MILPERSMAN 3060-020

INDIVIDUAL AUGMENTEE MANPOWER MANAGEMENT (IAMM)

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References	(a) OPNAVINST 3000.13E (b) Navy Warfare Publication (NWP) 3 – Fleet Warfare

1. **Purpose**. This article provides policies and procedures for managing the Individual Augmentee Manpower Management (IAMM) Program. The IAMM Program is the legacy system designed for the involuntary assignment of Active Component (AC) and Training and Administration of the Reserve officer and enlisted Sailors to Secretary of Defense (SecDef)-ordered requirements via the Global Force Management Allocation Plan (GFMAP) and request for support (RFS) service augmentation requirements approved by the Chief of Naval Operations (CNO) Deputy, Operations, Plans and Strategy, and Warfighting Development (CNO N3N5N7). This article supersedes and cancels CNO WASHINGTON DC 061631Z Jan 08 (NAVADMIN 002/08), CNO WASHINGTON DC 240053Z Jan 09 (NAVADMIN 024/09), and CNO WASHINGTON DC 0723348Z Oct 10 (NAVADMIN 332/10).

2. **Policy**. United States Fleet Forces (USFF) Director, Global Force Management (N1 GFM) is the Navy's executive agent (EA) for individual augmentation (IA). The information in this IAMM article is not exhaustive and exceptions to the below business rules are considered on a case-by-case basis, provided the exception would not conflict with policy published by USFF (N1 GFM) or other applicable policies, directives, or regulations. All IA requirements are validated (first time) or re-validated

(rotational) on an annual basis through a defined Joint Staff process and ordered to the Navy by the SecDef. Once a requirement is ordered by the SecDef to Navy, Joint Staff expects the requirement to be filled. Similarly, for CNO N3N5N7-approved service augment RFS requirements, CNO N3N5N7 expects those requirements to be filled. Navy budget submitting offices (BSO) and echelon 2 commands (ECH 2), this means tasked IAs should be viewed as non-negotiable, and every effort should be made to fill the billet.

   a. **IAMM Allocation**. As the EA for Navy IAs, USFF (N1 GFM) allocates the responsibility of providing manning for GFM and service requirements to ECH 2s and BSOs based on their respective capacities. In coordination with Deputy Chief of Naval Operations for Personnel, Manpower, and Training (CNO N1) and CNO N3N5N7, USFF (N1 GFM) establishes minimum staffing thresholds, termed redlines, sea duty, shore duty, unit identification codes (UIC), and low supply (LS) and high demand (HD) communities. While these redlines serve as a guiding framework, they do not restrict allocation to an ECH 2 or BSO command. ECH 2s and BSOs will employ these redlines when allocating manning responsibility among their subordinate commands and type commanders (TYCOM).

   b. **Capacity Redlines**

      (1) The specified redlines will be used in a phase zero environment per reference (b) when sourcing Sailors to augmentation requirements. Situations such as a change to national force posture due to wars declared by Congress, national emergencies, material changes in force manning levels, or other major events may necessitate modifications to these guidelines. USFF (N1 GFM) will issue guidelines and modifications as necessary. Currently, AC capacity and redlines used for sourcing are based on shore-based commands (type 1) and are set at percentage of commands' prospective 9-month billets authorized. Redlines are only a management guide and do not mean a specific command or UIC will not be tasked to provide manning for an IA requirement. ECH 2, BSOs, and TYCOMs are in the best position to decide who to subtask and will carefully manage their tasked IA requirements to minimize readiness impact to their units.

