

MyNavy Portal Quick Tour

June 2021



Welcome to the MyNavy Portal (MNP) Quick Tour! This Quick Tour provides an overview of the newest Sailor-facing capabilities released to MNP. New self-service features and functionality are frequently being added to help make MNP the single point of entry for your Navy career.

For help resolving career-related issues, please contact the MyNavy Career Center (MNCC) Contact Center. Customer Service Representatives are available 24/7 by phone (833-330-MNCC/6622), email (askmncc@navy.mil), and chat (click the green chat bubble on the bottom right of the MNP home page).

MNP was designed by Sailors, for Sailors, and your feedback is important! Please email the MNP team any suggestions you may have to improve the MNP experience, request new features, report broken links, or identify missing information. Feedback is reviewed regularly and considered during planning for future enhancements.

Contact the MNP Team via email at: mnppwebmaster.fct@navy.mil

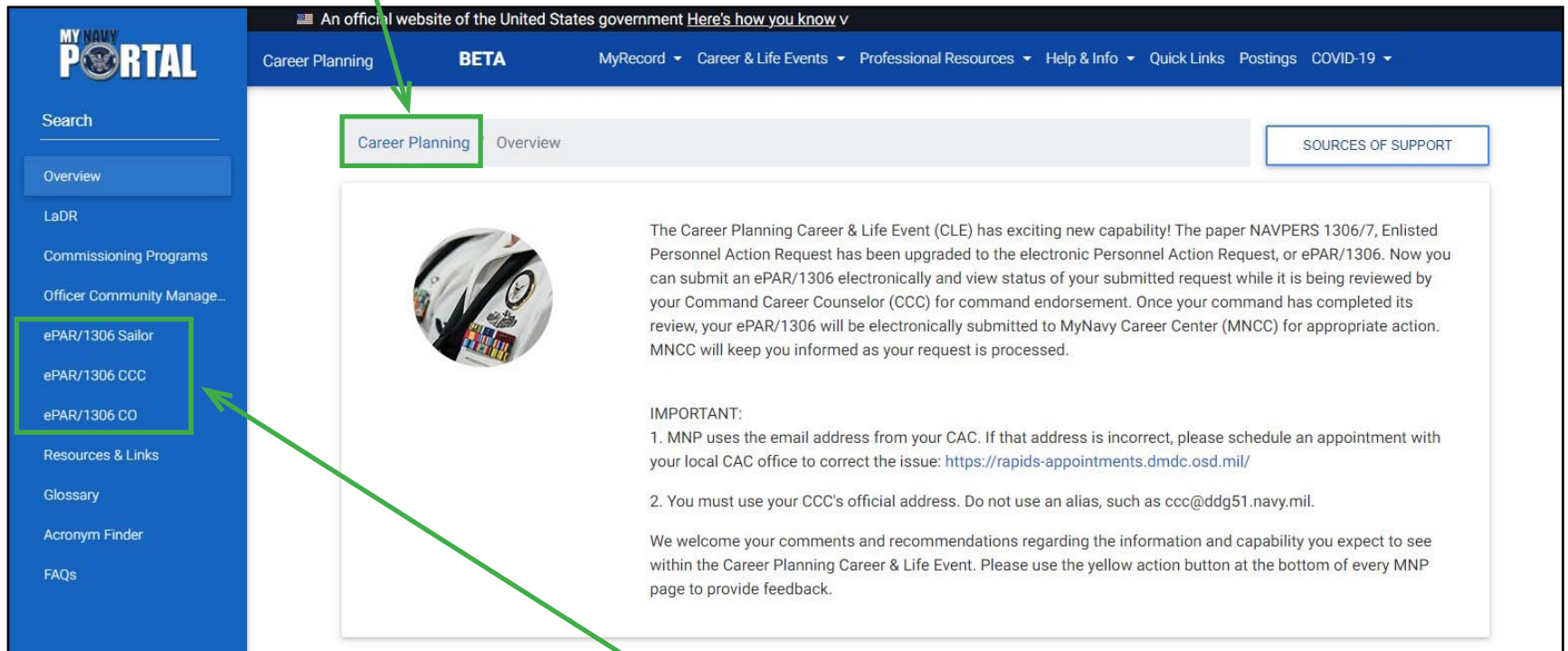
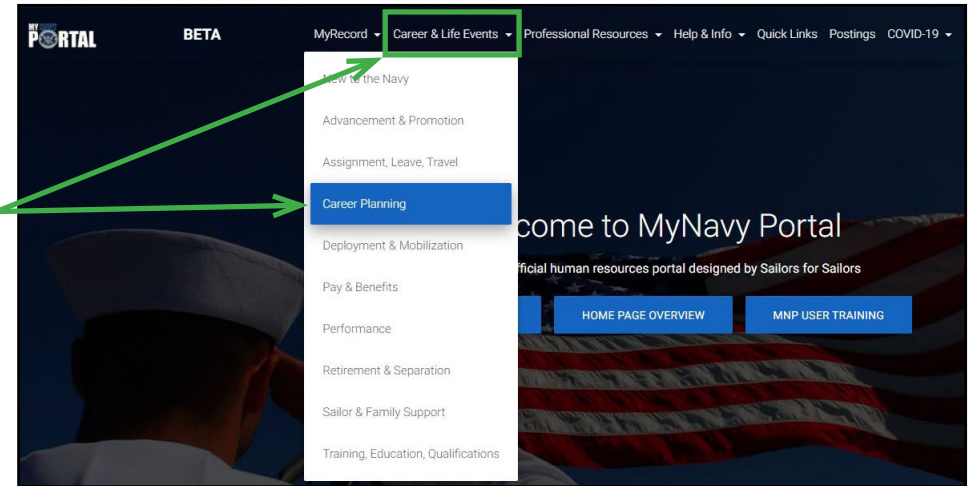
New MNP self-service features for June 2021

