MILPERSMAN 1301-826

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

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1. **Policy**

   a. The Shore Station Senior Leadership (SSSL) Course is a program of instruction conducted over 3 weeks and facilitated by Commander, Navy Installations Command (CNIC). SSSL includes the Senior Shore Leadership Course (SSLC) for 2 weeks followed by the Emergency Management Senior Leadership Course (EMSLC) for 1 week. The SSSL Course prepares senior shore installation leaders, with an emphasis on prospective commanding officers (PCO) and prospective executive officers (PXO), to effectively lead and manage assigned resources to provide cost-wise shore services, and support shore force capabilities to meet Navy strategic objectives. The course is also recommended for prospective command master chiefs (PCMDCM).

   b. Comprehensive course requirements for shore senior leadership consist of the following courses: SSSL Course, Navy Justice School Senior Leader Legal Course, and the Senior Command Leadership Course.

   c. The SSSL Course is mandatory for PCOs, PXOs, and strongly recommended for non-CNIC flag officers, regional chiefs of staff, select civilian leadership, and PCMDCMs. Navy Personnel Command (NAVPERSCOM) Special Placement Branch (PERS-440) and NAVPERSCOM Shore Placement Branch (PERS-444) manage quotas for officers attending SSSL courses under NAVPERSCOM sponsorship.

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

    a. <u>Students Attending Incident to Permanent Change of Station (PCS) Orders</u>. Normal order writing procedures apply. In addition, proposals will be routed via PERS-444 for quota control and course booking during the PCS.

    b. <u>Students Attending on Temporary Additional Duty (TEMADD) Under NAVPERSCOM Orders</u>. Students, whose en route timing will not permit attendance in lieu of 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 will 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) for about 3 weeks."

Contact	Or
CNIC (N000) Commander's Action Group COMM: (202) 433-4441 DSN: 288-4441	NAVPERSCOM (PERS-444) COMM: (901) 874-4061 DSN: 882-4061

The SSLC Course is located at **Washington Navy Yard, 716 Sicard Street, Building 111, Washington, DC 20375-5410.**

4. **Special Notes**

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

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

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

the program's importance to meeting the Navy's strategic objectives to support the fleet, fighter, and family.

      (3) Scheduling problems should be resolved on a case-by-case basis with the Service member's present command and or detailer.

      (4) SSSL Course priority will be given to officers attending the Chairman of the Joint Chief of Staff Level IV Antiterrorism Executive Seminar.

   b. Students assigned to the course will be sent complete course information forms and check-in guidance 5 weeks before the course start date. Students needing additional information can contact CNIC, Commander's Action Group (CAG) Training Chief at COMM: (202) 443-4441 or DSN: 288-4441.

   c. It is recommended that students access current SSLC, EMSLC, and installation information at www.cnic.navy.mil/sslc.

   d. PXOs and PCOs assigned to transient personnel units are not required to take EMSLC.

5. **Exhibits**. Exhibits 1 through 3 are provided for information.

EXHIBIT 1
APPROVED UNIT IDENTIFICATION CODES FOR ENROLLMENT IN THE
SHORE STATION SENIOR LEADERSHIP TRAINING CURRICULUM
COMMANDER, NAVY INSTALLATION COMMAND REGION/INSTALLATION
POST BASE RE-ALIGNMENT AND CLOSURE

N00171 Commander, Naval District Washington (6)
- N68469 Naval Support Activity (NSA) Washington
- N61152 NSA Annapolis
- N61151 NSA South Potomac
- N0428A NSA Patuxent River
- N33355 NSA Bethesda
- N61142 Joint Base Anacostia Bolling

N61463 Commander, Mid-Atlantic (14)
- N32443 Naval Sea Systems Norfolk Naval Shipyard
- N62688 Naval Station (NAVSTA) Norfolk
- N60191 Naval Air Station (NAS) Oceana
- N69212 Weapons Station (WPNSTA) Yorktown
- N50092 Joint Expeditionary Base Little Creek-Fort Story
- N32414 NSA Mechanicsburg
- N69213 WPNSTA Earle Colts Neck
- N00129 Naval Submarine Base (SUBASE) New London
- N32446 Navy Shipyard Portsmouth
- N32411 NAVSTA Newport
- N61011 NSA Saratoga Springs
- N00128 NAVSTA Great Lakes
- N57095 NSA Hampton Roads
- N61018 NSA Crane

N09697 Commander, Southeast (17)
- N00207 NAS Jacksonville
- N60201 NAVSTA Mayport
- N42237 SUBASE Kings Bay
- N00213 NAS Key West
- N62604 Construction Battalion Center Gulfport
- N60514 NAVSTA Guantanamo Bay
- N61008 NSA Panama City
- N63043 NAS Meridian
- N61007 NSA Orlando
- N00204 NAS Pensacola
- N60508 NAS Whiting Field
- N00216 NAS Corpus Christi
- N60241 NAS Kingsville
- N83447 NAS/Joint Reserve Base (JRB) Fort Worth
- N00206 NAS/JRB New Orleans
- N00639 NSA Mid-South
- N50173 Naval Support Facility Beaufort

