is current. Take at least two pairs of glasses with you. You will not be authorized to wear contact lenses unless prior approval is given by your CO. If you need any medical equipment such as protective masks eyeglass inserts, hearing aid batteries or orthodontic equipment make sure you take it with you.

Note to female Sailors: Make sure you've had a recent pap/mammogram. Also, be sure you are not pregnant before getting required immunizations.

Medical/Dental Quick Check

Review the following to determine if you're physically prepared for the challenges of your IA assignment.



- Do you have a copy of your medical, dental and immunization record?
- Has your immunization record been reviewed by medical? Has an International Immunization Record been completed by medical to confirm that all shots have been annotated?
- Did you receive your smallpox vaccination at least two weeks prior to training is optimal so there are no lingering effects?
- Do you have a 90 - 180 day supply of any medications that you routinely take? Do you have a copy of your prescription?
- Do you wear glasses? Bring two or three pairs. Inserts will be issued for your gas mask.
- Have you begun physical training and hydration to ensure fitness to carry a sixty pound pack in extreme weather?

Training

You will be trained to ensure mission success. Training begins before you leave your parent command. You are required to complete the prerequisite courses for individual augmentation available on Navy E-Learning (NEL). Be sure to print a certificate of completion and take to your mobilization site, otherwise, you'll have to redo the course. The following courses are required:

- SERE 100 Level B - Code of Conduct Course (CPD-LEVELB-1.0).
- ATFP Level I Awareness Training for Overseas Service (CANSF-ATFP-OCONUS-1.0).
- Cold Weather Injuries (NPDC-CWI-1).
- Hot Weather Injuries (NPDC-HWI-1).
- Pre-deployment brief about Subversion and Espionage Directed against the Army SAEDA Briefing (NPDC-SAEDA-1).
- Trafficking in Persons Basic Awareness Training (jkddc-tip-1).
- DOD Information Assurance Awareness (DOD-IAA-V2.0).
- United States Army Values (NPDC-USAV-1).
- M16 Weapon Safety (CANS-M16WS-1.0).
- M9 Service Pistol Training (CANS-M9SP-1.0).
- Required Annual Navy GMTs.

In addition, depending upon where you are deployed, there may be a need for cultural awareness and cross culture communication that need to be considered prior to being deployed. Go to www.nko.navy.mil, the IA Link, to preview cultural information on Afghanistan, Bahrain, IRAQ, Liberia, Pakistan, Philippines, Syria, and Kuwait. Pay close attention to the dos and don'ts of each of these countries and adhere to their customs.

*We make war that we
might live in peace.*

— Aristotle

Navy Mobilization Processing Site

You will be processed through a Navy Mobilization Processing Site (NMPS) before going to additional training and your ultimate duty station. Processing sites are located in Norfolk, VA, Gulfport, MS, San Diego, CA and Port Hueneme, CA. When reporting to a processing site you should:

- Bring medical, dental and service records.
- Bring medications and a copy of the prescription.
- Bring a government travel credit card and enough cash for two days berthing and meals (approximately \$150.00-200.00).
- Review list of documentation required on the orders. Make sure to bring all listed items.
- Bring a complete set of required seasonal uniforms and report in the uniform of the day.
- Bring proof of city/state residence.

The primary purpose of the NMPS is to ensure your readiness to enter the training pipeline towards deployment. Your medical, dental and service records are reviewed. If you have not completed prerequisite training you will be required to do so before traveling to Navy Combat Training where you will receive gear and uniforms, learn ground combat skills and get additional specialized training to prepare for assignment in theater.

All transportation is provided at the NMPS. No privately owned or rental cars are authorized unless stated on orders. You are required to stay in berthing provided. Family or guests are not authorized to stay with you.



US Navy Individual Augmentee Combat Training

Most Navy pre-deployment combat training is held at Fort Jackson, South Carolina. Combat training is two weeks long specifically for Navy individual augmentation personnel. Be aware that Fort Riley, Fort Bragg, Camp Atterbury, Fort. Bliss, Fort Huachuca, Fort Sill and Fort Benning are additional sites for training. Your orders indicate which training site you will attend. Go to the IA link at www.nko.navy.mil for information about training sites.

You will attend Army training geared for Sailors. The schedule follows:

The United States is like a giant boiler. Once the fire is lighted under it, there is no limit to the power it can generate.

– Winston Churchill



US Navy Individual Augmentee Combat Training Schedule

	Week 1	Week 2
Sunday	Arrival	PT Crew Serve Weapons – Live M-16 Qualification Convoy classroom IED classroom
Monday	PT Gear Issue Weapons Issue and Immersion Army Values Basic Rifle Marksmanship NBC classroom Hot/Cold Weather Casualty	PT Urban Ops & Entry Control Point Convoy/IED practical
Tuesday	PT EST/FATS (simulator) Crew Serve Weapons	PT Situational Training Exercise Forward Operating Base Entry Control Point Combined Training (land navigation, communication, first aid) STX After Action Report (AAR/debrief)
Wednesday	PT M-16 Zero Qualification 9MM Qualification Quick / Reactive Fire – Dry M-16 Pre Qualification	PT STX II Urban Ops II Convoy Ops II STX AAR
Thursday	PT M-16 Qualification Shoot Quick Fire – Live NBC Fire Night Fire	PT FTX Recovery (field day) Rules of force (deadly) ROE Code of Conduct Law of Land

US Navy Individual Augmentee Combat Training Schedule

	Week 1	Week 2
Thursday		Personnel Recovery SAEDA/OPSEC UCMJ Geneva Convention Arab Culture Awareness
Friday	PT First Aid Land Navigation classroom (grid) Communications Weapon Ind Mvmt Technique (IMT) IMT in pairs (BIMT)	Mission After Action Report (Debrief)
Saturday	PT First Aid Land Navigation practical NBC practical Communications IMT Grenade	

Army Speak

The following list of acronyms will help you understand your Army colleagues who will be training you for ground combat.

AAR	After Action Review (debrief)
AAFES/PX	The Exchange
Battalion	An organization level. TFM is a Training Battalion
BDU	Battle Dress Uniform
BRM	Basic Rifle Marksmanship
Cadre	Staff
Company	Battalion is made up of Companies
Company Commander	Army 0-3 or Captain who is the officer in charge of the company
CSM	Command Sergeant Major (equivalent to Command Master Chief) Army enlisted personnel come to parade rest when the CSM enters a room.
CTT	Combined Training Task
DCU	Desert Camouflage Uniform
Drill Sergeant	Sergeant who is qualified as an instructor. Identified by “Smokey Bear” cover
DFAC	Dining Facility
ECP	Entry Control Point
EST or FATS	Weapon simulators
First Sergeant	Senior Enlisted (E8) in the Company
FOB	Forward Operating Base (tent city)
Higher	Reporting to Higher (up the chain)
M-9/M-16	Weapon Issue 9mm pistol/rifle respectively
IMT	Individual Movement Technique (with weapon)
PMI	Preliminary Marksmanship Instruction
Latrine	Head
Main Post	Main portion of base (hospital, PX etc)
NBC	Nuclear/Biological/Chemical
Redeployment	Return from theater
ROE	Rules of Engagement
S1	Personnel/Administration
S3	Operations
S4	Supply
SAEDA	Subversion and Espionage directed against Army
SRP	Soldier Readiness Processing (pre-deployment readiness check)
STX	Situational Training Exercise
TFM	Task Force Marshall

Training Quick Check

Prepare for training:

- Have you completed all required courses on Navy Knowledge Online (NKO) and printed certificates of completion?
- Have you reviewed the web site of the Navy Mobilization Processing Site where you will be processed?
- Have you reviewed the web site for the location of your follow-on training?
- Have you reviewed the web site for the location of your ultimate duty station?



Transportation

Your parent command is responsible to arrange transportation for you to the mobilization site. Before leaving your parent command review and make sure you understand travel arrangements. Orders should have a room reservation for mobilization site. Orders should also authorize excess baggage as you will be carrying four sea bags – three quarters of which will be gear in addition to a carry-on bag.

You may need to pay out of pocket and be reimbursed. Clarify what is/is not a reimbursable cost. It's recommended that you have approximately \$200 of cash on hand.

You are required to have a Government Travel Charge Card. If you already have one, make sure that it is activated with a sufficient credit limit (\$10K). If you do not have one, contact your local Travel Card Coordinator. You need to:

- Complete the online credit card training course at http://www.don-ebusiness.navy.mil/ebiz_cardtraining/travel/TC and print and retain a copy of your certificate of completion.
- Make an appointment with the travel card coordinator to obtain and fill out a credit card application.
- Your card will be mailed to the application address and can be sent via overnight express if needed.

The mobilization site will arrange transportation to follow-on training.

Transportation to your ultimate duty station will normally be arranged by the Navy staff at your last training course.

Typically Sailors depart via NALO flights to theatre. If a NALO flight is unavailable AMC flights to theater are utilized. Travel routes:

- Afghanistan: Baltimore, Frankfurt Germany/Turkey/Manas Kyrgyzstan, Military air to Bagram, Convoy to Kabul.
- Balkans: Atlanta, Frankfurt Germany. (Follow-on arranged by EUCOM.)
- Djibouti: Norfolk, Naples Italy, Crete, Bahrain.
- GTMO: Norfolk, Jacksonville.
- Iraq: Same as Kuwait. (Follow-on arranged by CENTCOM.)
- Kuwait: Baltimore, Frankfurt, Germany/Kuwait.
- Qatar: Same as Kuwait with CENTCOM follow-on.

Transportation to connect to AMC flights varies depending on the number of Sailors scheduled for a particular AMC flight.

Personal carry-on bags must fit into a space that is approximately 22" long x 14" tall x 9" wide. Bags larger than that might not be accepted as carry-on bags.

Transportation Quick Check

Assess travel readiness.



- Have you thoroughly reviewed your orders to determine where you will be processed and trained before traveling to your ultimate duty station?
- Have you ensured your orders contain the statement "Excess baggage is authorized, up to 200 pounds"?
- Do you need a passport or visa? If so, work with your parent command's admin personnel.
- Have you attached something to your sea bags that stands out to enable you to more easily identify them?
- Have you discussed with your parent command how to handle travel claim requirements? What is the process for incremental travel claims?
- Do you have a government travel card?
- Have you established contact with your TAD gaining command? Do you have a POC or sponsor at your parent and gaining commands?
- Do you know what your address will be during training and at your temporary assignment?

