





AUGUST 2025

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CNRFC(N14)/SSOP OFFICE

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PROGRAM MANAGER NOTES

Shipmates,

Service to our members continues as Strategic Sealift Officer Force (SSOF) management changes in the next months:

- Incoming SSOF Director and Assistant with a focus on building a better system of preparation and C2 engagement to enhance mission readiness
- Two Lieutenant Commander SSO Program Managers (1x SSO, 1x TAR-HR) with the junior being the Assistant
 - o Both will be FITREP observed as Program Managers and are not in the same competitive category
- Training and Administration of Reserve (TAR) Enlisted focus on in-rate Reserve Center work
 - o Reduced CNRFC N14 SSO ADT support by 2 in FY26 in SSO Program Office compared to FY25
 - o Return CNRFC N14 ADT funds for operational support and Force Engagement
- Completed 4 document Pay and Personnel (PAYPERS) packages will be a requirement in FY26
 - o ZipServe PAYPERS packages are key documents for getting paid for mobilization and active duty orders
 - o Revalidating accurate forms is easy. If something changes, it is worth updating
- Back to the Basics: Updated information in Navy Systems of Record (contacts information, CEI, etc.)

Reminder: Incomplete travel vouchers should be submitted now before the next accounting system comes online..

In an effort to hold members accountable, FY-24 Participation Non-compliance letters are sent for August delivery.

Grateful to Serve Alongside You,

CDR Lee C. Dortzbach





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RESERVE SERVICES

- 1. NSIPS now has a CAC-free login option. You can set up your CAC-free access through the MyNavy HR portal: https://www.mn3p.navy.mil/web/guest/tutorials
- 2. Reserve Services' case opening processing time is currently ~ 2 weeks. Retirement points and correction cases that are elevated to Navy Personnel Command will take up to 60 days to process.
- 3. The FY25 Course List does not have the Navy e-Learning (NEL) "Fields of Training" showing what NEL courses are available to SSOs. Members should reference the table available in the FY24 Course List before completing NEL courses for retirement points.
- 4. <u>ADT Non-Pay (ADT-NP) points will not automatically populate into NSIPS.</u> Members performing ADT-NP orders must submit their endorsed orders to the Retirement Points drop box to receive points.

ADMIN

• In NSIPS, all members are required to maintain accurate contact information, including personal email address, to ensure they receive critical information. Ensure your data is updated to the most accurate information.

SECURITY

- Report any and all incidents that may affect your clearance via email. Incidents include, but are not limited to:
 - \Rightarrow Arrests
 - ⇒ Alcohol Related Incidents
 - ⇒ Court Appearances (Civil & Criminal)
 - ⇒ Financial Hardships
 - ⇒ Bankruptcy
 - ⇒ Missed/Late Payments
 - ⇒ Bad Credit Report Alerts
 - ⇒ Piling Debt
 - ⇒ Marriage to Foreign National
- For more information go to www.dcsa.mil/mc/pv/mbi/self_reporting/
- ** If you have any questions, email: cnrfc n14 security@us.navy.mil **



OFFICER DEVELOPMENT

- All Sustainment Events for FY25 have passed and the Sign-ups for AUG & SEPT PCI are closed.
- FY26 Schedule for PCI and Sustainment Events coming soon!
- Newly graduated ENS, if there are any issues with obtaining a CAC, email <u>cnrfc n14 pci manager@us.navy.mil</u>.
- DCOs if you have any questions and need to reach out, your POC is brian.p.piaschyk.mil@us.navy.mil.
- SSOF Members who have taken JLOC, MLOC, or SLOC can now add these courses as Service Schools to their Officer Summary Record (OSR). This can be done by emailing My Navy Career Center (askmncc.fct@navy.mil) with your Course Completion Certificate and Service School Code. PCI data is being entered for qualifying members and backdated accordingly.

PCI - 001
MLOC - 00K

• JLOC – 00J SLOC – 00L





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MANPOWER

RETIREMENTS AND VOLUNTARY SEPARATIONS

How To: Request a DD 214-1 with DD-214 for Retirements and Separations on or after February 1, 2025.

Retirements and Voluntary Separations requests may be submitted through NSIPS or via a manual resignation request letter (only if you do not have access to NSIPS.) These requests must be made at least <u>90 days before</u> the requested date of resignation. Please see below KSDs required to process your separation/retirement requests.

Required Key Supporting Documents (As outlined in NPPSC 1900/4):

- NAVPERS 1070/602 (NSIPS Dependency Data);
- NPPSC 1900/3 Reserve Separations Questionnaire (MyNavy HR);
- NPPSC 1900/4 Reserve Separations Checklist (MyNavyHR);
- Prior DD214(s) and DD 214-1(s);
- Up to date NEOPS/ASOSH (NSIPS/BOL);
- DD eForm 2648 Service Member Pre-Separation/Transition Counseling Checklist (Career Counselor)

TRAVEL

All SSO's need to submit any outstanding vouchers NOW.

Effective FY26 (10/1/25), the Navy will shift accounting systems from SABRS to NERP and the ability to get reimbursed for all prior year vouchers will no longer be possible.

Once we transfer to NERP, there is NO way to pay a Zeroed out voucher in DTS (FY 25 and earlier).

If you have incomplete or unpaid vouchers from FY25 or older, submit them IMMEDIATELY before the end of the FY. Any outstanding vouchers from before FY25 will be removed at the start of FY26. You should have received notifications from your OICs—if you haven't taken action yet, please do so as soon as possible.

Voucher How to Guide can be found on the SSO TOOLKIT for guidance.

COMMAND FITNESS LEADER

- The Physical Readiness Program (PRP) office is currently working on previous scores we are unable to update PRIMS.
- All CFL related questions are to be forwarded to the CFL distro: n14 cfl cnrfc@us.navy.mil

MEDICAL

The PHA, Dental Exam and Influenza (Flu) Vaccine are annual medical requirements. The HIV is due every 2 years. Review your IMR on BOL to track your own medical readiness. Delinquent medical requirements are considered a hard hold when processing orders.

The PHA can be done virtually by completing your Part A on the Electronic Health Assessment Site via MNP Quick Links. A CAC is not required, although members must remember their login information. Contact the EHA Helpdesk for assistance at (757) 900-9050 or at usn.hampton-roads.navmcpubhlthcenpors.list.nmcphc-pha1@health.mil. Contact CNRFC N14 Medical once Part A is complete to perform the remaining 3 Parts of the virtual PHA.

- The Civilian Dental Exam can be done every 2 years with your Civilian Dentist by completing the DD2813 Form. The third Dental Exam **must** be a Military Dental Exam that can be done at a MTF while on orders to ensure compliance. Submission of Dental X-rays are highly encouraged to update your online Military Medical Record.
- To update your Military Medical Record, please submit your medical documentation to the N14 Dropbox for secure messaging.





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MSC N15 DASHBOARD CHARTS











