

STRATEGIC SEALIFT OFFICER (SSO) INDIVIDUAL READY RESERVE (IRR)
ACTIVATION/DEACTIVATION PROCEDURES

N1/N14
01 Jun 23

SSO ACTIVATION/DEACTIVATION STANDARD OPERATING PROCEDURES (SOP)

Subj: SSO IRR ACTIVATION/DEACTIVATION 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 Activation Checklist
(2) SSO Deactivation Checklist

1. Purpose. The purpose of this SOP is to standardize activation and deactivation for Strategic Sealift Officers (SSO) Individual Ready Reserve (IRR) and to provide a clear and effective process to follow in order to expeditiously activate and deactivate 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 Activation Commands (REDCOM), and Navy Reserve Centers (NRC).

3. Activation Procedure. CNRFC N14 personnel shall use the SSO activation detailer for all activities (enclosure (1)) to ensure all steps are executed.

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 current sourcing practices. CNRFC (N35) will nominate qualified members through voluntary or involuntary business rules.

(2) CNRFC (N14) will monitor the daily activation notification report for members administratively attached to Reserve Unit Identification Code (RUIC) 25XXM, 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 Unit Identification Code (UIC) information will be provided to CNRFC

Subj: SSO IRR ACTIVATION/DEACTIVATION PROCEDURES

(N35) in order to generate orders reflecting appropriate activation site and potential, follow-on intermediate stops (I-stops).

(4) CNRFC (N35) will nominate the member, provide the nomination to United States Fleet Forces Command (USFF) N1 Global Force Management (GFM), and ensure the gaining NRC's UIC (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## (this code means member has been "tagged" for mobilization). CNRFC (N35) will not update a member's IMS code to R## if there are any disqualifying MAS or IMS codes.

(6) Member will be assigned to a Training Unit Identification Code (TRUIC) before mobilizing orders are generated and released to the member.

(7) CNRFC (N35) will publish the mobilization notification report in accordance with reference (c). Activation orders will be processed to reflect member's closest NRC as the activation site (first I-stop).

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

(1) CNRFC (N14) will monitor the daily activation notification report. When CNRFC (N14) identifies a member, they will notify the member via phone or face-to-face communication (no text or email) within the (2) business day. CNRFC (N14) will log contact specifics (who notified member, and means used to communicate) via the CNRFC (N14) Activation Tracker.

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

(3) CNRFC (N14) will verify suitability of the member by confirming member's MAS and IMS Codes. Additionally, CNRFC (N14) medical department will review the member's medical record for any disqualifying conditions that might prevent member from mobilizing. If any activation disqualifying conditions are identified, CNRFC (N14) will coordinate with CNRFC (N9) for medical retention review (MRR) process.

(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" up to page 4, Section "O" of the Expeditionary Screening Checklist (NAVPERS 1300/22) before releasing the member from 25XXM, in accordance with reference (c).

Subj: SSO IRR ACTIVATION/DEACTIVATION PROCEDURES

c. **Voluntary Training Unit (VTU) Transfer.** Upon completion of required items in paragraph 3.b., CNRFC (N14) will:

(1) Coordinate with CNRFC (N12) and supporting 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 after CNRFC (N14) has processed the loss.

(2) Coordinate with the Command Individual Augmentee Coordinator (CIAC) at the local/supporting NRC for activation processing.

(3) Process the loss in NSIPS. At this point, the local NRC will have administrative control over the member and CNRFC (N14) will continue to assist only as requested.

(4) Track member's status to ensure member was successfully gained.

4. Deactivation Procedure.

a. **Sixty (60) Days Before Re-Deployment Date.** Sixty (60) days prior to the service member's re-deployment date, the following items will be completed:

(1) Service member will provide the local NRC Command Individual Augmentee Coordinator (CIAC) with their date of estimated return.

(2) The NRC will coordinate the service member's return travel with the Navy Passenger Transportation Office (NAVPTO).

(3) The Active Component (AC) Command Admin/Command Pay and Personnel Administrator (CPPA) will submit member strength loss package no later than 60 days before separation date/orders end date.

(4) The CNRFC N14 personnel shall ensure the deactivation process is verified to ensure all steps are executed. DSC codes will change from 500 to 200 once successfully gained in NSIPS.

b. **NRC Arrival.** After the service member completes section 3 "Pre-Deactivation with ULTDUSTA" and section 4 "Deactivation Processing with NMPS" of the NAVPERS 1300/22 Expeditionary Screening form, the following items will be completed:

(1) NRC will coordinate with NAVPTO for any follow-on travel for the member (if required).

(2) CNRFC N14 will:

(a) Retain a copy of the member's endorsed orders with endorsements from all I stops and verify completion of section 5 "Deactivation Processing" of the NAVPERS 1300/22.

Subj: SSO IRR ACTIVATION/DEACTIVATION PROCEDURES

(b) Submit a Training Reserve Unit Identification Code (TRUIC) change request in Reserve Force Manpower Tools (RFMT) for member transfer back from the Voluntary Training Unit (VTU).

