OPHOLD, ORDMOD, ORDCANX Personnel Manning Action Requests (PMARs)

From an Activity Manning Manager Viewpoint Also applicable to ISIC and TYCOM Roles

What are PMARs?

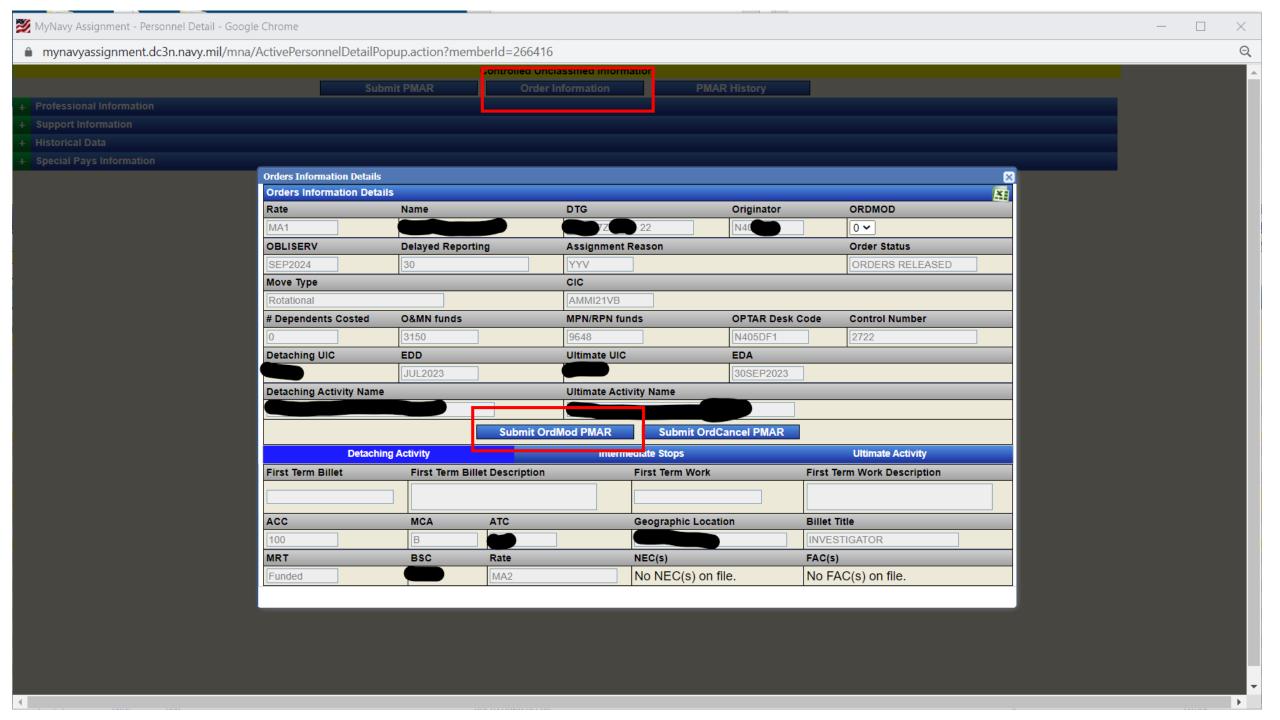
- PMARs are an automated method of requesting an action on a Sailor via MyNavy Assignment (MNA).
- There are multiple types of PMARs, and not every MNA Role has the ability to enter every type of PMAR.
- Activity Manning Managers (AMMs) are most likely concerned with the following types of PMARs that they can submit:
 - ORDMOD Orders Modification
 - OPHOLD Operational Hold
 - These should ONLY be submitted by a Sea Duty command this is Type 2 (Sea CONUS) or Type 4 (Sea OCONUS). Types 1 (Shore CONUS), 3 (Shore counts as Sea), and 6 (Shore OCONUS) are NOT eligible for OPHOLDs (See MILPERSMAN 1306-120)
 - ORDCANX Orders Cancellation

