

**NAVY FAMILY ACCOUNTABILITY AND
ASSESSMENT SYSTEM (NFAAS)**

Command IA Coordinator Users Guide

Version 1.6



February 2012

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Change History

The following Change History log contains a record of changes made to this document. Entries should be made in descending order, with **most recent** changes at the top of table.

Published / Revised Date	Version	Author(s)	Section / Nature of Change
23 Feb 2012	1.6	SSC-Pacific	Updated for NFAAS 3.8 and internal peer reviews.
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31 Mar 2010	1.3	SSC-Pacific	Updated for NFAAS 3.2 and new UIC pull feature.
13 Jul 2009	1.2	SPAWAR	Major changes to CIAC pages in NFAAS 2.9.5
16 Oct 2008	1.1	SPAWAR	Added items to Command IA tab
15 Oct 2008	1.0	SPAWAR	Initial Version for NFAAS 2.8.2

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1 General Information

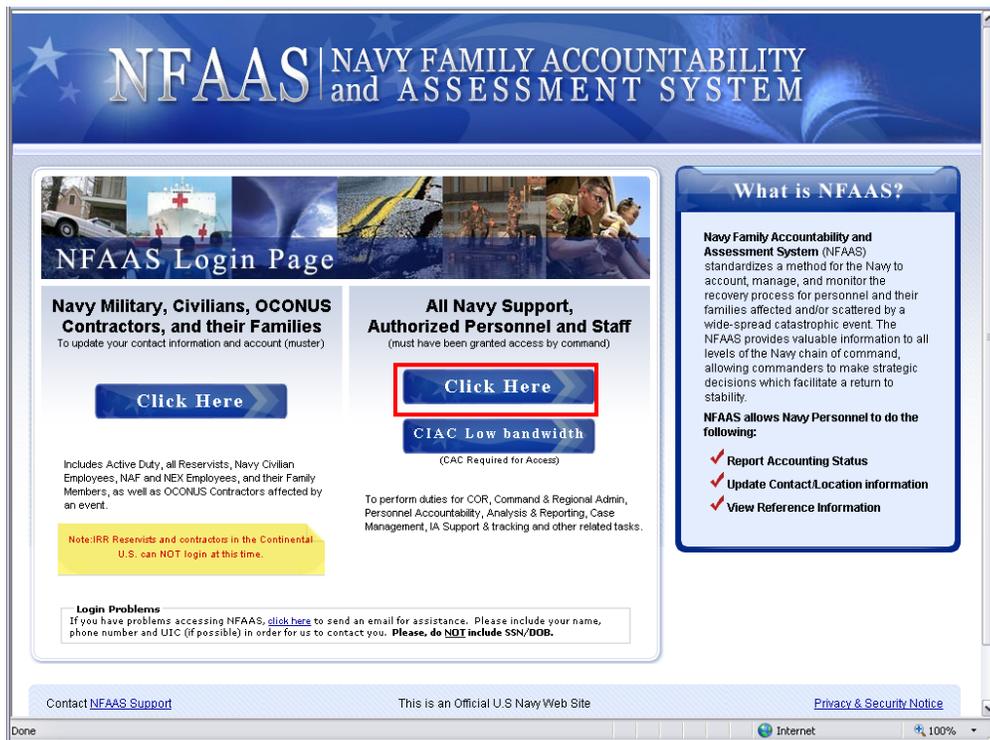
This Users' Guide is for all Command Individual Augmentee (IA) Coordinators (CIACs); pronounced "kayaks".

1.1 Login to NFAAS

- a. Navigate to the NFAAS Support System using an internet browser

<https://navyfamily.navy.mil>

- b. Make sure your Common Access Card (CAC) is in the reader, and then click the upper button on the right (for "All Navy Support, Authorized Personnel and Staff").



Note: If you are not authorized to log in, a CO Representative (COR) or another CIAC must add you as a CIAC for your assigned UIC.

The lower button is for CIACs on board ships, or on slow networks, to access the "Low Bandwidth" CIAC pages of NFAAS.

2 Home

- The first screen visible after logging in is the “Home” page. This page is refreshed often, so the layout and content may be different than shown below.
- You will have the following tabs: **Home, Command, Personnel, Cmd IA Files, Reports, Reference, My Info, Upload, Data, and Help.**
- There is a link to the “Low Bandwidth” version of the NFAAS CIAC pages right below the Logout button. **Tip:** If you are on a low-bandwidth network, bookmark that page to avoid returning to the normal login page on later visits.

The screenshot displays the NFAAS (Navy Family Accountability and Assessment System) Home page. The page features a navigation bar with tabs: Home, Command, Personnel, Cmd IA Files, Reports, Reference, My Info, Upload, Data, and Help. A 'Logout' button is located in the top right corner, with a link to 'CIAC/Training Low Bandwidth' below it.

The main content area is divided into several sections:

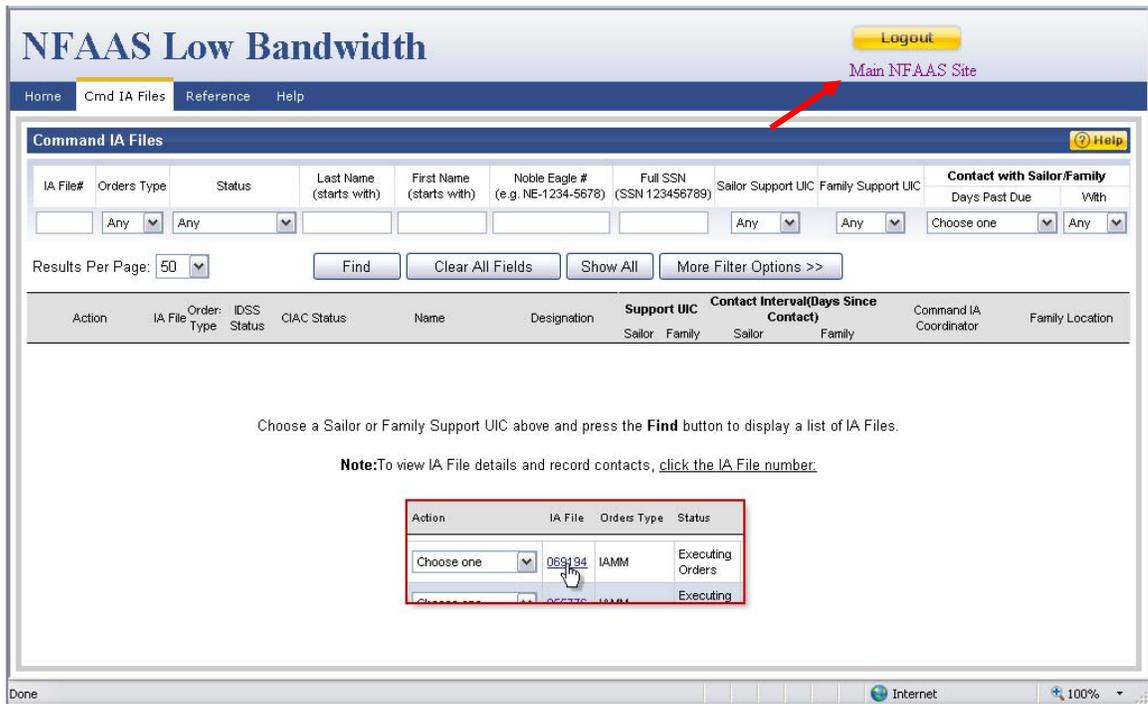
- Announcements-NFAAS Updated:** A prominent announcement states 'July, 2011: NFAAS has been updated'. It highlights 'NEW UIC UPDATE CAPABILITY AVAIL' and provides instructions for Command Representatives (CORs) to update the UIC for a sponsor. A list of steps includes finding the sponsor and clicking 'Update UIC'.
- Citadel Rumble 11 Exercise:** A red banner reads 'Citadel Rumble Has Begun!'. Below it, a notice states: '18 July 2011: Personnel in the following Geographical Area of Interest (GAOI) have been ordered to account for event "CR-11".'
- Hot Topics:** This section includes links to 'Mississippi River Flooding Resource Information (PDF)' and 'Japan Earthquake/Tsunami helpful Resources (PDF)'. It also mentions 'DADT Repeal Training'.
- Online Training:** A section titled 'Command IA Coordinator (CIAC) and CO Representative (COR)' provides information about upcoming online training sessions, including a note that no registration is required and an audio dial-in number (866-780-0335).
- 24-Hour Navy Emergency Coordination Center:** A yellow box provides contact information: 1-877-414-5358 or 1-866-827-5672, and the ECRC 24-Hour IA Family Helpline: 1-877-364-4302.
- Navy Don't Ask, Don't Tell (DADT) Repeal Training Documentation and Reporting:** A section detailing the repeal of Title 10, United States Code, Section 654, and the designation of the Commander, U.S. Fleet Forces Command (USFF) as the lead for the repeal.

