

RESPERSMAN 1534-020

STRATEGIC SEALIFT READINESS GROUP REQUIRED PARTICIPATION

Responsible Office	COMNAVRESFORCOM (N14)	Phone:	DSN	262-2613
			COMM	(800) 535-2580
			FAX	(757) 444-7598

References	(a) OPNAVINST 1534.1D (b) BUPERSINST 1001.39F (c) BUPERSINST 1610.10D (d) OPNAVINST 6110.1J (e) SECNAVINST 1920.6D (f) DODFMR, Vol 9 (g) OPNAVINST 1740.4D
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1. **Purpose.** To issue information and amplifying guidance under reference (a), for the compliance requirements for members of the Strategic Sealift Readiness Group (SSRG). Updated information and links can be found on Commander, Navy Reserve Forces Command (CNRFC) Strategic Sealift Officer (SSO) Program (N14) website Navy Reserve Homeport https://private.navyreserve.navy.mil/cnrfc/N-Codes/N1/CNRFC_14/Pages/default.aspx.

2. **SSRG Participation Requirements**

a. Active Duty Training (ADT). All SSRG members are required to complete 12 days of ADT each Fiscal Year (FY). Procedures for requesting and processing ADT, or obtaining an ADT waiver, are available on the CNRFC (N14) website Navy Reserve Homeport https://private.navyreserve.navy.mil/cnrfc/N-Codes/N1/CNRFC_14/Pages/default.aspx.

(1) ADT will be scheduled by all SSRG officers each FY between 1 October and 31 March. Waivers are processed per reference (a). ADT may be performed throughout the FY.

(2) Applications must be submitted in the Navy Reserve Order Writing System (NROWS) no later than (NLT) 30 calendar days prior to the start date if travel is required or NLT 15

calendar days prior if member resides within commuting distance of the gaining command's location.

(3) The SSO Program Office Non-Defense Entry Agent (NDEA) will make all travel arrangements via DTS, including flights and rental cars. Travel arrangements that are created by the SSRG officer will be removed and returned.

(4) SSRG officers are required to complete a travel voucher within 5 business days per reference (f). Failure to submit a travel voucher will preclude SSRG officers from receiving future paid orders.

b. Annual Reporting. SSRG officers will report their current contact information and Civilian Employment Information (CEI) annually to CNRFC (N14) via Navy Standard Integrated Personnel System (NSIPS). The SSO Program Office may require additional forms of reporting as directed.

c. Administrative Requirements. SSRG officers are required to answer all official correspondence, maintain their NSIPS electronic service record (ESR), and inform the SSO Program Office of all address, phone number, employment and e-mail changes. Verification of the Dependency Data section in NSIPS shall be completed no less than once every 180 days. SSRG officers are required to submit Family Care Plan documents per reference (g).

d. Physical Examination Requirements. Per references (a) and (c), SSRG officers are required to obtain Periodic Health Assessments (PHAs) annually and notify CNRFC (N14) when there is a change in physical condition that may interfere with fulfillment of their Reserve obligations. SSRG officers are also required to comply with Navy body composition assessment (BCA) and fitness standards. The procedures for obtaining required PHAs are available on the CNRFC (N14) website Navy Reserve Homeport https://private.navyreserve.navy.mil/cnrfc/N-Codes/N1/CNRFC_14/Pages/default.aspx.

e. Physical Fitness Assessment Requirements. Per reference (a), SSRG officers are required to maintain physical fitness

standards and complete Physical Fitness Assessments (PFA). PFA requirements are discussed in RESPERSMAN 1534-050.

f. Active U.S. Coast Guard (USCG) Merchant Mariner Credential (MMC). This can be as a Deck or Engineering Officer. The MMC must be endorsed for either Unlimited tonnage (deck) or Unlimited horsepower (engine), and be valid on all oceans. A Standards for Training and Certification of Watch-standing (STCW) endorsement as Officer in Charge of Navigational Watch (OICNW) or OIC of Engineering Watch (OICEW) or higher is required. The SSRG is an unlimited tonnage, oceans program and all members must be licensed to sail unlimited tonnage/horsepower (HP) vessels internationally.

(1) SSRG officers who, through their own misconduct or dereliction, fail to maintain the professional licenses necessary to perform military duties as an SSO are subject to administrative separation from the Navy Reserve per reference (e), enclosure (3), paragraph 1(b)(10), and/or transfer to inactive status pending resolution of their licensing requirements.

(2) Per reference (a) and (b), members may submit a waiver request to Commander, Military Sealift Command via the SSO Program Manager. Waivers will only be granted once in a SSO's career and do not provide sanctuary from annual training requirements.

g. SSO Post Commissioning Indoctrination (PCI) Course. SSOs must complete the SSO PCI course by the end of the FY following their commissioning date or date of re-designation to 1665. SSOs shall contact the PCI Course Administrator within one (1) month after commissioning or re-designation to 1665 to provide current contact information and request a PCI course quota. Contact information for the PCI Course Administrator can be obtained by emailing MMR_Program_Office@navy.mil. Only 1665 designated SSOs are permitted to attend the SSO PCI course.

h. Security

(1) The SSO Program Manager serves as the Security Manager for all SSRG officers. All SSRG officers are required

to maintain eligibility for a Secret security clearance. Secret security clearances must be renewed every 10 years. Clearance renewal is at the discretion of the Security Manager.

(2) All SSRG officers are required to have a Non-Disclosure Agreement (NDA) on file and reflected in the Joint Personnel Adjudication System (JPAS). NDAs can be requested from the SSO Program Office. All NDAs must be signed by the SSRG officer along with a witness and submitted to the SSO Program Office via mail to: Commander, Navy Reserve Forces Command (N14) 1915 Forrestal Drive Norfolk, VA 23551-4615.