MILPERSMAN 1301-826

COMMAND POLICIES AND PROCEDURES – SHORE STATION SENIOR LEADERSHIP (SSSL) TRAINING REQUIREMENTS

Responsible Office	NAVPERSCOM (PERS-440/444)	Phone:	DSN	882-4040
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1. **Policy**

   a. The Shore Station Senior Leadership (SSSL) Course is a program of instruction conducted over several weeks and facilitated by Commander, Navy Installations Command (CNIC) in Washington, DC. The SSSL Course seeks to prepare senior shore installation leaders, with emphasis on prospective commanding officers (PCOs), to more effectively lead and manage assigned resources in order to provide cost-wise shore services and support of Shore Force capabilities.

   b. The SSSL Course is mandatory for PCOs, prospective executive officers (PXOs), and chiefs of staff (COS) of regional and installation commands. On an available basis, command master chiefs (CMCs) of these commands are also welcome to attend the course. Navy Personnel Command (NAVPERSCOM), Special Placement Branch (PERS-440)/Shore Placement Branch (PERS-444) manage quotas for officers attending SSSL classes under NAVPERSCOM sponsorship.

2. **Procedures for Ordering Students to the SSSL Course**:

   a. **Students Attending Incident to Permanent Change of Station (PCS) Orders**. Normal order writing procedures apply in addition to the following:

   (1) Proposals will be routed via NAVPERSCOM (PERS-444) for quota control.

   (2) Provide a copy of the orders to the following:

   Commander, Navy Installations Command (N1)
   Shore Station Senior Leadership Course
   716 Sicard Street, Building 111
   Washington, DC 20388

b. **Students Attending Temporary Additional Duty (TEMADD) under NAVPERSCOM Orders**. Students, whose en route timing will not permit attendance incident to PCS orders, will attend the course TEMADD prior to detaching from their present duty station. Funding will be provided by their parent commands.

3. **Reporting**. Students ordered to the course shall be directed to report to the

"CNIC Shore Station Senior Leadership Course, Washington, DC, no later than 0800, (date of class start), temporary duty under instruction (TEMDUINS) about three weeks."

4. **Special Notes**. It is recognized that some conflicts will arise in scheduling students to this course. The following notes should be considered:

a. The practice of ordering students TEMADD from their present command to a school, in order to benefit a future command, is the exception, not the rule.

b. Secretary of the Navy (SECNAV) shares a strong interest in its success. These procedures have been adopted following serious consideration and acknowledgment of the program's importance to the Navy.

c. Scheduling problems should be resolved on a case-by-case basis with the officer's present command/detailer.

5. **Exhibits**. The following exhibits are provided for information:

- Exhibit 1: Approved Unit Identification Codes (UICs) for Enrollment in the Shore Station Senior Leadership (SSSL) Training Curriculum
- Exhibit 2: Shore Station Senior Leadership (SSSL) Course

EXHIBIT 1
APPROVED UNIT IDENTIFICATION CODES (UICS) FOR ENROLLMENT IN THE
SHORE STATION SENIOR LEADERSHIP (SSSL) TRAINING CURRICULUM
CNIC REGION / INSTALLATION POST-BRAC

N00171 CNR NDW (4)
- N68469 NSA Washington
- N61150 NSA North Potomac
- N61151 NSA South Potomac
- N0428A NSA Patuxent River

N61463 CNR Mid-Atlantic (16)
- N57095 NSA Norfolk
- N32443 NSA Norfolk Naval
     Shipyard
- N62688 NAVSTA Norfolk
- N60191 NAS Oceana
- N69212 WPNSUPPFAC Yorktown
- N61414 NAB Little Creek
- N32414 NSA Mechanicsburg
- N00158 NAS/JRB Willow Grove
- N31188 NSGA Sugar Grove
- N60087 NAS Brunswick
- N69213 NAVWPNSTA Earle
- N00129 SUBASE New London
- N32446 NSY BOS Portsmouth
- N32411 NAVSTA Newport
- N48558 NAVAIRENGSTA Lakehurst
- N68317 NSU Saratoga Springs

N09697 CNR Southeast (22)
- N00207 NAS Jacksonville
- N60201 NAVSTA Mayport
- N42237 SUBASE Kings Bay
- N69214 NAVWPNSTA Charleston
- N00213 NAS Key West
- N62604 CBC Gulfport
- N60514 NAVSTA Guantanamo Bay
- N61008 NSA Panama City
- N61006 NSA Athens
- N00196 NAS Atlanta
- N63043 NAS Meridian
- N61007 NSA Orlando
- N68890 NAVSTA Pascagoula
- N00204 NAS Pensacola
- N60508 NAS Whiting Field
- N68891 NAVSTA Ingleside
- N00216 NAS Corpus Christi
- N60241 NAS Kingsville
- N83447 NAS/JRB Fort Worth
- N00206 NAS/JRB New Orleans
- N00205 NSA New Orleans
- N40003 NA Puerto Rico