(c) Coordinate with the member's local NRC to complete the NSIPS loss/gain transaction back to 25XXM Reserve Unit Identification Code (RUIC).

NOTE: CNRFC (N14) will track member's status through the deactivation process to ensure the member is re-gained to 25XXM RUIC upon return.

SSO ACTIVATION CHECKLIST

	YES	NO	N/A
PRE-R##			
N35 REQUESTS PRESREEN FROM N14 POTENTIAL SSO APPLICANT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N14 REVIEWS MEMBER MAS/IMS CODES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N14 VERIFIES PHYSICAL ADDRESS OF SSO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N14 RECOMMENDS SELECTION FOR MEMBER & PROVIDES LOCAL NRC TO N35	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N35 NOMINATES MEMBER TO USFF, ENSURES NRC UIC PROVIDED BY N14 IS ENTERED IN IA PORTAL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N35 ENTERS NOTE INTO IA PORTAL TO USE CORRECT SSO MOBILIZATION ORDERS TEMPLATE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	YES	NO	N/A
POST R##			
N35 TAGS MEMBER (R##)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N14 REVIEWS MEMBER MAS/IMS CODES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N14 CONTACTS MEMBER WITHIN 48 HRS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CONTACTED BY _____ (RANK/NAME) BY PHONE <input type="checkbox"/> PERSON <input type="checkbox"/>			
N14 CHANGES MEMBER IMS CODE TO RC1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DATE CHANGED _____ (DD/MMM/YYYY)			
EXPEDITIONARY SCREENING CHECKLIST (NAVPERS 1300/22) FORWARDED TO MEMBER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EXPEDITIONARY MEDICAL & DENTAL SCREENING (NAVMED 1300/4) FORWARDED TO MEMBER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TSC NORFOLK STRENGTH GAIN CHECKLIST DOCUMENTS FORWARDED TO MEMBER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N14 CONTACTS MEMBER'S LOCAL NRC AND REDCOM TO ESTABLISH COMMUNICATION PRIOR TO VTU HANDOFF	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	YES	NO	N/A
VTU TRANSFER			
N14 COORDINATES WITH CLOSEST NRC CIAC & MEMBER FOR TRANSFER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N14 COORDINATES WITH MEMBER TO COMPLETE SECTION 1 OF PRE-MOB CHECKSHEET	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N14 PROVIDES ADT/IDT FOR MEMBER ONCE GAINED TO VTU	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N14 SUBMITS TRUIC CHANGE REQUEST IN RFMT FOR MEMBER TRANSFER TO VTU	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LOCAL NRC AND N14 COORDINATE THE LOSS AND GAIN IN NSIPS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	YES	NO	N/A
EXPEDITIONARY SCREENING CHECKLIST (NAVPERS 1300/22)			
ASSIST WITH MEMBER IN COORDINATION WITH NRC (ADT FUNDING)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	YES	NO	N/A
EXPEDITIONARY MEDICAL & DENTAL SCREENING (NAVMED 1300/4)			
ASSIST WITH MEMBER IN COORDINATION WITH NRC (ADT FUNDING)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	YES	NO	N/A
COMPLETED BEFORE ARRIVAL AT NMPS			
EXPEDITIONARY SCREENING CHECKLIST (NAVPERS 1300/22) - SECTION 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EXPEDITIONARY SCREENING CHECKLIST (NAVPERS 1300/22) - SECTION 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MEDICAL & DENTAL RECORDS ON HAND	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SSO DEACTIVATION CHECKLIST

	YES	NO	N/A
60 DAYS PRIOR TO REDEPLOYMENT DATE			
SERVICEMEMBER CONTACTED CIAC WITH ESTIMATED RETURN DATE TO NRA (NRC)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SERVICEMEMBER RESOLVED/DOCUMENTED UNRESOLVED PAY ISSUES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SERVICEMEMBER COORDINATED RETURN TRAVEL WITH NRC DEMOB TEAM & NAVPTO (NRC)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SERVICEMEMBER SET UP RELEASE AND DELIVERY OF HHG AND POV	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AC COMMAND CPPA SUBMITTED MEMBER STRENGTH LOSS THROUGH PERSPAY ECRM*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NRC ARRIVAL			
MEMBER COMPLETED DEACTIVATION PROCESSING WITH NRA DEACTIVATION OFFICER OFFICER (N14 CAN ASSIST)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FOLLOW-ON TRAVEL COORDINATED BETWEEN NRC/NRA & NAVPTO (N14 CAN ASSIST)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SERVICEMEMBER PROVIDED ENDORSED ORDERS WITH DETACHMENT FROM ALL I-STOPS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N14 VERIFIED COMPLETION OF DEMOB CHECKLIST (NAVPER 1300/22, SECTION 5)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N14 SUBMITS TRUIC CHANGE REQUEST IN RFMT FOR MEMBER TRANSFER FROM VTU	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LOCAL NRC AND N14 COORDINATE THE LOSS AND GAIN IN NSIPS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*N15 recommendation for strength loss processing. This is a NPPSC RCOE requirement to occur before 60 days of separation date/end of orders date.