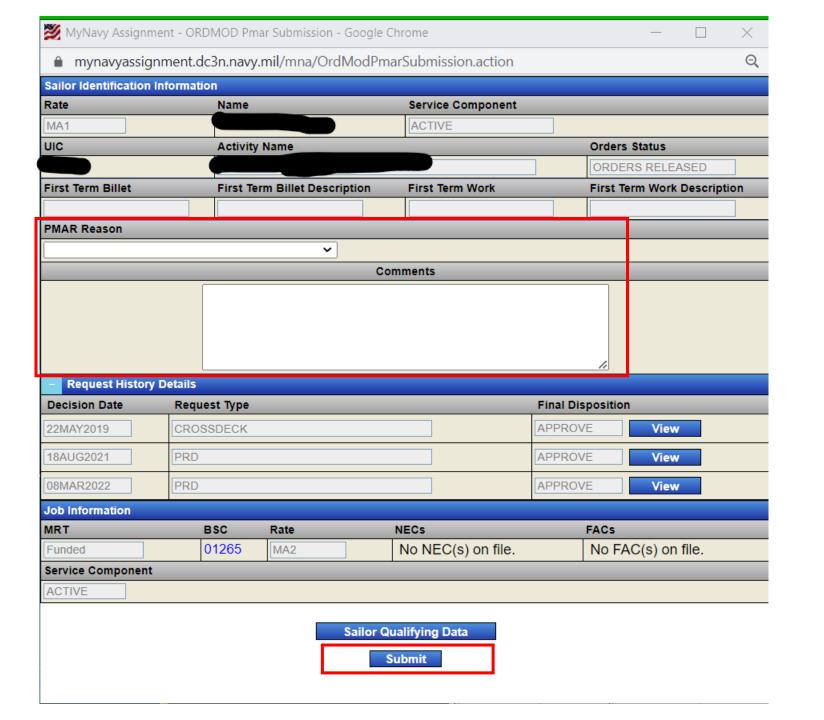
What are PMARs?

- Remember, PMARs are REQUESTS, and the can be disapproved based upon the research, recommendations, and comments provided by the various stakeholders.
- PMAR Stakeholders typically include the Sailors Enlisted Detailer, the Command's Placement Coordinator (gaining and losing), the Rating Evaluator for the Sailor's rating, the Type Commander or Budget Submitting Offices (gaining and losing), and the Fleet Readiness Integrators (USFFC, COMPACFLT, BUPERS). The Manning Control Authority is the final adjudicator on conflicting recommendations from stakeholders.

ORDMOD PMARs

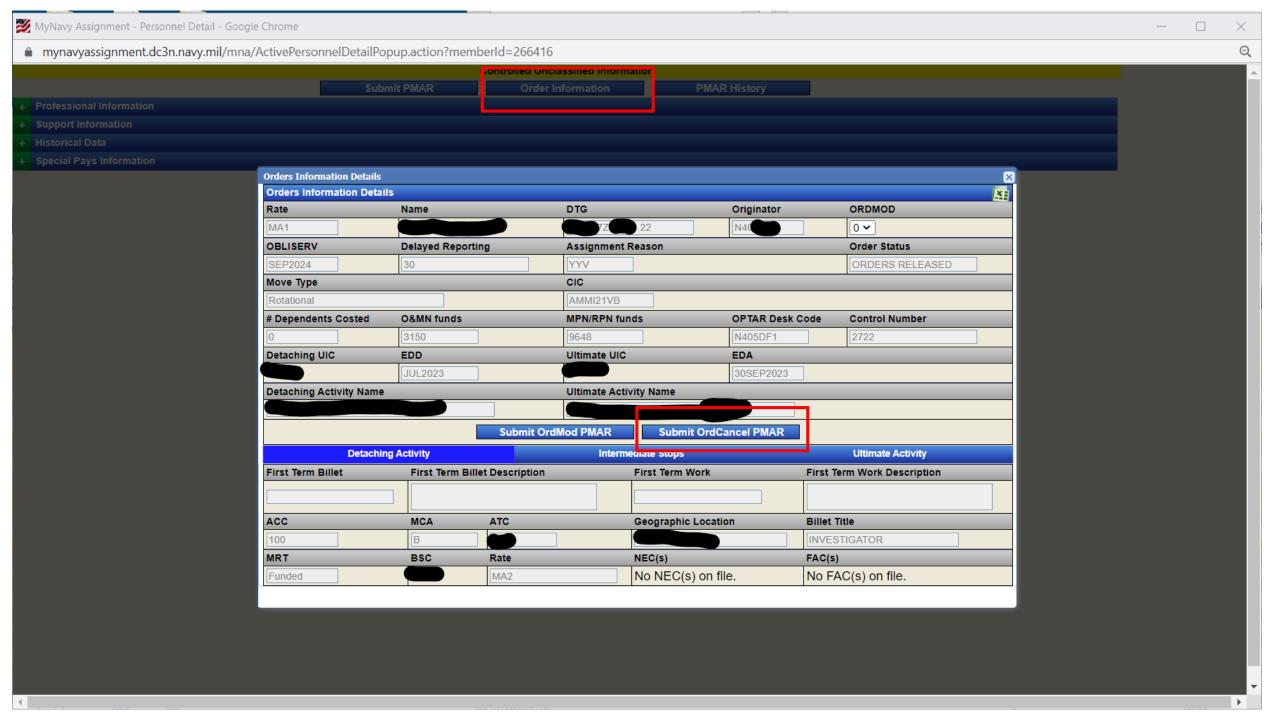
- To submit an ORDMOD PMAR, the Sailor in question must have a set of "Hard Copy" orders.
- In MNA, click on the Sailors hyperlinked name, this will bring up a personnel detail window.
- Click on "Order Information"
- To submit an ORDMOD, click "Submit OrdMod PMAR"
- Provide information for PMAR Reason (drop down menu) and detailed comments in the "Comments" block.
- Click "Submit". The PMAR will be electrically routed to required stakeholders inside of MNA.

