

RESPERSMAN 1534-010

STRATEGIC SEALIFT OFFICER PROGRAM

<b>Responsible Office</b>	COMNAVRESFORCOM (N14)	Phone: DSN	262-2613
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<b>References</b>	(a) OPNAVINST 1534.1D (b) Merchant Marine Act, 1936, Title XIII (c) CNSTCINST 1533.2 ROD (d) BUPERSINST 1001.39F (e) COMNAVRESFOR NORFOLK VA 081849Z AUG 11 (f) BUPERSINST 1610.10D (g) OPNAVINST 6110.1J
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1. **Purpose.** To issue information and amplifying guidance under reference (a) for the training and administration of Navy Reserve officers in the Strategic Sealift Officer Program (SSOP).

2. **Background.** The SSOP is significantly different from other Navy Reserve programs. The program consists only of officers, all of whom are required to maintain U.S. Coast Guard (USCG) Unlimited Tonnage and Horsepower Oceans Merchant Mariner Credentials (MMC) as a licensed Deck or Engineering Officer, and allows these officers to actively participate through either the Individual Ready Reserve (IRR) in the Strategic Sealift Readiness Group (SSRG) or the Selected Reserve. Program policy, organization and responsibilities are provided in reference (a).

3. **Mission.** To manage, support and train Strategic Sealift Officers (SSO) in the Navy Reserve pursuant to reference (b).

4. **Organization.** The SSOP is organized pursuant to reference (a).

5. **Training and Administrative Procedures for the SSOP**

a. In addition to the procedures in reference (a), the following training and administrative guidelines apply based on the Reserve status of the program under which an individual is affiliated.

(1) Midshipman. The SSO, U.S. Navy Reserve (USNR) midshipman program is directed by Navy Education and Training Command (NETC). Program administration, eligibility, participation requirements and training are conducted per reference (c).

(2) IRR. Commander, Navy Reserve Forces Command (CNRFC) (N14) administers the SSRG. Both the SSRG and the SSO Program Office (CNRFC (N14)) are established to meet the unique training and administrative requirements of seagoing civilian employment. The SSO Program Office acts as a virtual Navy Operational Support Center (NOSC), serving as the exclusive manager for all SSRG officer training, administration, and compliance requirements.

(3) Selected Reserve. SSOs in a drilling status are administered per reference (d).

b. The training and administrative procedures for individuals in the SSOP are covered in the references and amplified by information on the CNRFC (N14) Navy Reserve Homeport, [https://private.navyreserve.navy.mil/cnrfc/N-Codes/N1/CNRFC\\_14/Pages/default.aspx](https://private.navyreserve.navy.mil/cnrfc/N-Codes/N1/CNRFC_14/Pages/default.aspx).

## 6. Program Support

a. SSO Program Office. The SSO Program Office, CNRFC (N14), is responsible for the training and administration of all SSOs. These responsibilities include, but are not limited to, directing and executing Active Duty for Training (ADT), adjudicating ADT waivers, managing ADT and tuition budgets for the SSRG, coordinating accessions into the Selected Reserve with Commander, Navy Recruiting Command (COMNAVCRUITCOM), soliciting and recommending officers for selection via the APPLY board, directing and monitoring individual participation, direct coordination with Navy Personnel Command (NAVPERSCOM) on record maintenance and retirement points, coordination with Naval Service Training Command (NSTC) (at the maritime academies), managing the mentoring program, liaising with the maritime industry and serving as the Navy's subject matter expert for merchant mariner licensure and civilian training requirements.

b. Administration of SSOs by CNRFC (N14) is indirect. Communications are completed remotely using the internet, phone, fax, e-mail and mail. This structure is tailored to accommodate the scheduling needs of sailing merchant mariners and the disparate geographic distribution of the membership. The SSO Program Manager (PM) maintains direct and frequent contact with supported command(s), Deputy Chief of Naval Operations (DCNO) (N42), Commander, Military Sealift Command (COMSC), and the National Shipping Authority/U.S. Maritime Administration (MARAD) on training and support requirements. The program office can be contacted as follows:

Commander,  
Navy Reserve Forces Command (N14)  
1915 Forrestal Drive  
Norfolk, VA 23551-4615

Phone: (800) 535-2580  
DSN: 262-2444  
Fax: (757) 444-7597  
E-mail: MMR\_Program\_Office@navy.mil