Gear

Gear is issued in accordance with the requirements dictated by theater commands. All required gear is issued. Each theater has a standard issue of gear or *organizational clothing and individual equipment* (OCIE). Equipment worn such as tactical vest and body armor is referred to as TA-50. TA-50 is part of OCIE. An additional gear issue, which is the most recent improvement package to OCIE, is referred to as *Rapid Field Initiative* (RFI). RFI is currently issued to Sailors who are deploying to a CENTCOM AOR. Sailors must have a set of gas mask inserts (lenses) or a current optometrist's prescription in hand to enable inserts to be made at Fort Jackson for M40 NBC/gas mask.

If deploying to Afghanistan, Horn of Africa, Iraq, Kuwait, Qatar, Saudi Arabia, or GTMO, you will be issued desert camouflage uniform (DCU). When shortages exist in DCU uniforms, Army camouflage uniforms (ACU) are issued. The uniform during your training is whatever your destination uniform will be, or your Navy working uniform. Each Sailor is issued four complete theater uniforms and boots that can be worn during training.

The Post Exchange at training sites stock Navy insignia for DCUs. Navy insignias for ACU are not yet available ready-made, but are being custom-made to order. Support is available through the AAFES Shoppette for insignia. Sailors are responsible for the cost of their insignia and devices and 8pt covers (DCU sunshade covers are issued). 8pt covers are only available for DCUs; Sailors outfitted with ACU will wear the standard Army style cover. Seamstress support is provided at no cost for sewing on devices if member has them on the day of uniform issue.

All required gear will be issued unless you bring a command certified letter specifically listing the gear you already own. **All issued gear must be brought on deployment.**

You will sign for and be held accountable for the return of gear. Skin contact items are not returned. They include the following: socks, boots, t-shirts, neck warmers, face warmers, head gear (less helmet), covers, single layer gloves and inserts.

Weapons

Sailors E-1 to E-7 are issued an M-16. All others receive the 9mm handgun or dual weapons. All Sailors regardless of pay grade who are deploying in support of Operation Enduring Freedom/Operation Iraqi Freedom will familiarize themselves with the M-16 rifle due to convoy operations requirements in theater.

You are personally responsible for your weapon. You must maintain custody of your weapon until turning it in and being relieved of custody. There are no exceptions to this. Weapons are not to be transferred or left in theater.

You will be issued a lockable gun case for transport of your weapon. It will be checked baggage on AMC flights and must be pre-arranged when utilizing commercial travel.

Non-combatants (chaplains) are not issued weapons or expected to train with them. Religious Program Specialists (RPs) are issued weapons and are expected to train with them.

Sailors are expected to get qualified on their weapon during the two week Combat Skills Training. Significant effort and remedial action will be provided for Sailors who have difficulty with qualification.

Sailors who are being deployed to GTMO or CENTCOM-MacDill are not issued weapons, but are required to be qualified.

Qualification and issuance of a secondary weapon must be requested and approved on orders from Navy Personnel Command.



Professional and Personal Preparation

A number of incentives are available to offset some of the challenges of IA duty. These include advancement points for enlisted Sailors, follow-on duty station coast preference, and the option to take advancement exams prior to or after your IA assignment. Detailers work closely with both officers and enlisted personnel to ensure a solid career path. In addition, anyone with TAD orders for a year or more may use special orders to relocate their families.

The Navy has created a new Naval Enlisted Classification and officers will be given a special Additional Qualification Designator that tags them as having done IA duty. This will allow the Navy to track individuals and will be an automatic signal to selection boards.

While TAD it is imperative that you and your chain of command document concurrent fitness reports and evaluations to cover the time you serve during individual augmentation.

You can access your electronic training jacket at: www.ntmpsetj.navy.mil. Log in using your SSN and request a password if one was not previously obtained.

We value the contributions Sailors are making. We understand it is being done under very challenging conditions, and we want to show them we value their service.

– Chief of Naval Personnel



Professional Preparation Quick Check



Assess your professional readiness.

- Is your Common Access Card (CAC) valid for the entire period of your TAD, plus an additional buffer?
- Have you confirmed your security clearance if ordered to a billet requiring a SECRET or TS/SCI clearance?
- Do you have at least two complete sets of military ID tags? You need to wear a set and keep a set with your gear. You may want a spare set.
- Do you have a helmet liner and helmet band with your name and blood type embroidered directly on the band?
- Do you have uniforms to wear at the Navy Mobilization Processing Site?
- If a promotion is expected do you have a supply of insignia?
- Are your will, SGLI, Page 2 and other documents up-to-date?

Important Documents

In addition to preparing professionally, think about what you need to do to be prepared personally. Three key documents should be reviewed and updated, if necessary, before any deployment:

1. Wills.
2. Service Members' Group Life Insurances.
3. Emergency Data Form.
4. Powers of Attorney.

Wills

A will is a legal expression or declaration of your wishes upon your death. If you don't have a will, state laws determine how your estate is divided. If you have many assets it can take months or even years for the courts to determine how your assets will be distributed. If you are single with few assets you may not need a will. Your loved ones or executor should know the location of your will.

For couples with children it's important to include who you want to care for your children should something happen to both you and your spouse. You may also want to consider a *living will* which is also called an *advance health care directive*. A living will really isn't a will, but rather a specific type of power of attorney or health care proxy. It is a legal instrument that usually is witnessed or notarized and states who you are appointing to make health care decisions for you if you

are unable to do so. Your local Navy Legal Services Office can assist in making a will at no cost.

Service members' Group Life Insurance (SGLI)

Active duty service members are eligible to be insured under SGLI up to a maximum of \$400,000 in increments of \$50,000. If you're single, you may not need much life insurance – just enough to cover the cost of a funeral should something happen to you may be enough. A will does not impact who is the beneficiary of life insurance.

Before deploying verify who you have designated as beneficiary to your insurance policy and make changes as necessary. To make changes Election Form (VA Form SGLV-8286) must be completed. For more information on Service Member's Group Life Insurance visit the Department of Veterans Group Life Insurance information page at <http://www.insurance.va.gov/sgliSite/default.htm>.

Emergency Data Form

The Emergency Data Form is more commonly referred to as the *Page Two* of your Service Record. It provides information about who should be contacted if you become ill, are injured, killed or missing so you can see how important it is to ensure addresses and phone numbers are accurate.

Powers of Attorney

If you are going to ask someone to legally represent you while deployed you may need one or more *Powers of Attorney*. Powers of Attorney allow someone to conduct business in your behalf. They can be very useful. They can also be very dangerous documents. You may know someone, or heard of someone, who gave a person they trusted a Power of Attorney only to return from deployment to find that everything they owned had been sold, credit card and other debts acquired, and they were legally responsible.

There are two types of Powers of Attorney – general and specific. General Powers of Attorney can be used anywhere as long as a business will accept it. Think twice before giving someone a General Power of Attorney. Specific Powers of Attorney enable someone to act in your behalf in a specific situation. For example, you may want someone to buy or sell a vehicle for you while you are deployed. A Specific Power of Attorney only allows someone to do a specific task on your behalf.

Your local Navy Legal Services Office can discuss options and draw up a Power of Attorney at no charge.



TOP TIP

Organize all of your important papers, make a copy, and store the originals and copies separately in a safe place.

Other Important Documents

If you do not already have one it's a good idea to rent a safety deposit box to store important documents. Many of these documents are hard to replace. Even though you don't need them often, when you do need them they are critical. Store the following documents, as applicable, in a safe deposit box:

- Birth Certificates.
- Marriage License.
- Divorce Decrees.
- Death Certificates.
- Adoption Papers.
- Citizenship/Naturalization Papers.
- Passports/Visas.
- Insurance Policies (Life, Health, Home, Vehicle, Flood).
- Real Estate Documents (Lease, Deed, First and Second Mortgages).
- Car Title, Registration and Inspection.
- Most Recent Leave and Earnings Statement (LES).
- Social Security Number of each Family Member.
- Current Address and Phone Number of Immediate Family Members.
- Will.
- Power Of Attorney.

Comfort Items

Prepare personally to ensure you are as mentally and physically comfortable as you can be during your IA tour. The following items have been suggested by experienced IA deployers:



- Do you have bath towels, an alarm clock, shower shoes, flashlight, gear locker lock, and weather-appropriate official Navy PT gear?
- Have you packed a supply of shampoo, tooth paste, disposable razors, small bottles of hand sanitizer and/or wet wipes, etc?
- Do you have a light cotton robe, thick shower shoes and a flashlight? You may be walking through gravel and mud to get to the showers/heads.
- Do you have thick, comfortable socks such as Thorlo brand socks in green or brown?
- Do you have an inexpensive digital or disposable camera?
- Do you have one or two good pairs of sunglasses?
- Do you have a pair of goggles for sandstorms with at least one set of spare lenses?
- Have you considered bringing a camelback-type water container which many use instead of the issued canteens?
- Have you updated your address for magazine/book subscriptions?
- Have you asked family and friends to send care packages and discussed the kinds of items to include?
- Have you established goals to accomplish during this deployment – get in shape, earn warfare pin, further your education, etc?
- Do you have the items you need to pursue your goals such as books for classes or workout gear?

Your Property

You can't take it with you, so who is going to take care of your "stuff" while you are deployed? You may have a spouse or significant other who will care for your possessions. Your parents, other family members or friends may be willing to help or you may use professional storage solutions.

Contact your insurance agent to review your homeowners and vehicle insurance policies. Having adequate insurance coverage will provide greater peace of mind should unforeseen disasters damage or destroy your property.

*Upon the sacredness of property
civilization itself depends – the right of
the laborer to his hundred dollars in the
savings bank, and equally the legal
right of the millionaire to his millions.*

– Andrew Carnegie



TOP TIP

Do you have a plan to care for your pets?
If no family/friends are available contact
<http://www.netpets.org/militarypet/foster.php>.

House

If you are like most people, your home and your vehicles are your most significant property. You want to ensure these items are well cared for in your absence.

