



N14 NEWS FLASH

JUNE 2024

INFORMATION CONTAINED HEREIN IS INTENDED FOR ALL HANDS OF THE STRATEGIC SEALIFT OFFICER PROGRAM.
ALL HANDS ARE RESPONSIBLE FOR KNOWLEDGE OF ITS CONTENTS.

CNRFC(N14)/SSOP OFFICE

Commander, Navy Reserve Forces Command
1915 Forrestal Drive, Norfolk, VA 23551

☎: (757) 793-8687 (After Hours EMERGENCIES ONLY)
Working Hours (Monday - Friday): 0730 - 1630 (EST)

N14 LEADERSHIP:

Program Manager

CDR Steven Hohenshelt
steven.r.hohenshelt.mil@us.navy.mil
(757) 322-2363

Assistant Program Manager

LTJG Cecelia Mitchell
cecilia.c.mitchell2.mil@us.navy.mil
(757) 322-2641

Senior Enlisted Leader

YNC(IW/EXW) Marlana Richardson
marlana.b.richardson2.mil@us.navy.mil
(757) 322-2260

N14 Staff Contacts

DEPARTMENT	E-MAIL ADDRESS	
N14 Triad	CNRFC_N14_Triad@us.navy.mil	(757) 322-2363
N14 Staff (all hands)	CNRFC_N14_Staff@us.navy.mil	*Call duty phone
N14 Admin Department	CNRFC_N14_Admin-Manpower@us.navy.mil	(757) 322-6722
N14 Security Manager	CNRFC_N14_Security@us.navy.mil	(757) 322-6722
N14 Manpower Department	CNRFC_N14_Admin-Manpower@us.navy.mil	(757) 322-6722
N14 Travel	CNRFC_N14_Travel@us.navy.mil	(757) 322-6722
N14 Reserve Services Department	CNRFC_N14_Reserve_Services@us.navy.mil	(757) 322-6571
N14 Medical Department	CNRFC_N14_Medical@us.navy.mil	(757) 445-3107
N14 Command Fitness Leader	CNRFC_N14_CFL@us.navy.mil	(757) 445-3107
N14 Post Commissioning Indoc Director	CNRFC_N14_PCI_Manager@us.navy.mil	N/A
N14 Information System Security Officer	CNRFC_N14_OPS-Training@navy.mil	(757) 322-5769

!!!WHAT'S NEW!!!

PHONE LINES ARE CURRENTLY DOWN IN THE OFFICE. CONTINUE TO USE APPROPRIATE DISTROS FOR QUESTIONS AND CONCERNS. A FORCE CONNECT WILL BE SENT WHEN PHONE LINES ARE BACK IN USE.

ZIPSERVE 4.0: Welcome to Zip Serve 4.0! All IRR SSO's are to complete Zip Serve 4.0 (see how to guide in the separate attachment).

Purpose and way forward is for this as an annual requirement to validate and upload key supporting documents (KSDs) that encompass a PayPers Packet to stay compliant for mobilization readiness.

NMCI EMAIL/FLANKSPEED:

Do not setup automatic email forwarding from your NMCI email. You will be in violation of IA policy and your account will be locked.

Nautilus Virtual Desktop is available for all reservists to sign up for. This virtual desktop allows to validate your NMCI account and reset the login via the following steps:

1. Log in to NVD
2. Open Microsoft Edge
3. Go to the bookmarks bar and open the folder "virtual desktop support"
4. Select NMCI account validation
5. Log in using CAC & pin

Use the following link to sign-up for this virtual desktop: <https://www.mynrh.navy.mil/#/nvd>. NVD tech support is available to all reservists via the Reserve Component NVD Support Channel.

SHAREPOINT/NAVY RESERVE READY-2-SERVE (R2S):

SharePoint: CAC-less logon has been implemented for My Navy Reserve Homeport (where the N14 SharePoint & drop box are located). Utilizing this logon requires the use of a username and password that will be set-up when you sign up for the Nautilus Virtual Desktop. (See above)

Reserve Ready-2-Serve: Commander Navy Reserve Forces, Command (CNRFC) announces the disestablishment of the Navy Reserve Ready-2-Serve (R2S) Mobile Application. Beginning 15 October 2023 access to this site will no longer be available. Navy Reserve Members can now utilize their FlankSpeed (FS) account via Flow-3 (portal.apps.mil) or Nautilus Virtual Desktop (NVD) to remotely access Navy Resources and engage the Force, via personal electronic device (PED). Through the utilization of FS, MS Teams, and FS OneDrive the Navy Reserve is taking the bring-your-own-device (BYOD) experience to new levels for Navy Reservist.