- Electronic Personnel Action Request (ePAR/1306):
 - Sailors can create, update, or request a cancellation of an ePAR/1306
 - Command Career Counselors (CCCs) can review, sign, and recall a Sailor's ePAR/1306 and then submit to a Commanding Officer (CO)
 - COs can review, send back for rework, cancel, or submit the ePAR/1306 to the MNCC
- New "How To" Training Videos Now Available – A new series of instructional training videos are now available on the public MNP page in the "MNP Tutorials" section under "Support" in the page footer, or at the direct link: <https://my.navy.mil/tutorials.html>
 - There are four new videos for Sailors and Command Career Counselors (CCCs) regarding submitting, reviewing, and cancelling an ePAR/1306
 - There are two new videos for how to set up an MNP account for CAC-free access and how to login CAC-free to MNP

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How to Access ePAR/1306 in MNP

① Navigate to “Career Planning” from the MNP Career & Life Events main menu to submit, view status, or cancel an ePAR request. On the “Career Planning” home page, the ePAR section is in the menu on the left side of the screen.



② Here is where Sailors go to submit and check on the status of an ePAR and where CCCs and COs can manage ePAR requests from Sailors.

Types of ePAR/1306 Requests and ePAR/1306 Functionality for Sailors, CCCs, and COs

Listed below are the types of ePAR requests an Enlisted Sailor can now submit in MNP:

- ① Personnel Action Request Form
- ② Projected Rotation Date (PRD) Change
- ③ Rating Forced Conversion
- ④ Military Spouse Co-Location
- ⑤ Advance Training
- ⑥ High Year Tenure (HYT) Waiver
- ⑦ Overseas Tour Extension

Here is an overview of what Sailors, CCCs, and COs are able to do with ePAR requests in MNP:

ePAR/1306 Functionality in MNP		
Enlisted Sailors can:	CCCs can:	COs can:
Choose type of ePAR request	View ePAR request type	View ePAR request type
Create ePAR draft	Reject an ePAR	Approve cancellation of an ePAR request
Select CCC email account	Cancel an ePAR	Return ePAR to CCC for rework
Submit ePAR to CCC	Confirm an ePAR	Submit ePAR to MNCC
Cancel an ePAR request	Return an ePAR to the Sailor	
	Submit ePAR to MNCC	
	Submit ePAR to CO	
	Recall and rework an ePAR request	

New Video Tutorials

There are several new “How To” video tutorials that are now available on the public MNP page in the “MNP Tutorials” section under “Support” in the page footer, or at the direct link: <https://my.navy.mil/tutorials.html>

There are four new videos for ePARS:

1. How to submit an ePAR/1306
2. How to cancel an ePAR/1306
3. How a Command Career Counselor (CCC) can review an ePAR/1306
4. How a CCC can cancel an ePAR/1306

MyNavy Portal BETA Home Quick Links About MNP Login

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MNP Tutorials & Support

The tutorial videos below provide step-by-step instructions for various MyNavy Portal (MNP) tools.

ePAR

Submitting an ePAR/1306

Sailor Submit ePAR 1306
This video provides step-by-step guidance on how to properly submit an ePAR/1306 via MyNavy Portal (MNP).
[Download PDF Tutorial](#)

Cancelling an ePAR/1306

Sailor Cancel ePAR 1306
This video provides step-by-step guidance on how to properly cancel an ePAR/1306 via MyNavy Portal (MNP).
[Download PDF Tutorial](#)

Reviewing an ePAR/1306 as a CCC

CCC Review ePAR 1306
This video provides step-by-step guidance on how a Command Career Counselor can properly review an ePAR/1306 via MyNavy Portal (MNP).
[Download PDF Tutorial](#)

New Video Tutorials (continued)

There are several new “How To” video tutorials that are now available on the public MNP page in the “MNP Tutorials” section under “Support” in the page footer, or at the direct link: <https://my.navy.mil/tutorials.html>

There are two new videos for CAC-free access to MNP:

1. How to set up CAC-free access
2. How to log in CAC-free

MyNavy Portal BETA

MNP Tutorials & Support

The tutorial videos below provide step-by-step instructions for various MyNavy Portal (MNP) tools.

CAC-Free Access

How to Set Up CAC-free Access

0:04 / 1:45

Setting Up CAC-Free Access

This video provides step-by-step guidance on how to set up your MyNavy Portal account for CAC-Free access.

[Download PDF Tutorial](#)

How to Log In CAC-free

0:05 / 1:36

Logging in CAC-Free

This video provides step-by-step guidance on how to log in to MyNavy Portal CAC-Free once your account has been set up for CAC-Free login.

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