If you rent and receive orders for an extended IA assignment you may be able to terminate your lease. If you are married and your family is planning to stay with extended family during the deployment, note that this is not covered in the military clause of most leases. If you plan to sublet or rent your home to someone consult your local Navy Legal Services Office for advice.

Household Goods Storage

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

Contact ECRC for clarification, further guidance or to request authorization for non-temporary storage in connection with an IA assignment.



Home Readiness Quick Check



Ensure your home is prepared:

- Is your renter's/homeowner's insurance current?
- Is all routine household maintenance complete?
- Is your home "burgle-proofed"? Good locks installed. Windows secure. Shrubs near windows and doors trimmed. Well lit.
- Have you changed the batteries in your smoke detector/s?
- Have you labeled fuses and circuit breakers?
- Is your house/apartment prepared if it will be vacant for an extended period during deployment?
 - Stop mail and newspaper.
 - Turn off or reduce temperature of hot water heater, air conditioning or heat.
 - Arrange lawn maintenance, snow removal, etc.
 - Disconnect household telephone service.
 - Ask family, friends or the local police to periodically check on your property.
 - Fortify for emergency weather conditions.
- Have you made arrangements for mortgage, taxes and insurance premiums to be paid?

Vehicles Quick Check

When deploying you want to ensure your vehicle is being appropriately cared for or stored. Before deploying check:



- Are vehicle insurance, tags, registration, title and inspection stickers current?
- Is all routine maintenance current?
- Have you provided information about types of routine maintenance such as oil, filters and tires?
- If leaving your vehicle with family or friends, have you left the name of a trusted mechanic/repair garage?
- Have you discussed who will pay for repairs if the vehicle is damaged?

If your vehicle is being stored you might be able to reduce insurance coverage. Check with you agent for information. Vehicle storage is at member's own discretion and expense except on a case by case basis for mobilized reserves (not receiving any BAH single or dependent) or active duty issued ITDY orders.



TOP TIP

You cannot afford NOT to have insurance on your property. Even if you live in military housing you need to have rental insurance.

Your Money

Managing your finances while you are fighting a war can be easier if you're prepared.

Periodically check your My Pay account at <https://mypay.dfas.mil/mypay.aspx>. Have money saved in an easy to access account in case of financial emergency. If married, you may want to consider signing a pre-authorization form with Navy Marine Corps Relief Society if your savings are minimal.

Spending Plans or Budgets

Setting up a spending plan is one of the smartest things you can do prior to a deployment or any time. A spending plan allows you to see where your money is going and to make adjustments as needed to meet your financial goals.

If in a relationship, it's good to do a plan together so both you and your partner understand and agree to how finances will be handled during the deployment. Think about your goals for the future. Wise money management can help you attain your goals. You may find yourself with increased discretionary income with tax free income and a lack of opportunities to spend.

Start with thinking about your future: Ask:

- What are your financial goals? Are you saving for emergencies, a new car, a house, a vacation?
- If you have credit card balances are you working to pay them off?

*Money is the opposite of the weather.
Nobody talks about it, but everybody
does something about it.*

– Rebecca Johnson

- Are enrolled in the Thrift Savings Plan?

When setting up or updating your spending plan look at possible changes to your income:

- Have you resolved any outstanding pay issues?
- Will you earn any additional money such as family separation allowance and combat duty pay?
- Will you be paid for a promotion during deployment?
- Will a reenlistment bonus be received during deployment?
- If in a relationship, will your partner be contributing more or less money during the deployment?



Government Travel Charge Card

The government travel charge card (GTCC) is directed for use in execution of IA orders. IA Sailors are eligible for “Mission Critical” status. Mission Critical status is applied between the 31st and 60th day of account delinquency.

Mission Critical status is beneficial because:

- No delinquency notices are mailed for up to 120 days.
- Late fees are reimbursable at a \$29 monthly flat rate.
- Your card cannot be suspended or cancelled due to delinquency, up to 120 days.

Remember:

- GTCC account payment is your responsibility.
- Funds are directly paid to a GTCC account only if a specific amount for payment is written on your travel claim.
- If a GTCC account is overpaid you are responsible to contact Bank of America to initiate refund of credit.

GTCC delinquency WILL NOT impact your personal credit until after 210 days of account delinquency.

Advance Per Diem

If you cannot be issued a GTCC prior to departure, advance per diem for lodging and meals at NMPS is payable for the period of processing which is usually five to seven days at the rate of 80 percent.

Any requirements for advance per diem (for non GTCC account holders only) is processed as needed with the assistance of the ECRC.

For IA Sailors reporting directly to a training site, no advance is required as meals and lodging are provided.

Pay and Personnel Support

If you are assigned to a combat zone you are supported by the Center of Excellence (COE) for pay and personnel issues. If your IA assignment is not to a combat zone you are supported by the pay and personnel office that services the command you are being temporarily assigned.

To access COE support contact:

ECRC

1-877-364-4302

www.ecrc.navy.mil

Navy Central (NAVCENT) Command Detachment (DET) Admin Personnel

Kuwait

navcentdetkuwait@salem.af.mil

DSN 318-442-2868

Iraq

navcentdetiraq@iraq.centcom.mil

DSN 318-822-2048

Qatar

auabcaocnale@auab.centaf.af.mil

DSN 315-436-9040

Afghanistan

navcentdetafghan@swa.army.mil

DSN 318-231-5538/9

Horn of Africa

hammrw@hoa.centcom.mil

DSN 318-436-3310

Bahrain

m-ba-cusnc-augcell@me.navy.mil

COE service is initiated via a web based ticket system to which ECRC and NAVCENT DET Admin Personnel have access.

Entitlements

Most IA assignment related entitlements start when you in-process and include:

- Hostile Fire Pay/Imminent Danger Pay
 - \$225/month.
 - 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.
 - 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)
 - \$100/month.
 - 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.
 - (CONUS) \$3.00 a day.
 - (OCONUS) \$3.50 a day.
 - Monthly travel claim required for payment.
 - This is in addition to full Basic Allowance for Subsistence (BAS).

- Family Separation Allowance (FSH)
 - \$250/month.
 - 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.

All of these entitlements are guaranteed to start for eligible personnel no later than post 30 days “boots on ground” retroactive to the first day of eligibility.

Entitlement Changes to Monitor

There are some pay changes you need to be aware of to avoid over or under payment during your 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.

Contact ECRC for more specific information on any pay or entitlement question.



Travel Claims

Travel claims must be filed with the assistance of ECRC or NAVCENT DET Admin Personnel even while you are in a combat zone.

Travel claims are submitted for expenses related to and authorized by IA orders as:

- Initial – parent command or home to training.
- Incidental expense (IE) – monthly “field per diem”.
- Final – redeployment to parent command or home.
 - You submit directly to ECRC.

Anticipate claims to be processed within 25 days of receipt.

If you are not ultimately being assigned to a combat zone, submit all travel claims to the personnel office that services your IA assigned command.



Travel Claim Tips

Be advised for ALL travel claim processing:

- Receipts required for transportation and lodging. If receipt is not available other proof of purchase can be submitted such as a credit card receipt.
- Government meal and lodging rate is paid unless orders specifically endorsed not available.
- 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.
- Government credit card late and expedite fees are reimbursable items.
- If travel claim is under or over paid a supplemental claim must be submitted to initiate corrective action.

Reimbursement for Mailing Personal Property

Don't bring items you may not need as you will have to pay to have them shipped home. Generally:

- Active duty IAs are NOT authorized reimbursement for mailing of personal property. Follow pre-deployment checklist to ensure no unnecessary items are brought to the training site.
- Reserve personnel are authorized reimbursement for postage not to exceed amount specified in IA orders (500 lbs). If authorized, reimbursement for postage is submitted with receipts on a separate travel claim to the personal property office via ECRC.

Reimbursement of Miscellaneous Expenses

There are a few expenses that although not reimbursable via a travel claim can be submitted to Navy Personnel Command (NPC) for authorization for reimbursement. An example of these official business expenses would be name tapes and rank insignias for issued DCUs and any fee for sewing them on. PT gear, although required and not always issued, is not approved for reimbursement.

Submit receipts via Standard Form (SF) 1164 (Claim for Reimbursement of Expenditures on Official Business). Use DD Form 2902 to claim reimbursement for any privately-purchased protective, safety and health equipment used in combat. Again, receipts required.



Money Quick Check

Before deploying ask yourself:



Banking

- Is pay distribution set up the way you want? DDS to correct account(s)? Split pay? Any allotments or automatic check drafts?
- Do you have a supply of checks, a credit card, and a government travel card?
- If in a relationship, are you using joint or separate checking accounts? If joint, have you discussed how you will manage?
- Do you have overdraft protection for your checking account?
- Will your debit/credit cards expired during your TAD assignment?

Bills

- How will you be making payments to creditors? Do they have your correct address?
- Are there any annual/quarterly expenses such as car or home insurance or tuition payments due while you are deployed? If so, when are they due and how will they be paid?

Taxes

- If you plan to file federal or state taxes while deployed, do you have all the needed records?
- Do you have a Specific Power of Attorney if someone else will be filing your taxes or are you going to request a filing extension?



TOP TIP

A spending plan, or budget, lets you be in control of your money.

Your Family and Friends

You can kiss your family and friends good-bye and put miles between you, but at the same time you carry them with you in your heart, your mind, your stomach, because you do not just live in a world but a world lives in you.

– Frederick Buechner

Communication

Communication is the key to staying connected with family and friends while you are away, but it can be a challenge. You may not be near telephones or computers, mail service can be slow and you or your family may not be adept at using communication tools. Your family and friends want to hear from you. If they don't the command may get a *health and welfare* message from the American Red Cross inquiring about your status. Use the following communication tips to stay in touch.



OPSEC

Operation Security or OPSEC is keeping potential adversaries from discovering sensitive Department of Defense information. As the name suggests, it protects US operations – planned, in progress and those completed. Success depends on secrecy and surprise, so the military can accomplish the mission more quickly and with less risk. Enemies of freedom want this information, and they see Sailors and their families as potential information sources.

Types of sensitive information:

- Unit mission or the number of personnel assigned.
- Locations and times of deployments.
- Unit morale or personnel problems.
- Security procedures.
- Troop movement.
- Military intentions, capabilities or operations.

