



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

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 COMNAVRESFOR N1C2  
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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

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.

<b>Article No.</b>	<b><u>Article Title</u></b>
<b>1534-040</b>	<b>Strategic Sealift Officer Program Selected Reserve and Voluntary Training Unit Membership</b>
	<ul style="list-style-type: none"> <li>• Added new COMNAVRESFORNOTE reference and removed unnecessary references</li> <li>• Reworded the Purpose</li> <li>• Added Definitions of SSOP, SSO, SSRG, Accession, and Affiliation</li> <li>• Removed coded billet information as it is referenced in RESPERSMAN 1300-085</li> <li>• Reworded Section 3 to add clarity</li> <li>• Added Responsibilities in section 3.c under CNRFC for IRR SSOs transitioning to SELRES or VTU. Added O5 and O6 members transitioning to SELRES through APPLY Board</li> <li>• Removed SSO SELRES and VTU Procedures as CNRFC N14 program does not manage SELRES or VTU SSO records</li> <li>• Updated license requirements per DCO Program Authorization</li> </ul>

**RESPERSMAN 1534-040**

**STRATEGIC SEALIFT OFFICER PROGRAM SELECTED RESERVE AND  
VOLUNTARY TRAINING UNIT MEMBERSHIP**

<b>Responsible Office</b>	COMNAVRESFORCOM (N14)	Phone:	DSN COM FAX	262-2613 (800) 535-2580 (757) 444-7598
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<b>References</b>	(a) BUPERSINST 1001.39F Administrative Procedures for Navy Reservists (b) RESPERSMAN 1534-020 Strategic Sealift Readiness Group Required Participation (c) OPNAVINST 1534.1E Strategic Sealift Officer Program (d) COMNAVRESFORNOTE 5400 National Command and Senior Officer Command or Captain Non-Command Billet Screening and Assignment Procedures (Current) (e) RESPERSMAN 1001-010 Satisfactory Participation in the Navy Reserve (f) Merchant Marine Act, 1936, Title XIII
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1. Purpose. Establish policy for transition from Selected Reserve (SELRES) or Direct Commission Officer (DCO) to the Strategic Sealift Readiness Group (SSRG). Additionally, issue policy for transition from SSRG to SELRES, per references (a) through (f).

2. Definitions.

a. Strategic Sealift Officer Program (SSOP). The Strategic Sealift Officer Program (SSOP) supports the national defense sealift requirement and capabilities, as executed by Military Sealift Command. The SSOP provides naval reserve officers who are licensed merchant marine officers with sealift, maritime operations, and logistics subject matter expertise. The SSOP is an N1 Division of Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) and is known as COMNAVRESFORCOM (N14).

b. Strategic Sealift Officer (SSO). SSOs are commissioned officers in the U.S. Navy Reserve assigned to U.S. Naval activities that support strategic sealift in times of national defense or emergency.

c. Strategic Sealift Readiness Group (SSRG). SSOs in an Individual Ready Reserve (IRR) status make up the SSRG. Members of the SSRG will maintain a U.S. Coast Guard unlimited deck or engine officer merchant mariner credential (MMC) with standard for training, certification and watch keeping (STCW) endorsements, and will meet applicable participation requirements per reference (a), and as determined by COMNAVRESFORCOM, per reference (b).

d. Accession. The recruitment of an applicant with no prior service in the armed forces.

e. Affiliation. The recruitment of an applicant with prior service in the armed forces. A service member affiliates when he/she changes duty status, such as IRR to SELRES.

3. IRR SSOs Transitioning to SELRES.

a. Eligibility.

