



DEPARTMENT OF THE NAVY
COMMANDER NAVY RESERVE FORCE
1915 FORRESTAL DRIVE
NORFOLK VIRGINIA 23551-4615

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COMNAVRESFOR N14
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Changes to the identified Navy Reserve Personnel Manual articles are effective the date written at the top of each article and the date on this change summary.

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Deputy Commander

Changes in articles titled and summarized below are incorporated in the electronic copy via Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) Website:
<https://www.navyreserve.navy.mil>.

Table of Contents – Revised to reflect all current changes.

Article No.	<u>Article Title</u>
1534-020	Strategic Sealift Readiness Group Required Participation
	<ul style="list-style-type: none">• Reorganized and added definition section for clarification• Clearly defined ADT policy• Added ADT waiver timeline requirements similar to CNRFC Force Execution Guidance (FEG)• Clarified Post Commissioning Indoctrination Course (PCI) timeline• Clarified participation requirements• Clarified responsibilities for orders processing and travel

RESPERSMAN 1534-020

STRATEGIC SEALIFT READINESS GROUP REQUIRED PARTICIPATION

Responsible Office	COMNAVRESFORCOM (N14)	Phone:	DSN	262-2613
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References	(a) OPNAVINST 1534.1E Strategic Sealift Officer Program (b) BUPERSINST 1001.39F Administrative Procedures for Navy Reservists (c) BUPERSINST 1610.10D Navy Performance Evaluation System (d) OPNAVINST 6110.1J Physical Readiness Program (e) SECNAVINST 1920.6C Administrative Separation of Officers (f) COMNAVRESFORINST 4650.1B Order Processing and Transportation Arrangements for Navy Reserve Sailors (g) OPNAVINST 1740.4E U.S. Navy Family Care Policy (h) RESPERSMAN 1001-010 Satisfactory Participation in the Navy Reserve (i) COMNAVRESFORNOTE 1001 Fiscal Year Force Execution Guidance (j) RESPERSMAN 1534-050 Physical Readiness Standards Compliance Requirements for Members of the Strategic Sealift Readiness Group
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1. Purpose. To issue information and amplifying guidance under references (a) through (j) for the compliance requirements for Strategic Sealift Officers (SSO) in the individual ready reserve active status pool assigned to unit identification code 2525M. Updated information and links are located on Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) SSO program (N14) website Navy Reserve Homeport https://private.navyreserve.navy.mil/cnrfc/N-Codes/N1/CNRFC_14/Pages/default.aspx.

2. Definitions

a. Post commissioning indoctrination (PCI) Course. The PCI course is the indoctrination course for newly commissioned SSOs, which provides introductory information regarding the SSO Program and associated processes and resources.

b. U.S. Coast Guard (USCG) Merchant Mariner Credential (MMC). This is the National Deck or Engineering license endorsed for either unlimited tonnage (deck) or unlimited horsepower (engine) valid on all oceans.

c. Standards for Training and Certification of Watch-standing (STCW). This is the international endorsement required for sailing.

d. Active Duty (AD). Per reference (h), AD means any of the following types of orders: annual training (AT), active duty for training (ADT), active duty operational support (ADOS), recall, mobilization, and active component service.

e. Periodic health assessment (PHA) is a scheduled physical examination that provides medical information and documentation to COMNAVRESFORCOM N14, per reference (j), to determine physical qualification for retention in the Navy Reserve and mobilization readiness.

f. Official correspondence is any communication from the COMNAVRESFORCOM N14 Program Office to include e-mail, mail, or facsimile.

g. Physical fitness assessment (PFA) includes a medical screening, a body composition assessment (BCA) and physical readiness test (PRT). The medical screening includes the annual PHA, a semi-annual NAVPERS 6110/3 physical activity risk factor questionnaire (PARFQ), and pre-physical activity questions. The BCA is based upon height and weight tables and circumference measurements, when required. The PRT is a series of physical events that assess cardio-respiratory fitness, muscular strength, and endurance.

h. General military training (GMT) is periodic, non-occupational directed training that provides common knowledge and skills required for all uniformed personnel. It enhances an individual's ability to perform military duties or activities. GMT requirements are issued annually via NAVADMIN.

i. Security eligibility is a formal determination by an approved adjudicative authority that a person meets the EO 12968 personnel security eligibility standards for access to classified information. There are three levels of clearance eligibility: Confidential, Secret, and Top Secret. Eligibility is established at the highest levels supportable by the prerequisite personnel security investigation.

3. Responsibilities

a. Military Sealift Command (MSC) Area of Responsibility (AOR) Operations Officers will:

(1) Create operational support and training plans for AOR and communicate plan with MSC and COMNAVRESFORCOM N14 for planning purposes.

(2) Create Navy Reserve Order Writing System (NROWS) requirements, add members to the requirements, and then route the requirement to the member and the ADT readiness questionnaire to N14 for final vetting and processing.

b. COMNAVRESFORCOM N14 will:

(1) Track and report SSO training and qualifications to include:

(a) PCI Course—adjudicate enrollment requests and course completions.

(b) Strategic Sealift Officer Warfare Insignia completions.

(c) STCW and MMC statuses.

(d) Completed GMTs.

(2) Manage ADT orders requirements:

(a) Process and fund approve accordingly.

(b) Adjudicate ADT waivers for the current and the previous fiscal year (FY) only.