(a) **Forces Afloat**. Afloat units are fenced from capacity analysis for validated, concurred requirements. Requirements that are "forced-to-source" to Navy must rely on the Navy as a whole to meet these demand signals and ECH 2 and subordinate commanders who may need to pull from these units if the need arises. While Sailors in the communities and statuses below are excluded from capacity calculations, they are not excluded from possible sourcing based on ECH 2, BSO, and TYCOM discretion:

<u>1</u>. Types 2, 3, and 4 sea-duty in line with MILPERSMAN 1306-102

<u>2</u>. Nuclear-trained personnel assigned to a multiple purpose aircraft carrier (nuclear-powered) (CVN), ballistic missile submarine (nuclear-powered) (SSBN), guided missile submarine (nuclear-powered) (SSGN), or submarine (nuclear-powered) (SSN)

<u>3</u>. Nuclear pipeline training commands

<u>4</u>. Special warfare personnel assigned to United States Special Operation Command (USSOCOM)

(b) **Shore Duty**. Shore duty capacity is calculated by determining above redline manning levels for billets authorized via fleet manpower documents. Shore duty units are not exempt from capacity calculations except for the following billets:

<u>1</u>. Joint duty

<u>2</u>. Non-distributable manning (student, transient, patient, prisoner, and holdee)

<u>3</u>. Nuclear weapons security and maintenance

(c) **LS and HD Communities**. USFF (N1 GFM) will directly manage and task LS and HD communities.

(2) Redlines are only management guides and do not mean a specific unit will not be tasked to provide an IA if filling the requirement will bring it below redline by UIC, skill set, or pay band. LS and HD ratings and designators are the most likely to drop below capacity and established redlines. BSOs,

ECH 2, and TYCOMs are in the best position to decide the specific unit sourcing solution to properly mitigate readiness risks inherent in filling an IA from subordinate units. ECH 2, BSOs, and TYCOMs are to carefully manage their IA requirements to minimize readiness impacts to their subordinate units. While Sailors in the following statuses are excluded from capacity calculations, BSOs, ECH 2s, and TYCOMs may still choose to source from the following categories as risk mitigations require:

(a) Type 6 overseas duty in line with MILPERSMAN 1306-102,

(b) Nuclear propulsion-coded billets (available with OPNAV Nuclear Propulsion Program Management Branch (OPNAV N133) approval), and

(c) Personnel, manpower, and training readiness billets in the following specific categories: critical instructor, recruit division commander, production recruiters, and production support.

c. **AC Tasking Allocation**. The goal is to balance distribution of requirements between BSOs and ECH 2s based on skill set, pay band, and tour length.

(1) As the EA for IA, USFF (N1 GFM) will manage IA requirements throughout the Navy. All BSO and ECH 2s will manage their subordinate commands or TYCOMs as required to support the assigned IA mission.

(2) ECH 2, BSO, and TYCOM sub-tasking processes should allow for maximum time to identify the correct personnel for the assigned IA mission while meeting all tasking timelines and notification requirements.

(3) Tasking orders from USFF (N1 GFM) to BSO, ECH 2, and TYCOMs will include all relevant details to reflect the demand signal from the GFM combatant commander that was validated by Joint Staff or CNO N3N5N7-approved RFS requirement, ensuring effective nominee sourcing. The tasking order will include any potential capability substitutions, alternative designators, ratings, rates, Navy enlisted classification (NEC), advanced qualification designations, etc. In those cases where an ECH 2, BSO, and TYCOM cannot source as tasked, they can request

consideration to waive stated requirements. To ensure mission and Sailor success, reclama waivers will normally require approval from the in-theater commander or supported command and may take time to process. The tasking order may direct the ECH 2, BSO, and TYCOM to identify auxiliary nominees together with primary nominees. In certain emergent or no-fail missions, USFF (N1 GFM) may direct BSO, ECH 2 and TYCOMs to identify auxiliary nominees or embedded alternates to be tasked alongside primary nominees. IA business rules on auxiliaries and embedded alternates are provided in subparagraph 2f.

(4) Submissions for nominees are due by the deadline specified in the tasking message. USFF (N1 GFM) will monitor and release monthly performance metrics for BSO and ECH 2 command responsiveness unless indicated differently in the following tasking order:

(a) Responses to new and rotational requirements must be submitted within 30 days of receiving a tasking order.

