




DEPARTMENT OF THE NAVY  
COMMANDER NAVY RESERVE FORCE  
1915 FORRESTAL DRIVE  
NORFOLK VIRGINIA 23551-4615

5215  
COMNAVRESFOR N1C2  
19 Aug 2022

Changes to the identified Navy Reserve Personnel Manual articles are effective the date written at the top of each article and the date on this change summary.

  
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Deputy

Changes in articles titled and summarized below are incorporated in the electronic copy via Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) Website:  
<https://www.navyreserve.navy.mil>.

Table of Contents – Revised to reflect all current changes.

Article No.	Article Title
1534-030	<b>Strategic Sealift Readiness Group Voluntary Participation</b> <ul style="list-style-type: none"><li>• Added N14 to make final determination for the awarding of voluntary retirement points</li><li>• Added wording to reflect COMNAVRESFORCOM has final approval authority to perform voluntary events before mandatory events, receive retirement points for correspondence courses, and obtain retirement points for extended sea service</li><li>• Clarified information regarding additional ADTs</li><li>• Added option for 17 retirement points for 90 cumulative days at sea while serving as a civilian mariner</li><li>• Added EDM and mustering process information and outlined unsatisfactory dill removal process</li><li>• Added N14 as adjudication official for IDT drills</li></ul>

## RESPERSMAN 1534-030

### STRATEGIC SEALIFT READINESS GROUP VOLUNTARY PARTICIPATION

<b>Responsible Office</b>	COMNAVRESFORCOM (N14)	Phone:	DSN COM	262-2613 (800) 535-2580
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<b>References</b>	(a) OPNAVINST 1534.1E Strategic Sealift Officer Program (b) BUPERSINST 1001.39F Administrative Procedures for Navy Reservists (c) MILPERSMAN 1001-100 Navy Reserve Status and Categories (d) OPNAVINST 6110.1J Physical Readiness Program (e) BUPERSINST 1610.10F Navy Performance Evaluation System (f) RESPERSMAN 1500-010 Correspondence Courses (g) RESPERSMAN 1570-010 Inactive Duty Training Administration (h) RESPERSMAN 1570-020 Other IDT (i) RESPERSMAN 1001-010 Satisfactory Participation in the Navy Reserve (j) RESPERSMAN 1534-020 Strategic Sealift Readiness Group Required Participation
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1. Purpose. To issue information and amplifying guidance under references (a) through (j) for voluntary participation in the Strategic Sealift Readiness Group (SSRG). Per reference (b), to remain in an active status, SSRG Officers with less than 20 qualifying years of service are required to earn at least 27 retirement points each anniversary year, including membership points. To qualify for a good year towards retirement, SSRG Officers must earn at least 50 points within their anniversary year. Completion of the Strategic Sealift Officer Program (SSOP) mandatory requirements, as addressed in reference (j), will provide Strategic Sealift Officers (SSO) with a minimum of 27 points per year. The remaining points needed to reach 50 for a “qualifying” year can be achieved via voluntary participation.

2. Definitions.

a. SSO. SSOs are commissioned officers in the U.S. Navy Reserve assigned to U.S. Naval activities that support strategic sealift in times of national defense or emergency. SSOs must be 1665 designated officers and hold a valid merchant maritime credential issued by the U.S. Coast Guard.

b. SSRG. SSOs in an Individual Ready Reserve (IRR) status make up the SSRG. Members of the SSRG will maintain a U.S. Coast Guard unlimited deck or engine officer merchant mariner credential (MMC) with Standards for the Training and Certification of Watch-standing (STCW) endorsements, and will meet applicable participation requirements per reference (a), and as determined by COMNAVRESFORCOM, per reference (g).

c. SSOP. The SSOP supports the national defense sealift requirement and capabilities. The SSOP provides SSOs who are licensed merchant marine officers with sealift, maritime

operations, and logistics subject matter expertise. The SSOP is composed of Selected Reserve (SELRES), Individual Ready Reserve (IRR), and Strategic Sealift Midshipmen Program (SSMP), per reference (a).

d. Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) (N14). COMNAVRESFORCOM (N14) is the managing office for the SSRG and supports the SSOP.

3. Voluntary Participation. To the maximum extent possible, required participation, per reference (j), should be completed prior to “voluntary” participation. Timing of events and opportunities through the year may not always allow for the “required participation” to be completed prior to the “voluntary participation”. COMNAVRESFOR is the final approval authority of scheduling voluntary events prior to member completing “required” events.

a. Correspondence Courses. SSRG Officers are encouraged to complete approved correspondence courses in accordance with reference (f).

(1) Approved correspondence courses can be found on the COMNAVRESFORCOM (N7) SharePoint page under the Retirement Points Portal, tab correspondence course references:

[https://private.navyreserve.navy.mil/cnrfc/N-Codes/N7/correspondence\\_courses/Pages/courses.aspx](https://private.navyreserve.navy.mil/cnrfc/N-Codes/N7/correspondence_courses/Pages/courses.aspx)

(2) SSRG Officers are pre-approved by COMNAVRESFORCOM (N14) to complete rank and designator qualifying correspondence courses listed under the “SSO Course List” table.