(1) Designator is 1665;

(2) Satisfactorily participate in the SSOP; and

(3) Possess a valid and current U.S. Coast Guard Merchant Marine Credential (MMC) as noted in reference (c).

b. Affiliation Procedures. Eligible SSOs (O4 and below) may contact a Navy Officer Recruiter to identify an available quota. SSOs are required to fill open SSO designated billets, or billets with an SSO Reserve Functional Area and Sex code. Only after all open SSO billets are filled, will an SSO be allowed to fill other billets. The SSOP Manager (SSOPM) is the point of contact for all SSO SELRES affiliation questions and approves affiliation packages from Commander, Navy Recruiting Command. This process also includes IRR SSO members affiliating with the Voluntary Training Unit (VTU). Eligible O5 and O6 SSOs may apply for billets through the APPLY Board process and must follow procedures outlined in reference (d).

c. Responsibilities.

(1) COMNAVRESFORCOM (N14) will:

(a) Coordinate with U.S. Navy Recruiter to receive NAVPERS 1200/1, Ready Reserve Agreement.

(b) Coordinate with COMNAVRESFORCOM (N12) and assign SSOs to available billets.

(c) Perform unit loss from Reserve Unit Identification Code (RUIC): 2525M via Navy Standard Integrated Personnel System (NSIPS).

(d) Verify unit loss has been completed.

(e) For O5 and O6 SSOs, coordinate with COMNAVRESFORCOM (N12) and assist SSOs with application submissions in support of the APPLY Board process.

4. Direct Commission Officer Accessions.

a. Accession Procedures. DCOs may apply, provided there are available SSO IRR quotas. DCOs must possess an unlimited tonnage MMC at the minimum level of Second Mate or

unlimited horsepower at the minimum level of Second Assistant Engineer with commensurate Standards of Training, Certification, and Watchkeeping (STCW) endorsement. They must also meet all other Reserve Component requirements per reference (e). All DCOs may be considered for SELRES affiliation after completing Officer Development School and the SSO Post Commissioning Indoctrination course. The SSOPM must endorse all DCO accessions into the SSOP.

5. Reaffiliation Procedures to SSOP from SELRES and VTU.

a. Eligibility.

- (1) Designator is 1665;
- (2) Must have maintained satisfactory participation in the SELRES/VTU, per reference (a);
- (3) Must meet all participation requirements outlined in reference (b);
- (4) Possess a valid and current USCG MMC with valid and current STCW endorsements, per reference (b); and
- (5) Must not be identified for mobilization.

b. Responsibilities.

- (1) COMNAVRESFORCOM (N14) will:
  - (a) Counsel SELRES/VTU members on SSOP requirements, eligibility, and procedures.
  - (b) Prepare a NAVPERS 1200/1, Ready Reserve Agreement and NAVPERS 1070/613, Administrative Remarks for the reaffiliating Officer's signature.
  - (c) Route command-endorsed NAVPERS 1200/1, Ready Reserve Agreement to Commander, Navy Personnel Command (COMNAVPERSCOM) (PERS-911C) for adjudication.
  - (d) Send signed NAVPERS 1070/613, Administrative Remarks to COMNAVPERSCOM Records Support Division (PERS-31) for inclusion in affiliating Officer's Official Military Personnel File (OMPF).
  - (e) Generate Inactive Duty Training (IDT) orders in RMFT based on PERS-911C approved NAVPERS 1200/1, Ready Reserve Agreement.
  - (f) Process gain transactions.

(2) COMNAVRESFORCOM (N12) will approve IDT orders for SELRES and VTU members reaffiliating with the SSOP RUIIC (2525M) upon receipt of approved NAVPERS 1200/1, Ready Reserve Agreement from COMNAVRESFORCOM N14.

(3) Navy Reserve Activity's Manpower Department will perform an NSIPS check-out transaction to RUIIC 2525M upon receipt of transfer orders to SSOP.

(4) Eligible SELRES/VTU Officers will:

(a) Contact the SSOPM to reaffiliate.

(b) Return the signed NAVPERS 1200/1, Ready Reserve Agreement to COMNAVRESFORCOM N14 for processing.

(c) Return the signed NAVPERS 1070/613, Administrative Remarks to COMNAVRESFORCOM N14 for inclusion into OMPF.