(b) An emergent requirement, defined as one tasked inside of normal timelines with orders that may be delivered to the nominee fewer than 60 days before the initial report date, requires a response within 15 days of receiving a tasking directive.

(c) If more time is required beyond the deadline in the tasking message, a request is submitted to USFF (N1 GFM) for consideration.

(5) A by-name-request from a combatant commander must be endorsed by the relevant BSO, ECH 2, or TYCOM. If they non-concur, the ECH 2, BSO, and TYCOM are responsible for proposing a substitute. If no other suitable candidates are available, the ECH 2, BSO, and TYCOM should alert USFF (N1 GFM), initiating the reclama procedure to potentially reassign the requirement.

(6) ECH 2, BSO, and TYCOM will confirm in their responses to USFF N1 GFM that the nominee have been informed of their nomination and have initiated the screening procedures as outlined in MILPERSMAN 3060-080. ECH 2, BSO, and TYCOM commands must ensure that parent commands appoint a command individual augmentee coordinator (CIAC) per MILPERSMAN 3060-010.

(7) ECH 2, BSO, and TYCOM must notify USFF (N1 GFM) for potential waiver consideration when a limited candidate pool results in the nomination of a Sailor who will breach Personnel TEMPO (PERSTEMPO) System and dwell standards. These waivers require SecDef endorsement. If USFF (N1 GFM) determines there are no other viable alternatives, the case will advance to OPNAV Plans and Force Management Division (OPNAV N32) for review. If OPNAV N32 concurs, the waiver will then be submitted to SecDef for final evaluation and decision.

(8) Swapping nominees is discouraged due to impacts on Sailor IA deployment notification. It may be considered when it benefits both nominees involved, the new nominee is a volunteer who will receive at minimum 30 days of order notification, and the swap has no adverse impact on the mission. Any swap proposal from a BSO, ECH 2, or TYCOM that does not meet these criteria will need extensive justification that meets thresholds determined by USFF N1 (with full consideration of mission impacts).

(9) Approval of voluntary extensions will be made by USFF (N1 GFM) as determined by a review of the needs of the Navy, the status of the backfill, a strong operational justification, and in coordination with the ECH 2, BSO, and TYCOM providing the nominee.

(10) When seeking volunteer nominees across their claimancy, BSO, ECH 2, and TYCOMs must ensure that those not chosen are quickly and formally informed by their respective chain of command.

(11) An ECH 2, BSO, or TYCOM must submit a reclama to a tasking order to USFF (N1 GFM) within 10 days of receipt. The reclama should detail potential impacts on mission or operational readiness, along with any potential degradations that result from sourcing the requirement as tasked. The reclama must include a line-by-line spreadsheet of all potentially eligible candidates and justification as to why each should be excluded from nomination. The submission of a reclama does not guarantee the ECH 2, BSO, and TYCOM will be relieved of the requirement.

    d. **Pre-deployment Screening**. MILPERSMAN 3060-080 contains screening requirements and timelines that will assist parent commands in identifying any disqualifying factors of a nominee. All non-qualifying issues must be submitted to USFF (N1 GFM) via ECH 2, BSO, and TYCOM immediately.

    e. **Nominee Business Rules**

        (1) **PERSTEMPO and Dwell Requirements**. IAs under the IAMM process will be afforded the appropriate reprieve and or dwell time between deployments. ECH 2, BSO, and TYCOM nominee will be reviewed to ensure member did not recently return from deployment nor face a deployment immediately after the IA tour. When there is no other viable alternative than to select a member whose IA deployment would violate dwell or PERSTEMPO requirements, refer the case to USFF (N1 GFM) for waiver consideration. This is to adhere to the PERSTEMPO and dwell time stipulations per reference (a). BSO, ECH 2, and TYCOMs must ensure that prior IAMM assignments are recorded as PERSTEMPO deployment events, since the PERSTEMPO and dwell time requirements per reference (a) apply to Sailors on IAMM orders. Sailors who have completed IAMM, global support assignment (GSA), or overseas support assignment (OSA) orders within the last 3 years may volunteer for nomination. Volunteers will be given first priority for IA assignments. See MILPERSMAN 3060-030 and MILPERSMAN 3060-040 for guidance on the GSA and OSA Programs.