Don't:

- Talk about sensitive information in public settings.
- Talk about sensitive information over the telephone.
- Post pictures or information on web sites or blogs.
- Include sensitive information in emails or attachments.
- Write about sensitive information in newsletters.
- Neglect to shred excess paper involving information on operations.
- Try to talk around classified information – it is extremely difficult to outsmart experienced intelligence analysts.



Email

Quick and easy, email is great for staying in touch. Discuss email expectations prior to deploying:

- Will email be readily available?
- If so, how often will you send emails?
- What address do you use?

Email is not a great way to communicate when you're angry or upset. If you really have a need to get your feelings off your chest, go ahead and write the email, but save it for 24 hours and reread before you send. It's usually best to communicate strong feelings over the phone when you can't do it in person. Also, remember, emails are not confidential. They may be seen by others. Be careful what you write.

Letters

Letters, while taking longer to receive, are a more personal way to communicate. Ask people to write to you during the deployment. Ensure they have your full mailing address. Create a "mail kit" with post cards, greeting cards, stationery, pens, stamps, etc. to make letter writing easy. It's a good idea to number letters as they don't always arrive in the order they are written.

Sailors often complain that there's nothing to write about and use that as an excuse not to stay in touch with people they care about. Letter writing doesn't have to be hard work.

Write short letters about your daily existence, your plans for the future, and your thoughts and feelings. Don't argue by mail. Express appreciation for cards, gifts or letters. Include mementos, drawings or photographs. Don't worry about spelling, grammar or handwriting.

Maintaining a connection while deployed makes it easier to reunite with family and friends at homecoming.

Telephone Calls

Telephone calls can bring the greatest emotional highs as well as lows. It's wonderful to hear your loved ones voice and talk in the here and now, but sadness can briefly overwhelm you when you hang up and realize how much you miss your loved one. Make the most of your telephone conversations:

- Keep a written list of things you want to talk about.
- Try to stay positive and upbeat. At least try to end each call on a positive note.
- Talk about your daily activities to make it easier to reconnect at homecoming.
- Suggest to older children that they keep a list of things to talk about when you call.
- If you share bad news make sure someone is available to provide emotional support to your loved one.

- Talk about plans for homecoming and future activities.
- Discuss problems and solutions, but don't spend the entire call talking about them.
- Tell your loved one you love them..

Care Packages

Who doesn't like to receive a present in the mail? Care packages are presents from home. While most items you need are provided to you, items that make their life more comfortable are not. Don't be shy about asking for care packages. Moms, grandmothers, church groups and friends welcome the opportunity to support you. Remind people there are some things that shouldn't be sent. Grandma's chocolate chip cookies may be the best in the world, but when they travel 9,000 miles, through the desert during a month-long journey, they might not be as flavorful.



Here are some of the types of items you could suggest family and friends send:

CDs

Hand sanitizers

Telephone calling cards

Sunglasses

Shampoo

Sun screen

Bug repellent

**Gift certificates
(for use online)**

Books/reading material

Gum

Packaged candy/cookies

Underwear/t-shirts

Tooth paste/mouth wash

Communication Checklist



Make communication easy:

- Have you told your children, extended family and friends about the deployment, provided your address and ask them to keep in touch?
- Do family and friends know to contact the American Red Cross for emergency communication?
- Have you explained that communication may, at times, be difficult?
- Do you have an adequate supply of pens, stationary, stamps, greeting cards?
- Does your family have the number to the command's ombudsman and careline, if available?
- Is your family on the command's phone/email tree and newsletter distribution list?

Emotional Ups and Downs

You may find yourself on an emotional roller coaster during your IA assignment. You may eagerly anticipate the opportunity to put training into action. You may also be concerned about the unknown aspects of the deployment. As you prepare to deploy it may seem as if your days are spent completing a never-ending list of “things to do”.

A few days before deployment you emotionally detach from family and friends. You may have a hard time sleeping and concentrating a day or two before you leave as you have a lot on your mind. You may be excited and proud to serve your country in a new role. You may also be anxious and nervous about the unknown of processing, training and your responsibilities at your new assignment.

Once you arrive at your ultimate duty station you may experience stress and fear. However, routines are established. The newness and adventure may wear thin and monotony sets in. If you are stationed in a combat zone your body may adjust itself to be more aware and vigilant of your surroundings. You may experience combat or operational stress which is common for service members in constant danger. You may miss your family and friends and feel sad, lonely or depressed.

How's Your Attitude?

Attitude is the state of mind with which you approach a situation. Why is your attitude important? It affects how you look, what you say and what you do. It affects how you feel both physically and emotionally. It largely affects how successful you are in achieving your purpose in life. While talent is helpful and knowledge is essential, the most important key to success is your state of mind.

With an IA assignment or anything in life you have a choice to make. You can apply a positive attitude and make the best of a situation or you can apply a negative attitude, withdraw and complain.

Approaching life with a positive attitude is healthier for you and those around you. Make a list of goals you can achieve during this separation and what steps you need to take to reach them. Set mini goals for every day, next week and next month. Completion of goals gives you a sense of satisfaction and confidence to achieve more.

Learn to recognize when you are having negative thoughts, self-doubts or feeling overwhelmed. Your body sends signals. You may have a hard time sleeping, eat too much or too little, have a short attention span, are jumpy, grouchy or irritable. Pay attention to your body's signals and nip negativity before it impacts you.

Combat and Operational Stress

Feeling stress in a war zone is, as one Navy psychiatrist said, “a normal reaction by a normal person to an abnormal, horrific situation.” The stress you feel helps you brace for danger. You can sometimes witness an event so severe or experience a threat so prolonged that your body may continue to maintain that state of high alert long afterwards, when your body and mind need to rest.

Stress from a single event, from a series of events, or from a continuous stressful situation can cause a wide range of reactions, including:

- Brief combat stress reactions, which can range from exhaustion to hallucinations.
- Behavior changes, which can range from recklessness to brutality.
- Post-traumatic stress disorder (PTSD), which includes persistent re-experiencing of the events, avoidance of reminders, and hyper-arousal.

The signs that you may be suffering from combat stress can be physical, mental, emotional, or behavioral. Just having certain symptoms does not mean necessarily that you need help. Some of these signs can be a normal reaction. This normal reaction can last from a few days to a few weeks.

Here are some of the possible signs of a combat reaction. (The first two items in each list are generally earlier warning signs.)

- Physical signs
 - exhaustion.
 - inability to fall asleep or stay asleep.
 - sweating, heart pounding.
 - nausea, frequent urination, or diarrhea.
 - jitters, trembling, or jumpiness.
 - numbness, tingling, or total loss of function of limbs or other body parts.
- Mental signs
 - difficulty concentrating, confusion.
 - inability to make decisions, to process information.
 - nightmares.
 - memory loss.
 - flashbacks, reliving the trauma.
 - loss of a sense of what is real.
 - hallucinations or delusions (not taken care of by adequate sleep).
- Emotional signs
 - fear, worry, extreme nervousness.
 - irritability, anger.
 - mood swings.
 - despair and sadness.
 - feelings of isolation.

- Behavioral signs
 - carelessness or recklessness.
 - outbursts of anger or aggressiveness.
 - staring into space, sometimes called the “thousand-yard stare”.
 - inability to do your job.
 - disgust with leadership.
 - increased use of alcohol or drugs.
 - misconduct or crime.
 - complete unresponsiveness to others.

There is no shame to seeking help in dealing with combat and operational stress. While in theater or once you get home, you can contact:

- A doctor or corpsman.
- A chaplain or RP.
- The Fleet and Family Support Center at www.ffsp.navy.mil.
- Military One Source at <http://www.militaryonesource.com>.
- The Veterans Administration at www.va.gov.

Deal with Stress and Worry

Even if you have experienced deployment before you may be uneasy about an IA assignment. IA deployments are often longer, there is the element of fear and danger, and you may feel isolated from friends who are not sharing the same experiences. Expect stress and worry and plan for it.

Proven Stress Busters

- **Do something you enjoy.** At least once per week – preferably daily, do something fun. It may be something as simple as reading a book or listening to music.
- **Stay active.** Exercise is the body’s natural stress reducer. Play basketball, jog around the compound, do crunches and squats near your cot. Get moving!
- **Avoid using drugs, alcohol and nicotine.** While they dull the perception of stress, they don’t eliminate it.
- **Accept that you can’t control everything.** You can control your reaction. The line for the phone is hours long. You haven’t heard from family or friends. There’s no privacy. You may not be able to control the situation, but you can control how you react.
- **Laugh.** Hang out with people who are fun. Watch comedies. Ask people to send you cartoons. Read the comic pages. Listen to and tell jokes.
- **Celebrate success.** Focus on what you’re doing right. Everyone makes mistakes. Learn from them and move on. Use positive self-talk.
- **Allow yourself to worry and feel sad.** However, allow only fifteen to thirty minutes per day. Schedule worry time if necessary. That way when negative feelings creep up during the day you can say to yourself, “I’ll have time to think about that later.”
- **Ask for help when you need it.** Friends, family, and colleagues care about you. Use your chain of command, the chaplain or medic. Everyone can use a hand at times.

Rest and Recuperation

Rest and Recuperation (R&R) leave is chargeable leave available to give you a rest from the combat zone. There are two types of R&R leave:

1. A four day pass to safe locations near the theater of operations such as Camp Al Saliyah, Qatar.
2. A fifteen day pass out of the theater of operations.

R&R leave is a privilege, not an entitlement. You must be in theater for at least sixty days before you are allowed R&R leave. R&R leave within the last sixty days of deployment is strongly discouraged.

Travel time to and from R&R leave is not charged as leave. Your command is not allowed to have more than ten per cent of their personnel away at any time which may impact when you can take leave. Air travel is provided to the commercial air port closest to your leave address. Leave begins to be charged the day after you arrive at the commercial airport closest to your leave address. Only one fifteen day trip will be authorized in a twelve month period.

Note: Not every eligible IA Sailor will be able to take R&R leave due to mission constraints, personnel strength and/or redeployment activities

Children and Deployment

If you are a parent it's important to tell your child about your upcoming deployment. Reassure them that they will be cared for while you are away. Encourage them to ask any questions they might have.

Your child will likely miss you and feel sad about your absence. Encourage your spouse or your child's caretaker to minimize television viewing of the war, to maintain discipline and to keep your child busy.