(3) Points will be awarded once the submission is reviewed against the course list of the fiscal year at the time completion of that course and not the date it is submitted to COMNAVRESFORCOM (N14).

(4) To receive correspondence course retirement point credit, SSOs must submit a correspondence course cover letter along with a signed NAVPERS 1070/613 Administrative Remarks ([https://private.navyreserve.navy.mil/cnrfc/N-Codes/N1/CNRFC\\_14/SiteAssets/Pages/default/Correspondence%20Course%20NAVPERS%201070-613.pdf](https://private.navyreserve.navy.mil/cnrfc/N-Codes/N1/CNRFC_14/SiteAssets/Pages/default/Correspondence%20Course%20NAVPERS%201070-613.pdf)) and the applicable course completion certificates. Required documentation can be found on the COMNAVRESFORCOM (N14) Navy Reserve SharePoint Page.

b. Inactive Duty Training (IDT) and Funeral Honors Duty (FHD) Administration. SSRG Officers desiring to conduct training and obtain retirement points may participate in non-pay IDT periods. SSRG Officers may request non-pay IDT periods to maintain compliance on readiness items. Per reference (h), IDT periods are issued in a non-pay status, without reimbursement for travel to and from, for duty performed at an approved Navy Reserve Activity (NRA) or Naval facility in the officer’s geographic location. SSRG Officers may perform IDT periods with non-Naval activities as approved by COMNAVRESFORCOM (N14). Non-pay drills are processed per references (g) and (h). COMNAVRESFORCOM

(N14) is the final approval authority for IDT adjudication for SSRG Officers, and will ensure the SSRG IDT procedures are aligned and updated with reference (g) as required.

(1) Enhancement for Drill Management (EDM). EDM is an automated Navy Reserve drill management module in Navy Standard Integrated Personnel System (NSIPS). SSRG Officers will request IDT drills, request to reschedule drills, and request funeral honors duty through EDM in NSIPS. COMNAVRESFORCOM (N14) will process all unit adjudications, rescheduled drills, non-pay additional drills, and FHD requests in EDM.

(2) IDT scheduling. SSRG Officers will contact the supporting NRA to coordinate item(s) for compliance readiness. SSRG Officers must request IDT periods through EDM no later than seven (7) calendar days prior to the desired drill date. IDT requests may be submitted by the officer, or by the chain of command on behalf of the officer.

(3) Drill removal. Drills that are unadjudicated after 24 hours are removed. Drills that were mistakenly marked unsatisfactory will require the officer to submit an Unsatisfactory Drill Removal Request letter, found on the COMNAVRESFORCOM (N14) SharePoint Page ([https://private.navyreserve.navy.mil/cnrfc/N-Codes/N1/CNRFC\\_14/Pages/CNRFC\(N14\)-SSOF.aspx](https://private.navyreserve.navy.mil/cnrfc/N-Codes/N1/CNRFC_14/Pages/CNRFC(N14)-SSOF.aspx)) to COMNAVRESFORCOM (N14). COMNAVRESFORCOM (N14) is the final approval authority on removing drill periods.

(4) Refer to reference (g) for all additional IDT drill guidance including IDT period duration, IDT period credit, rescheduling, etc.

(5) IDT Drill Management Responsibilities

(a) COMNAVRESFORCOM (N14) will:

- (1) Act as the final approval authority for all SSRG IDT requests.
- (2) Provide oversight and ensure compliance with applicable guidance.
- (3) Counsel SSRG Officers on unsatisfactory or unexcused drill participation.
- (4) Act as first NRA Approver, and second Unit Approver via NSIPS, as needed.
- (5) Act as certifying official for IDT drills.
- (6) Act as the mustering official when SSRG Officers are at a remote location and the chain of command mustering official is unavailable.
- (7) Maintain all records in accordance with COMNAVRESFORINST 5210.1, Records Management Program.

(b) NRAs will:

(1) Muster SSRG Officer's IDT requests through EDM with approval recommendations and tasks to be accomplished during IDT periods.

(2) Coordinate PHAs for SSRG Officers.

(3) Coordinate PFAs per references (a) and (d) for SSRG Officers.

(c) SSRG Officers will:

(1) Contact the NRA and coordinate the completion of readiness items in advance of an IDT period.

(2) Submit IDT requests through EDM no later than seven (7) days prior to drill period(s).

(3) Contact their chain of command for IDT request approval at the unit level.

(4) Coordinate with NRA and COMNAVRESFORCOM (N14) for any changes prior to the approved IDT period.

(5) Ensure they are mustered by the NRA prior to completion of IDT drill period(s). If the NRA is unable to muster the SSRG Officer, then contact COMNAVRESFORCOM (N14) to complete the muster.