        (2) **Orders Notification**. Nominees should ideally receive their orders 90 days, with a minimum requirement of 60 days, before the report date of the first interim stop. Sourcing for an emergent requirement or operational need may lead to Sailors receiving notification with less than 60 days' notice.

            (a) The receipt date of orders for a nominee is the date the orders are posted on Bureau of Naval Personnel (BUPERS) Online (BOL), or Navy-Marine Corps Mobilization Processing System.

            (b) If the 60-day notification limit is at risk of being breached, BSO, ECH 2, and TYCOMs will assign a nominee to the position 70 days in advance, providing the chain of command 2 business days to confirm or propose a different candidate.

(c) Exceptions to the 60-day notification rule are reserved for cases with substantial mission readiness implications. 60-day AC order-notification waivers involve extensive review for approval by USFF (N1 GFM) and higher levels of USFF N1 leadership. In the case of orders notification for AC under 30 days, USFF N1 is the waiver authority. This authority may be delegated to USFF acting N1 when the N1 director is unavailable.

(3) **Projected Rotation Date (PRD) Management**. To be eligible for nomination for an IAMM requirement, Sailors must not be in their normal permanent change of station (PCS) detailing negotiation windows and must have spent a minimum of 6 months at their homeport. Sailors with existing PCS orders may not be nominated for an IA. Nominees will have at least 90 days remaining until the PRD at their current command after the conclusion of the IA tour. If required, parent commands will initiate a PRD change to ensure a minimum 90-day gap between their projected return to homeport and their PRD. This period may be modified based on actual return dates if they differ from initial estimates.

(a) For enlisted personnel, USFF will initiate a PRD change request with Navy Personnel Command (NAVPERSCOM) Enlisted Distribution Division (PERS-40).

(b) For officers, parent commands will initiate a PRD change with the officer's detailer, citing the following justification: "PRD change required to support IAMM tasking as directed by higher authority."

(c) Sea duty clocks will not stop for Sailors nominated for an IA from sea duty. Upon returning from an IA, Sailors returning to sea duty assignments will maintain their existing sea duty PRDs.

(d) Nominees reporting from shore duty will have their shore duty clock stopped, and the following policy applied:

<u>1</u>. Shore duty must be adjusted applying a day-for-day credit for days served away from the parent command.

<u>2</u>. Sea duty must be reduced for Sailors required to return to sea duty prior to the completion of their adjusted shore duty time.

(4) **<u>Expiration of Active Obligated Service (EAOS)</u>**. All enlisted Sailors selected for an IAMM must have an EAOS that is a minimum of 90 days from the estimated date of return to their parent command.

(5) **<u>Resignation and Retirement</u>**. Members approved for resignation or retirement may volunteer if a minimum of 5 months remain from the estimated date of return to their parent command and the separation date. BSO, ECH 2, and TYCOMs should note in their tasking order if a nominee has an unapproved pending separation request. An obligation to fulfill the requirement remains, even if they resign post-nomination. If a member submits a retirement request or resignation following verbal notification of an IAMM assignment, but prior to orders issuance, the chain of command will indicate this action on the request. Retirement requests that would preclude completion of the IAMM assignment will not normally be accepted.

(6) **<u>High Year Tenure (HYT)</u>**. HYT Sailors must have a minimum of 5 months transition time remaining from the estimated date of return to their parent command and the mandatory separation date. HYT waivers will be evaluated by BUPERS Enlisted Community Management Division (BUPERS-32) and Reserve Community Management Division (BUPERS-35) and USFF (N1 GFM) on a case-by-case basis.

(7) **<u>Rank</u>**. Sailors may be one up or one down from the assigned requirement, unless stated in the tasking message. Sailors must be in the pay grade of E-3 and above, with the following exceptions, at the time of administrative screening to be nominated for assignment:

(a) Sailors must be in the pay grade of E-4 or above for assignment to detainee operations missions.