Most Navy kids are resilient and will bounce back. If not, suggest that their caretaker contact your child's school counselor, the Fleet and Family Support Center, a chaplain or Military One Source for assistance.

Children's reactions to a parent's deployment vary depending on age.

Children and Deployment

Age	What to Expect	Ways to Help
<p>Infants & Toddlers</p> 	<p>They may seem fussier, clingy, may eat less and have trouble sleeping.</p>	<p>Have your spouse/child's caregiver:</p> <ul style="list-style-type: none"> - Record video/audio taped stories. - Post pictures of deployed parent. - Provide extra hugs and cuddles. - Maintain routine. - Take care of themselves to be better able to care for children.
<p>Preschoolers</p>	<p>May feel their behavior caused their parent to leave.</p> <p>May become more fearful/irritable.</p> <p>May regress in potty training/thumb sucking/etc.</p> <p>May have trouble sleeping.</p>	<p>Have your spouse/child's caregiver:</p> <ul style="list-style-type: none"> - Record video/audio taped stories. - Create a waterproof photo album or picture book of deployed parent and child doing things together. - Provide extra hugs and cuddles. - Maintain routine. - Move your child back to their bed a few weeks before your expected return. Don't get too concerned if your child wants to sleep in mom and dad's bed while you're gone. It often provides a sense of security.
<p>School-age</p> 	<p>May see a decline in school performance.</p> <p>More irritable or moody.</p> <p>May worry about deployed parent's safety.</p>	<ul style="list-style-type: none"> - Have family discussion before deployment. - Involve teachers, church, neighbors. Enroll in Big Brother/Sister Program. - Communicate regularly. - Reassure about safety training/drills/equipment. - Play games via email and regular mail. <p>Have your spouse/child's caregiver:</p> <ul style="list-style-type: none"> - Schedule fun activities. - Help child compile care packages to send to deployed parent. - Limit viewing of TV news about the war. - Assist your child to send care packages, letters and cards to their parent and others serving.
<p>Teens</p>	<p>May be ambivalent.</p> <p>May be moody/withdrawn.</p> <p>May test rules.</p>	<ul style="list-style-type: none"> - Communicate regularly. - Don't expect teen to take on your household responsibilities. - Ask spouse/caretaker to maintain rules, curfews and discipline as much as possible.

Active Duty Single Parents

Active Duty Single Parents have much to do to prepare themselves, their children and their affairs for deployment. If you're a custodial single parent you should be able to answer "yes" to each of the following:



Documents

- Does your *will* cover who will become your child's guardians should something happen to you?
- Have you updated your *Family Care Plan* as required by OPNAVINST 1740.1B?
- Is your *Record of Emergency Data* (page 2) current?
- Is the amount and beneficiary information current for your *Service Members Group Life Insurance*?
- Do your children have *ID cards* and are they enrolled in *DEERS*?
- Do you have a written *financial agreement* with your child care provider?
- Do you have an "*agent letter*" to allow your child care provider access to the base and to services such as the commissary, exchange and medical clinic for your child?
- Does your child care provider have a *medical power of attorney* to access emergency and routine care for your child/ren? Do they know how to access the military medical clinic or how to file TRICARE claims if using civilian facilities?
- Is a *Health Insurance Portability and Accountability Act* form required in order for you child care provider to access your child's medical records?

Child Care Provider

- Does your *child care provider know how to contact you* with your social security number, command name and mailing address and your email address?
- Does your child care provider know to use the *American Red Cross* in case of an emergency?
- Does your child care provider know that the *command ombudsman* can provide information and referral about the command and the Navy in general? Do they have the name and number to the command ombudsman?
- Is your child care provider aware of any *medical conditions your child has* and any medications being taken?
- Does your child care provider know how to get *medication refills*?
- Have you discussed rules and *discipline* with your child care provider?
- Do you have a plan for celebrating your *child's birthday* during your absence?
- Have you developed a *communication plan* with your child care provider? How often will you email, phone, or send regular mail? What types of information would you like to know? Have you asked your child care provider to send pictures?
- Does your child care provider have the number to the command *careline*, if available?
- Have you asked the *command ombudsman* to keep your child care provider informed on the status of the command via the command phone/email tree and newsletter distribution list?
- Does your child care provider have an age appropriate *car seat* for transporting your child?

Your Child

- Have you *told your child that you will be leaving* and that you will return?
- If your child is old enough to understand, *have you told him/her where you are going*, why you are going and approximately when you will return, if known?
- Have you made a *communication plan with your child* and provided them with the tools they need to stay in touch with you such as stationary, pens, markers, stamped, self-addressed envelopes, etc?
- Did you include money in your *budget for phone calls, gifts/souvenirs* for your children?
- If you have *pets*, is your child care provider caring for them too? If the pets will be cared for elsewhere, have you explained this to your child?
- Do you and your child have a *support system* – people you can reach in person, by phone or email - you can turn to for assistance during the deployment?
- Have you *avoided putting added responsibilities on your child* by not making comments such as “You’re the man in the family” or “Take care of your little brother”?
- In conjunction with your child care provider do you have plans to keep your child busy during deployment with *fun activities* including sports, scouts, music, church, etc.?
- Have you considered requesting a *mentor for your child* through the national Big Brothers/Big Sisters program, church or extended family member?
- Have you *told your children that you love them*?

Relationships

- Have you *talked with your child's school* or day care teacher, told them of your deployment and ask them to send copies of school work and report cards? Be sure to include self- addressed, stamped envelopes.
- Have you asked if your child's school sponsors a *discussion group* or other program for children of deployed military parents?
- Have you informed the *school counselor* of your upcoming deployment?
- Have you discussed what role, if any, *your child's other parent* will have during your deployment?
- Have you informed *extended family members* about your upcoming deployment, provided your child's contact information and asked them to keep in contact with your child?

Comfort Items

- Have you created a *photo album* for you and each of your children doing things together?
- Have you read and *recorded your child's favorite books* on audio or video tape?
- Did *you leave a personal item* of yours for each of your children to keep until your return?

Homecoming

- Will your children be able to *meet you at homecoming*? If so, have you made arrangements?

Help When You Need It

Emergencies can happen whether you are at home or deployed. They are more challenging to deal with when you are deployed. The Navy provides a wealth of resources for you and your family.

American Red Cross

<http://www.redcross.org>

When you think of emergencies – big or small – you think of the American Red Cross. The Red Cross serves both civilian and military personnel. It sends communications on behalf of family members who are facing emergencies or other important events to members of the U.S. Armed Forces serving all over the world. These communications are delivered around-the-clock, seven days a week, 365 days per year. An ARC message is not required for emergency leave, but many commands request it to verify the need for leave.

In addition to providing services to active duty personnel and their families, the Red Cross also serves members of the National Guard, the Reserves, and their families who reside in nearly every community in America.

Through offices all over the world, the Red Cross, in partnership with Navy Marine Corps Relief Society (NMCRS), provides emergency financial assistance to

those eligible when traveling and not near a military installation, after hours, or on days when NMCRS is not available.

He who wishes to secure the good of others, has already secured his own.

– Confucius

Chaplain

Chaplains play a vital role in helping their fellow sea-service personnel and family members during crucial moments in their lives. They are available 24/7 to provide spiritual guidance and help you “sort through” a variety of issues or concerns. For example, they provide moral support for young people away from home for the first time or deployed, offer support to individuals facing personal or emotional difficulties, and provide spiritual assistance to people from all walks of life.

Individuals often contact chaplains when they don’t know where to turn for assistance. The availability and experience of chaplains enables them to be excellent resource persons. Chaplains live and work with the men and women in uniform. As an insider within the military system, their unique role allows them to:

- Make personal visit with military personnel and family members as needed.
- Provide information about various concerns and issues.
- Provide emotional and spiritual support throughout the deployment cycle, at home and in theatre.
- Educate commands about the concerns and needs of IAs and their families.

Many chaplains are trained counselors and they understand the military system. They will be able to refer you to military and local community resources that can help. In addition, chaplains can help individuals find local clergy and places of worship. Some commands have assigned chaplains. If your command doesn't have an assigned chaplain, contact the nearest military base and ask for the duty chaplain.

Command Ombudsmen

Ombudsmen are volunteers, appointed by the commanding officer, to serve as an information link between command leadership and Navy families. They are not professional counselors, but they are trained to listen to questions or problems and to refer to professionals who can help.

Most ombudsmen publish a newsletter packed with information. Some also have a careline which is a recorded message that is regularly updated with news about your command, Family Readiness Group activities, and local military and community information.

Make sure your family knows about the command ombudsman and encourage them to contact the ombudsman when they have a question or concern. Ombudsmen can prevent frustration by pointing family members in the right direction to get the information or help they need.

To locate your ombudsman contact your local Fleet and Family Support Center. You can get their number by going to www.ffsp.navy.mil.

Command Family Readiness Group

A Family Readiness Group is a group of spouses from a command that coordinates fun and information activities for members. In addition to spouses, some groups may also include parents, children, and fiancé(e)s as determined by the commanding officer.

Family Readiness Groups may help:

- Prepare for deployments and homecoming.
- Provide family support during deployments or mobilization.
- Help families adjust to challenges and to assist one another in times of personal, unit, or area crises.

Encourage your family to get involved with your command's Family Readiness Group. Some installations have groups designed for IA family members. It is a great way for your loved ones to get to know other families, to learn more about the Navy and to develop a support system while you are deployed. To learn about your group contact your command ombudsman.

Expeditionary Combat Readiness Center (ECRC)

<http://www.ecrc.navy.mil>

The ECRC was set up to support war fighters and their families. The ECRC:

- Provides training on services available for family.
- Sends welcome aboard package.
- Provides command and ombudsmen updates as to Sailor and family member status and/or location during mobilization.
- Provides primary stateside POC for all theater related family issues.
- Provides conduit for communications with NAVCENT for family issues.
- Moderates Navy Knowledge Online “Family Community of Practice” site.
- Notifies region/parent command when Sailor returns.

You or your family can contact the ECRC using their toll free number (877) 364-4302.

