



DEPARTMENT OF THE NAVY

NAVY RECRUITING DISTRICT OHIO

P.O. BOX 3990

COLUMBUS, OHIO 43218-3990

NAVCRUITDISTOHIOINST 1754.1C

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1 0 OCT 2014

NAVCRUITDISTOHIO INSTRUCTION 1754.1C

From: Commanding Officer, Navy Recruiting District Ohio

Subj: PERSONAL FAMILY READINESS SUPPORT FOR INDIVIDUAL
AUGMENTEES AND THEIR FAMILIES

Ref: (a) OPNAVINST 1001.24
(b) NAVADMIN 099/09
(c) NAVADMIN 293/08

Encl: (1) Sample Family Sponsor Designation Letter
(2) IA Sailor Checklist and Itinerary
(3) IA Sailor Family Tracker
(4) Links to important IA websites

1. Purpose. Provide assistance and support services to family members of NRD Ohio personnel in an Individual Augmentation (IA)/Individual Augmentee Manpower Management (IAMM)/Overseas Contingency Operation Support Assignment (OSA)/Officer Global Support Assignment (GSA) deployment status in accordance with references (a) through (c).

2. Cancellation. NAVCRUITDISTOHIOINST 1754.1B.

3. Background. The Navy continues to successfully deploy Sailors in support of Overseas Contingency Operations (OCO) and their families play a major role in Navy mission success. Family involvement in preparing for IA assignments is critical.

4. Responsibilities.

a. The Command Master Chief is responsible for administering this program and assigning sponsors for family members.

b. The Administrative Department will prepare sponsor designation letters (enclosure (1)).

c. Sponsor responsibilities are defined in the sponsor designation letter. Regular contact will be made with the Sailor and family members, ensuring that they are provided support throughout the Sailor's entire individual augmentation

Process. All contacts will be documented on the IA Sailor Family Tracker (enclosure (2)) and submitted to the Command IA Coordinator (CIAC). Sponsors shall contact the IA Sailor and the Sailor's family at least once per month.

d. The CIAC is responsible for maintaining the Navy Family Accountability and Assessment System (NFAAS). CIAC updates about contact with the Sailor and family members will be added to the NFAAS database at least once per month. Additionally, the CIAC will prepare the IA Sailor Checklist and Itinerary (enclosure (3)) upon receipt of member's augmentation orders.

e. The Command Ombudsman will be provided all contact information for the IA Sailor's family members to maintain monthly communication with the family.

f. Links to important IA information is provided in enclosure (4).


ERIC A. SHAFER

Distribution:
Electronic only, via:
<http://www.cnrc.navy.mil/Ohio/Latest-info.htm>

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Sample Family Sponsor Designation Letter

1754
Code 00
Date

From: Commanding Officer, Navy Recruiting District Ohio
To: **FAMILY SPONSOR NAME**

Subj: DESIGNATION AS FAMILY SPONSOR

Ref: (a) NAVCRUITDISTOHIOINST 1754.1C

Encl: (1) ECRC IA Deployed Personnel Family Tracker

1. Per reference (a), you are assigned as a sponsor for the family of **MEMBER NAME**, who is executing IA deployment orders to **COMMAND**.

2. At a minimum, your responsibilities for this assignment are as follows:

a. Upon receipt of this letter, make initial contact with family members listed in enclosure (1) identifying yourself as their command sponsor during IA deployment.

b. On a monthly basis, you will make contact with each family member and each Sailor ensuring they are doing well and offer assistance with any issues they may have. You will also contact them on special occasions and holidays to ensure any needed support is identified. Report contacts made to CMC and keep tracking sheet up to date.

3. The above steps are not all inclusive, but rather a set of guidelines to assist you in being a good sponsor.

ERIC A. SHAFER

Enclosure (1)

IA Sailor Checklist and Itinerary

Rate/Rank: _____ Name: _____

Spouse's Name: _____

Children's Names and ages: _____

Current Contact Information:

Address: _____

Home Phone: (____) _____ Cell Phone: (____) _____

Family moving? (future address)

Address: _____

New Phone Number: (____) _____

E-mail address: _____@_____

Alternate: _____@_____

Facebook or other social media: _____

Assigned Sponsor: _____

_____ CIAC received copy of orders (date received).

_____ CIAC received copy of NKO Certificates for
required courses listed on ECRC Checklist (completed within 60
days of deployment).

_____ CIAC received copy of completed ECRC
checklist (date received).

ITINERARY:

1 ST Stop	Reason	Arrival Date
2 nd Stop	Reason	Arrival Date
3 rd Stop	Reason	Arrival Date
Ultimate Activity	Reason	Arrival Date

Estimated Return Date from Augmentation: _____

Confirmed Return Date from Augmentation: _____

Requires PDHA? Yes No Date Completed: _____

Requires PDHRA? Yes No Date Completed: _____

Follow On Assignment from Augmentation: _____

CIAC at follow on assignment: _____

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Important Augmentation Links

<http://www.cffc.navy.mil/index.htm>
Fleet Forces Command

<http://www.ia.navy.mil>
Navy IA Website

<http://www.public.navy.mil/ia/pages/faq.aspx>
IA FAQ's

<http://www.public.navy.mil/ia/pages/links.aspx>
IA Resources Links

<http://www.ecrc.navy.mil/>
Expeditionary Combat Readiness Center Website

Enclosure (4)