

RESPERSMAN 1534-030

STRATEGIC SEALIFT READINESS GROUP VOLUNTARY PARTICIPATION

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References	(a) OPNAVINST 1534.1D (b) BUPERSINST 1001.39F (c) OPNAVINST 6110.1J (d) BUPERSINST 1610.10D (e) SECNAVINST 1650.1H
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1. General

a. The Strategic Sealift Readiness Group (SSRG) program's mandatory participation requirements do not provide sufficient retirement points for an Officer to achieve a qualifying year for retirement purposes. As a result, SSRG Officers are provided additional training opportunities to acquire necessary points.

2. Voluntary Participation

a. Correspondence Courses. SSRG Officers are encouraged to complete approved correspondence courses in accordance with [RESPERSMAN 1500-010](#).

(1) Approved correspondence courses can be found on the CNRFC (N7) SharePoint page:
<https://private.navyreserve.navy.mil/cnrfc/N-Codes/N7/Pages/Reserve-Retirement-Points.aspx>

(2) SSRG Officers are pre-approved by the SSOP Office to complete rank and designator qualifying correspondence courses.

(3) To receive retirement point credit SSRG Officers must be in compliance with all SSOP requirements per reference (a). Points will only be awarded for courses that are on the approved list at the time of submission to the SSOP.

(4) To receive correspondence course retirement point credit SSRG Officers must submit a correspondence course cover letter along with a signed [NAVPERS 1070/613 Administrative Remarks](#) and the applicable course completion certificates.

Required documentation can be found on the [CNRFC \(N14\) Navy Reserve SharePoint](#).

b. Inactive Duty Training (IDT). SSRG Officers desiring to acquire additional training and obtain retirement points for a qualifying year, and whose sailing and/or work schedules permit, may participate in non-pay IDT. In order to qualify for non-pay IDT periods an Officer must be compliant with all other SSOP requirements. IDT is issued in a non-pay status, without reimbursement for travel, for duty performed with an approved Navy Reserve Activity (NRA) in the Officer's geographic location. CNRFC (N14) authorizes and issues IDT for the SSRG Officer to participate in scheduled IDT periods with a specific NRA.

c. Active Duty Training (ADT). SSRG Officers are eligible to perform ADT in addition to that required by reference (a). Additional ADT periods may be requested and performed in a pay or non-pay status. SSRG Officers requesting to perform a second paid ADT, funded by CNRFC (N14), in a fiscal year (FY) may request additional ADT after 31 March.

d. SSO Specific Retirement Points. The following outlines SSO specific retirement point values assessed for professional training attained in a civilian capacity. In all cases, courses completed while in a drilling status or on active duty orders are not permissible. Reference (b) provides more detail in the application and permissibility of SSO specific retirement points.

(1) For non Standards of Training, Certification, and Watchkeeping (STCW) professional training courses, one point per day is awarded for each day of training. No more than five points total may be credited in any anniversary year.

(2) For STCW professional training courses, one point per four hours is awarded. No more than 35 points total may be credited in any anniversary year.

(3) For military courses, one point per four hours is awarded. No more than 35 points total may be credited in any anniversary year. Completion certificates for military courses must have a Department of Defense Navy Identification Number (NIN) printed on them to be eligible for retirement points.

(4) 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.

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

(5) Credit for Extended Sea Service. The SSOP Manager (SSOPM) may credit compliant SSRG Officers with 35 retirement points for service over 180 cumulative days at sea in an anniversary year, per reference (a):

(a) 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.

(b) Awarding of points for extended sea time will not be issued unless the Officer is in compliance with all other SSOP requirements specified in this paragraph. The awarding of points for extended sea service commenced on 1 January 2006 and is not retroactive.

(6) Credit for Harbor Pilots. The SSOPM may credit harbor pilots with up to 20 retirement points per anniversary year for qualifying service of at least 100 days or 180 trips completed. Criteria are as follows:

(a) The harbor pilot must be compliant with all other SSOP requirements.

(b) The Officer must be a current member of a recognized pilot organization and an active member of the SSRG harbor pilot group as determined by the SSOPM.

(c) 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 and verified by the SSOPM.

(d) Standby time will not count.

(e) 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 and provide a copy of the state issued license or certification as applicable.

(f) Final determination as to the amount of time to be recognized per each request for pilotage shall be made by the SSOPM and based upon the aforementioned criteria.

3. Inactive Duty Training (IDT)

a. Policy

(1) Officers must be satisfactory participants and fully compliant to be eligible to voluntarily participate.

(2) Officers must have completed a Periodic Health Assessment (PHA) and a Physical Fitness Assessment (PFA), per reference (c), within the last year in order to be eligible to voluntarily participate with Selected Reserve units.

(3) IDT drills shall not be conducted in designated imminent danger areas per reference (b).

(4) IDT period duration: No more than two IDT periods may be performed in one day. The minimum duration of a single non-pay drill by an Officer in a non-pay status is two hours. If two non-pay IDT periods are performed in the same day, the minimum drill time is four hours each. The maximum duration of an IDT period is 24 hours. Time allotted for meals cannot be credited towards the required length of IDT periods, but the meal period must be included as part of the drill period. For example, the morning IDT period commences at 0730 and expires at 1230. The afternoon IDT period commences at 1230 and expires at 1630. A 1-hour meal period was included during the morning IDT period. Hence, two 4-hour IDT periods were performed.