Fleet and Family Support Center

www.ffsp.navy.mil

Fleet and Family Support Centers (FFSC) are staffed with professional educators and counselors who can provide a wealth of information and services that fall into three categories:

1. Information and referral.
2. Education and training.
3. Counseling.

While deployed you can contact your local FFSC by telephone or use the above web site. Types of questions the FFSC can help with include:

- How can I help my child deal with deployment?
- My spouse is lonely or bored. What services are available?
- Where can I get information about money management?
- Who is my command ombudsman and what is their telephone number?
- Where can I get information about moving to our new duty station?
- We’re having marital problems, where can we get counseling?
- I need help managing stress, where can I go?

- We're expecting our first baby, where can we get information about being parents?
- What services are available to help my transition to civilian life?

Military One Source

<http://www.militaryonesource.com>

Military One Source is a web site sponsored by the Department of Defense to provide information and resources to Sailors and their families. You must register to access some features. There are articles and links to a variety of topics

Military One Source has several useful features:

- Telephone numbers are available 24/7 for individuals to call and talk with a consultant.
- The staff will research a topic and send results.
- Referrals for private counseling sessions and legal consultations are also available.
- There are separate numbers for TTY/TDD service and to reach Spanish speaking consultants. Simultaneous translation in more than 150 languages is also available.

To talk to a Military One Source consultant:

Stateside: 800-342-9647

Collect from Overseas: 800-3429-6477

(use applicable access codes, 122-001-010 for Japan, S-KT, Singapore and Thailand, 001 for Korea, S-Darcom and 00 for all others.)

Collect from Overseas: 1 484-530-5908.

En español llame al: 1-877-888-0727

TTY/TDD: 1-866-607-6794

Navy Marine Corps Relief Society

<http://www.nmcrs.org/services.html>

Navy Marine Corps Relief Society (NMCRS) is a non-profit organization staffed primarily by volunteers. Services provided include:

Interest-free loans or grants to deal with emergency needs such as:

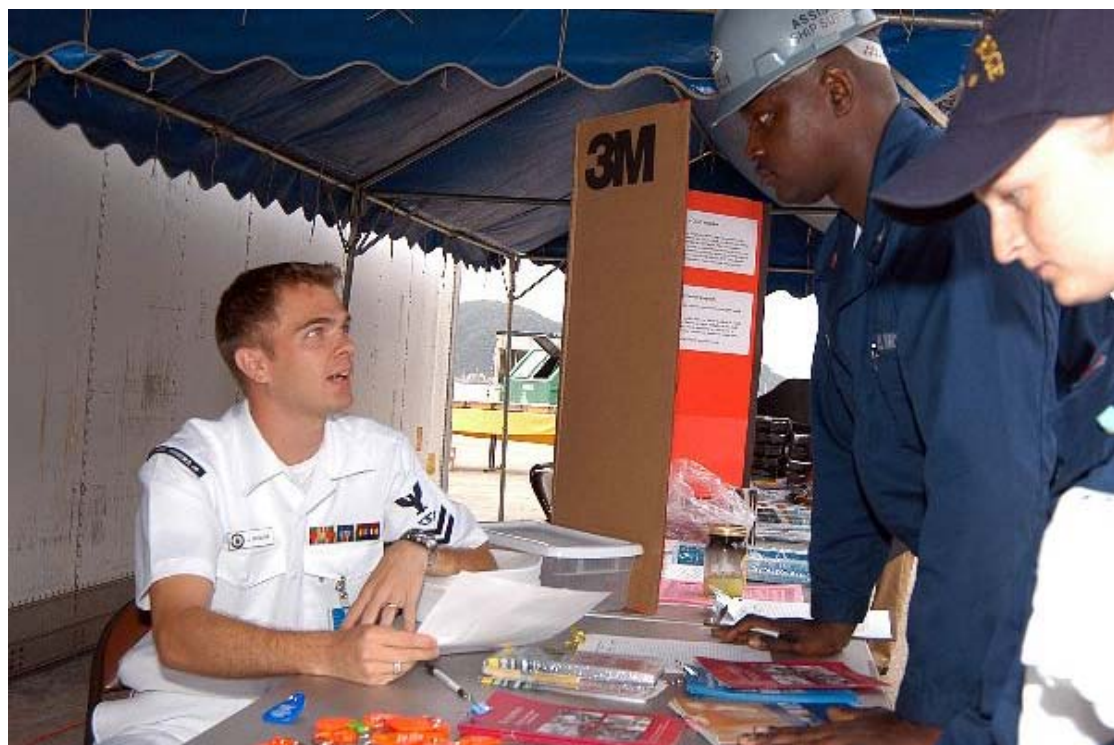
- Transportation.
- Funeral expenses.
- Medical/dental bills (patient's share).
- Food, rent, and utilities including deposits.
- Disaster relief assistance.
- Child care expenses.
- Pay problems or delays.
- Essential vehicle repairs.
- Unforeseen family emergencies.

Loans are made to service members. When the service member is deployed a message is sent asking permission to give a loan. When the service member can afford to repay, financial assistance is provided as an interest-free loan. It is normally repaid by allotment. If repayment would cause a hardship, assistance may be provided as a grant and not have to be repaid.

Layettes with over \$100 worth of baby items are also available. Check with your local NMCRS to see if there are income requirements or if recipients are asked to participate in a Budgeting for Baby workshop.

Thrift shops are available at many installations. They re-sell usable clothing, furniture, household goods, and uniforms at very low costs.

Visiting nurse services are available at some local offices to check on a newborn, change bandages, or provide other medical advice and assistance to the homebound.



Family Emergency Quick Check

Being prepared for an emergency can sound like an oxymoron, but there are some things you can do in advance:



- Do you have at least one month's pay saved in case of financial emergency?
- Have you considered signing a pre-authorization form with Navy Marine Corps Relief Society for your spouse, if applicable?
- Do your family and friends know your command name and mailing address? Your email address?
- Does your family know to use the American Red Cross? For any Red Cross message to be sent the following information is needed:
 - The service members' name.
 - Rank.
 - Social security number.
 - Duty station.
- Does your family have the name and number to the command ombudsman who is a trained volunteer family member that has direct communication with command leadership?
- Does your family have a disaster preparedness plan and a place to meet/call after a disaster?
- Do you have a support system – people you can turn to for assistance during the deployment?

Resources

American Red Cross

<http://www.redcross.org>

Local _____

Base Operator

Local _____

Chaplain

Local _____

Command Family Readiness Group

Local _____

Command Ombudsman

Local _____

Command Careline

Local _____

Expeditionary Combat Readiness Center (ECRC)

<http://www.ecrc.navy.mil>

(877) 364-4302

Local _____

Fleet and Family Support Center

www.ffsp.navy.mil

Local _____

Military One Source

<http://www.militaryonesource.com>

Local _____

Navy Knowledge on Line

<https://www.nko.navy.mil/>

Local _____

Navy Marine Corps Relief Society

<http://www.nmcrcs.org/services.html>

Local _____

Personnel Support Detachment

<http://www.pasd.navy.mil>

Local _____

TRICARE

<http://www.tricare.mil/>

Local _____



TOP TIP

Make sure your family knows your rate/rank, social security number and complete mailing address.

Homecoming

Homecoming is a process, not a single event. As homecoming nears, anticipation begins. A firm homecoming date is often not available which can be frustrating. Those on IA assignments usually fly back by themselves with little fanfare. You may wonder if you will be accepted or needed by your family and if your children will remember you. There is some sadness and regret that strong friendships developed during your IA tour will be missed.

The Navy's individual augmentees are making enormous contributions in this long war all over the world, and they are performing at exceptionally high levels.

– Chief of Naval Operations

Homecoming Requirements

You will be required to check in with medical at your local command/installation and asked to complete the Post Deployment Health Reassessment Questionnaire (PDHRA). This assessment is designed to identify any deployment-related health concerns during the three to six month time period after completion of your IA assignment and facilitates access to care.

You will return to the CRC or USNIACT where you processed for deployment. If you had received gear at the Central Issue Facility, you are required to have all of your CIF issue with you. The Navy is exploring other options for returning gear, but for now, bring it back. No exceptions!

Do not turn in your equipment in theater. You must bring all your equipment back to CRC to turn in. If you received OTV, SAPI or Kevlar in theater they will be turned in where you received them before you departure to CONUS.

Rapid Fielding Initiative (RFI)

Rapid Fielding Initiative gear will be turned in according to local procedures at CRC or USNIACT regardless of where it was issued. If you received RFI in Kuwait, Afghanistan or Iraq it will be turned in at the CONUS CRC or USNIACT.



Gear Required To Be Turned In

BAG DUFFEL	2EA (These two duffel bags should not be stenciled)
BODY ARMOR (CLEANED) *	1EA
BELT INDIV EQUIPMENT	1EA
CANTEEN WATER	1EA
CANTEEN WATER 1 QT	2EA
CARRIER INT TOOL	1EA
COVER CANTEEN GRN	1EA
COVER CANTEEN 1QT *	2EA
CUP WATER CANTEEN	1EA
FIELD PACK	1EA
FRAME FIELD PACK	1EA
INSERT SML ARM	2EA
INSECT NET PROTECTOR	1EA
INTRENCHING TOOL HD	1EA
MAT SLEEPING SLF INF *	1EA
PARKA, WET WEATHER	1EA
PARKA COLD WEATHER	1EA
TROUSERS ECWCS	1EA
TROUSERS WET WEATHER	1EA
SUSPENDERS TROUSERS	1EA
VEST IND TAC LOAD BR	1EA
JSLIST	1SET
MASK M40	1EA
CANNISTERS	2EA

RFI Issues That Must Be Returned

ADVANCED COMBAT HELMET W/COVER (Cover should be cleaned prior to turn-in)

KNEE AND ELBOW PADS

BALLISTIC PROTECTION GOGGLES

BALLISTIC SPECTACLES (OAKLEY/UVEX)

GLOVE SYSTEM *

MODULAR SLEEPING SYSTEM *

IFAK (FIRST AID KIT)

BLACK FLEECE JACKET *

BLACK FLEECE BIBBED OVERALLS *

BFM, ARMY UNIVERSAL CAMO (CAMEL BACK)

* Denotes items which should be cleaned/sanitized prior to turn-in.

