

SSOF DIRECTOR NOTICE 5351

From: Director, Strategic Sealift Officer Force

Subj: STRATEGIC SEALIFT OFFICER READINESS GROUP COMMAND AND CONTROL STRUCTURE, RESPONSIBILITY AND TURNOVER

Ref: (a) OPNAVINST 1534.1(series)
(b) SSOFDIRNOTE 5725
(c) BUPERINST 1001.39F CH-1
(d) RESPERSMAN 1534-020
(e) RESPERSMAN 1534-030
(f) RESPERSMAN 1534-060
(g) RESPERSMAN 1570-010
(h) SSOFDIRNOTE 5725

Encl: (1) Sample C2 Designation Letter
(2) FY25 C2 Structure Organization Chart

1. Purpose. To provide policy and assign responsibilities for the Strategic Sealift Readiness Group (SSRG) Command and Control (C2) leadership structure and set timelines for turnover following procedural compliance.
2. Cancellation. This notice will remain in effect for one year or until superseded, whichever occurs first.
3. Scope and Applicability. This applies to Strategic Sealift Officers (SSO) currently in SSRG Unit Identification Codes (UIC) and Selected Reserve (SELRES) members holding C2 positions within these groups.
4. Background. The establishment of the C2 leadership structure provides a necessary framework for SSRG members to receive support and mentorship on mobilization readiness and career progression, while providing opportunities for members to gain group leadership experience.
5. Mission. The Strategic Sealift Officer Force (SSOF) provides 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. The C2 leadership structure will establish a chain of command for the efficient flow of information and administration of the SSRG.
6. Structure. The C2 leadership cadre consists of Group Commanders (GC), Assistant Group

Commanders (AGC), Administrative Officers (AO), Training Officers (TRAINO), Officers in Charge (OIC) and Assistant OIC (AOIC). Each GC is assigned a set number of units. Each unit is assigned an OIC and AOIC who report to the GC.

7. Responsibilities.

a. MSC N15 SSOF Director (SSOF Director)

(1) Serve as the senior leader of the SSOF responsible for developing, training and employing the SSRG in mobilization relevant positions to enable scalability and warfighter readiness for the navy and joint sealift requirements.

(2) Lead SSOF community strategy development and alignment, career development, design of the force, and advocate for SELRES billets within the SSO required capabilities.

b. MSC N15 SSOF Deputy Director (SSOF Deputy Director)

(1) Concurrently serve as the Commanding Officer of Naval Reserve (NR) MSC SSO Headquarters Unit tasked to align NR staff to assist SSOF Director in fulfilling their Active Component (AC) Mission, Functions & Tasks (MF&T).

(2) Support SSOF Director in maintaining readiness for all strategic sealift personnel and other national security priorities during contingency operations.

(3) Provide flexible response support to SSOF Director in the event of mobilization of the SSRG to fill vessel operator, liaison officer and shoreside billets.

(4) Serve as a senior advisor and subject matter expert for the SSOF Director. Lead and train the SSOF Director's augment staff.

c. MSC N15 SSOF Chief of Staff (SSOF Assistant Director)

(1) Report to the SSOF Director.

(2) Direct day to day operations within the SSOF Office to subordinate staff maintaining inter/intra-office coordination to achieve Director's intent, setting working hours, liberty policy, expectations, and responsibilities for staff.

(3) Provide subject matter expertise in SSOF affairs. Responsible for strategy development and alignment.

(4) Act as a direct representative of, and on behalf of the SSOF Director in matters effecting the Force, Director's Office, SSRG C2, and strategic sealift matters.

(5) Perform such other duties as assigned by the SSOF Director.

d. MSC N15 SSOF Executive Advisor

(1) Serve as a Senior O6 in the SSRG.

(2) Advise the SSOF Director and serves as a subject matter expert on SSOF affairs.

(3) Provide C2 GCs guidance on SSOF Director's objectives.

e. Group Commander

(1) Report to the SSOF Director.

(2) Provide senior leadership and guidance to assigned SSOF reservists.

(3) Provide SSOF monthly status reports to the Director and inform on matters directly impacting the SSOF.

