

STRATEGIC SEALIFT OFFICER (SSO) INDIVIDUAL READY RESERVE (IRR)  
MOBILIZATION PROCEDURES

SSOSOP  
25 Oct 22

SSO MOBILIZATION STANDARD OPERATING PROCEDURES (SOP)

Subj: SSO IRR MOBILIZATION PROCEDURES

Ref: (a) OPNAVINST 1534 Series  
(b) OPNAVINST 3060.7C Navy Manpower Augmentation Guide  
(c) COMNAVRESFORINST 3060.7E Navy Reserve Mobilization/Demobilization  
Procedures

Encl: (1) SSO Pre-Mob Checklist

1. Purpose. The purpose of this SOP is to standardize mobilization procedures for Strategic Sealift Officers (SSO) Individual Ready Reserve (IRR) and to provide a clear and effective process to follow in order to expeditiously mobilize the SSO IRR.

2. Scope. This SOP applies to all SSO IRR (1665 designator) personnel, Commander, Navy Reserve Forces Command (CNRFC) (N3), CNRFC (N15), all personnel within the Strategic Sealift Officer Program CNRFC (N14), Navy Reserve Region Readiness and Mobilization Commands (REDCOM), and Navy Reserve Centers (NRC).

3. Procedure

a. **Pre-R##**. Prior to CNRFC (N35) applying the R## individual mobilization status (IMS) code to a SSO member, the following items will be completed:

1. CNRFC (N35) will advise CNRFC (N14) of required activation availability verification in accordance with sourcing practices. CNRFC (N35) will nominate qualified members through voluntary or involuntary business rules.

2. CNRFC (N14) will monitor the daily mobilization notification report for members administratively attached to reserve unit identification code (RUIC) 2525M, which require activation availability verification.

3. CNRFC (N14) will review member's manpower availability status (MAS) and IMS codes. If member is identified as "available for activation," CNRFC (N14) will verify physical address of member and provide CNRFC (N35) a recommendation for activation. In addition, member's local NRC information will be provided to CNRFC (N35) in order to generate orders reflecting appropriate activation sites (I-stops).

4. CNRFC (N35) will nominate the member to United States Fleet Forces Command (USFF) N1 Global Force Management (GFM) and will ensure the gaining NRC's unit identification code, provided by (N14), is entered in the IA Portal. CNRFC (N35) will enter a note in the IA Portal to use the SSO mobilization orders template.

5. Once USFF N1 GFM accepts the nominee, CNRFC (N35) will update the member's IMS code to R##.

NOTE: CNRFC (N14) will contact member's gaining NRC as soon as member is tagged for mobilization. CNRFC (N35) will not update a member's IMS code to R## if there are any disqualifying MAS or IMS codes. CNRFC (N35) will publish the mobilization notification report in accordance with reference (c). Mobilization orders will be processed to reflect member's closest NRC as the first I-stop. Mobilizing member's Training Unit Identification Code (TRUIC) will be assigned before mobilization orders are generated and released to the member.

b. **R##.** After CNRFC (N35) applies the R## IMS code to a member's Navy Standard Integrated Personnel System profile, the following items will be completed:

1. CNRFC (N14) will monitor the daily mobilization notification report. If CNRFC (N14) identifies a member in a report, they will notify the member via phone or face-to-face communication (no text or email) within two (2) business days. CNRFC (N14) will log who notified the member and how the member was notified via the CNRFC (N14) Mobilization Tracker.

2. Immediately following notification, CNRFC (N14) will update the member's IMS code to RC1.

3. CNRFC (N14) will verify suitability of the member by confirming status of MAS and IMS Codes. Additionally, CNRFC (N14) medical department will review the member's medical record for any disqualifying conditions that will prevent member from mobilizing. If any mobilization disqualifying conditions are identified, CNRFC (N14) will initiate waiver request or mobilization cancellation request, as appropriate.

4. CNRFC (N14) will provide the member with the Expeditionary Screening Checklist (NAVPERS 1300/22), Expeditionary Medical and Dental Screening Form 1300/4, and TSC Norfolk Strength Gain Checklist documents.

5. CNRFC (N14) will assist member with completion of Section 1 "Suitability Screening and Command Review" before releasing the member from 2525M, in accordance with reference (c).

c. **Voluntary Training Unit (VTU) Transfer.** Upon completion of required items in paragraph 3.b., CNRFC (N14) will coordinate with the Command Individual Augmentee Coordinator (CIAC) at the NRC that the member will be transferred to for mobilization processing. CNRFC (N14) will also coordinate with CNRFC (N12) and member's local NRC to

generate orders in Reserve Force Manpower Tools (RFMT) for transfer to the VTU. Once orders are generated, the local NRC will process the gain and CNRFC (N14) will process the loss. At this point, the local NRC will have administrative control over the member and CNRFC (N14) will continue to assist only as requested.

NOTE: CNRFC (N14) will track member's status through the demobilization process to ensure the member is re-gained to 2525M RUIIC upon return.