(5) IDT period credit: All Officers reporting for their IDT period at the scheduled time and place will be mustered for the purposes of drill accounting and establishing Uniform Code of Military Justice (UCMJ) authority. An Officer who is present for the prescribed IDT period will be authorized one retirement point credit for each satisfactory drill performed. If the Commanding Officer (CO) to whom the Officer reports for drill determines the Officer's performance during the IDT period is unsatisfactory, the Officer's IDT period may be declared administratively unsatisfactory per [RESPERSMAN 1001-010](#).

(6) IDT scheduling: Officers will contact the supporting NRA to schedule a PHA or PFA or the Navy Reserve Unit to schedule drill participation. IDT periods must be approved by the NRA or Navy Reserve Unit via an [IDT Input Feeder](#) sheet, available on the CNRFC (N14) SharePoint page, submitted to CNRFC (N14) no later than seven calendar days prior to the desired drill date. IDT requests may be submitted by the Officer, or on behalf of the Officer. Officers will receive an approved NAVRES 1570/22, Individual IDT Participation Record (IPR) from CNRFC (N14) to provide to the respective NRA or Navy Reserve Unit representative to be mustered. Officers are not authorized to perform IDT periods without an approved NAVRES 1570/22, Individual IDT Participation Record (IPR).

(7) IDT reschedule: Once drills are scheduled, they must be executed or rescheduled. IDT periods may not be rescheduled after the fact. If an Officer cannot make a scheduled drill due to unforeseen circumstances, they are required to request that drill to be rescheduled in writing prior to the date of drill period.

(8) Unsatisfactory drills: Drills that are determined to be unsatisfactory by the NRA or Navy Reserve Unit will result in counseling.

(9) Unexcused drills: Missed IDT periods will result in counseling.

(10) Signed NAVRES 1570/22, Individual IPR shall be forwarded to the CNRFC (N14) for adjudication within three days of drill completion. Failure to provide the CNRFC (N14) with a signed NAVRES 1571/22, Individual IPR will be considered as unexcused.

b. Responsibilities

(1) CNRFC (N14) shall:

(a) Act as the final approval authority for all IDT requests.

(b) Prepare and process NAVRES 1570/22, Individual IPR.

(c) Provide oversight and ensure compliance with [RESPERSMAN 1534-010](#), [RESPERSMAN 1534-020](#), [RESPERSMAN 1534-040](#) and [RESPERSMAN 1570-010](#).

(d) Counsel officers on unsatisfactory/unexcused drill participation.

(2) NRA CO shall:

(a) Adjudicate IDT feeder request with approval recommendations and tasks to be accomplished during IDT periods.

(b) Conduct PFAs per reference (a) for SSRG Officers who perform IDT periods.

(c) Conduct PHAs for SSRG Officers who perform IDT periods.

(d) Certify SSRG Officer drill attendance at IDT periods under an approved NAVRES 1570/22, Individual IPR. Forward completed NAVRES 1570/22, Individual IPR to CNRFC (N14).

(3) Navy Reserve Unit COs shall:

(a) Adjudicate IDT feeder request with approval recommendations and tasks to be accomplished during IDT periods.

(b) Certify SSRG Officer drill attendance at IDT periods under an approved NAVRES 1570/22, Individual IPR. Forward completed NAVRES 1570/22, Individual IPR to CNRFC (N14).

(c) Submit Fitness Reports (FITREPs) as the Regular Reporting Senior for SSRG Officers assigned to their unit performing IDT orders for more than 90 days; with a minimum of 80 percent drill attendance per reference (b).

(4) SSRG Officers shall:

(a) Contact the NRA or Navy Reserve Unit and obtain approval to conduct PHA, PFA or drill participation using the [IDT Input Feeder sheet](#) available on the CNRFC (N14) SharePoint page.

(b) Coordinate with NRA or Navy Reserve Unit and CNRFC (N14) for any changes to approved IDT period.

(c) Submit signed NAVRES 1570/22, Individual IPR to CNRFC (N14) within three days of drill completion.

4. **SSRG 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:

a. **SSRG Officer IDT FITREPs**. SSRG Officers authorized by CNRFC (N14) to participate with a Navy Reserve unit under IDT periods, and who participate consecutively with that unit for a period of 90 days or more; and participating in at least 80 percent of the drills will receive a regular FITREP. For these reports, the CO of the Navy Reserve unit with which the SSRG Officer trained will be the "Regular Reporting Senior."

b. **SSRG ADT FITREPs**. Reference (d) requires submission of regular FITREPs on all SSRG Officers performing more than 90 consecutive days of ADT. A "Not Observed" FITREP, with a brief description of duties and accomplishments for SSRG Officers is required for ADT periods less than 90 days.

d. **SSRG Physical Readiness**. All SSRG Officer FITREPs must have an entry in Block 20 of the FITREP.

5. **Personal Awards** CNRFC (N14) acts as the Navy Department Awards Web Services (NDAWS) authority for SSRG Officers.

a. **Award Submission**. SSRG Officers shall submit approved award documentation to CNRFC (N14) for updates to their service record.

b. **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 a Strategic Sealift Unit CO. Award nominations for awards lower than NAM precedence will be routed through CNRFC (N14) for consideration. Nomination packages must include an endorsed OPNAV 1650/3, Personal Award Recommendation in accordance with reference (e).