The browser status bar at the bottom shows 'Done' and 'Internet'.

2.1 Low Bandwidth Pages

The “Low Bandwidth” CIAC pages of NFAAS are for CIACs on board ships, or on slow networks as they have fewer graphics to reduce load times.

- Click on the “Low Bandwidth” link under the **Logout** button. The “Cmd IA Files” page appears.
- This is the default page for the Low Bandwidth version of NFAAS. Note that only a few NFAAS tabs have low bandwidth versions.
- To return to the fully-functional version of NFAAS, click the “Main NFAAS Site” link under the **Logout** button.



Note: If you are on a ship or a low-bandwidth network, bookmark this page to avoid returning to the normal login page on later visits!

3 My Info Tab

- a. Click on the **My Info** tab. The “My Info” page appears.
- b. Click on User Account link seen on the left of the page. Verify that your “User Type” is “Command IA Coordinator”.
- c. Verify your Rate/Rank and UIC(s).

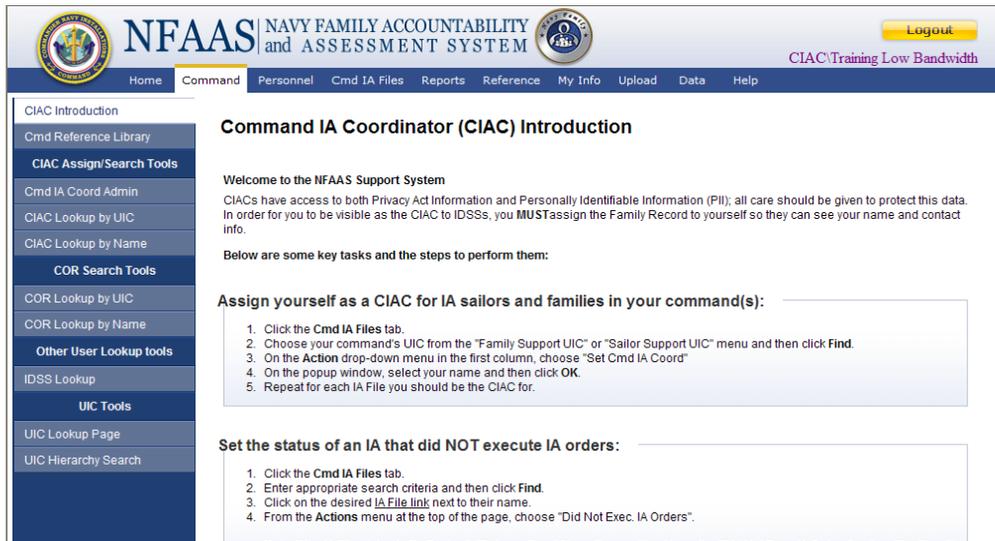
The screenshot shows the NFAAS 'My Info' page. The header includes the NFAAS logo and the text 'NAVY FAMILY ACCOUNTABILITY and ASSESSMENT SYSTEM'. A navigation menu contains 'Home', 'Command', 'Personnel', 'Cmd IA Files', 'Reports', 'Reference', 'My Info', 'Upload', 'Data', and 'Help'. A 'Logout' button is in the top right. A sidebar on the left lists: '1. Summary', '2. Contact Information', '3. Family Member Info', '4. User Account', and '5. Reset Password'. The main content area is titled 'Support System Info' and displays 'User Type: Command IA Coordinator' and 'Command IA UIC(s): 66001, ATUA1'. A red box highlights the UIC information.

- d. **Summary** shows your contact and family information.
- e. **Contact Information** allows you to edit your information.
- f. **Family Member Info** allows you to add a family member.
- g. **Reset Password** allows you to change your username and password.

4 Command Tab

4.1 CIAC Introduction

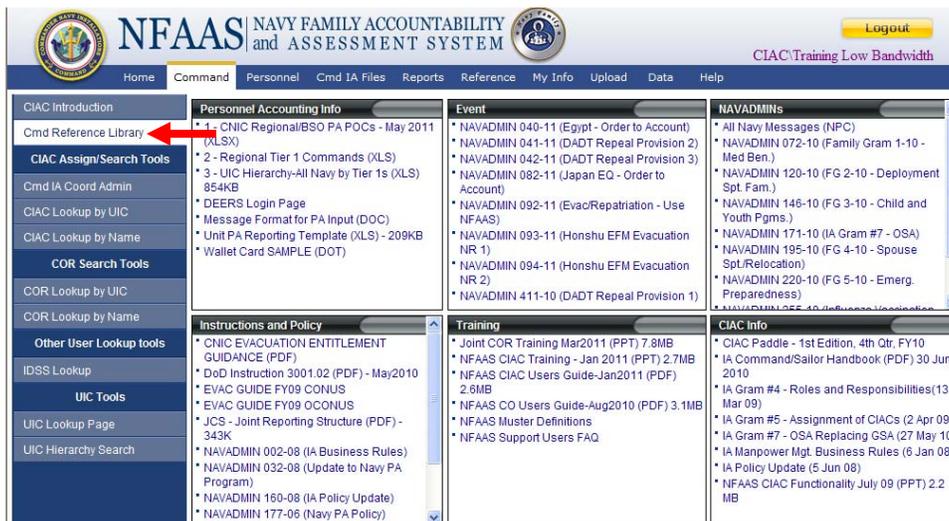
- Click on the **Command** tab. The “CIAC Introduction” page appears.
- Read this page to understand the capabilities and responsibilities as a CIAC user of NFAAS. It also serves as a “Quick Reference Guide”. Just scroll down the page until you find the task you want to do.



4.2 Cmd Reference Library

This page has many useful documents, training slides, and relevant Navy messages.

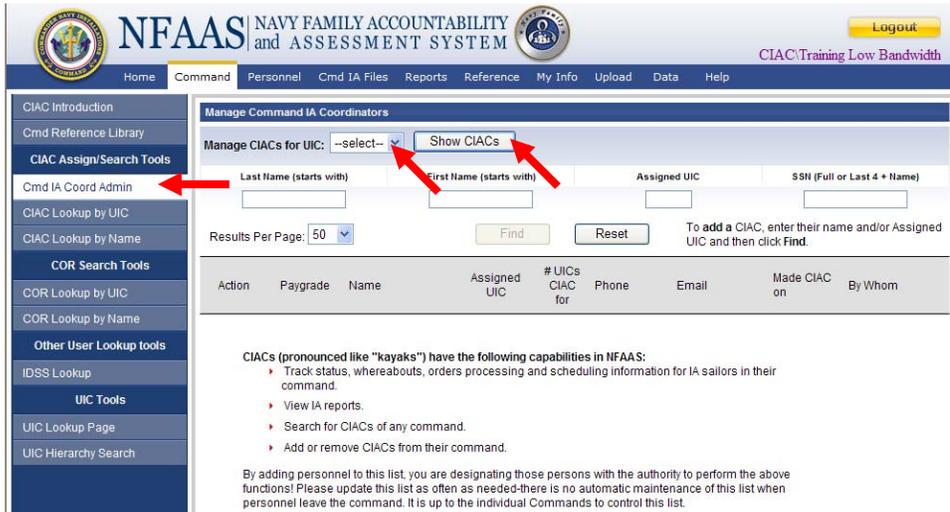
- Click on the **Command** tab (if not on that page already).
- Click the **Cmd Reference Library** link on the left menu. Several panes of information are displayed.



- Clicking on links will either open another window, or give you the option to view or download files – indicated with “(DOC)”, “(PPT)”, etc.

4.3 Cmd IA Coord Admin

- Click on the **Command** tab (if not on that page already).
- Click the **Cmd IA Coord Admin** link on the left menu.
- Choose a UIC from the drop down menu and click **Show CIACs** to see a list of CIACs for that UIC.



- To remove CIACs, click the **Remove** button next to their name.



IMPORTANT: If you remove yourself from the last UIC you are a CIAC for, you will not be able to log back in!