UPDATED SSO LANDING PAGE (CAC-LESS WEBSITE):

The CAC-less website was created for SSOs who need a quick reference to information relating to the Strategic Sealift Officer community without the need of your CAC. You will find many useful links to instructions, websites, 'how-to guides,' SSOF news, Navy links, and how to become an SSO information among many other great links. Follow the page at: > [Resources](#) > [SSO Tool Kit \(navy.mil\)](#)

DTS VOUCHER HOW-2-GUIDE: Link here: > [Resources](#) > [SSO Tool Kit \(navy.mil\)](#)

"In peace and war"

RESERVE SERVICES

Members must log in to Flankspeed (portal.apps.mil) every 90 days. If you don't, your Flankspeed license will be revoked and you will be unable to access email and other web apps.

If your license has been revoked, you may see one of the following:

- At Flankspeed home: "You currently have not been assigned an Office License"
- Flankspeed email ends in @deauser.onmicrosoft.us
- Error message when accessing Outlook Web App "User has no mailbox and no license"

The NMCI helpdesk can confirm your account status. Call 1-866-843-6624 and navigate to unclassified support, then to Flankspeed support. Ask them to check on your Flankspeed Account and if you have a license* assigned. Recommend also checking the status of your NMCI while on the phone with tech support.

*Note: helpdesk may use the term "persona" instead of license.

If the helpdesk confirms that your license has been pulled:

- Check status of your NMCI account. Your Flankspeed must be associated with an NMCI account to be eligible for a new license.
- If NMCI is disabled or deleted, follow the how-to guide on the SSO toolkit and submit to the Operations/Training Drop-box. Note—in your request that you also need a Flankspeed License.

If NMCI is active, email CNRFC_N14_Reserve_services@us.navy.mil and request a FS License.

MEDICAL

Reminder that the window for flu shots is rapidly closing and this a Hard Hold item for pending orders. By the end of June it will almost be impossible to find flu vaccination as the flu season will be over and the vaccinations are sent back to the manufacturer. Tricare will cover the immunization cost with your provided DoD benefits number on the back of the CAC card. If you have any questions, contact the medical department.

SECURITY

If you have a security clearance, (Confidential, Secret, or Top Secret), you must report the following to your security manager:

- ◆ Any foreign connections, including those in your immediate family, a cohabitant, or other persons to whom you are bound by affection or obligation, who are not U.S. citizens
- ◆ Any financial interest in a foreign country
- ◆ All personal foreign travel as part of your required periodic reinvestigation

** If you are unsure if you are enrolled in Continuous Enrollment (CE) as required send us an email at: cnrfc_n14_security@us.navy.mil

PERSONNEL/MANPOWER/TRAVEL

We are pleased to let you know that Rental Car Agreement #4 will be replaced by Rental Car Agreement #5, effective April 1, 2024. This notification provides basic information on the impact and links to additional resources.

Key Changes

- ⇒ GARS eliminated: Travelers will no longer be charged the \$5/day Government Administrative Rate Supplement (GARS)
- ⇒ Department/Agency name on rental agreements: to confirm participation in the program, travelers should ensure their department or agency's name appears on their rental agreement
- ⇒ Inclusion of loss and liability coverage
- ⇒ Inclusion of 10 to 15 Passenger vans when rented by drivers 25 years of age and older
- ⇒ Underage driver fees for renters ages 18 to 20 - MUST be listed on the rental agreement, even as an additional driver
- ⇒ Cost avoidance through elimination of GARS and a 30% reduction in CONUS maximum rates
- ⇒ Supports OMB Catalyzing Sustainable Travel memo by adding zero-emission vehicles (ZEV) categories in CONUS Existing Reservations on April 1, 2024

Reservations booked prior to April 1, 2024 will remain under Agreement #4 and require no action. These reservations may still incur the GARS fee, which will remain a reimbursable expense for reservations booked through March 31, 2024. Future Bookings: Travelers should continue to book vehicles through the Defense Travel System and contracted Travel Management Companies.