Employer Support of the Guard and Reserve

Congress provided protection for all members of the uniformed services (including non-career National Guard and Reserve members) in October 1994, with passage of the Uniformed Services Employment and Reemployment Rights Act (USERRA), Chapter 43 of Title 38, U. S. Code. The Department of Labor is the enforcement and processes all formal complaints of violations of the law. Major sections of the law include:

- Placing a five year limit (with some exceptions) on the cumulative length of time a person may serve in the military and remain eligible for reemployment rights with the pre-service employer.
- Requiring an individual to give written or verbal notice to their employer prior to departure for military service.
- Providing for the continuation of employer provided health insurance (at the service member's request) for an 18 month period, with payment of up to 102 percent of the full premium by the service member.
- Requiring that an employee's military service not be considered a break in employment for pension benefit purposes, and providing that the person's military service must be considered service with an employer for vesting and benefit accrual purposes.
- Entitling service member returning from military service to prompt reinstatement of employment with accrued seniority, status and rate of pay as if continuously employed.

For additional information go to www.esgr.org.



Homecoming Expectations

Reunion is an exciting time; however, most often what you think it is going to be and the realism of what actually occurs is very different. Like all reunions, you will encounter a period of reintegration where roles and relationships are reshaped. It takes time together, with shared feelings and experiences, to reconnect with family and friends. You may find it harder to adjust from an IA deployment than from a routine deployment.

If in a relationship you may feel a loss of freedom and independence, and resent having to make joint decisions again. Some service members report they feel like strangers in their own homes. At homecoming you have

to make major adjustments in roles and responsibilities; your relationship will not be exactly the same as before this IA assignment. You and your family have had different experiences and have grown in different ways, and these changes must be accommodated.

Being aware of each other's needs is crucial at this point. There is, however, an opportunity offered to few civilian couples; the chance to evaluate what changes have occurred, to determine what direction you want your relationship to take, and to meld all this into a renewed commitment.

Tips for a Successful Homecoming

- Be realistic. All of your homecoming fantasies may not occur.
- Communicate. Talk about your thoughts and feelings.
- Re-evaluate your financial goals.
- Be slow to criticize.
- Show appreciation for those who have supported you through this deployment.
- Talk with other IAs and their families as you are not the only one readjusting to homecoming.
- Get help if the challenges of returning home get worse instead of better.

Post Traumatic Stress

With most deployments a few weeks after homecoming, new routines are established. You feel more relaxed. You are back on the same track emotionally and can enjoy the warmth and closeness of family and friends. However, if you are like many of the over one million American service members who have been involved in the Global War on Terror you may have difficulty adjusting to life after the war.

You may find yourself feeling bored and in need of an adrenaline “fix”. You may engage in risky behaviors to get the same “hyped-up” feeling you had while in a war zone. You may be uncomfortable in large crowds and easily startled by loud noises.

If you witness the deaths of others during your IA assignment you may set up an emotional firewall and keep loved ones’ at a distance as a way of protecting yourself from the pain of possibly losing a loved one.

You may have difficulty sleeping or nightmares. You may have “flash backs” of events from your IA tour of duty. You may find yourself drinking or self-medicating to avoid feelings or thoughts associated with your IA tour. You may be surprised by these feelings and behaviors as it may take weeks or months for them to appear.

It is important to reach out to your family by slowly telling them what you are experiencing and to get professional help if needed. Often simply being aware that you may experience post traumatic stress after being in war can help manage it.

Much has been written about service members returning from war. Two helpful and easy to read books you may want to review are:

1. *Down Range To Iraq and Back* by Bridget C. Cantrell, PH.D and Chuck Dean.
2. *Courage After Fire* by Keith Armstrong, LCSW, Suzanne Best, PH.D and Paula Domenici, PH.D

Both books offer practical advice to service members and their families, are inexpensive and available from popular books sellers such as Amazon and Barnes and Nobel.

Children and Reunion

Your need to reconnect with your partner may conflict with the need to reconnect with your children. Some couples opt to arrange child care in order to spend a few days reconnecting with each other. Others choose to put their needs on hold and first connect as a family.

Younger children take their cues about homecoming from you, their caretaker. Older children may have similar feelings as you do. They will be excited, joyous and may feel anxious if they believe they did not live up to your expectations.

Just as adults need time to reestablish relationships, so do children. It's best not to initially make drastic changes to your child's routine, rules and responsibilities. Children will likely go to the parent who has remained at home with them for the first few days upon your return for permission, questions and assistance.

If possible, plan a few days and have a family vacation at home. Do fun activities as a family. Limit responsibilities and chores to the essentials. Talk, play, listen and enjoy being a family again.

Duty nights can be challenging as young children may worry that you have again left for a long deployment. Older children are usually delighted that their family is reunited even though they may, at times, resent the discipline enforced by having two parents at home.



TOP TIP

If possible, take some time off before returning to work. See the Grand Canyon, Niagara Falls or Acadia National Park. Hike the Appalachian Trail. Surf Maui. Go deep sea fishing in Florida. See Denali. Bike Moab. Enjoy the country you fight to protect.

Homecoming Quick Check

It may seem early to start thinking about homecoming, but time goes by quickly:



- Have you discussed homecoming plans and expectations?
- Do you know what gear you have to turn in?
- Do you want a large celebration or just immediate family?
- Do you want to stay at home or take a vacation upon reuniting?
- If you have children, what are the homecoming plans for them?

There's no place like home.
– Dorothy in the Wizard of Oz

**Expeditionary Combat Readiness Center (ECRC)
Individual Augmentee (Active Duty/Mobilized Reservist) Checklist**

These mandatory items are to be reviewed and completed by the IA Sailor and his/her parent command or NOSC upon receipt of IA TEMADD, ITDY or Mobilization orders. Parent command/NOSC is to report completion via e-mail to ECRC (ECRC.HQ.FCT@navy.mil) as soon as possible, but no later than 14 days before IA Sailor reports to his or her initial duty station. It is not necessary to send the completed checklist itself. The report of completion should include the IA Sailor’s rate/rank, full name, last 4 of SSN, and RTN number stated on orders (i.e. NE-xxxx-xxx), and date the Sailor is scheduled to report to the NMPS or his/her first duty station.

NAME: _____ SEX: M ___ F ___

RANK/RATE: _____ SSN/DESIGNATOR: _____

RESERVE UNIT / PARENT COMMAND: _____

HOME PHONE #: _____ CELL #: _____ E-MAIL: _____

ORDER RECEIPT DATE: _____ NMPS / INITIAL IA REPORT DATE: _____
(YY/MM/DD) (YY/MM/DD)

ULTIMATE IA ASSIGNMENT: _____

COMMAND IA COORDINATOR: _____

PHONE # _____ EMAIL: _____

COMPLETION REPORT DUE TO ECRC _____ (14 days prior to IA initial report date)
(YY/MM/DD)

COMPLETION REPORT MADE TO ECRC _____
(YY/MM/DD)

ECRC and DA7425 Checklists Complete:
DEPLOYABLE / NON-DEPLOYABLE _____
CO/OIC or designated representative

NOTE: A mark of NO to any line item MAY indicate NON-DEPLOYABLE status

A. DA 7425	YES	NO	N/A
Complete all verifiable, applicable items of DA 7425 simultaneously with this checklist (link to DA 7425 and specific completion instructions are located at the NKO website).			

B. MEDICAL	YES	NO	N/A
1. Medical record in hand.			
2. NOSC/Parent command entered medical data in NCMCMPS.			
3. Medical Readiness Data entered into MRRS.			
4. Food/drug allergies with medical warning tags on hand or ordered.			
5. Immunizations up to date (5a – 5m).			
a. Hepatitis A (2 shot series).			
b. Hepatitis B (3 shot series).			
c. Influenza (each year, seasonally).			
d. PPD (annually).			
e. Typhoid (within 2 years for injection, 4 years oral vaccine).			
f. Tetanus (within 10 years).			
g. Yellow Fever (location dependent, last dose w/in 10 years).			
h. Smallpox series (within 10 years).			
i. MMR (once, or documented titer).			
j. Oral polio vaccine/Inactivated polio virus vaccine (Once).			
k. Meningococcal (location dependent, within 5 years).			
l. Pneumococcal [Asplenic (for persons without spleen) only].			
m. Immunization data reported via SAMS or MRRS.			
6. Blood type and Rh factor and date of blood draw documented.			
7. HIV-1 antibody test within 2 yrs of deployment or sample collected (must have results prior to receiving live vaccine).			
a. HIV Negative (Note: HIV Positive NOT DEPLOYABLE).			
8. DNA sample on file or collected with proof of registry with AFIP.			
9. G6PD results and date of blood draw documented.			

B. MEDICAL (cont.)	YES	NO	N/A
10. Sickle Cell results and date of blood draw documented.			
11. Negative pregnancy test w/i 30 days of deployment (written proof of tubal ligation / hysterectomy are exception).			
12. Copy of most recent (within one year) DD Form 771, eyeglass prescription.			
a. one set of same prescription eyeglasses.			
13. Copy of medication prescriptions.			
a. IA traveling overseas, in possession of minimum 180 day supply of same medication prescription(s).			
14. Documented Periodic Health Assessment (PHA) within the last 6 months.			
15. Female – documented valid Pap Smear results within 12 months of deployment if < 30 years of age, 30+ years may be done every 2-3 years, if the previous 3 pap smears are normal.			
16. Female (if over age 40) – documented annual mammogram is recommended.			
17. Any recent surgery (within 6 months), including Lasik or cataract documented in medical record.			
18. Any chronic health conditions (i.e., hypertension, heart disease, diabetes, asthma, sleep apnea, thyroid disease, susceptibility to heat exhaustion) documented in medical record.			
19. Any metal in the body (including plates/screws) documented in medical record.			
20. IA is within height/weight standards.			
21. IA is within physical fitness standards.			
22. Any bone, back, knee or joint disorders documented in medical record.			
23. IA is able to walk several miles in combat boots.			
24. IA is able to carry field gear, flak jacket, helmet, and weapon (48 lbs) for 2 miles.			
25. Urinalysis conducted with negative results or negative screening documented within past 30 days.			
26. Mobilized Reserve IA reported any TNPQ (temp. NPQ) or NPQ (not physically qualified) status (AC Sailors - N/A).			