Consideration factors include:

1. Undue personal hardship.

2. Not medically qualified.

3. Cancelled or modified training.

4. Extended sailing (over 180 days per year).

(c) Manage travel requirements:

1. Arrange flights and rental cars in the defense travel system (DTS).

2. Monitor and reconcile orders and travel claims. Suspend subsequent orders until member satisfactorily submits required travel documentation for previous orders.

3. Liquidate ADT travel claims per reference (f).

(3) Manage personnel requirements.

(a) Track and assist with updating navy standard integrated personnel system (NSIPS) entries.

(b) Assist with benefits.

(4) Manage medical requirements.

(a) Track physical exams and required medical documentation. Verify medical readiness reporting system (MRRS) information provided by Navy Operational Support Command (NAVOPSPTCEN).

(b) Process SSOs for medical review boards and physical evaluation boards.

(5) Track PFAs and submit required physical readiness information system entries per references (d) and (i).

(6) Track security clearance eligibility and manage Joint Personnel Adjudication System or Defense Information Security System for SSOs.

(7) Manage activation and deactivation requirements.

(a) Notify SSOs of impending ADOS, recall, or mobilization orders.

(b) Track activation and deactivation of members and assist with pay related issues.

(8) Report SSOs who do not fulfill minimum satisfactory participation requirements to maritime administration (MARAD) (if within eight year military service obligation (MSO)), and to Navy Personnel Command (PERS-9) for transfer to S-2 status. Process all SSOs who fail to maintain licensing requirements for administrative separation per reference (e).

c. NAVOPSPTCENs will:

(1) Provide medical department assistance and update MRRS.

(2) Administer PFAs for SSO personnel and send PFA scores to COMNAVRESFORCOM N14.

(3) Provide common access card (CAC) issuance and updates when systems are available.

d. SSOs will:

(1) Meet annual participation requirements:

(a) Complete a minimum of 12 days of AD per FY.

1. Schedule an ADT each FY before 31 March.

2. Complete an "ADT Request Questionnaire" located on the N14 SharePoint: [https://private.navyreserve.navy.mil/cnrfc/N-Codes/N1/CNRFC_14/Pages/CNRFC\(N14\)-SSOF.aspx](https://private.navyreserve.navy.mil/cnrfc/N-Codes/N1/CNRFC_14/Pages/CNRFC(N14)-SSOF.aspx).

3. Submit NROWS application no later than 30 calendar days prior to the start date if travel is required or no later than 15 days prior if member resides within commuting distance of the gaining command's location.

4. Submit ADT waiver requests per reference (i).

a. Failure to perform an ADT or obtain a waiver will result in unsatisfactory participation for the FY. A waiver does not change the requirement to earn a minimum of 50 retirement points per anniversary year to achieve a qualifying year of service which is creditable toward Reserve retirement (with pay) at age 60. ADT retirement points are not credited when ADT is waived.

b. Members within their MSO who do not submit a waiver will be reported to MARAD due to unsatisfactory participation.

(2) Complete PCI within 12 months of affiliation.

(a) Only 1665 designated SSOs may attend PCI course.

(b) SSOs must complete the PCI course before participating in other types of AD.

(c) Contact the PCI Course Administrator via email (CNRFC_N14_PCI_Manager@navy.mil) within one month after commissioning or re-designation for course quota.

(d) Attend PCI on ADT orders, which satisfies the first annual AD requirement.

(3) Complete SSOWI qualification within five years of commissioning per RESPERSMAN 1534-060.

(4) Maintain Professional licenses:

(a) USCG MMC with Unlimited Tonnage or Horsepower (HP).

(b) STCW endorsement.

(c) Submit waiver requests to Commander, MSC via the SSO Program Manager per references (a) and (b). Waivers may only be granted once in an SSO's career and do not provide sanctuary from satisfactory participation requirements.

(5) Respond to official correspondence.

(6) Coordinate with local NAVOPSPTCEN CFL to schedule and execute the PFA.

(7) Complete annual GMTs.

(8) Maintain security clearance eligibility, complete a Non-Disclosure Agreement, and submit the agreement to N14.

(9) Update and maintain NSIPS with the following: current address and work/home telephone numbers, dependency changes, current employment status, official email and any factor(s) that could jeopardize mobilization potential. SSO's will report current contact information and Civilian Employment Information annually to COMNAVRESFORCOM N14 via NSIPS self-service account.

(10) Maintain CAC credential and NMCI account.

(11) Complete and submit SGLV 8286 form to servicing command pay and personnel administrator at the gaining command and the SSO Program Office for each set of active duty orders.

(12) Complete Individual Medical Readiness (IMR) requirements required to maintain medical readiness standards and review IMR profile via BUPERS Online prior to contacting the N14 Medical Department.

(a) Report to scheduled physical exams.

(b) Submit medical documentation requested by COMNAVRESFORCOM N14 and any medical information that could preclude mobilization.

(c) Obtain a Navy PHA and Dental Examination annually per reference (i).

(d) Submit required medical documentation via the N14 Dropbox located on the N14 SharePoint site. Contact the N14 Medical Department if issues occur with upload to dropbox. Do not omit Personally Identifiable Information as this acts as a unique identifier for the Medical staff.

(13) Maintain NROWS and DTS account

(a) Update personal information (banking, address, phone numbers, etc.) in DTS.

(b) Complete travel vouchers and submit to the SSO Program Office within five business days of travel per reference (f).

(c) Make lodging reservations for ADT periods and communicate those reservations, including certificates of non-availability, to the SSO program office.