

SSOF DIRECTOR NOTICE 5295

From: Director, Strategic Sealift Officer Force

Subj: STRATEGIC SEALIFT OFFICER FORCE INSTRUCTOR CADRE

Ref: (a) OPNAVINST 1534.1(series)  
(b) COMSCINST 1050.1 (series)  
(c) SSOFDIRNOTE 5725

Encl: (1) SSOF Instructor Cadre Selection Panel Evaluation  
(2) SSOF Instructor Critique Checklist  
(3) SSOF FYXX Instructor Cadre Planning Schedule  
(4) SSOF Course Requirement Matrix

1. Purpose. The purpose of this notice is to define the roles and responsibilities for Strategic Sealift Officer Force (SSOF) Instructor Cadre and establish panel timelines and panel guidelines. Additionally, establish the requirement for the submission of Annual Training Plan and number of classes and instructors needed.

2. Applicability. This applies to officers of the SSOF who are selected and designated as Course Directors, Assistant Course Directors, and Instructors.

3. Background. In order to meet the requirement of qualified Strategic Sealift Officers (SSOs) being able to fulfill their mobilization functions, a comprehensive training program was established to ensure the SSOF is effectively trained and developed, which necessitates a qualified Instructor Program to carry this out.

4. Mission. The Strategic Sealift Officer Force must provide warfare qualified Navy Reserve Officers with civilian credentials and military training to support the activation, operation, and sustainment of the United States organic Strategic Sealift Fleet and in support to Maritime Domain Operations, and the Maritime Industrial Base throughout the continuum of conflict. SSOF Instructor Cadre members are selected to teach and facilitate various training programs to members of the SSOF community due to their depth of experience and knowledge as subject matter experts.

5. Structure. Course Directors and Instructors are screened by the Instructor Cadre Panel for recommendation to the MSC N15 SSOF Director for final adjudication. Upon selection, Course Director's and Instructors are authorized specific course(s) to instruct.

6. Responsibility.

a. MSC N15 SSOF Director (SSOF Director). Designates and evaluates Course Directors and Instructors for each MSC N15 led course and may delegate as applicable.

Retains final adjudication authority of panel recommendations, and approves annual training plan. May grant temporary appointment of Course Directors and/or Instructors without a formal review panel with expiration at the conclusion of the next scheduled panel. Notwithstanding delegation of course curriculum and administrative authorities, the SSOF Director retains overall responsibility for all SSOF courses.

- b. MSC N15 SSOF Training and Development Officer (SSOF N7). Manages Instructor Cadre Program on behalf of SSOF Director's Office, to include, but not limited to; Curriculum manager for all SSOF development courses. Responsible for maintaining communication and teamwork amongst the Detailers, Course Directors, Instructors, NR MSC HQ SSO UNIT Training Department. Provides a Fiscal Year Training Plan to the Force annually by 01 SEP. Solicits for Course Director and Instructor application packages for panel review. Recommends Course Director and Instructor qualifications for each approved course. Assigns Instructors to each course and provides the Course Director(s) and Detailers with the instructor's name(s) and course dates. Responsible for mustering Course Directors for IDT points in accordance with reference (c). Will monitor and maintain an Instructor Cadre sufficient to support a minimum of 4 class offerings per course each fiscal year.
- c. NR MSC HQ SSO UNIT. Schedules instructor panels with the panel members and generates the announcements for training instructor applications. Receives the training instructor applications, consolidates, submits packages to panel members, and maintains communications with personnel applying. Will average grades received from panel members utilizing enclosure (1) and inform members of final disposition including feedback if applicable. Will maintain and provide a certified instructor list to Course Directors, Detailers, NR MSC HQ SSO UNIT, SSOF N7, MSC N15 SSOF Assistant Director (SSOF Assistant Director), and SSOF Director.
- d. Detailers. Will receive a certified instructor list from the NR MSC HQ SSO UNIT. They will detail instructors that are approved from SSOF N7's list of instructors for each course based upon input from Course Directors and approval of SSOF N7 as provided.
- e. Panel Members. Will consist of at least five leaders and be comprised of the SSOF Assistant Director and SSOF N7; NR MSC HQ SSO UNIT CO, XO, and N7; CNRFC N14 Program Manager (CNRFC N14 PM) and Assistant Program Manager; and PCI, JLOC, MLOC and SLOC Course Directors. Panel Members may consist of others designated in writing by the SSOF Director.
- f. Course Directors. Will be overall responsible for assigned courses. Duties include coordination with students prior to class start date, development of course handbook (subject to SSOF N7 review), and coordination with assigned Instructors. Additional responsibilities include, but are not limited to:
  - i. Sending Welcome package to students prior to class start date.

