



MyNavy Portal Smart Sheet

June 2021



What is MyNavy Portal?

MyNavy Portal (MNP) integrates many of the Navy's human resources (HR) information technology (IT) systems, knowledge and applications into a consolidated, simplified user experience. When fully developed, MNP will be a single point of entry for Sailors to manage their careers within an intuitive, self-service environment.

The portal is a key component of MyNavy Career Center (MNCC), an HR service delivery model that ensures the web-based, self-service capabilities of MNP are matched with 24/7 customer service support and access to subject matter experts who handle unique and complex situations.

MNP is organized around 11 Career & Life Events (CLEs), such as Advancement & Promotion, Career Planning, Performance, Pay & Benefits, and Sailor & Family Support. Within each of these 11 categories, users from Navy recruit to Navy veteran can view information enabling them to Learn, Plan and Act upon career related tasks.

The Navy launched MNP in February 2017. Since then, there have been many upgrades to increase capabilities and expand usability. To access MNP, go to my.navy.mil.

Benefits to Sailors

MNP addresses one of the major issues Sailors face when managing their careers: too many websites and databases required to perform routine HR tasks. The portal is intended to be the primary online gateway for Sailors to manage their careers, using accurate information from a single, reliable source.

Key features and benefits include:

- User Experience (UX) focus - making it easier for Sailors to get the information they want through intuitive design.
- Self-service - web-enabled forms, checklists, and other career management tools.
- Multi-bandwidth options offer best experience based on user location.

Benefits to the Navy

Other broader benefits to the Navy are:

- Elimination of redundant IT capabilities and their associated costs.
- Improved IT security.
- Lower administrative costs by replacing labor-intensive processes with self-service ones.

MNP Features

When users log in to MNP, they can choose either high bandwidth or low bandwidth modes. High bandwidth is the full visual version, whereas low bandwidth removes all photos, graphics and formatting and is well suited to Sailors in low bandwidth, high-latency environments.

Once logged in, users can find forms, FAQs, checklists and additional information categorized by CLEs. Clicking **Quick Links** in the **Main Menu** points users to other important Navy career-related systems and portals, including: BUPERS Online, MyNavy Assignment, Electronic Training Jacket, Fleet Management and Planning System, Navy eLearning, Navy Standard Integrated Personnel System, and NMCI Outlook Web Access.

Each MNP page features a round yellow **Options** button that allows users to switch between high bandwidth and low bandwidth modes, access support resources or leave page feedback.

MNP Capabilities

Sailors have a growing number of tools to use. Some of the more recent additions include:

- **Advancement Dashboard** – Dynamic, intuitive, web-based dashboard to give E4 to E6 Candidates a detailed, personal view of their eligibility status for advancement, and instructions and documentation to prepare for the advancement process. Active Duty Enlisted Sailors can view and export results of Navy-Wide Advancement (E4-E6, E7-E9) and for Meritorious Advancement Program (MAP) Advancement.
- **Announcements & Results (Postings)** – This is new and expanding capability designed to protect the personally identifiable information (PII) of Sailors selected for advancement, promotion, commission programs, education and fellowship opportunities, and other special programs. Today, users can view announcements and results for the E4-E6 Navy-wide Advancement Exam.
- **COVID-19** – MNP now contains COVID-related resources including NAVADMINs, a downloadable COVID-19 Travel Waiver Request form, and the COVID-19 Fact Sheet with the latest guidance on International Travel and Return COVID Testing. MNP users also may subscribe to a Really Simple Syndication (RSS) feed on the public COVID-19 NAVADMIN page and receive a notification in Outlook, or through an RSS reader app on their phone, whenever a new COVID-19 related NAVADMIN is released.
- **MyRecord** – Sailors can view and verify a subset of their personal data and, if necessary, may submit a data correction request to MyNavy Career Center (MNCC) Contact Center customer service representatives. MyRecord continues to offer more data for Sailors to view, like security clearance information and Career Waypoints (CWAY) application status.
- **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), or to the MNCC. The CO can review, send back for rework, cancel, or submit the ePAR/1306 to the MNCC.
- **MNCC Request/Inquiry** – Sailors can submit a request for help with general questions about personnel, pay and training via MNP (my.navy.mil), by email (askmncc@navy.mil), or phone (833-330-MNCC/6622).
- **Physical Readiness** – Sailors can download a Physical Activity Risk Factor Questionnaire (PARFQ) and use the Physical Fitness Assessment (PFA) calculator.

MNP Updates

Updates with new content and capabilities occur regularly. To find out what is new in MNP, from the MNP login page click **About MNP** to access support materials like the MNP **Quick Tour**, which highlights the capabilities included in the most recent major release. After logging in, users may visit the **Help & Info/Support Resources** section to view or download the current **Quick Tour**.

MNP Feedback

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 mpwebmaster.fct@navy.mil.

Key Points

- MNP is the result of consistent feedback from Sailors that there are too many personnel and training systems required to manage their careers and those systems do not appropriately share data.
- MNP will be the central online location for Sailors' career information.
- MNP creates efficiencies for Navy HR services that are time-consuming, labor intensive and involve numerous legacy IT systems that are not easy to use.
- MNP continues to mature and evolve as new capabilities are developed, tested and released, based on Sailor feedback and MyNavy HR priorities.

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<https://my.navy.mil>

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