(b) Hospital apprentice (in the pay grade of E-2) may serve in health services augmentation program billets.

(c) Military working dog (MWD) handlers who are serving on an MWD team.

(d) Additional exceptions may be evaluated on a case-by case-basis.

(8) **Security Clearance**. At the time of nomination, the Defense Information System for Security (DISS) must reflect the required security clearance for the nominee. Interim clearances may be accepted based on the requirement and will be evaluated on an individual basis. If the nominee lacks the required clearance, BSO, ECH 2, and TYCOM may e-mail a conditional acceptance request to USFF's data team at usff_gfm_sourcing_and_data_team@us.navy.mil. USFF (N1 GFM) and the requirement initiator will review each conditional acceptance request, with a decision relayed to the BSO, ECH 2, and TYCOM.

(9) **LS and HD Communities and Skill Sets**. USFF (N1 GFM) identifies LS and HD communities and skill sets, periodically releasing memos specifying designators, rating, and NEC deemed LS and HD for IAMM sourcing. Sailors within these LS and HD communities may only be nominated for roles within their skill set and are ineligible for general 'any rate', '1050 Officer', or '1000 Officer' roles.

(10) **Professional Development**. Detailers, community managers, parent commands, BSO, ECH 2, and TYCOMs will work collectively to oversee Sailors' professional growth and career landmarks, aiming to minimize any potential negative impact on them.

(11) **Performance History Waiver**. Each tasking message states, "Ensure Sailor identified for this assignment has no performance mark below 3.0 in any trait for the past 24 months." If the Sailor's parent command recommends a Sailor to be mobilized, USFF (N1 GFM) will evaluate waiver requests on a case-by-case basis. ECH 2, BSO, and TYCOM should submit these requests up the chain of command to USFF (N1 GFM) to include Sailor's parent command endorsement.

(12) **Special Pay**. Parent commands are responsible for ensuring that nominees receive the appropriate special pay during their IAMM deployment, such as family separation, imminent danger, hazardous duty, tax exemption, etc. USFF (N1

GFM) tasking orders will highlight if the deployment location qualifies for hazardous duty pay per MILPERSMAN 7220-110.

(13) **Hardship Duty Pay – Tempo (HDP-T)**. HDP-T is a special duty pay to recognize prolonged periods away from a Sailor's permanent duty station. IAMM Sailors may be eligible for HDP-T when deployed to specific foreign outside continental United States locations for at least 221 consecutive days. Ultimate duty stations must confirm an IAMM's HDP-T eligibility and complete the required actions provided in MILPERSMAN 7220-075.

f. **Auxiliary Nominees and Embedded Alternates**

(1) **Auxiliary Nominees**. BSO, ECH 2, and TYCOMs will identify two nominees (one primary and one auxiliary) for each requirement line number. An auxiliary nominee serves as a standby to step in for the primary nominee if required. Both primary and auxiliary nominees must initiate the screening processes per MILPERSMAN 3060-080 simultaneously. It is essential for auxiliaries to be medically fit and deployment-ready, with their administrative, legal, and personal matters sorted. BSO, ECH 2, and TYCOMs must ensure parent commands execute a comprehensive evaluation of every auxiliary IAMM candidate, and each ECH 2, BSO, and TYCOM must use their own management techniques to identify and manage their auxiliaries. Auxiliaries will not be assigned to separate requirement tracking numbers or line numbers from the primary nominees and will not receive orders unless replacing the primary nominee (e.g., due to medical fallout or other unforeseen circumstances) or be required to undergo training alongside the primary nominee. Auxiliary nominees will continue with normal duties unless otherwise directed.

(a) Auxiliary nominees are not applicable for officer O-5 or O-6 pay grade requirements.

(b) Auxiliary nominees may not be assigned to another requirement until the primary has deployed.