- You can only add CIACs to one UIC at a time (i.e., the UIC in the pull down menu at the top of the page).

Enter a desired CIAC's Name, Assigned UIC, or SSN and then click the **Find** button.

Note: You can type in *any* UIC in the Navy when searching for personnel to add.

Click the **Add** button next to their name to add them as a CIAC.

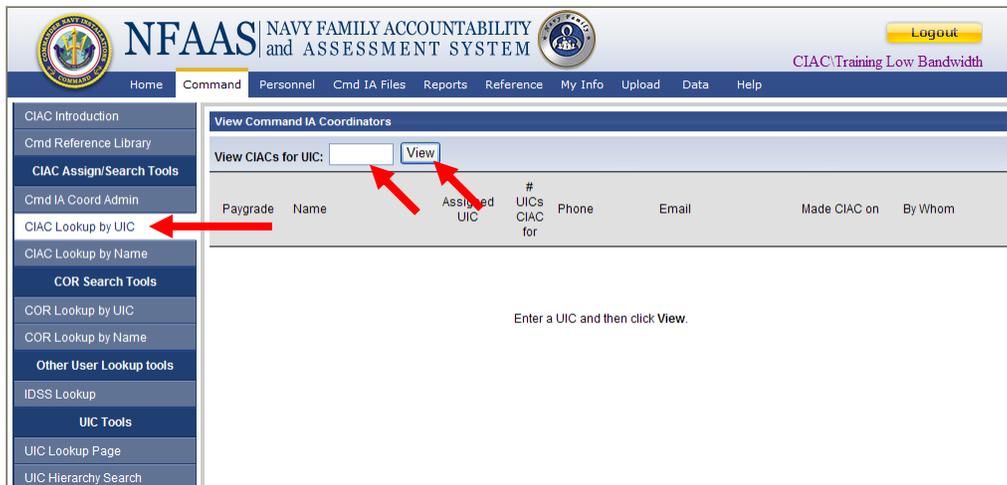


Note: Only personnel with EDIPI (registered CACs) will have an Add button.

4.4 CIAC Lookup by UIC

You can view a list of CIACs for any UIC in the Navy. This is helpful if you need to contact them to request being added as a CIAC for their UIC.

- a. Click on the **Command** tab (if not on that page already).
- b. Click the **CIAC Lookup by UIC** link on the left menu.
- c. Enter the UIC of interest and click the **View** button.

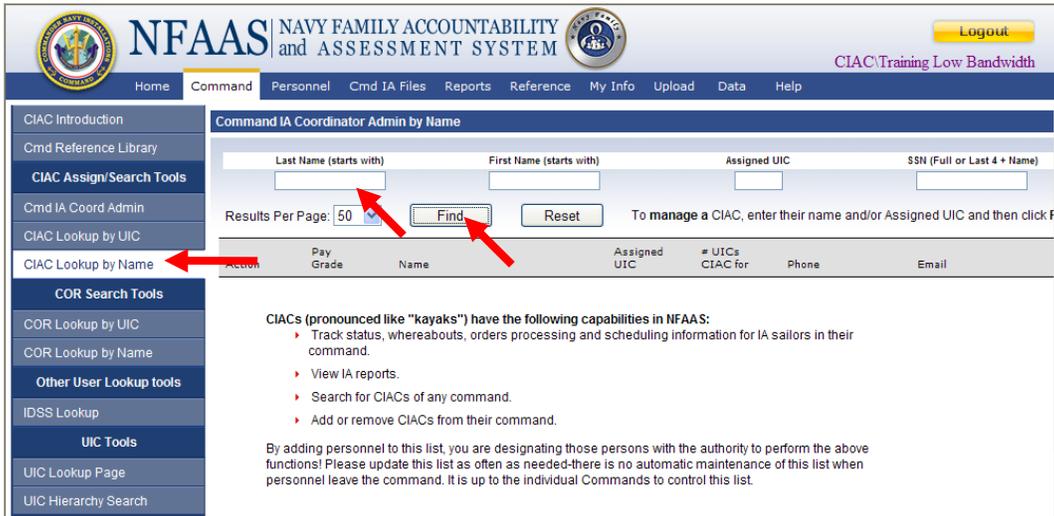


- d. You can call them, or click on their email link to send them an email.

4.5 CIAC Lookup by Name

You can view a list of CIAC Administrators by name for any UIC in the Navy.

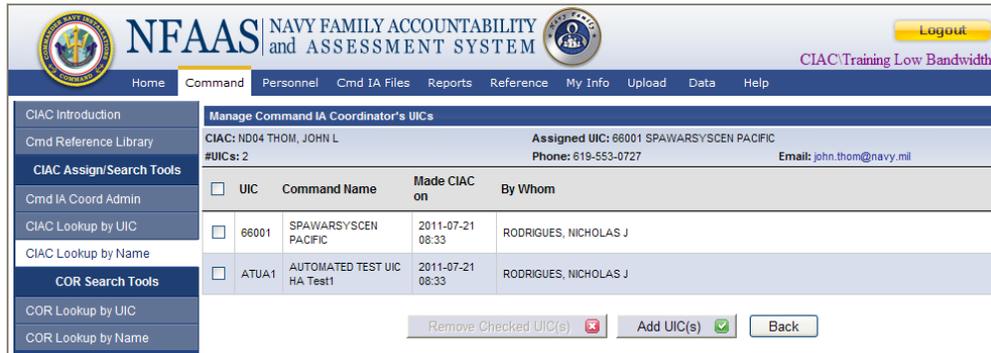
- a. Click on the **Command** tab (if not on that page already).
- b. Click the **CIAC Lookup by Name** link on the left menu.
- c. Enter Last Name, First Name, Assigned UIC, or SSN of interest and click the **Find** button.



4.5.1 Manage

You can manage the Command IA Coordinators.

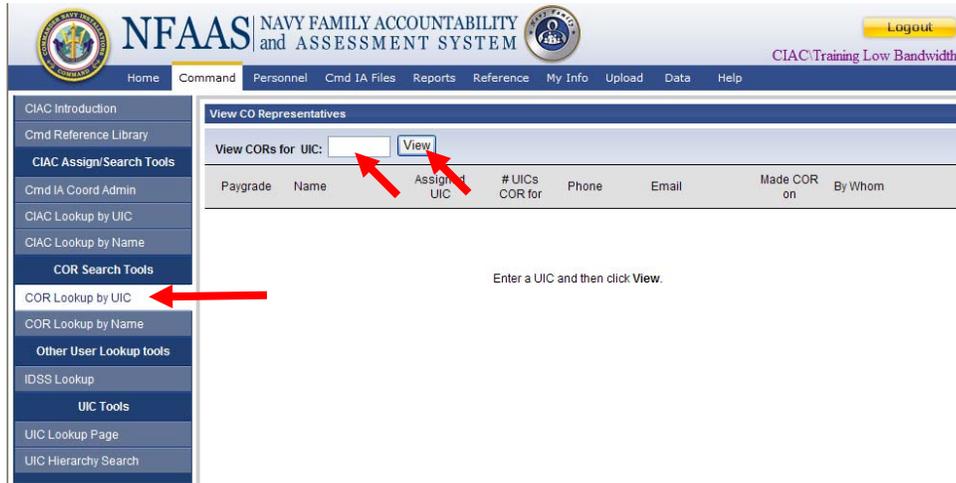
- a. Choose a UIC to manage by clicking on the box next to the UIC.
- b. To remove, click the **Remove Checked UIC** button.
- c. To add a UIC, click the **Add UICs** button.



4.6 COR Lookup by UIC

You can view a list of CORs for any UIC in the Navy. This is helpful if you need to contact them to request being added as a CIAC for their UIC.

- a. Click on the **Command** tab (if not on that page already).
- b. Click the **COR Lookup by UIC** link on the left menu.
- c. Enter the UIC of interest and click the **View** button.