Additional information and resources are also available on the CNRFC (N14) Navy Reserve Homeport, [https://private.navyreserve.navy.mil/cnrfc/N-Codes/N1/CNRFC\\_14/Pages/default.aspx](https://private.navyreserve.navy.mil/cnrfc/N-Codes/N1/CNRFC_14/Pages/default.aspx). Consulting the Homeport on a quarterly basis for program updates is advised.

c. Health Records. Per reference (e), SSRG officers remain members of the IRR. However, their records are maintained by NOSCs with coordination from the SSO Program Office. Documents received by CNRFC (N14), which should be a part of an officer's health record, may be delivered to the local NOSC for insertion into the applicable record.

**7. Action.** The following actions are assigned to specified commands/officers.

a. SSO Program Office CNRFC (N14) shall:

(1) Serve as the SSO Program Manager (SSOPM), acting as Commanding Officer for SSRG in Reserve Unit Identification Code (RUIC) 2525M;

(2) Serve as the point of contact for SSO officers in the SSRG;

(3) Assign training to SSRG officers, as necessary, to meet the objectives of the program;

(4) Assign SSRG officers to contributory support ADT as requested by active duty commands;

(5) Coordinate, endorse and process SSRG requests for:

(a) Pay/non-pay/additional ADT per current policy

(b) Inactive Duty Training (IDT) orders

(c) Retirement point credit

(d) Uniform allowance claims

(e) ADT waivers;

(6) Obtain availability from active duty commands for SSRG officer training;

(7) Maintain an electronic tracking system which will monitor individual officer performance, per reference (f), and current SSO program status, and prepare required reports. Items monitored include, but are not limited to, USCG MMC expiration, Standards for the Training and Certification of Watch-standing (STCW) endorsement, rank, ADT performance, annual report submission, sailing status, and additional information as required;

(8) Provide documents to NAVPERSCOM (PERS-3) via BUPERS online e-submission or U.S. Mail, for inclusion in SSRG Officer Official Military Personnel File (OMPF);

(9) Nominate qualified SSRG officers for promotion selection board membership, Naval War College, National Defense University courses, and any other program requiring a command endorsement;

(10) Maintain the SSO Homeport which provides SSRG officers with information regarding their current program qualifications and requirements;

(11) Provide Selected Reserve affiliation or affiliation waiver recommendations for SSRG officers;

(12) Endorse all requests for SSO designation;

(13) Monitor the SSO, USNR midshipman program graduates' fulfillment of the commissioned service requirements and Training and Service Agreement (TSA);

(14) Monitor performance of program members. Report officers who fail to meet their military obligations to NAVPERSCOM (PERS-911). The SSOPM will be the final determination of an individual's SSOP compliance;

(15) Act as a liaison with COMSC (Flag Sponsor), Chief of Naval Operations (Program Sponsor), and MARAD/National Shipping Authority;

(16) Manage and administer Reserve Personnel Navy (RPN) and Operation and Maintenance, Navy Reserve (OMNR) budgets;

(17) Manage Selected Reserve affiliations and assignments by coordinating with CNRFC (N1) and COMNAVCRUITCOM;

(18) Act as a liaison with NAVPERSCOM (PERS-931) and CNRFC (N35) on mobilization issues affecting the SSO;

(19) Act as a liaison with NETC/NSTC on midshipman commissioning and training issues;

(20) Administer the SSO Mentoring Program; and

(21) Act as a liaison with Bureau of Naval Personnel (BUPERS) (BUPERS-318) concerning SSO community management issues.

b. CNRFC (N3) and (N7) shall: Obtain availability and provide specific ADT reporting instructions for shipboard units or schools as requested by CNRFC (N14). CNRFC (N7) will provide additional support for schools and training.

c. NAVOPSPTCEN COs shall:

(1) Provide appropriate medical and dental support for all SSRG officers, either voluntary or required participation, to include: Physical Health Assessment (PHA), Human Immunodeficiency Virus (HIV) testing, Physical Fitness Assessment (PFA) and Body Composition Assessment (BCA) measurements pursuant to reference (g). Forward associated documentation to the SSO Program Office, as requested;

(2) Provide support to the SSO Program Office in cases of SSRG disciplinary actions, as requested; and

(3) Provide support to the SSO Program Office in cases of SSRG medical issues, as requested.