

SSOF DIRECTOR NOTICE 5725

From: Director, Strategic Sealift Officer Force

Subj: STRATEGIC SEALIFT OFFICER FORCE INACTIVE DUTY TRAINING
REQUEST FOR INDIVIDUAL READY RESERVE PERSONNEL

Ref: (a) OPNAVINST 1534.1(series)
(b) OPNAVINST 6110.1(series)
(c) RESPERSMAN 1570-010
(d) SSOFDIRNOTE 5351

1. Purpose. To define parameters and responsibilities for requesting, approving and completing Inactive Duty Training (IDT) non-pay periods for members of the Strategic Sealift Readiness Group (SSRG) in the Individual Ready Reserve (IRR) within the Strategic Sealift Officer Force (SSOF) in accordance with references (a) through (d).
2. Background. IDT points are used as a means to credit members for work performed that meet the necessary requirements as per reference (c). The issuance and approval of IDT points in the SSOF provides retirement points toward a good anniversary year and overall compensation post-retirement from U.S. Naval service.
3. Applicability. This applies to Strategic Sealift Officers (SSO) currently in SSRG Unit Identification Codes (UIC).
4. Mission. The Strategic Sealift Officer Force 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 SSOF uses IDT as a management tool to enable members to participate in warfighter and warfighting readiness objectives and thereby maintain a ready pool of qualified mariners.
5. Structure. The SSOF will utilize the Navy Standard Integrated Personnel System (NSIPS) Enhanced Drill Management (EDM) module to request non-paid IDTs. IDTs will only be utilized for the approved conditions listed in Section 8 and will not be approved unless using the correct process listed.
6. Responsibility.
 - a. Member. Responsible for seeking permission from their group Officer in Charge (OIC) or Assistant Officer in Charge (AOIC), to perform IDTs based on the list in section 8. This permission must be stated on the IDT request in NSIPS.

- b. OIC and AOIC. Responsible for granting permission for a member to enter an IDT request and acts as first muster approver when an IDT period is reported complete.
- c. Group Commander (GC) and Assistant Group Commander (AGC). GC acts as first IDT authorizer and Unit CO Approver.
- d. MSC N15 Director's Staff (MSC N15). Assigns personnel as Unit CO approver for EDM purposes via CNRFC N14 Program Office.
- e. CNRFC N14 Program Office (CNRFC N14). Acts as final approval for authorizing and crediting of the IDT period.

7. Timeline. Members requesting an IDT period will obtain permission from the OIC or AOIC based on the approved IDT actions listed in section 8.

- a. With permission, members will enter an IDT request into NSIPS no later than 7 days prior, and no more than 60 days prior, to the IDT action.
- b. GC will process all IDT requests received within EDM, to allow CNRFC N14 processing time.
- c. CNRFC N14 will perform final action; authorizing the member to execute the IDT.
- d. Member will complete assigned approved IDT period(s).
- e. Onsite mustering official (any sailor E-6 and above or civilian employee GS-5 or above) will perform the mustering function following completion of member's IDT period as per reference (c). If members experience issues with mustering, they must contact their unit OIC or AOIC to assist in ensuring positive reporting of start and end of each IDT period.
- f. GC will perform the Unit CO approval function in NSIPS following completion of member's IDT period(s) and the OIC's mustering of the member.
- g. CNRFC N14 will provide (or adjudicate) final approvals of the IDT period and awarding of retirement point following receipt of muster and approval from the GC or designee.
- h. All non-pay IDT periods will be adjudicated in the fiscal year (FY) they were performed in.
- i. All IDT periods will be adjudicated within 30 days.

8. Approved IDT Periods. Per reference (c), the minimum duration of a single non-paid regular IDT is two hours. No more than two IDT periods will be approved in a single day. If two non-

paid regular IDT periods are performed the same day, the minimum drill time is four hours per period. Travel to and from duty station is not considered as time towards completion of IDT period. IDT periods must meet the requirements as stated in section 7 and reference (c). The below list includes authorized IDT actions, as part of the SSOF.

- a. Periodic Health Assessment (PHA). Up to two IDT periods maximum. This facilitates required mobilization readiness requirements (e.g. HIV blood draw, immunizations, etc.).
- b. Dental Exam. One IDT period maximum.
- c. Physical Fitness Assessment (PFA). Consists of Body Composition Assessment (BCA) and Physical Readiness Test (PRT). One IDT point per PFA. The IDT date will be the PRT date.
- d. Drilling with SELRES unit. Two IDT periods per day. Must be mustered by a SELRES unit providing work relevant to the SSOF.
- e. General Military Training. Two IDT periods maximum per FY. Points for correspondence courses will be awarded separately in accordance with reference (c).
- f. Recruitment and School Visits. One IDT period per quarter. SSO recruitment events approved by MSC N15 includes support to college fairs at school district events, high schools, junior military academies and community colleges. Members may also speak to Junior Reserve Officer Training Corps (JROTC) cadets or equivalent military youth programs, and must remain inclusive to promote no preference to any particular employer or maritime school, while highlighting growth and opportunity within the Maritime Industry.
- g. Other assigned Navy duties. As directed by the SSOF Command and Control (C2) structure or other command as per reference (d).

9. Incremental Drills. Incremental IDT is authorized in accordance with section 1570-020 of reference (c).

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

C. S. FLEMING

SSOFDIRNOTE 5725
N15
26 NOV 2024

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>