

# EPAR QUICK START GUIDE

## Submitting an Electronic Personnel Action Request/1306 through MyNavy Portal

CONTACT MYNAVY CAREER CENTER 24/7:

<https://my.navy.mil/>

[askmncc@navy.mil](mailto:askmncc@navy.mil)

1-833-330-MNCC (6622)

1

Log in to MyNavy Portal (MNP):  
<http://my.navy.mil/>

Select the **"Career & Life Events"** tab at the top of the page and select **"Career Planning"** on the drop-down menu.

Select **"ePAR/1306"** on the left side of the page which will take you to the ePAR selection page.

2

The ePAR selection page presents the most common ePAR requests. Select **"CONTINUE"** for the ePAR request you need.

*\*If the request type is not available, please complete the generic ePAR/1306 found at the top left*

3

Your selected ePAR request form will appear on the screen with pre-populated information. Enter your information in all remaining fields as accurately as possible.

Provide additional details about your request in the **"Requested Action"** section field.

*\*Ensure your Command Career Counselor's (CCC) email address is accurate in the CCC Email field*

4

Once the form is completed and you are ready to submit, double-check that the information is as accurate as possible and select **"SEND"**.

*\*Your draft ePAR 1306 form will save automatically*

5

A confirmation window will appear.

If supporting documentation is needed, select **"Choose File"** to attach additional documents. Once finished Select **"CONTINUE"** to submit the finalized request.

6

After submission, the status of the request will change to **"Pending Review"**.

Your CCC will review your request and route it to the appropriate Command personnel for endorsement.

7

Once your Command has recommended an action for your request, your CCC will submit your ePAR to MyNavy Career Center (MNCC) for processing. The status will change to **"Submitted"** in MNP. MNCC will open and route the service request.

*\*You will receive automated email updates through the resolution process.*

For step-by-step instructional videos visit <https://my.navy.mil/> and click **MNP Tutorials** under the Support section at the bottom of the home page



### CANCELLING YOUR REQUEST

1. Repeat steps 1-2
2. Click **"CONTINUE"** on the request you wish to cancel
3. Select **"Cancel Request"** at the bottom of the form
4. Select **"YES"** if you wish to cancel