(c) Auxiliary nominees must be informed of the likelihood that they might assume primary status if the initial primary candidate is unable to proceed. Until they receive official communication from their chain of command indicating a

change to primary status, auxiliaries should not make definitive actions, like family relocations or lease terminations until they have orders generated.

(d) If the primary candidate is no longer qualified to fulfill the IA requirement, the ECH 2, BSO, and TYCOM must submit the auxiliary nominee within 2 working days via the USFF (N1 GFM) IA "portal swap" function. The initial date when the auxiliary was informed of his or her backup status should be marked as the verbal notification date. If the original primary's orders have already been processed, they will be cancelled once the auxiliary is confirmed by USFF (N1 GFM). Subsequently, IAMM orders will be released for the auxiliary, ensuring a minimum of 30 days of written notice with the expectation that the verbal notification meets the minimum 60 days of notification.

(2) **IA Business Rules for Embedded Alternates**

(a) Embedded alternates are used for mission requirements with demanding, prolonged, or specialized training packages that are often limited in periodicity. They are assigned a requirement tracking number or line number and undergo mission training parallel to other mission personnel. Embedded alternates back-up the other personnel assigned to the mission and are not necessarily a back-up to a particular primary line. In the event a Sailor falls out during deployment processing or training, the embedded alternates step in to fill the requirement.

(b) Embedded alternates are required to initiate the same screening procedures per MILPERSMAN 3060-080 as any other nominee. BSO, ECH 2, and TYCOMs are responsible for ensuring parent commands assign a command individual augmentee coordinator (CIAC) per MILPERSMAN 3060-010. Alternates must be medically qualified for deployment with all administrative, legal, and personal affairs in proper order.

(c) Embedded alternates will not be nominated for other missions until the primary nominee has completed at least half of the length of their IAMM orders, unless approved by USFF (N1 GFM).

(d) Embedded alternates should be prepared for the possibility of elevation to primary deployer status if any

mission Sailors fall out. They must remain ready to deploy until the primary nominees have completed at least half of the length of the primary IAMM orders mission boots on ground period. Sailors should refrain from making irreversible decisions such as relocating family members or terminating a lease until USFF (N1 GFM) informs the BSO, ECH 2, and TYCOMs the alternate is required.

(e) USFF (N1 GFM) will notify embedded alternates through their chain of command if they are needed, either during or after training. An embedded alternate who does not initially deploy will return to his or her parent command after training and remain on standby. Should the alternate be required, IAMM orders will be issued with a report date that furnishes at least 14 days of advance notice.

g. **Changes to Orders**. If there are any changes to member's orders, USFF (N1 GFM) will coordinate modifications with the BSO, ECH 2, and TYCOM, NAVPERSCOM Training Contingency Augmentation Branch (PERS-463), and the member's parent command. Significant changes that result in more than a 30-day impact on departure from or return to parent command or unit will be handled are as follows:

(1) **Billet Cancellation Less Than 60 days**. If a billet requirement is cancelled less than 60 days from first interim stop (usually the expeditionary combat readiness center report date), the member will have the option, with ECH 2, BSO, and TYCOM concurrence, to be assigned to another billet provided one is available within rating and skill-set match. The member's ECH 2, BSO, and TYCOM will coordinate with USFF (N1 GFM) to identify a new billet assignment, either working from the billets tasked to that BSO, ECH 2, and TYCOM or by coordinating with USFF (N1 GFM) to choose from all existing open requirements.

(2) **Billet Cancellation Greater Than 60 Days**. If a billet requirement is cancelled greater than 60 days before the first interim stop, the member will not have the option to automatically seek another requirement, but may volunteer for a future requirement with parent command and BSO, ECH 2, and TYCOM endorsement.

(3) **Significant Changes**. Order duration increases will not normally be approved unless the extension is directed by the

SecDef. SecDef directed extensions that impact current rotations may result in member being extended. Other extensions or any other requirement changes that are rotational will be implemented on the next rotation. If a SecDef order directs an immediate requirement change which results in a member no longer being eligible to serve in the requirement, that will be treated the same as a requirement cancelation. USFF (N1 GFM) will process any such SecDef directed change and will advise the BSO, ECH 2 and TYCOM. The ECH 2, BSO, and TYCOM will keep the IA Sailor's parent command apprised of all order modifications.