- ii. Sending Course Guidance and duties out to Instructors. Muster Instructors for IDT points IAW reference (c).
- iii. Develop class agenda including coordinating and scheduling guest speakers.
- iv. Collect and provide documentation to CNRFC N14, MSC N15, and NRCs as needed to ensure student compliance prior to and during course, to include NRCs for scheduling PHAs that may be needed to come on orders.
  - 1. At no time will Course Directors/Instructors contact NRC Norfolk. All correspondence must go through CNRFC N14.
- v. Provide guidance and resources to students to address issues related to orders execution. Coordinate resolution of order hard holds and order modifications with CNRFC N14 Admin department.
- vi. Student leave / liberty coordination with MSC N15, through the SSOF N7, for any travel beyond 250-mile radius from assigned duty location, with endorsed recommendation to MSC N15 office. (Forms NAVPERS 1336/3 or NAVCOMPT 3065 as applicable). Travel plan must be included in notes and no travel may commence prior to approval being provided in writing from MSC N15. Must conform to reference (b) and any local installation guidance.
- vii. Collecting and consolidating class surveys and after action report (AAR) to submit to SSOF N7 upon completion of each class.
  - 1. Class survey will be conducted using the standardized navy e-survey (qualtrexXM) and will be maintained by SSOF N7.:  
<https://usnavy.gov1.qualtrics.com/login/identity-provider-select?path=/notification-center/instant-actions/de77815c-5fe9-4e85-b096-a951cb4ef59c/redirect&externalId=ef0c2e31-0ea5-4596-8441-5ecd2bfcfcf0&channel=email&brandId=usnavy&stateID=1c093177-3598-47cd-8eb4-e589f4e596ad>
- viii. Perform evaluations for new Course Directors and/or Instructors as directed, utilizing enclosure (2) and submit to the SSOF Director via SSOF N7.
- g. Instructors. Responsible for the day-to-day activities of course assigned, including daily muster, uniform inspections, appointments, and CNRFC N14, NRC, and C2 OIC interaction and coordination where applicable, FITREPS, Class Certificates, Sea Service Letters, AAR, and other duties as may be assigned by the Course Director. Instructors will assist with and be present at PHAs and PFAs and are required to remain within 50 miles of the TDY location for the duration of their orders unless prior approval has been granted by MSC N15. Perform evaluations for new Instructors as directed, utilizing enclosure (2) and submit to the SSOF Director via SSOF N7.

7. Panel Process. Panel members will evaluate the application packages and provide comments supporting grade assigned, utilizing enclosure (1). Applications with an average score below 70% will not be recommended for approval. Upon completion of initial grading by a minimum of 5 Panel Members within the prescribed deadlines (unless otherwise extended), a meeting will be scheduled to discuss grading and comments, allowing for panel members to adjust grades before final recommendation is provided to the SSOF Director. Final Panel results and recommendations will be recorded per enclosure (1) and submitted to SSOF Director for final approval. Upon approval, Course Directors and Instructors shall teach a minimum of one course under instruction and be provided evaluative feedback from a designated Course Director, Instructor, SSOF N7, SSOF Assistant Director, or SSOF Director (utilizing enclosure 2).

8. Timelines.

- a. Panels will be held at least biannually per enclosure (3).
- b. Panel screened and Director designated Course Directors and Instructors will be appointed for a 3-year term, at which time they can request a subsequent term, and remain subject to re-evaluation throughout their tenure.
- c. Temporary appointed Course Directors and Instructors who were not panel screened are appointed for a term not to exceed the meeting of the panel immediately following such appointment. At such time the incumbent may apply for a 3-year term, or the Director may extend such temporary appointment till the next scheduled panel.
- d. Course Directors and Instructors who are not approved may re-apply during the next panel.

9. Instructor Qualifications.

- a. Compliance and Readiness. Member must be medically ready at time of application or have plan of action with scheduled dates for completion, have an active navy email address, NMCI log on or NVD, have a valid license, and have 80% good years in their record. At a minimum, record should contain license AQD, education, and SSOWI. Favorable to have NOBCs in line with their experience.
- b. Experience. Should encompass their civilian, navy, and sailing experiences. Favorable consideration for those applicants with former teaching or consulting experience including any certifications such as Train the Trainer, Joint experience, and JPME or Graduate school.
- c. Performance. Should be evaluated on their support to the Force through sealift priorities, multiple ADTs, extended orders/MOBs, upgraded license, SSO Leadership such as with C2 Structure and have at least 80% good years in their record.