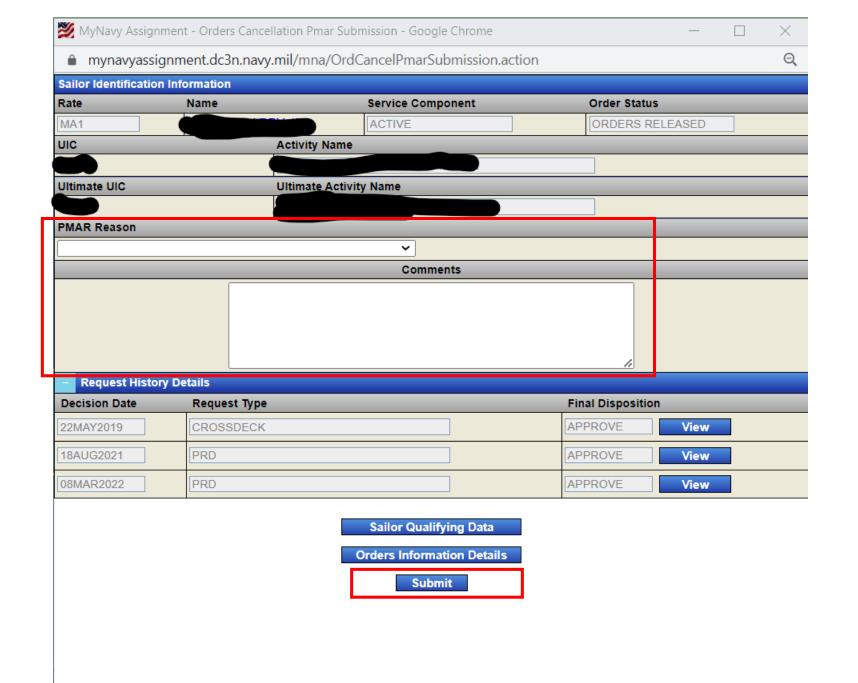




ORDCANX PMARs

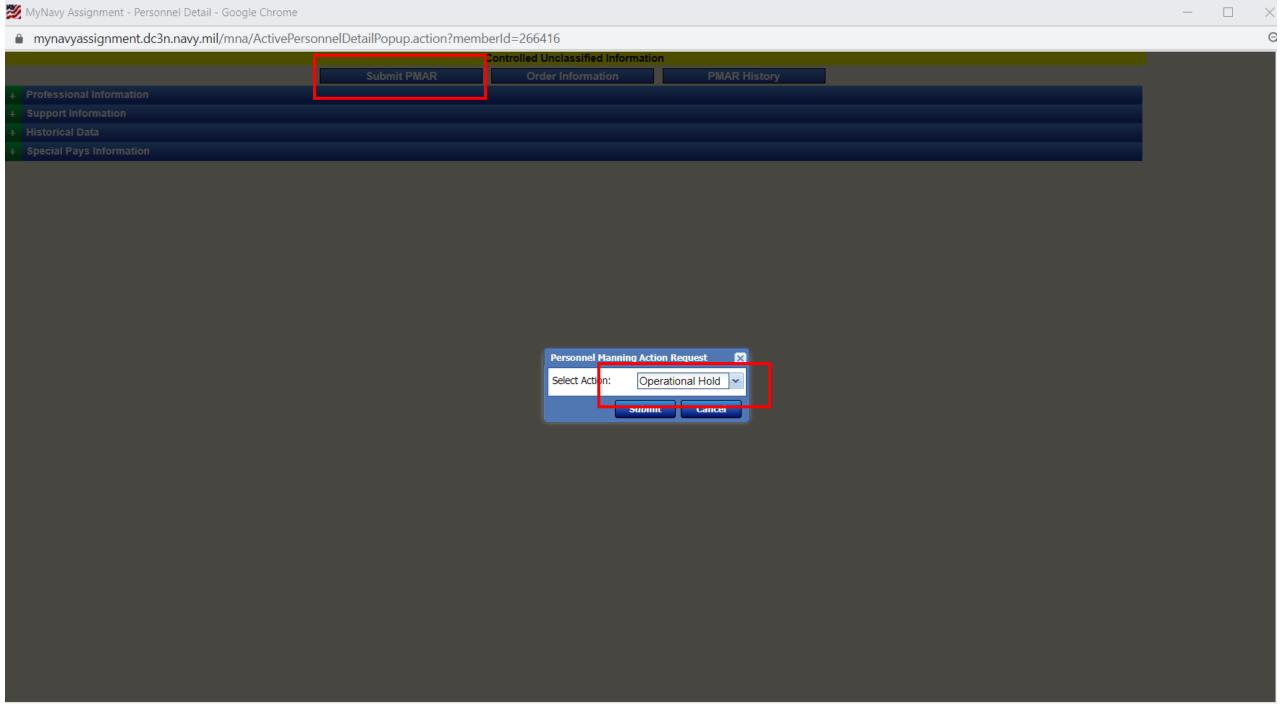
- To submit an ORDCANX PMAR, the Sailor in question must have a set of "Hard Copy" orders.
- In MNA, click on the Sailors hyperlinked name, this will bring up a personnel detail window.
- Click on "Order Information"
- To submit an ORDCANX, click "Submit OrdCancel PMAR"
- Provide information for PMAR Reason (drop down menu) and detailed comments in the "Comments" block.
- Click "Submit". The PMAR will be electrically routed to required stakeholders inside of MNA.
- Note: "Sailor wants to negotiate for different orders" is NOT sufficient justification for an ORDCANX.