(4) **Order Cancellation**. Should a requirement be canceled after the Sailor has reported for training, USFF (N1 GFM) will evaluate reassignment options. The BSO, ECH 2, and TYCOM will be informed of the decision whether to reassign the Sailors or have them return to their parent commands. If the new assignment modifies the Sailor's deployment end date, approval from BSO or TYCOM is required. All modifications will be communicated to the parent command.

(5) **Training Track Changes**. Sailor's orders may change in response to changes in training required in support of mission requirements. This may change the report-to-mission, boots on the ground date, but in general, should not result in a change to orders end date.

h. **Definitions of Commonly Used Terms in the IAMM Process**

(1) **Global Force Management Allocation Plan (GFMAP)**. A SecDef approved document codifying decisions on force allocations to combatant commanders. It specifies the requirements that the Navy must fulfill.

(2) **Requirement**. A combatant commander or CNO N3N5N7 validated request for a capability that the Navy must fulfill.

(3) **Emergent Tasking Requirement**. New requirements requested by combatant commander due to changes in theater missions. They generally require shorter timelines for sourcing.

(4) **Forced-to-Source**. Requirements ordered by Joint Staff to fill without regard to Navy's capacity to source due to priority of mission. Normal business rules do not apply when filling force-to-source requirements.

(5) **Requirement Tracking Number (RTN)**. Number that is assigned to an individual requirement. RTNs contain two letters followed by two sets of 4 numbers.

(6) **Billet**. Job title and description of an individual requirement.

(7) **Rotation**. Subsequent fulfillment of the same requirement number.

(8) **Nomination**. A BSO or TYCOM enters a Sailor's name into the USFF (N1 GFM) IA portal to fulfill a requirement number or RTN.

(9) **Overdue Nomination**. Occurs when an ECH 2, BSO, or TYCOM fails to meet the tasking message due date to nominate a Sailor and does not request an extension from USFF (N1 GFM).

(10) **Fair Share**. This term applies to the approach USFF (N1 GFM) takes to balance distribution of requirements between BSO, ECH 2, and TYCOMs based on skill set, pay band, and tour length.

(11) **Primary Nominee**. The Sailor nominated to fulfill a requirement.

(12) **Vetting**. Evaluation by USFF (N1 GFM) of nominated Sailors to verify their suitability for the IA requirement.

(13) **Fallout**. Occurs when a vetted Sailor is unable to fulfill the requirement.

(14) **Auxiliary Nominee**. A Sailor nominated by a BSO, ECH 2, and TYCOM, but the name is not submitted to USFF (N1 GFM) until there is a need to fulfill a requirement should the primary nominee fallout.

(15) **Embedded Alternate**. An alternate Sailor requirement with its own tracking number or RTN that is tasked to BSO, ECH 2, and TYCOMs to fill with a primary and auxiliary

nominee. The embedded alternates will receive orders and report to training alongside the rest of the members supporting the mission but do not deploy unless the primary members filling the mission are unable to fulfill the requirement. An embedded alternate can be alternate for more than one RTN and may be from a different BSO, ECH 2, and TYCOM.

(16) **Waiver**. An exception to either the capabilities stipulated in the requirement, such as skill set, rating, grade, etc., or to Navy policy. BSO, ECH 2, and TYCOMs will work in conjunction with USFF (N1 GFM) to determine whether a waiver can be granted for a nominee.

3. While every effort will be made to execute IAMM procedures as listed in this MILPERSMAN article, there will be circumstances which cannot be anticipated. The Navy is committed to finding the best balance between the IA mission, needs and or desires of the Sailor, and command readiness. Unanticipated demands may require tailored solutions determined by USFF (N1 GFM) that are not covered in this MILPERSMAN article.