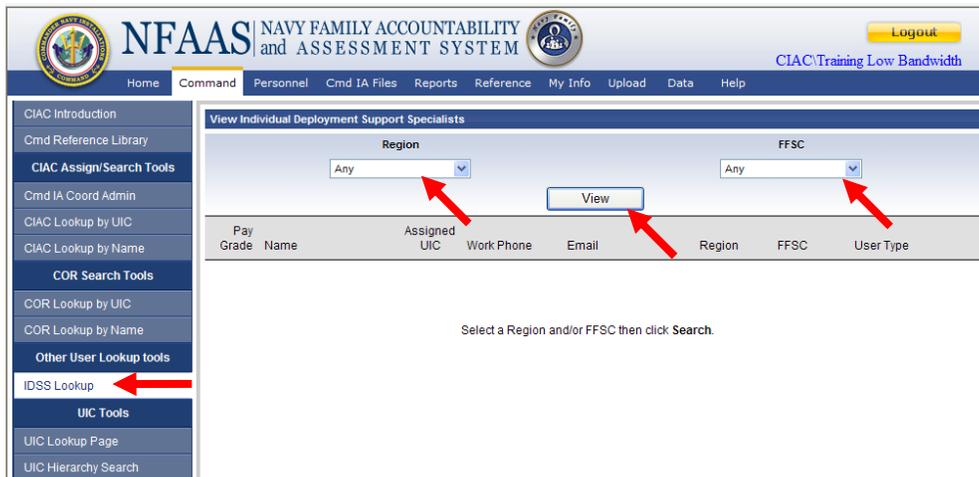


- d. You can call them, or click on their email link to send them an email.

4.7 IDSS Lookup

You can view a list of IDSSs (Individual Deployment Support Specialists) for any Region or FFSC in the Navy. This is helpful if you need to contact them regarding closing an IA File or ask them to assign an IA File to themselves or someone at their FFSC.

- a. Click on the **Command** tab (if not on that page already).
- b. Click the **IDSS Lookup** link on the left menu.
- c. Choose the **Region** or **FFSC** of interest and click the **View** button.

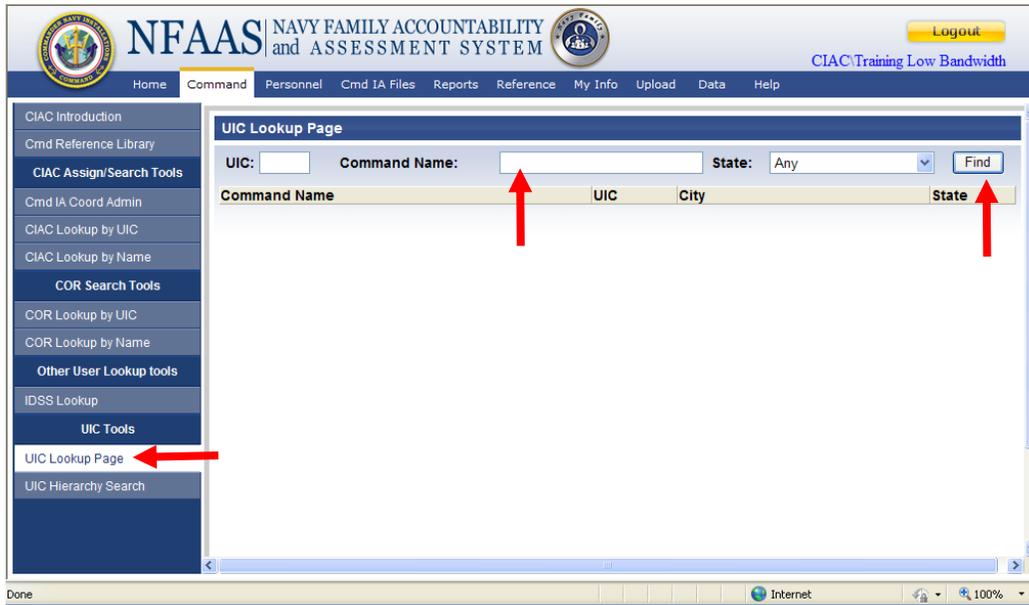


- d. You can call them, or click on their email link to send them an email.

4.8 UIC Lookup Page

This tool is useful for finding a UIC when you know part of the command name (or even the State it's in) but not the actual UIC.

- Click on the **Command** tab (if not on that page already)
- Click the **UIC Lookup Page** link on the left menu.
- Enter any part of the command name (e.g., "FFC") then click **Find**.
- A maximum of 200 results are returned. To narrow down the search you can also specify a State.



- You can double-click on the UIC to select it, and then copy it for pasting in a UIC field on other pages.

Note: Ignore the **Select** and **Cancel** buttons on the bottom of the page as they are not functional for CIACs.

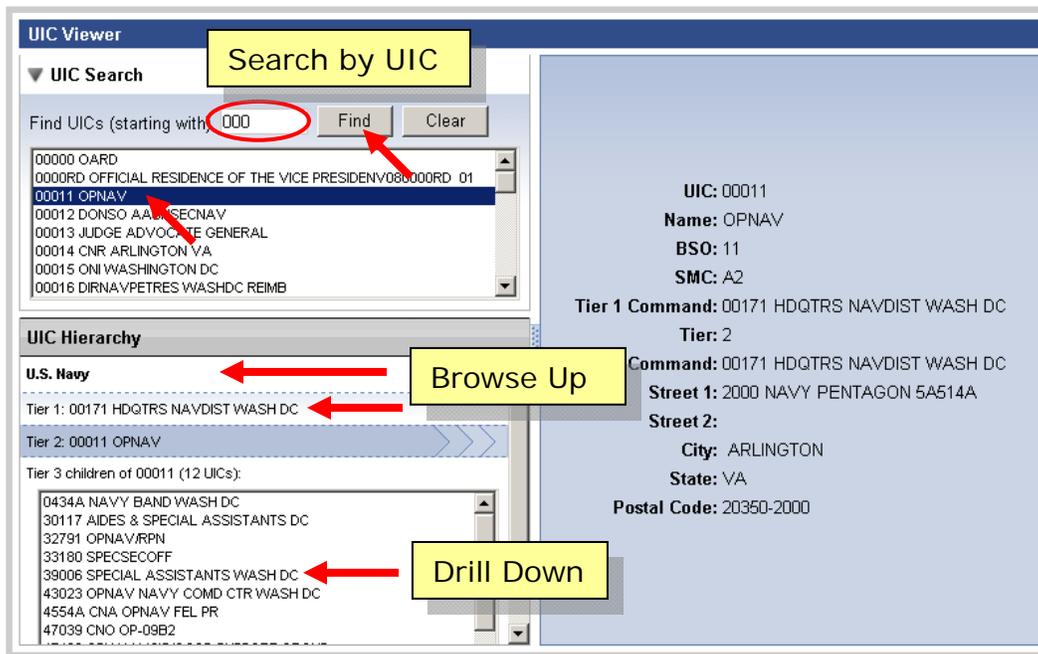
4.9 UIC Hierarchy Search

This tool is useful for searching for a specific UIC and for browsing the UIC hierarchy. If you know the Command Name but not the UIC, use the **UIC Lookup Page** instead to find it.

- a. Click the **UIC Hierarchy Search** link on the left menu. The UIC Viewer is displayed.



- b. To search for a specific UIC, enter it in the “Find UICs” field and click **Find**. Partial UICs will return a list of possible matches. Click on a command to see where it is in the UIC Hierarchy below.



Browse up the Hierarchy by clicking on a higher Tier, or “drill down” into the Hierarchy by clicking on any of the command’s “children” below it.

5 Personnel Tab

The Personnel page is helpful for finding Sponsors anywhere in the Navy. You can search by name, UIC, full SSN, or other criteria. You can only view the Full Profile of Sponsors in the UIC(s) for which you are a CIAC.