Resources: A Travel Manager communication toolkit, with email templates to communicate with your travelers and leadership, a sample newsletter article, and more can be found linked from the article in the bullet below. Find additional information at <https://www.travel.dod.mil/About/News/Article/Article/3705483/rental-car-agreement-5-effective-april-1-2024/>

ADMIN/ NROWS

- ◆ Members orders need to be routed forward to N14 no later than 10 business days before orders start (2 weeks)
- ◆ Please utilize the prompts on the ADT questionnaire to ensure you are up to date medically and administratively.

COMMAND FITNESS LEADER (CFL)

- ◆ We are actively working hard on updating records for 2022 and 2023. Thank you for your patience!

TRAINING

FY24 TRAININGS:

- ◆ DOD Cyber Awareness Challenge 2023 (DOD-CAC-2022.0)
- ◆ DON Annual Privacy Training (DON-PRIV-2.0)
- ◆ Antiterrorism Level 1 Awareness Training (CENSECFOR-AT-010-2.0)

Annual DOD Training certificates are not to be submitted to the N14 Dropbox

PCI/READINESS EVENTS

Due to operational events we will be cancelling July PCI, please do not sign up for that course. Members will be rescheduled to other courses as their schedule allows. For members attending PCI courses, when you receive your Welcome Aboard Packet, complete your E-PHA ASAP and notify N14 of completion. Failure to complete by the deadline in the Welcome Aboard Package, will result in appointment cancellation. Reminder we are only authorized to book travel from your Home of Record.

We are seeking O-3 and O-4 PCI Instructors for the upcoming PCI courses.

For further questions or concerns, contact PCI Director at: CNRFC_N14_PCI_Manager@us.navy.mil.

Readiness Events inquiries and concerns contact us at: n14readinesseventregistration@us.navy.mil



Travel

BLUF: This message affects all travelers that use a Personally Owned Vehicle (POV) for TDY/TAD travel. Recent changes to the Joint Travel Regulation (JTR) now requires the use of a Constructed Travel Worksheet (CTW) if the traveler (Active/Civilian/SELRES) decides to deviate from the directed travel mode. This change means that a CTW must be submitted anytime a traveler decides to utilize their POV. It also means that if a traveler, for example, is directed to fly but decides to take a train, a CTW is required for that scenario as well. The updated directed travel modes are based on distance:

1. Airline – if travel is > 250 miles
2. Rail – if travel is < 250 miles
3. Rental Car if neither option is available

**** Per the JTR, all commercial travel options must be considered before a POV can be authorized ****

A CTW is used to determine the limit for a traveler's transportation reimbursement if the traveler chose to use a different mode of travel from what was directed/authorized. Prior to performing official travel, the NROWS order for Reserve travel and the DTS Authorizing Official (AO) for Active Duty/Civilian travel will direct the traveler to use a specific transportation mode. The JTR allows the traveler to use their selected transportation mode, but it also gives the AO the right to limit their transportation reimbursement if their choice is more expensive.

The CTW is filled out by the traveler for the DIRECTED mode of travel, not the POV. Once complete, the traveler uploads it to the EXPENSES module in DTS. CTWs calculate how much the directed mode would cost and then the DTS AO uses it to compare the cost of the directed mode versus the POV mileage entered in DTS. This is referred to as Constructed Travel. Constructed Travel lets the AO compare the true costs of the same trip using different transportation modes.

****ACTION: **** On the N14 Sharepoint Page (Travel Dept.) a CTW Quick Guide and slide deck are provided, detailing information on how to fill out a CTW with information targeting both the traveler and the AO. All hands are encouraged to review these documents in their entirety to familiarize themselves with the updated CTW and the procedures that define proper usage.

HELPFUL LINKS:

CNRFC N14 SharePoint:

https://private.navyreserve.navy.mil/cnrfc/N-Codes/N1/CNRFC_14/Pages/Travel.aspx

Defense Travel Management Office:

Quote of the Month



“Success is not final, failure is not fatal; it is the courage to continue that counts” .

-Winston Churchill