N61040 CNR Midwest (3)
- N00128 NAVSTA Great Lakes
- N61018 NSA Crane
- N00639 NSA Mid South

N68742 CNR Northwest (4)
- N68436 Naval Base Kitsap
- N00620 NAS Whidbey Island
- N68967 NAVSTA Everett
- N32013 NAVMAG Indian Island

N00242 CNR Southwest (10)
- N63406 SUBASE San Diego
- N00245 NAVSTA San Diego
- N69232 NAVBASE Ventura Country
- N60042 NAF El Centro
- N63042 NAS Lemoore
- N60495 NAS Fallon
- N61065 NAVWPNSTA Seal Beach
- N00246 NAS North Island
- N47609 NAWS China Lak
- N61014 NSA Monterey

N61449 CNR Hawaii (2)
- N62813 NAVSTA Pearl Harbor
- N0534A PMRF Barking Sands

N61128 CNR Marianas (Guam) (1)
- N61755 NAVBASE Guam (CNF Marianas SA)

N61075 CNR Korea (1)
- N32778 CFA Chinhae

N61076 CNR Japan (7)
- N61029 CFA Okinawa
- N61028 CFA Yokosua
- N61030 CFA Sasebo
- N61057 NAF Atsugi
- N61060 NAF Misawa
- N68539 NSF Diego Garcia
- N68047 NRCC Singapore

N61108 CNR SW Asia (1)
- N63005 NSA Bahrain

N3049B CNR Europe (8)
- N62588 NSA Naples
- N62995 NAS Sigonella
- N66691 NSA Souda Bay
- N32960 NSA La Maddalena
- N62832 NAVSTA Rota
- N49422 JMF St. Mawgans
- N62585 NAVACTS
- N63032 NAS Keflavik

EXHIBIT 2
SHORE STATION SENIOR LEADERSHIP (SSSL) COURSE
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1. **Course Background and Overview**: The Shore Station Senior Leadership (SSSL) Course is a program of instruction conducted over several weeks and facilitated by **Commander, Navy Installations Command (CNIC)** in Washington, DC. Begun in 1978 as a 4-week Management Training Program for prospective commanding officers (PCOs), the SSSL Course was spawned from a need expressed by incumbent commanding officers (ICOs), fleet commanders, and headquarters (HQ) commands for greater preparation of future installation commanders. Following the move toward regionalization, CNIC assumed responsibility for the course, and recognized the need for more of a "business focus" during the transformation of shore installation management (SIM).

2. **Objective**: To prepare senior shore installation leaders, with emphasis on PCOs, to more effectively lead and manage assigned resources to provide cost-wise shore services and support.

3. **Quota Eligibility**: The SSSL Course is mandatory for PCOs, prospective executive officers (PXOs), and chiefs of staff (COS) of regional and installation commands. On an available basis, command master chiefs (CMCs) of these commands are also welcome to attend the course. Navy Personnel Command (NAVPERSCOM), Special Placement Branch (PERS-440)/Shore Placement Branch (PERS-444) manage quotas for officers attending SSSL classes under NAVPERSCOM sponsorship. Student contact information should be provided as soon as possible in order to receive a welcome package upon receipt of orders.

Contact	Or
CNIC (N15) (202) 433-3206, (202) 685-0749 DSN: 288-3206/0749	NAVPERSCOM (PERS-444) (901) 874-4060 DSN: 882-4060

The SSSL Course is held on **Navy Yard, 716 Sicard Street, Building 36, Room 114, Washington, DC 20388.**

EXHIBIT 2
SHORE STATION SENIOR LEADERSHIP (SSSL) COURSE
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4. **Course Content**:

- CNIC Overview
- CNIC (N1) Pay/Personnel Administration Support System (PASS), Competitive Sourcing, Casualty Assistance Calls Officer (CACO)
- Antiterrorism Training (AT)/Force Protection (FP) (I-COAT)
    Satisfies Level 3 AT/FP required training
- Facilities Management/Planning
- Explosives/Weapons Safety
- Financial and Business Management
- Navy Housing
- Morale, Welfare, and Recreation (MWR) (and related programs)
- Emergency Management and Preparedness
- Lean Six Sigma
- Navy Supply
- Military Manpower
- Sexually Assaulted Victims (SAVI), Family Advocacy Program (FAP), Fleet and Family Support Center (FFSC) Program
- Environmental Management
- Legislative Affairs/Congressional Visits/State Department Visits
- Media/Public Affairs/Public Speaking
- Navy and Marine Corps Intranet (NMCI), Information Systems, Information Security
- Overseas Installation Segments (if applicable)
- National Security Personnel System (NSPS)/ Civilian Personnel Management
- Medical
- Special Interest Issues:
    - Ethics/Standards of Conduct
    - Benefits and Entitlements (Navy Mutual Aid)
- Legal/Inspector General (IG)
- Commanding Officer (CO) Perspectives
- Equal Opportunity/Diversity