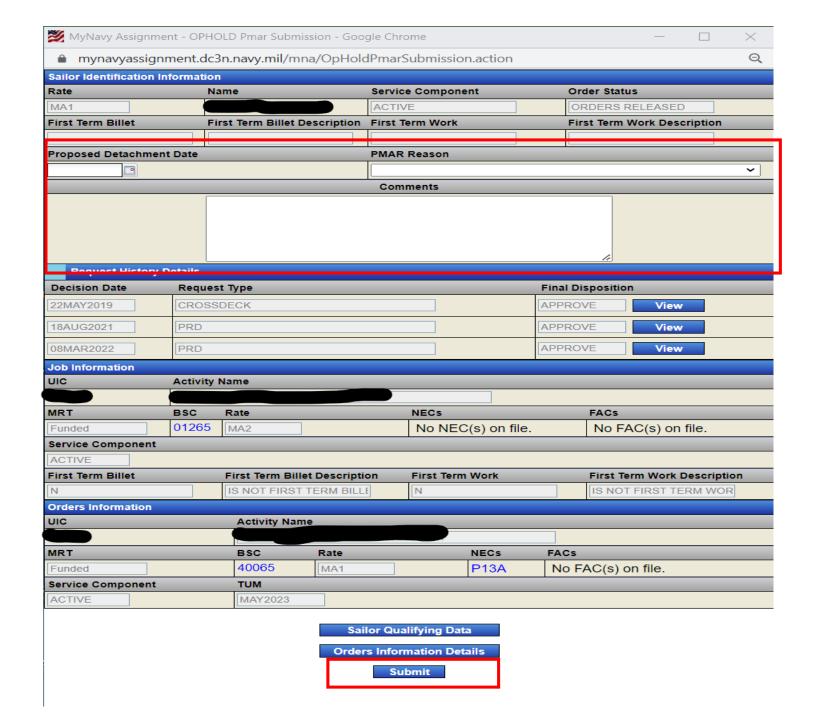




OPHOLD PMARS

- To submit an ORDMOD PMAR, the Sailor in question must have a set of "Hard Copy" orders.
- In MNA, click on the Sailors hyperlinked name, this will bring up a personnel detail window.
- Click on "Submit PMAR"
- To submit an OPHOLD, from the "Select Action" drop down, select "Operational Hold"
- Provide information for PMAR Reason (drop down menu), detailed comments in the "Comments" block including whether or not the Sailor is a Volunteer, and provide a proposed detachment date.
- Click "Submit". The PMAR will be electrically routed to required stakeholders inside of MNA.
- See also guidance in MILPERSMAN 1306-120.





What ifs?

- What if I know the Sailor has orders, but there is no Order Information button available?
 - Contact the MNA Help Desk at 901-874-4157/2199/3249 and have them "Reload the Sailors Orders Information Details (OID)"
- What if I need additional training on MNA?
 - Contact your commands' Placement Coordinator in PERS-4013.
 - If you do not know who your Placement Coordinator is (and that is a problem...) contact Enlisted Placement Branch Head at 901-874-4360 or 4496
 - Additional Placement Points of Contact can be found on the MyNavyHR webpage under Career Management, Detailing, Placement Management