B. MEDICAL (cont.)	YES	NO	N/A
27. IA has NOT received any workers' compensation at civilian job within past 12 months.			
28. IA has NOT or does NOT receive any VA medical disability.			
29. If IA wears corrective lenses, must have 1 set of inserts for the M40 gas mask.			
30. If IA wears corrective lenses, must have 1 set of UVEX lenses for ballistic sunglasses.			
31. IA fitted and issued hearing protection (ear plugs).			
32. Significant medical condition(s) documented in medical record.			
33. DD Form 2215 (Reference Audiogram) or DD Form 2216 (Periodic Audiogram) w/in 12 months or on file in HREC.			
33 IA is physically qualified, not awaiting Medical Retention Review, not receiving Line of Duty benefits, and not awaiting a Physical Evaluation Board.			

C. DENTAL CLASSIFICATION	YES	NO	N/A
1. IA has dental record in hand.			
2. NOSC/Parent command entered dental data in NMCMPDS.			
3. IA has current bitewing x-rays (within 2 years).			
4. IA has current panogram (within 5 years, or more recently if any recent, significant dental work).			
5. Copies of current bitewing and panogram X-rays in Dental record.			
6. Current T-2 Dental exam (projecting to the end of deployment period).			
a. Copy of current T-2 Dental exam report in medical record.			
7. Dental data entered into MRRS.			
8. IA traveling overseas has orthodontic appliances in possession.			
9. Mobilized Reserve IA has documentation of enrollment in TRICARE SELRES Dental Program, if desired.			
10. Significant dental condition(s) documented in dental record.			

D. PAY AND PERSONNEL	YES	NO	N/A
1. IA has documentation to support any claim for delay/exemption.			
2. IA has NOT been deployed within 6 months prior to the start of the IA assignment.			
3. IA has a minimum 18 Months OBLISERV (Active Duty EAOS / Mobilized Reserve EREN) from report date.			
a. High Year Tenure (HYT) waiver approved (as necessary).			
b. Active duty IA Perform To Serve (PTS) submitted if on first term enlistment (Mobilized Reserve mark N/A).			
4. Active Duty IA's PRD is at least 1 month after scheduled return (extend PRD as necessary) or has been issued Indeterminate Temporary Duty (ITDY) Orders (Mobilized Reserve IA N/A).			
5. IA has successfully tested access to their DFAS "My Pay" account.			
6. IA has active Government Travel Charge Card (GTCC).			
a. IA's APC advised to retain GTCC for the duration of the IA assignment, UNLESS specifically directed otherwise.			
b. IA's APC advised to identify account as Mission Critical (between 31st and 60th day of account delinquency).			
c. IA's APC provided with ECRC contact info to assist with seriously delinquent (greater than 90 days) account.			
7. IA has successfully tested Common Access Card (CAC) Identification.			
a. PIN valid.			
b. verified PKI (3 certificates present – encryption, ID and signature).			
c. default set to signature.			
8. Mobilized Reserve IA reviewed www.dod.mil/ra for eligibility for Reserve Income Replacement Program (RIRP) (Active Duty IA mark N/A).			
a. Eligible Mobilized Reserve IA has supporting documents necessary for RIRP (Ineligible Mobilized Reserve IA or Active Duty IA mark N/A).			
b. Eligible Mobilized Reserve IA has completed required forms and submitted to Reserve Center or ECRC (Ineligible Mobilized Reserve IA or Active Duty IA mark N/A).			

D. PAY AND PERSONNEL (cont)	YES	NO	N/A
9. IA has signed statement from licensed physician for any incapacitated family member(s) over 21 years of age.			
10. Mobilized Reserve IA has 3 voided personal checks or deposit slips displaying bank information for direct deposit (Active Duty IA mark N/A).			
11. Mobilized Reserve IA has bank account information (name, address, telephone, RTN, account number) for each desired allotment (Active Duty IA mark N/A).			
12. IA has Battle Record in hand (Battle Record contains copies of documents listed 12a-12h).			
a. IA orders.			
b. current contract with any extensions (not required for officers).			
c. current PG2 and SGLI.			
d. All PG4s to document qualifications, awards and ASVAB scores) (not required for officers).			
e. PG5 (not required for officers).			
f. Evaluations/FITREPS (document last 3 years) (officers may carry separately).			
g. Family Separation Allowance Form (DD 1561 revision NOV06) if member has eligible dependents.			
h. Advancement Worksheet (NETPDTTC 1430/3) for next eligible advancement exam.			
13. If active duty IA assignment is to a combat zone, a duplicate Battle Record forwarded to Center of Excellence (Active Duty IA assigned to CONUS based unit AND all Mobilized Reserve IA mark N/A).			
14. Security Clearance annotated and signed as verified on IA orders.			
15. IA verified all evals/FITREPS for continuity and corrected any gaps in dates.			
16. IA has a detachment of individual eval/FITNESS report in Field Service Record (FSR) for this mobilization or ITDY assignment (Active Duty IA on regular TEMADD (not ITDY) mark N/A – no detachment eval/FITREP required).			

D. PAY AND PERSONNEL (cont)	YES	NO	N/A
17. Active Duty IA has submitted eval/FITREP input for next regular periodic report at parent command (Mobilized Reserve IA AND Active Duty IA issued ITDY orders mark N/A –next periodic to be done by IA command).			
18. Mobilized Reserve IA AND Active Duty IA issued ITDY orders have FSR in hand (Active Duty IA on TEMADD orders mark N/A – current serving personnel office retains FSR).			
19. IA has copy of current mortgage, lease or rental agreement in possession.			
a. Mobilized Reserve IA reviewed address on mobilization orders (Active Duty IA mark N/A).			
b. Mobilized Reserve IA provided Reserve Center with documents to correct address on mobilization orders (Active Duty IA or Mobilized Reserve IA with correct address on mobilization orders mark N/A).			
20. IA's personal awards verified on Navy Department Awards Web Services (NDAWS).			
a. Parent command or NOSC has documents necessary to update personal awards.			
21. IA record reviewed by Educational Services Officer (ESO) for advancement exam eligibility during IA assignment.			
a. If eligible, ESO made arrangements for testing (early or late) or forwarding of advancement exam.			
22. Mobilized Reserve IA has documentation of one month's average utilities (Active Duty IA mark N/A).			
23. IA has documentation for any special pay qualification(s) and entitlement(s).			
24. IA not entitled to BAH - orders provided to Personal Property Office for review of non-temporary storage.			
25. IA entitled to single BAH, BUT instead desires non-temporary storage, order writer contacted for authorization.			
26. IA has birth certificate or passport IF specifically directed by orders to get a passport.			
27. If Medical Corps, Dental Corps, Medical Service Corps, or Nurse Corps, IA has certified copies or proof of:			
a. Current license/certificate.			

D. PAY AND PERSONNEL (cont)	YES	NO	N/A
b. Current BCLS, ACLS, PALS, etc.			
c. Current demographic information if Medical Corps.			
d. Internship.			
e. Residency.			
f. Board certifications.			
28. IA, not traveling overseas, has vehicle registration and insurance documentation, IF orders authorize POV travel.			
29. IA has certification of full-time student enrollment from school registrar for college-age family member(s).			
30. IA travel arrangements have been made by parent command or NOSC via SATO to first destination - order accounting data (centrally billed account (CBA)) used for funding - NOT billed to IA's GTCC (mark NA only if first IA duty station is same geographic location – no air travel required).			
a. IA briefed on travel arrangements (mark NA only first IA duty station is in same geographic location).			
b. receiving command POC (identified within orders) notified of IA's arrival information.			

E. TRAINING	YES	NO	N/A
1. IA completed online training (via NKO) and has printed completion certificates (1a – 1n) in possession.			
a. CANSF-ATFP-OCONUS-1.0 ATFP Level I Awareness Training for Overseas Service Members (OCONUS)			
b. CANS-M16WS-1.0 M16 WEAPON SAFETY			
c. CANS-M9SP-1.0 M9 SERVICE PISTOL TRAINING			
d. CPD-GMT07-013 FY07 General Military Training Unit 1.3 Operations Security			
e. CPD-GMT07-022 FY06 General Military Training Unit 2.2 Anger Management and Suicide Awareness			
f. CPD-GMT07-032 FY06 GMT Unit 3.2 Fraternalization & Sexual Harassment			

E. TRAINING (cont)	YES	NO	N/A
g. CPD-GMT07-033 FY06 GMT Unit 3.3 Sexual Assault			
h. DOD-IAA-V2.0 DOD Information Assurance Awareness			
i. JKDDC-TIP-1 Trafficking in Persons Basic Awareness Training			
j. JOB-Level B Level B - Code of Conduct (SERE 100)			
k. NPDC-CWI-1 COLD WEATHER INJURIES			
l. NPDC-HWI-1 HOT WEATHER INJURIES			
m. NPDC-SAEDA-1 SAEDA BRIEFING			
n. NPDC-USAV-1 UNITED STATES ARMY VALUES			
2. IA has PT gear in possession (mark a and b NA if traveling to NMPS Norfolk).			
a. Navy T-Shirt (IA traveling to NMPS Norfolk first will be issued gear – mark N/A).			
b. Navy Shorts (IA traveling to NMPS Norfolk first will be issued gear – mark N/A).			
c. Navy Sweatsuit (pants and shirt).			
d. Running Shoes.			

F. PERSONAL AFFAIRS RELATED	YES	NO	N/A
1. IA's family has been provided the IA Family Handbook.			
2. IA's family has been provided contact information for Command IA Coordinator and Ombudsman.			
3. IA's family has member's complete name, rank, SSN and command name for emergency purposes.			
4. IA has documentation to support continued enrollment in Exceptional Family Member (EFM) programs.			
5. IA has copy of current Family Care Certificate (required for single parents and dual military parents only).			
6. IA verified dependent DEERS enrollment and ID Cards, arrangements made if ID card(s) expire during deployment.			
7. Fleet and Family Support Center Pre-deployment Brief Completed.			

G. LEGAL	YES	NO	N/A
1. IA counseled regarding importance of a will (although a will is not required, it is highly recommended).			
a. Page 2 updated to reflect location of current valid will (mark N/A only if IA elects no will).			
2. IA has of current power(s) of attorney in possession (mark N/A only if IA elects NO power of attorney(s)).			
3. Mobilized Reserve IA has pre-mobilization legal briefing scheduled.			