10. Annual Training Plan.

a. Courses will be scheduled in accordance with the SSOF Director's Annual Training Plan as prepared and managed by the SSOF N7. Course Director recommendations for course frequency and scheduling will be provided to the SSOF N7 NLT 01 JUL for review by the SSOF Director, Assistant Director, and SSOF N7.

b. Class size and number of Instructors required per enclosure (4).

11. Cancelation Contingency. This notice will remain in effect for one year or until superseded, whichever occurs first.

C. S. FLEMING

Distribution:

Electronic only via SSOF Director SharePoint Page

<https://private.navyreserve.navy.mil/coi/StrategicSealiftOfficerForce/Documents/Forms/AllItems.aspx?RootFolder=%2Fcoi%2FStrategicSealiftOfficerForce%2FDocuments%2F01%5FSSOF%20Director%27s%20Policy%2FFY25&FolderCTID=0x012000C7A748139AC0344EBDCEE03E903B350&View=%7B9DF274FB%2D069B%2D4308%2D82DA%2DEF5BD7D826EE%7D>

# SAMPLE

## Strategic Sealift Officer Force (SSOF) Instructor Cadre Selection Panel Evaluation

Instructor Cadre Selection Panel Results

Date:

Applicant Name: CAPT Kirk

Panel Member	Compliance and Readiness:	Experience	Performance	Overall score
MSC N15 Asst. Director				
MSC N15 N7				
SSO SELRES CO				
SSO SELRES XO				
SSO SELRES N7				
CNRFC N14 PM				
CNRFC N14 Asst. PM				
PCI				
JLOC				
MLOC				
SLOC				
Results Average				

Course Recommended for:	Panel Member Comments:
0	

Coursed will be assigned by rank based on these guidelines:	Class
Senior CDR or CAPT	SLOC
Senior CDR or CAPT	MLOC
LCDR and CDR	JLOC
LT and LCDR	PCI

Compliance and Readiness:	Experience:	Performance:
IMR Status - Fully Compliant or plan of completion	Navy Resume or Bio	Last Three FITREPs
Active Navy Email	Civilian Resume	OSR - Reflects Navy Resume
Active MMC w/ STCW (SELRES exempt from STCW)	Training and Leadership	PSR - Support to the Force
Intent to Comply with MSO	Sailing Experience	ASOSH - Participation
Security Clearance	Teaching or Consulting	80% Good Years
1/5=0, 2/5=25, 3/5=50, 4/5=75, 5/5=100	Joint Experience	

Enclosure (1)

# EXCEL DOCUMENT TO BE USED FOR CALCULATIONS

## SSOF Instructor Critique Checklist

NAME/RANK: \_\_\_\_\_ DATE: \_\_\_\_\_

COURSE TITLE/CIN: \_\_\_\_\_

TOPIC: \_\_\_\_\_

**EVALUATION TYPE:**

☐ Instructor ☐ Course Director ☐ Other

**EVALUATION PERIODICITY:**

☐ Initial ☐ Revalidation

Evaluate each item on the checklist. (Check each item Satisfactory, Needs Improvement, Unsatisfactory, Not Observed, or Not Applicable)

**1. INTRODUCTION**

- a. Displayed topic/ name, introduces self
- b. Read Objectives
- c. Motivation
  - (1) Gained learners' attention
  - (2) Explained importance/ relevance of topic
  - (3) Motivated learners to do their best
  - (4) Safety objective
- d. Stressed importance of safety on ships
- e. Provided class overview
- f. Ensured workstations/ materials ready
- g. Related classroom instruction to on-the-job performance

SAT	NI	UNSAT	NO	NA

**2. PRESENTATION**

- a. Used lesson plan effectively
  - (1) Personalized lesson plan
  - (2) Taught all discussion points
  - (3) Transitioned/ chained effectively
  - (4) Used examples/ analogies
- b. Used effective communication skills
  - (1) Maintained learner attention
  - (2) Encouraged participation/ questions
  - (3) Demonstrated active listening
- c. Asked questions
  - (1) Required number (if applicable)
  - (2) Used effective questioning technique
  - (3) Provided effective feedback
- d. Handled learner questions
- e. Used technology/ visual information effectively