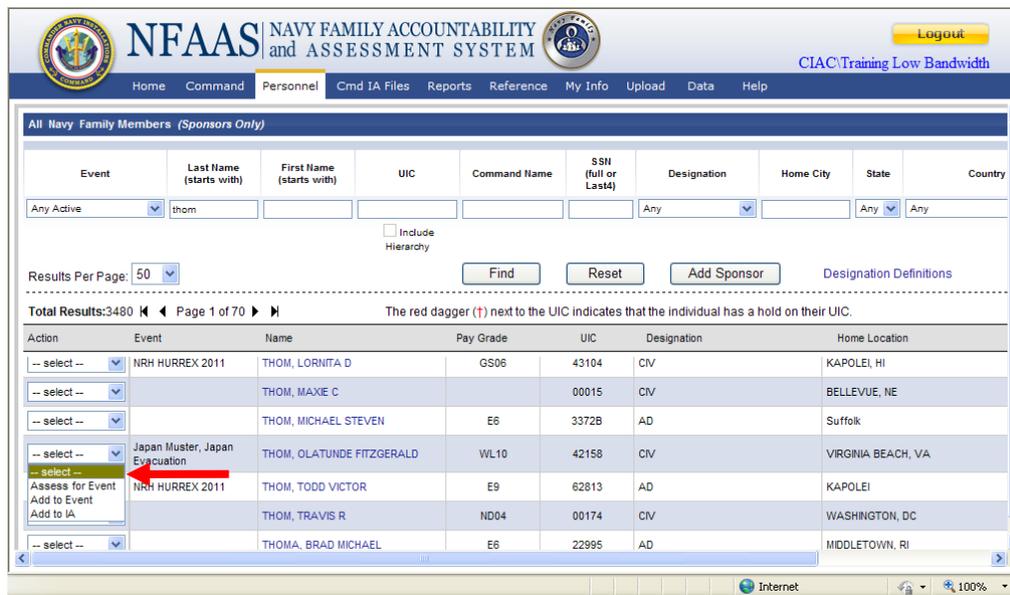
5.1 Search for Personnel

- a. Click on the **Personnel** tab.
- b. Enter any desired search criteria, and then click the **Find** button.

Note: You can change the number of results per page if desired.

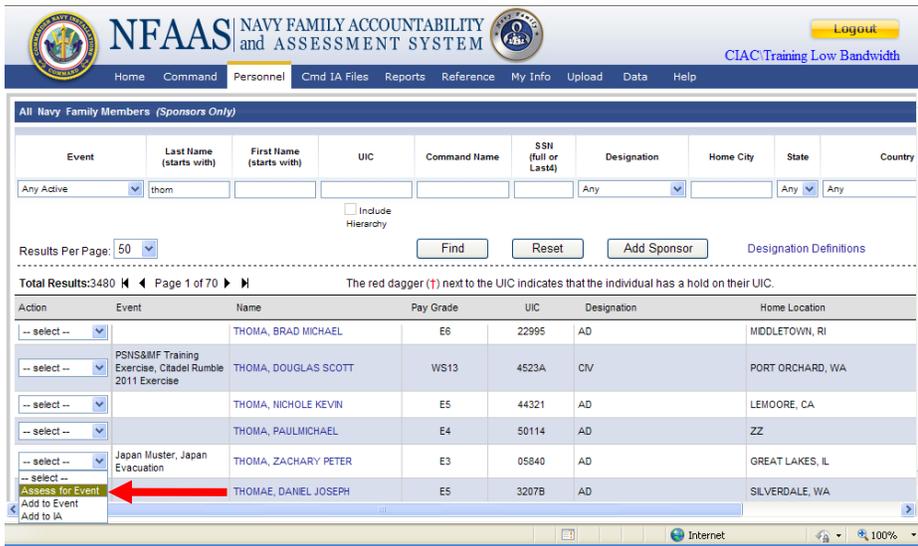


There is an “Action” drop-down menu to the left of each Navy Family Member (NFM). Actions that can be selected from this screen are: **Assess for Event** (if affected by one), **Add to Event**, **Add to IA**, or **Assess for IA** (if allowed).



5.2 Add to Event

- a. From the “Action” drop-down menu to the left of a Sponsor, select **Add to Event**.



- b. The “Add Navy Family Member to Event” popup window will appear.



- c. Click the **Add to Event** button to display the events and click the chosen event. If Family member is in the area, click the box next to the name.
- d. Click the **Reason** to display the list and click the chosen value.

5.3 Add to IA

- a. From the “Action” drop-down menu to the left of a Sponsor, select **Add to IA**.



- b. The “Add Navy Family Member to IA” popup window will appear.



- c. Click the **UIC Lookup** button to select the Sailor Support (and Family Support) UIC.
- d. Click the **Save** button.
- e. From the “Action” drop-down menu to the left of a Sponsor, select **Assess for IA**.
- f. The current “IA Needs Assessment” survey will appear in a separate window as shown below.

IA/GSA Needs Assessment Summary for Training, Andrea Sarah (File ID 40856)

Assessment completed on 2008-04-01 10:18

File ID: 40856 File Status: **Open** Individual Deployment Support Specialist: david.erikson.daas

Print for your records

Close

You can add a comment to your case file at any time:

Add Comment

MEDICAL (Do you or your family need medical help?)	
	<input checked="" type="checkbox"/> Need information only TRICARE 1-800-700-8646 In Espanol 1-877-989-5392
PERMANENT HOUSING (Current Issues)	
	(Not Affected)
PERSONAL PROPERTY (Do you need help shipping and/or storing personal property?)	
	(Not Affected)
FINANCIAL ASSISTANCE (Do you need help with personal finances?)	
	<input checked="" type="checkbox"/> Need financial counseling about how to handle expenses and bills during deployment

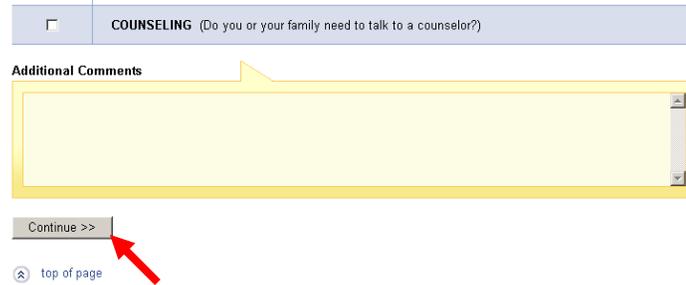
Assessments	
• IA	
Assessment Categories	
MEDICAL	
PERMANENT HOUSING	
PERSONAL PROPERTY	
FINANCIAL ASSISTANCE	
PAY AND BENEFITS	
DoN CIVILIAN EMPLOYEES	
FAMILY EMPLOYMENT	
CHILD CARE	
SCHOOL	
LEGAL SERVICES	
CHAPLAIN	
COUNSELING	

- g. Click the **Close** button to leave it as it is or click any **Edit** button to being making changes.

Step 2 of 3: IA/GSA Needs Assessment Survey for Training, Andrea Sarah

Need Assistance (Check all that apply)	
<input checked="" type="checkbox"/>	MEDICAL (Do you or your family need medical help?) <input type="checkbox"/> Need immediate care from a doctor or hospital <input type="checkbox"/> Need medical help or prescription drugs for a chronic illness more <input type="checkbox"/> Need assistance making an appointment for routine needs more <input checked="" type="checkbox"/> Need information only more Comments: (<i>must check a box above first</i>) <input type="text"/> <small>For additional comments use the bottom of the form.</small>
<input type="checkbox"/>	PERMANENT HOUSING (Current Issues)
<input type="checkbox"/>	PERSONAL PROPERTY (Do you need help shipping and/or storing personal property?)
<input checked="" type="checkbox"/>	FINANCIAL ASSISTANCE (Do you need help with personal finances?) <input type="checkbox"/> Need urgent financial aid/money to handle immediate needs <input type="checkbox"/> Need financial counseling to meet short-term/long-term needs <input checked="" type="checkbox"/> Need financial counseling about how to handle expenses and bills during deployment <input type="checkbox"/> Need information only more Comments: (<i>must check a box above first</i>) <input type="text"/> <small>For additional comments use the bottom of the form.</small>
<input checked="" type="checkbox"/>	PAY AND BENEFITS (Do you need help with your pay, benefits, or allowances?) <input type="checkbox"/> Need assistance with the pay and benefits

- h. For each category, you can check the **Need Assistance** box to see four additional choices with check boxes. (If none are checked, the category will remain “Not Affected”).
- i. Check any needs the IA Family may have and click **Continue >>** when finished.



Note: The Assessment can now be reviewed by an IDSS assigned to the IA file.

5.4 Edit Navy Family Member Information

For personnel in UICs you are a CIAC for, you can edit their family information.

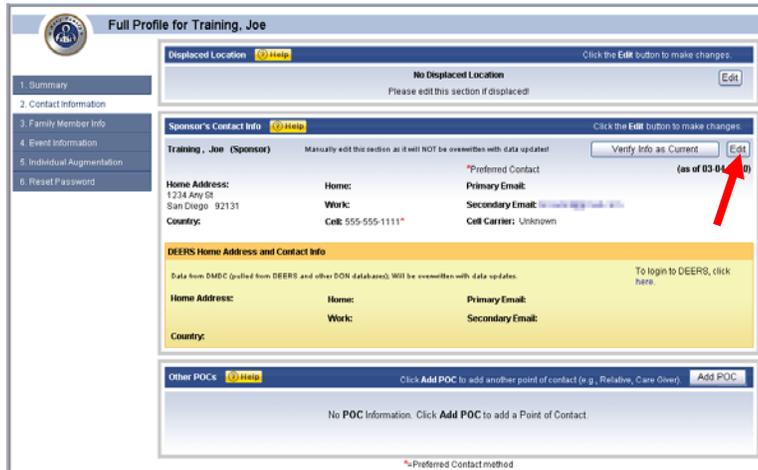
- a. On the **Personnel** page, click on a Sponsor's "Name" link.