(4) Adjudicate and serve as approver for SSOF Group members' non-pay Inactive Duty Trainings (IDT).

(5) Assign and lead AO, TRAINO, OICs and AOICs of their respective units. Ensure that the standard duties and responsibilities of the OICs and AOICs are achieved.

f. Assistant Group Commander

(1) Report to the GC and the SSOF Director.

(2) Assist the GC in carrying out assigned tasks. AGC ensures that the standard duties and responsibilities of the AOs and TRAINOs are executed.

(3) Act as a direct representative of, and on behalf of, their assigned GC in their absence.

g. Administrative Officer

(1) Report to the GC and AGC

(2) Serve as the lead responsible for group administrative items.

(3) Maintain readiness for assigned group and provides tracking of metrics for senior leadership.

h. Training Officer

(1) Report to the GC and AGC.

(2) Serve as the lead responsible for group training items. Track Common Military Training (CMT) requirements for the assigned group and provides tracking of metrics for senior leadership.

(3) Coordinate with SSOF Director's TRAINO to identify training topics and opportunities.

i. Officer in Charge

(1) Maintain communications with personnel in their assigned unit.

(2) Assists GCs and AGCs in carrying out assigned tasks and responsibilities with unit members.

(3) Reports to GC.

j. Assistant Officer in Charge

(1) Maintain communications with personnel in their assigned unit.

(2) Assist the OIC in carrying out assigned tasks,

(3) Act as a direct representative of, and on behalf of, their assigned OIC in their absence.

8. Meetings. To keep the Force informed on the SSOF Director's strategies and priorities, the following provides guidance on periodicity and scheduled meetings.

a. GCs and AGCs shall attend scheduled meetings with the Strategic Sealift Officer Force (SSOF) Director as required to provide reporting updates for element readiness and report any pertinent issues with the Force. GCs, AGCs, AOs, TRAINOs, OICs, and AOICs will conduct group meetings at a minimum quarterly with unit members. Group meetings within the C2 structure shall serve to:

(1) Disseminate current/updated policies and objectives.

(2) Assess group and associated unit level readiness.

(3) Identify common barriers to readiness impacting unit members.

(4) Formulate mitigation strategies and provide feedback to senior leadership.

9. Communication. OICs and/or AOICs shall contact unit members through official correspondence as needed. Examples of official correspondence could include but are not limited to group email distributions, Microsoft Teams or SharePoint pages, or by other suitable means. All members shall transfer Personal Identifiable Information (PII) through secure methods (e.g. encrypted navy email or DoD SAFE). Communication between the OIC and/or AOIC and unit members should include:

- a. Member's contact information updates.
- b. Announcements for opportunities, additional training(s) and readiness awareness (C2 opportunities, MSC N15 ForceConnects and CNRFC N14 Newsflash/ForceConnects).
- c. Persistent barriers and/or member's emergent challenges.

10. Engagement. C2 leadership shall be actively engaged with their unit members. Despite challenging civilian employment careers that may lead to protracted absences and/or limited communication methods, C2 leadership shall ensure active engagement is maintained by coordinating with other C2 leadership members during these time periods. Furthermore, GCs, AGCs, AOs, TRAINOs, OICs and/or AOICs must physically attend at least one of the scheduled C2 leadership symposiums annually.

11. Readiness Tracking. Each group is responsible to report items to the SSOF Director monthly to include:

- a. Status of progress with satisfactory year requirements:
 - (1) Member's completion of at least 12 days of Active Duty per fiscal year in accordance with reference (d).
 - (2) Member's application and approval for ADT waivers who meet the criteria of extensive sea-service or other approved circumstances, per reference (d).
 - (3) Member's Medical, Dental and Administrative requirements and assist as needed.
 - (4) Completion of required fiscal year CMTs as promulgated by CNRFC N14 Office / MSC N15 Office.
 - (5) Compliance of maintaining a valid unlimited deck or engine Merchant Mariner Credential (MMC) with Officer rating(s) and applicable STCW endorsements. License must be active, not-expired, nor placed in continuity as per reference (e).
 - (6) Annual update of civilian employment information (CEI).