Please Note: SSRG Officers must be on either paid or non-paid orders to complete the PHA or PFA.

c. Active Duty Training (ADT). SSRG Officers are eligible to perform ADT orders in addition to requirements outlined in reference (a). Additional ADT orders may be requested and performed in a pay or non-pay status. SSOs may request to perform a second paid ADT period, funded by COMNAVRESFORCOM (N14), in a fiscal year (FY) after 31 March. However, in both cases, it depends on availability and funding, which are not guaranteed.

d. SSO Retirement Points. Retirement points that are attained through civilian capacity for professional training and specific to the SSRG will be assessed and approved by COMNAVRESFORCOM (N14). Reference (b) provides more details related to the application and permissibility of SSO specific retirement points. Courses completed while in a drilling status or on active duty orders cannot be used for accruing retirement points.

(1) For Non-STCW professional training courses, one point per day is awarded for each day of training. No more than five points may be credited in any anniversary year.

(2) For STCW professional training courses, one point per four hours is awarded.

(3) For approved military courses, one point per four hours is awarded. Completion certificates for military courses must have a Department of Defense Navy Identification Number printed on them to be eligible for retirement points.

(a) For U.S. Coast Guard (USCG) Merchant Mariner Credentials (MMC) renewal, upgrade, or initial issuance will be credited a maximum of 35 points per anniversary year. All MMC point requests must be accompanied by a valid STCW endorsement.

(b) STCW courses, upgrades, renewals, or initial MMC completed prior to 10 July 1998 are not eligible for retirement points.

(4) Credit for Extended Sea Service. COMNAVRESFORCOM (N14) may award SSRG Officers with 35 retirement points for service over 180 cumulative days at sea, or 17 points for 90 cumulative days at sea in an anniversary year, per reference (a):

(a) Credit must be documented by USCG discharge papers or letter of sea service. Time employed aboard vessels in reduced operating status count as sea days. Service must be while serving in a licensed officer capacity. One day on a vessel is considered one sea service day. Example: A 12-hour period (0800 until 2000 hours) during one calendar day is considered one sea service day.

(b) The awarding of points is not retroactive for extended sea service commenced before 1 January 2006.

(5) Credit for Harbor Pilots. Harbor pilots may earn up to 20 retirement points per anniversary year for qualifying service of at least 100 days or 180 trips completed. Final determination as to the amount of time to be recognized per each request for pilotage will be based upon the below criteria:

(a) The officer must be a current member of a recognized pilot organization and an active member of the SSRG harbor pilot group.

(b) Pilotage for any of the time must be obtained onboard an unlimited tonnage vessel; and be determined by days onboard or trips completed while piloting a vessel, as documented by the officer.

(c) Standby time does not count.

(d) Each request for pilotage retirement points must be accompanied by a letter from the pilot organization stating that the individual is a member in good standing, with a copy of the state issued license or certification as applicable.



#### 4. SSRG Officer Administration

a. Fitness Reports (FITREPs). SSRG Officers do not have a regular Reporting Senior and do not receive a regular, annual FITREP. Regular FITREPs on SSRG Officers will be submitted under the following conditions:

(1) SSRG Officer IDT FITREPs. SSRG Officers authorized by COMNAVRESFORCOM (N14) to participate with a Navy Reserve unit under IDT periods, and who participate for 12 or more consecutive drill periods covering 90 or more calendar days. For these reports, the CO of the NRU with which the SSRG Officer trained will be the "Regular Reporting Senior."

(2) SSRG Officer ADT FITREPs. Reference (e) requires submission of regular FITREPs on all SSRG Officers performing more than 90 consecutive days of ADT.

(3) A "Not Observed (NOB)" FITREP, with a brief description of duties and accomplishments for SSRG Officers, is required for ADT periods of more than 10 days but less than 90 days.

(4) Block 20: Physical Readiness. All SSRG Officer FITREPs must have an entry in Block 20 of the FITREP.

b. Performance Information Memorandum (PIM). A PIM is a narrative-style report that provides an assessment of brief periods of training and or duties performed outside the purview of the regular Reporting Senior, and may be used for ADT periods of less than 10 days. A PIM is not a mandatory requirement for ADT periods under 10 days; however, it is highly encouraged for the reporting senior to memorialize significant work performed during the 10 days or less of ADT; an NOB FITREP may still be issued instead of a PIM. An example of a PIM can be found in reference (d).

c. Personal Awards. COMNAVRESFORCOM (N14) acts as the Navy Department Awards Web Services (NDAWS) authority for SSRG Officers.

(1) Award Submission. SSRG Officers will submit approved award documentation to [https://private.navyreserve.navy.mil/cnrfc/N-Codes/N1/CNRFC\\_14/Pages/Virtual-NOSC-Drop-Box.aspx](https://private.navyreserve.navy.mil/cnrfc/N-Codes/N1/CNRFC_14/Pages/Virtual-NOSC-Drop-Box.aspx) for updates to their service record.

(2) Award Nomination. SSRG Officer award nominations for Navy and Marine Corps Achievement Medals (NAM) and above will be submitted to Commander, Military Sealift Command, via their OIC. Award nominations for awards lower than NAM precedence will be routed through COMNAVRESFORCOM (N14) for consideration. Nomination packages must include an endorsed OPNAV 1650/3, Personal Award Recommendation in accordance with reference (f).