- b. The "Full Profile" page opens with the Summary.
- c. Click the **Contact Information** link on the left menu.

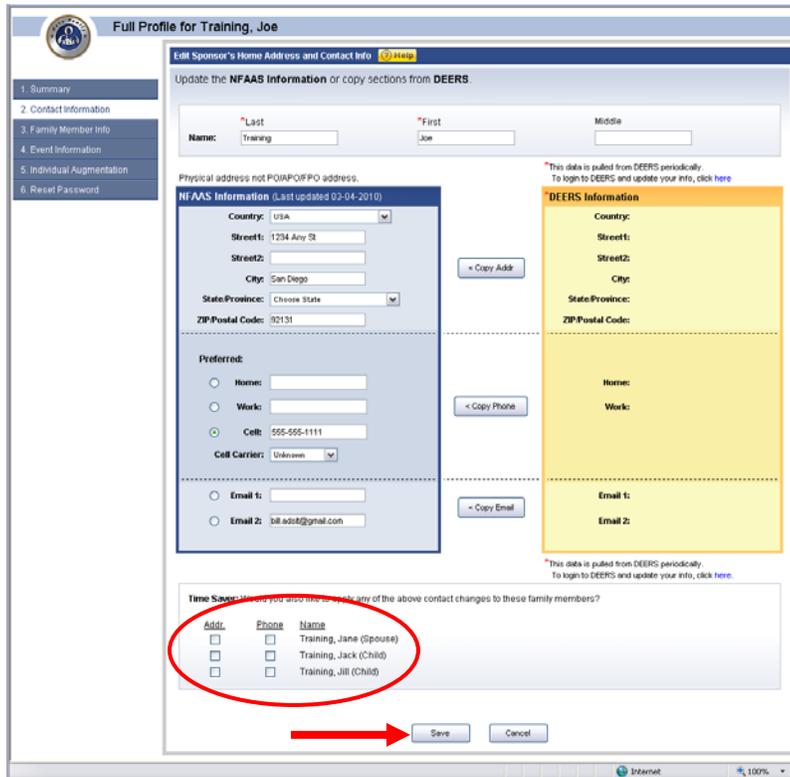
You can edit any information about Displaced Location (if any), Sponsor's Contact Information, and Other Points of Contact (POCs).

- d. Click the **Edit** button in a pane to change information in that pane. (E.g. the "Sponsor's Contact Info" pane)



5.5 Contact Information

- a. Click the **Edit** button on the “Sponsor’s Contact Info” pane. The “Edit Sponsor’s Home Address and Contact Info” window opens.



- b. You can add or update information in each of the fields.
- Note:** The “Cell Carrier” field is to support text messages (via SMS) for emergency alerts.
- c. If the DEERS data is more current, you can copy each section with a single click of a “< Copy” button.
- d. If multiple family members have moved to a new location, you can update their address (and/or phone numbers) by checking the appropriate “Time Saver” boxes.

- e. Click the **Save** button when complete.

5.6 Family Member Information

- a. On the “Full Profile” page, click the **Family Member Info** link on the left menu.



- b. Click the **Add Member** button to add a family member.
- c. If the information is already correct, click the **Verify Info as Current** button to record it as being valid as of the current date
- d. Click the **Edit** button for a family member to change their information, (E.g., “Spouse”. See the next page).
- e. Click the **Remove** button for a family member to remove them from the page (e.g., due to duplicates, or a divorce).



Note: You *can not* **Remove** a family member if they are required to muster for an active event.

“Edit Family Member” page (for Jane Training, the sponsor’s spouse):

The screenshot shows a web browser window with the title "Full Profile for Training, Joe". The main content area is titled "Edit Family Member" and contains the following elements:

- Name Section:** Fields for Last (Training), First (Jane), Middle, and Family Member Type (Spouse). A red circle highlights the Family Member Type dropdown.
- NFAAS Information Section:** Fields for Country (USA), Street1, Street2, City, State/Province (Choose State), ZIP/Postal Code, Home, Work, Cell, and Email. Includes a "Copy Addr" button.
- DEERS Information Section:** Fields for Country, Street1, Street2, City, State/Province, ZIP/Postal Code, Home, Work, and Email. Includes a "Copy Phone" button.
- Time Saver Section:** A table with columns "Addr", "Phone", and "Name". Two rows are shown: "Training, Jack" and "Training, Jill". Red circles highlight the checkboxes in this section.
- Buttons:** "Save" and "Cancel" buttons at the bottom. A red arrow points to the "Save" button.

- f. You can add or update information as needed. Address or phone changes can be applied to other family members by checking the “Time Saver” boxes at the bottom of the page.
- g. Click the **Save** button when complete.

6 Cmd IA Files Tab

The **Cmd IA Files** tab is where CIACs can review the IAs in their command(s) whether Under Orders, Executing Orders, or Returned from deployment.

6.1 Search for IAs

- a. Click on the **Cmd IA Files** tab. The “Command IA Files” page appears.
- b. Choose a Sailor Support UIC and then click the **Find** button.

Note: You can enter any desired search criteria to filter the results, (e.g., Status, Name, Noble Eagle #, etc.). The “Days Past Due” filter option is based on the contact interval and the days since last contact (shown in parentheses) for the Sailor, Family or either one (“Any”).

The screenshot displays the NFAAS Command IA Files search interface. At the top, there is a navigation bar with the NFAAS logo and the text "NAVY FAMILY ACCOUNTABILITY and ASSESSMENT SYSTEM". Below this is a search form with various filters. A red arrow points to the "Find" button. Below the search form, there is a table with columns for "Action", "IA File", "Orders Type", "IDSS Status", "CIAC Status", "Name", "Designation", "Support UIC", "Contact Interval", "Days Since Contact", "Command IA Coordinator", and "Family Location". A red box highlights a row in the table with a "Choose one" dropdown menu, the number "063194", and the status "Executing Orders".

- c. You can only see personnel in UICs you are a CIAC for. Sponsors with the following types of orders are included on this page:
 - GSA – GWOT (Global War on Terror) Support Activity
 - HSAP – Health Services Augmentation Program
 - IAMM – IA Manpower Management
 - RC – Reserve Component
 - UNK – Unknown

Note: IA Files with a CIAC Status of “Closed” are not shown unless “Closed” is explicitly selected on the Status filter menu.

- d. Click the **More Filter Options >>** button to see a second row of filters as shown below:

Note: There is an “Action” drop-down menu to the left of each Sponsor. See the following pages for details.

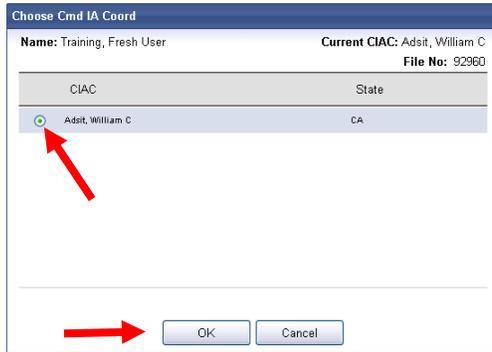
6.2 Set Cmd IA Coord

This is a very important step that all CIACs must perform for their IA Sailors so that IDSSs, the Navy Family Member, and other users of the system can see which CIAC is responsible for them!

- a. From the “Action” drop-down menu to the left of the desired Sponsor, select **Set Cmd IA Coord** from the menu.

Action	IA File	Orders Type	IDSS Status	CIAC Status	Name	Designation	Support UIC	Contact Interval (Days Since Contact)	Command IA Coordinator	Family Location
Choose one Choose one Set Cmd IA Coord Add Comment Update UIC	102020NK	Open	Under Orders	Training, Charlie Alpha	Active Duty	NNNNN NNNNN	Every Month (Never)	Every Month (Never)	None	Alexandria, VA

- b. The “Choose CIAC” window will appear.
- c. Click the radio button next to the desired CIAC and then click **OK**.