SAT	NI	UNSAT	NO	NA

**3. FACILITATION**

- (1) Used room movement effectively
- (2) Kept discussion moving
- (3) Debriefed activity/ excercise effectively

SAT	NI	UNSAT	NO	NA

**4. Small Arms (for MLOC ONLY)**

- (1) Demonstrated SA procedures correctly
- (2) Reviewed SA procedures correctly
- (3) Provided related instruction as needed
- (4) Safety devices/equipment were in good condition
- (5) Issued weapons/material expeditiously
- (6) Monitored learner safety practices/evaluated risks
- (7) Co-instructors assisted learners as necessary

SAT	NI	UNSAT	NO	NA

**5. INSTRUCTOR/LEARNER INTERACTION**

- a. Maintained instructor-learner relationship
- b. Learners sought help when needed
- c. Learners used tools/materials correctly
- d. Recognized individual learner differences

SAT	NI	UNSAT	NO	NA

**6. PERSONAL CHARACTERISTICS**

- a. Professional appearance/demeanor
  - (1) Used appropriate language
  - (2) Used inclusive language
  - (3) Displayed enthusiasm
- b. Used instructor traits effectively
  - (1) Voice (Articulation, Gramer, Inflection, Volume)
  - (2) Eye contact
  - (3) Gestures
  - (4) Attitude

SAT	NI	UNSAT	NO	NA

**7. OVERALL GRADE**
 SATISFACTORY

 UNSATISFACTORY
**8. EVALUATOR REMARKS**

I have been debriefed on this evaluation.

Instructor Evaluated: \_\_\_\_\_

Instructor Evaluator: \_\_\_\_\_

derived from NETC 1500/4





# SSOF FYXX Instructor Planning Schedule



## INSTRUCTOR PANEL PROCESS FLOW CHART

**SSOF N7**  
Solicit for Instructors  
(01 OCT / 01 APR)

*30 DAYS TO APPLY*

**NR MSC HQ SSO**  
**UNIT N7**  
Compiles and vets  
applications  
(01 NOV / 01 MAY)

**Instructor Board**  
(15 NOV / 15 MAY)

**Results compiled  
by NR MSC HQ  
SSO UNIT**  
(15 DEC / 15 JUN)

**Results Submitted  
to SSOF Director  
for approval**  
(01 JAN / 01 JUL)

**Instructors notified.  
Solicit for  
availability.**  
(15 JAN / 15 JUL)

**Detail Instructors**  
(Continuous)

### OTHER IMPORTANT DATES

**01 JUL:** Course Directors provide SSOF N7 recommended FY Schedule

**15 JUL:** SSOF N7 provide scrubbed copy to SSOF Director

**01 AUG:** SSOF N7 Distributes approved Class Schedule to Instructor Cadre for Instructor assignment

**01 SEP:** Release FYXX Training Plan to the Force

Course Requirement Matrix							
Class	Students	Student to Instructor Ratio	Minimum Class Size	Maximum Class Size	Instructor Rank	Instructor Qualifications	Other
<b>SLOC</b>	CAPT CDR CDR select <sup>1</sup> LCDR <sup>1</sup>	8:1	15	24	CAPT CAPT select Senior CDR w/ SLOC	JPME 1 qualified.	There will be support from Joint Staff War college of 2-3 instructors, but this will not replace IRR/SELRES instructor(s) needed.
<b>MLOC</b>	LCDR LT <sup>2</sup>	10:1*	10	20	CAPT CDR	Prior promotion board experience highly desired	Two instructors are needed to teach this class. SAMMI instructor required for small arms.  *If course is over 10 students an Admin may be permitted.
<b>JLOC</b>	LT LTJG ENS <sup>3</sup>	10:1	10	20	CDR LCDR	Have sea going experience Must be in compliance with MSO	
<b>PCI</b>	ENS	5:1**	10	N/A	LCDR LT	Must be in compliance with MSO	Cadre Instructors will NOT be N14 staff  **ratio includes N14 PCI Staff

#### NOTES

1. SLOC: In order of precedence: O5(sel) and O4 - post MLOC, current or previous OIC, and upgraded license (SELRES - Post OIC/XO Tour)
  - a. O5 Select
  - b. O4 IRR: Current or previous OIC, upgraded license, and post MLOC  
or  
SELRES: Post OIC/XO Tour
  - c. O4 post MLOC
2. MLOC: LTs attending MLOC must have SSOWI
3. JLOC: ENS will not attend JLOC within 8 months of attending PCI

**Exceptions to the above will be made on a case by case basis at the discretion of the N15 Director**