N68742 Commander, Northwest (4)
- N68436 Naval Base Kitsap
- N00620 NAS Whidbey Island
- N68967 NAVSTA Everett
- N32013 Naval Magazine Indian Island

N00242 Commander, Southwest (10)
- N00245 NAVSTA San Diego
- N69232 NAVBASE Ventura County Point Mugu
- N60042 Naval Air Facility El Centro
- N63042 NAS Lemoore
- N60495 NAS Fallon

EXHIBIT 1
**APPROVED UNIT IDENTIFICATION CODES FOR ENROLLMENT IN THE
SHORE STATION SENIOR LEADERSHIP TRAINING CURRICULUM
COMMANDER, NAVY INSTALLATION COMMAND REGION/INSTALLATION
POST BASE RE-ALIGNMENT AND CLOSURE
(continued)**

N00242 Commander, Southwest (10) (continued)
- N61065 WPNSTA Seal Beach
- N47609 Naval Air Weapons Station China Lake
- N61014 NSA Monterey
- N00246 NAVBASE Coronado
- N63406 NAVBASE Point Loma

N61128 Commander, Marianas (Guam) (2)
- N61755 NAVBASE Guam
- N441557 NSA Anderson

N61449 Commander, Hawaii (2)
- N62813 NAVSTA Pearl Harbor
- N0534A Pacific Missile Range Facility Barking Sands

N61075 Commander, Navy Region Korea (1)
- N32778 Commander, Fleet Activities (CFA) Chinhae

N61076 Commander, Navy Region Japan (7)
- N61029 CFA Okinawa
- N61028 CFA Yokosua
- N61030 CFA Sasebo
- N61057 NAF Atsugi
- N61060 NAF Misawa
- N68539 NSF Diego Garcia
- N61077 Singapore Area Coordinator

N3049B Commander, Navy Region Europe (8)
- N62588 NSA Naples
- N62995 NAS Sigonella
- N66691 NSA Souda Bay
- N62832 NAVSTA Rota
- N3379A Camp Lemonnier Djibouti
- N62590 NSF Deveselu
- N62592 NSF Redzikowa
- N63005 NSA Bahrain

EXHIBIT 2
SHORE STATION SENIOR LEADERSHIP (SSSL) COURSE CONTENT

Commander, Navy Installations Command (CNIC) Mission Overview and Guidance
N1: Overview and Workforce Development; Classification and Staffing; Employee and Labor Relations; Performance Management; Manning, Manpower, and Total Workforce Management Systems (TWMS); Equal Employment Opportunity; Command Climate; Reserve Manning; Diversity and Inclusion
N3: Overview; Emergency Management; Fire and Emergency Services; Air Operations; Port Operations; Assessments
N4: Overview; Public Works and Energy; Encroachment; Facility Investments; Environmental Program and Planning; Natural and Cultural Resources; Real Property Management; Internet Navy Facility Assets Data Store; Drinking Water Training Course; Naval Facilities Engineering Systems Command Brief
N5: Overview
N6: Overview
N8: Overview
N9: Overview; Navy Safe Harbor; Fleet Readiness and MWR; Family Readiness; Family Advocacy; Sexual Assault Prevention and Response; Housing and Public Private Venture; Non-Appropriated Funds Human Resources; Mock Installation Case Management Group; Incident Determination Committee Training
N00G: Inspector General
N00L: Office of General Counsel
N00J: Legal Priorities Ashore; Practical Ethics for Navy Leaders
N00K: Funeral Honors; CACO
N00P: Public Affairs
N00R: Shore Ministries
N00: Great Power Competition; Congressional Engagement
Guard Mount and Post Check Demonstration; Explosives and Weapons Safety
Case Studies and Senior Leader Mentoring Sessions; Panel Discussions; Commanding Officer Perspectives; Installation Triad Brief; Region Commander Mentor Session
Anti-Terrorism Training (AT) Force Protection (FP) Installation Commanding Officer Anti-Terrorism Course (Satisfies level 3 AT/FP required training)
Defense Commissary Agency Brief; Navy Exchange Service Command Brief; Defense Logistics Agency Brief

EXHIBIT 3
EMERGENCY MANAGEMENT FOR SHORE LEADERS COURSE (EMSLC) CONTENT

Commander, Navy Installations Command (CNIC)/N36T Welcome and Overview
Installation Emergency Management Program; National Incident Management Program and Incident Command System Overview
"Hurricane Michael" Case Study
Phases and Key Elements of Installation Emergency Management
Installation Emergency Management Plans
Incident Commander and Incident Command Post Operations
Emergency Operations Center Incident Management Team Roles
Incident Command Post Demonstration
Public Awareness and Mass Warning
Incident Management Team Operations – Initial Response
Incident Management Team Operations – Recovery
Commander's Intent and Commander's Critical Information Requirements
Commanding Officer's Forum
Emergency Services Forum
"Naval District Washington Active Shooter" Case Study
Fire and Emergency Services Operations Capability
Defense Support of Civil Authorities and Foreign Humanitarian Assistance
Tours of Shore Enterprise Operations Center, Naval District Washington Region Operations Center, Region Dispatch Center and Washington Navy Yard Emergency Operations Center
Commander's Roles and Responsibilities
Public Affairs and Media Training
Overview of the Installation Training and Exercise Program
Final Practical