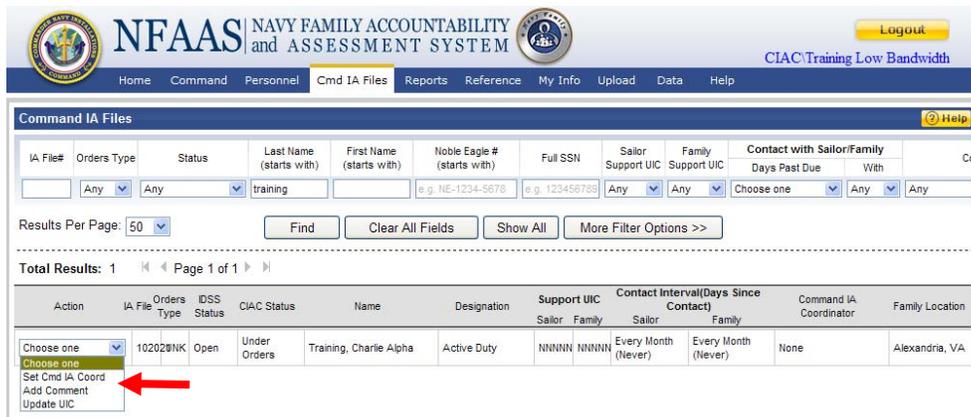


- d. To find IAs without CIACs assigned to them, choose “Not Assigned” from the “Command IA Coordinators” filter in the top-right corner of the page then click **Find**.

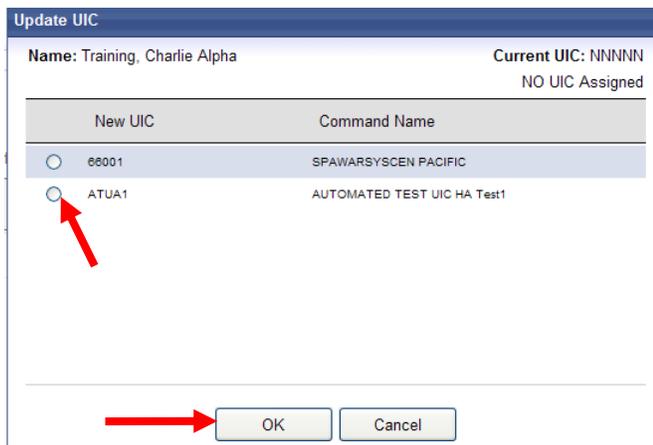
6.3 Update UIC

If an IA Sailor is showing up in the wrong UIC, a CIAC can “pull” them into any of the CIAC’s UICs.

- a. From the “Action” drop-down menu to the left of the desired Sponsor, select **Update UIC** from the menu.



- b. The Update UIC window will appear. Click a radio button next to the desired UIC to “pull” the sailor into that UIC.



- c. Click the **OK** button to update their UIC.
- d. After the UIC is updated, a different CIAC can be selected in their new UIC. The “Choose CIAC” window will appear automatically:

Choose CIAC

Name: DOBBS, CHRISHINDA RENIS **File No:** 066033

Click on headers to sort data

CIAC ^	UIC	State
<input checked="" type="radio"/> Adsit, William	61463	CA
<input type="radio"/> MARLOWE, KEVIN	61463	VA

OK Cancel

- e. Click a radio button and then click **OK** to select another CIAC, or click **Cancel** to leave the CIAC as-is.

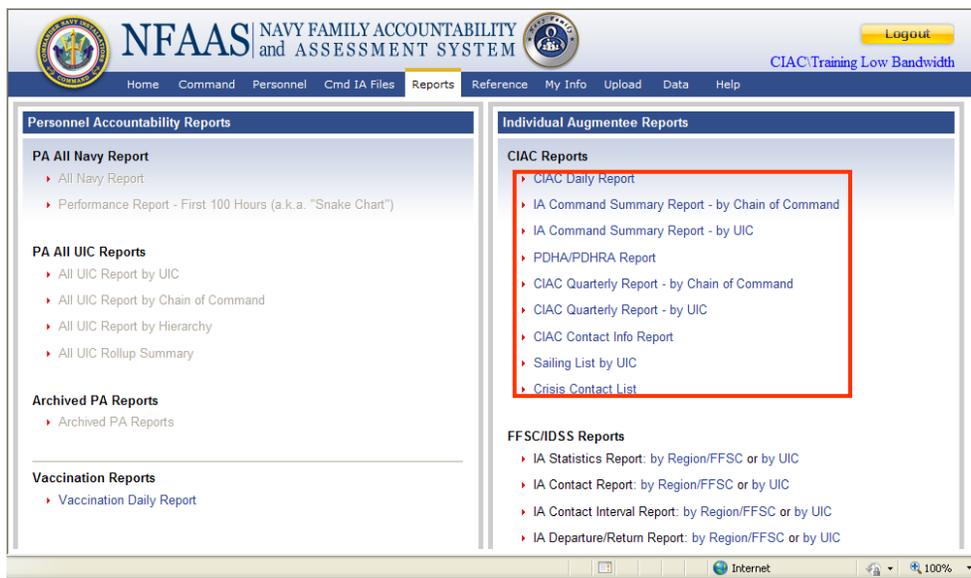
Note: If the IA Sailor gets moved to a different UIC after a data refresh, you may need to repeat this procedure.

If an IA sailor shows up in one of your UICs, but *should be* in another UIC, contact a CIAC of that UIC and ask them to Update the IA Sailor’s UIC (“pulling” them into one of their UICs).

7 Reports Tab

7.1 View Reports

- Click the **Reports** tab to display the reports page.
- CIACs can click on the enabled links to view those types of reports. (Some reports will require you to choose from a drop-down menu or enter a UIC, and then click a **View Data** button).
- The most useful reports for CIACs are the **IA Command Summary Report** (by UIC and Chain of Command)
- Click the **Reports** tab again to return to the main Reports page.



7.2 IA Command Summary Report by UIC

- a. Click the “IA Command Summary Report - by UIC” link.
- b. On the report form, enter a Sailor Support UIC and (optionally) choose a status or CIAC to filter the results, then click **View Data**.
- c. The results will appear below the form as shown:

UIC: 66001

Sailor Status: Any

Assigned CIAC Last Name:

Assigned CIAC First Name:

[View Data](#) [Download Excel](#) [Reset](#)

[Hide Form](#)

Results 1-4 of 4

Sailor Name	Sailor Rank/Rate	Sailor Support UIC	Sailor Support Command	BSO	SMC	Family Support UIC	Family Support Command	Family Support BSO	Family Support SMC	Assigned CIAC Name	Command Sailor Contact Interval	Command Sailor Latest Contact Date	Command Sailor Next Follow Up	Command Family Contact Interval	Command Family Latest Contact Date	Command Family Next Follow Up
SPONSOR, TEST D		66001	SPAWARSYSCEN PACIFIC	39	9C	66001	SPAWARSYSCEN PACIFIC	39	9C		Every Month	08-06-2010	09-06-2010	Every Month	08-06-2010	09-06-2010
TESTYON, RICHARD	CAPT	66001	SPAWARSYSCEN PACIFIC	39	9C	66001	SPAWARSYSCEN PACIFIC	39	9C		Every Month	11-10-2010	12-10-2010	Every Month	11-10-2010	12-10-2010

- d. Make a note of the values in the Sub-Manpower Claimant (SMC) and Budget Submitting Office (BSO) columns. You will need them for the Chain of Command report described in the next section.
- e. Click the **Reset** button to start a new report.
- f. Click the “Hide Form” link to use more of the window for the results.
- g. Click the **Download Excel** button to open the results in a MS Excel spreadsheet where you can sort, filter, or save the results.

7.3 IA Command Summary Report by Chain of Command

This report is *especially* helpful for CIACs of Reserve NOSCs with many UICs.