12. Inactive Duty Training (IDT) Eligibility and Responsibilities. Refer to reference (c) for IDT

point eligibility. Group leadership may generate IDT requests in accordance with references (e) and (g), for their members who do not readily have access to Navy Standard Integrated Personnel System (NSIPS). OICs or AOICs shall muster their performing members in accordance with reference (h) monthly. Upon verification of unit member mustering, GCs and AGCs will perform Unit CO Approver in NSIPS. Members volunteering and fulfilling the duties of GC, AGCs, AO, TRAINO, OIC and AOIC shall submit for IDT points per month for work rendered, following the guidance of reference (h).

13. C2 Assignments.

a. Qualifications.

(1) SSO Warfare Qualified

(2) Be in full compliance with SSO program requirements included in references (d) and (e) within the preceding year.

(3) GCs, AGCs, AOs, TRAINOs, OICs and AOICs are expected to be experts with applicable Navy Reserve systems, policies and processes to assist unit members.

(4) All of the C2 leadership positions shall hold expert knowledge of the following (but not limited to) references (a) through (h), IDT mustering processes and generation of CNRFC N14 SharePoint dropbox items.

(5) GCs and AGCs shall be ranked O-5 and above.

(6) AOs, TRAINOs, OICs and AOICs shall be ranked O-3 and above, unless deemed highly qualified by the SSOF Director's Office.

(7) Both IRR and SELRES SSO members are eligible to serve in these positions. SELRES members shall communicate their interest with their respective Unit leadership.

b. Service Terms

(1) Group Commander. Screened, selected, and assigned through the SSOF Director's Office for a term at the discretion of the SSOF Director, but not to exceed three years.

(2) Assistant Group Commander. Screened by the GC and selected with approval by the SSOF Director's Office, for a term at the discretion of the GC but not to exceed three years.

(3) Administrative Officer/Training Officer/Officer in Charge/ Assistant Officer in Charge. Screened and selected by the GC and AGC, with concurrence by the SSOF Director's Office, for a term at the discretion of the GC but not to exceed three years.

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(4) If GC or AGC request an extension of their term beyond the initial three-years, a new package must be submitted with final approval from the SSOF Director's Office. If the AO, TRAINO, OIC or AOIC request an extension of their term beyond the initial three-years, a new package must be submitted to the GC or AGC for consideration with final approval from the SSOF Director's Office.

c. Application: To be selected as GC, AGC, AO, TRAINO, OIC or AOIC members must:

(1) Provide all required information listed in the ForceConnect solicitation to the SSOF Director's office for prescreening and selection for GCs and AGCs. The SSOF Director's office will provide approved packages for AO, TRAINO, OIC and AOIC to GCs for selection.

(2) Applicants will submit sanitized (PII removed) packages or packages with PII via encrypted navy email or DoD SAFE.

d. Selection. Formal notification of the selection results shall be provided within 30 days of selection. GC, AGC, OIC, AOIC, AO and TRAINO billets are all voluntary, but members are expected to carry out the duties and responsibilities if assigned to those positions. Selected members will receive a designation letter. Designation letters shall adhere to enclosure (2). Selected members are expected to serve the full term of the position. Assignments may be terminated earlier at the discretion of the SSOF Director. AOs, TRAINOs, OICs and AOICs should prepare for an expected workload of between 8 to 16 hours per month.

e. Applicant Retention. A pool of qualified applicants (AO, TRAINO, OIC and/or AOIC) within the units will be maintained for consideration by the GC/AGC for a period of one year. Formal notification of the selection results shall be provided within 30 days of selection by the GC or SSOF Director's Office. GC/AGC/AO/TRAINO/OIC/AOIC selectees shall commit to filling the position for a minimum of three years. Limitations on the duration of assignment shall be assessed by leadership. GCs are encouraged to share applications of qualified applicants across the various groups.

f. Removal. GCs/AGCs not fulfilling these duties and responsibilities may be removed by the SSOF Director. AO, TRAINO, OICs or AOICs not fulfilling these duties and responsibilities may be removed for cause by their GC or SSOF Director.

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