MILPERSMAN 1306-422

ASSIGNMENT TO SUBMARINE SURVEILLANCE EQUIPMENT PROGRAM (SSEP) GROOM TEAMS AND SUPPORT BILLETS

Responsible Office	NAVPERSCOM (PERS-403)	Phone: COM	(901) 874-4312

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-866-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil

1. **General Information**

    a. Submarine Surveillance Equipment Program (SSEP) groom teams certify and calibrate electronic support, periscope, and sound navigation and ranging (SONAR) systems on deploying Atlantic and Pacific fleet submarines. They also install, test, and certify special mission support equipment and recording systems in support of type commander (TYCOM) and Office of Naval Intelligence (ONI) missions.

    b. SSEP groom teams support the TYCOM. They are located in Groton, CT and Pearl Harbor, HI and have assigned shore duty billets.

2. **Tour Lengths**. All assignments to SSEP groom teams (information systems technician (submarines), electronic warfare (ITE) and sonar technician (submarines) (STS)) are for a tour length of 42 months, which provide a 6-month on-site training period, followed by a 36-month tour. Support personnel (i.e., yeoman (submarines) (YNS); information systems technician (submarines), network (ITN); and logistics specialist (submarines) (LSS)) tour lengths are 36 months. Obligated service to complete the tour length is required prior to transfer.

3. **Eligibility Requirements**. The following criteria must be met to be qualified for SSEP duty:

    a. Be submarine-qualified and in the pay grade of E-5 or above.

    b. Have a minimum of 2 years at-sea experience in the maintenance and operation of ship submersible (nuclear), ship submersible (ballistic nuclear), or ship submersible (guided nuclear electronic surveillance) or SONAR system (ITE and STS).

    c. Be eligible for a Top Secret sensitive compartmented information clearance based on a favorable single scope background investigation (ITE, ITN, and YNS).

    d. Be recommended by commanding officer and the Officer in Charge (OIC), SSEP.

    e. Have no nonjudicial punishment for previous 36 months.

    f. Must be a qualified SONAR supervisor at last sea-going command (STS only).

    g. Must have AN/BLQ-10 operational experience or be a graduate of the AN/BLQ-10 Maintenance Course (ITE). ITE applicants without AN/BLQ-10 experience should be sent to the AN/BLQ-10 Maintenance Course prior to reporting to SSEP.

    h. Must have an active government travel card.

    i. Must have a current U.S. passport.

    j. Must be qualified command pay and personnel administrator (YNS only).

4. **Submission of Requests**

    a. Requests for assignment to SSEP groom teams and support billets must be submitted via e-mail to the OIC of the SSEP groom team for which assignment is requested. Submit request to Commander, Submarine Force, U.S. Atlantic Fleet (COMSUBLANT) SSEP OIC: SSEP_NWLN_ALL_OFFICERS@navy.mil or Commander, Submarine Force, U.S. Pacific Fleet (COMSUBPAC) SSEP OIC: PRLH_CSP_SSEP_OIC@navy.mil. Selection to this billet will occur once the screening package has been reviewed by the applicable SSEP division and approved by the SSEP OIC. Orders will only be written once SSEP screening is completed.

    b. Requests must include the following documents:

       (1) Current copy of NAVPERS 1070/881 Training, Education, and Qualification History (generated through Navy Standard Integrated Personnel System (NSIPS)) electronic service record (ESR);

       (2) All NAVPERS 1616/26 Evaluation Report and Counseling Record (E-1 – E-6) or NAVPERS 1616/27 Evaluation and Counseling Record (E-7 – E-9) evaluations for 5 years prior to submission of the request;

       (3) Completed NAVPERS 1306/92 Special Program Screening (**all sections**); and

       (4) Physical fitness assessment detailed report from the Physical Readiness Information Management System (PRIMS) from the most recent completed cycle.