- a. Click the “IA Command Summary Report - by Chain of Command” link.
- b. On the report form, choose the desired Budget Submitting Office (BSO) and Sub-Manpower Claimant (SMC), then click **View Data**. (If you don’t know these values, use the “Family Status Report by UIC” report and note the values in the third and fourth columns).
- c. The results will appear below the form as shown:

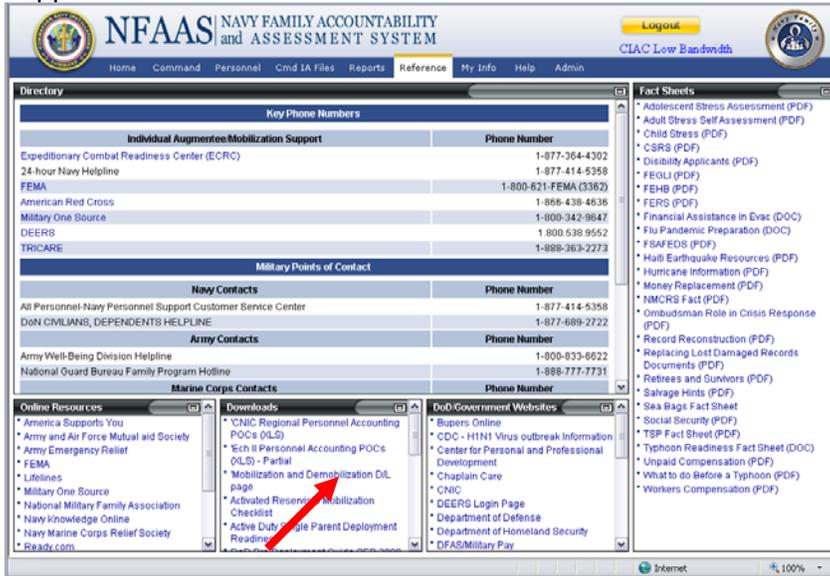
The screenshot shows the NFAAS web interface. At the top, there are navigation tabs: Home, Command, Personnel, Cmd IA Files, Reports, Reference, My Info, Upload, Data, Help. A 'Logout' button is in the top right. The main content area is titled 'IA Command Summary Report - by Chain of Command'. It contains a form with the following fields: BSO (dropdown menu showing '35 - MDA'), SMC (dropdown menu showing 'Any'), Sailor Status (dropdown menu showing 'Any'), Assigned CIAC Last Name (text input), and Assigned CIAC First Name (text input). Below the form are three buttons: 'View Data', 'Download Excel', and 'Reset'. A 'Hide Form' link is located below the buttons. Red arrows point to the BSO and SMC dropdown menus, the 'View Data' button, and the 'Download Excel' button. Below the form is a table with the following columns: Sailor Name, Sailor Rank/Rate, Sailor Support UIC, Sailor Support Command, BSO, SMC, Family Support UIC, Family Support Command, Family Support BSO, Family Support SMC, Assigned CIAC Name, Command Sailor Contact Interval, Command Sailor Latest Contact Date, Command Sailor Next Follow Up, Command Family Contact Interval, Command Family Latest Contact Date, Command Family Next Follow Up, Component, and Orders. The table contains one row of data for 'DAVIS, SCOTT ALLEN'.

Sailor Name	Sailor Rank/Rate	Sailor Support UIC	Sailor Support Command	BSO	SMC	Family Support UIC	Family Support Command	Family Support BSO	Family Support SMC	Assigned CIAC Name	Command Sailor Contact Interval	Command Sailor Latest Contact Date	Command Sailor Next Follow Up	Command Family Contact Interval	Command Family Latest Contact Date	Command Family Next Follow Up	Component	Orders
DAVIS, SCOTT ALLEN	CDR	42418	MISILE DEFENSE AGENCY OP LOC	35	72	42418	MISILE DEFENSE AGENCY OP LOC	35	72		Every Month			Emergencies			AC	IAMM

- d. Click the **Reset** button to start a new report.
- e. Click the “Hide Form” link to use more of the window for the results.
- f. Click the **Download Excel** button to open the results in a MS Excel spreadsheet where you can sort, filter, or save the results.

8 Reference Tab

- Click on the **Reference** tab. Several scrollable panes of information are displayed
- Clicking on links will either open another window with that website, or give you the option to view or download files – indicated with “(PDF)”.
- You can click the small icon (☐) in the upper-right corner of a pane to “detach it” so it appears in its own browser window.



9 Upload Tab

Upload allows you to directly upload a file such as a personnel list to NFAAS. This is a secure method to provide Privacy Identification Information (PII) to NFAAS for updates.



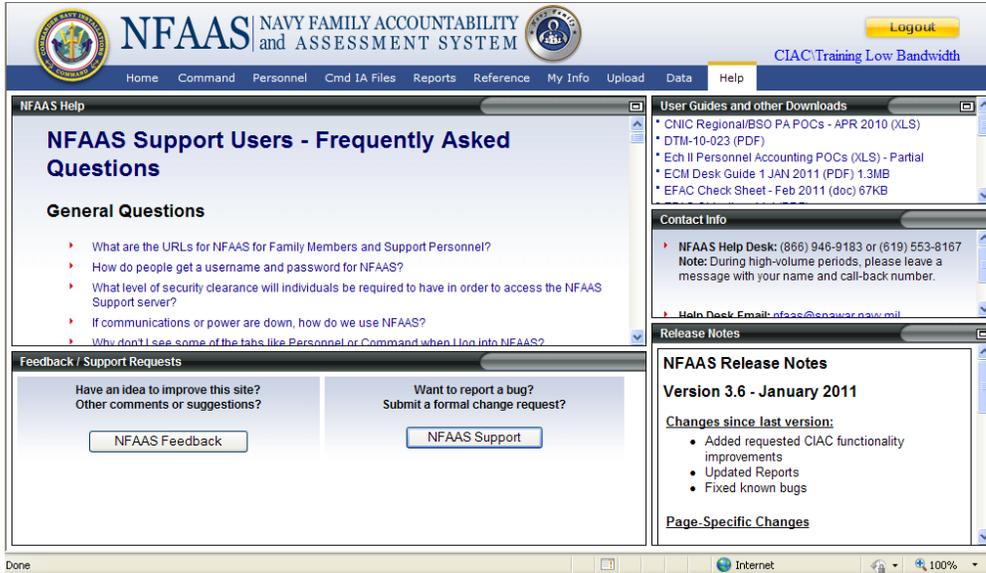
10 Data Tab

This tab provides information on the data sources used to populate NFAAS.



11 Help Tab

- a. Click on the **Help** tab. Several scrollable panes of information are displayed



- b. The main section has the Frequently Asked Questions (FAQS) for support users.
- c. Below it is the Feedback pane where we welcome your comments and suggestions.
Click **NFAAS Feedback** to send a comment or suggestion. For specific questions use the Help Desk email.
- d. The **NFAAS Support** button opens a new window for bug reports or formal change requests.
- e. Download User Guides from the upper-right pane
- f. The NFAAS Help Desk can be reached by phone or email.

Note: Do NOT Email SSN or Date of Birth information!

12 Acronyms

BSO	Budget Submitting Office
CAC	Common Access Card
CENTCOM	US Naval Forces Central Command
CIAC	Command IA Coordinator
CNIC	Commander, Navy Installations Command
CO	Commanding Officer
COR	Commanding Officer Representative
CSV	Comma Separated Values (file format)
CTF-IA	Commander, Task Force - Individual Augmentee
DOC	MS Word Document (file format)
ECC	Emergency Coordination Center
ECRC	Expeditionary Combat Readiness Center
EDIPI	Electronic Data Interchange Personal Identifier
FFSC	Fleet and Family Support Center
GAOI	Geographical Area of Interest
GSA	GWOT Support Assignment
GWOT	Global War on Terror
HSAP	Health Services Augmentation Program
IA	Individual Augmentee
IAMM	IA Manpower Management
IDSS	Individual Deployment Support Specialist
MB	Megabyte
MS	Microsoft
NFAAS	Navy Family Accountability and Assessment System
NFM	Navy Family Member
NMPS	Navy Mobilization Processing Site
NOSC	Navy Operational Support Center
NPC	Navy Personnel Command
PCS	Permanent Change of Station
PDF	Portable Document Format (Adobe Acrobat file format)
PKI	Public Key Infrastructure
POC	Point of Contact
PPT	MS Power Point file (.ppt file format)
RC	Reserve Component
RWW	Returning Warrior Workshop
SMC	Sub-Manpower Claimant
SMS	Short Message Service (text messaging)
SPAWAR	Space and Naval Warfare
SSC	SPAWAR Systems Center
SSN	Social Security Number
TDY	Temporary Duty

UIC	Unit Identification Code
UNK	Unknown
USFF	U.S. Fleet Forces
WTP	Warrior Transition Program
XLS	MS Excel Worksheet (.xls file format)