## How to Provide Enlisted Command Comments in MNA

3/10/22

Please ensure that all Command comments made are professional!

Providing unprofessional comments on the Sailor will have the commenter's MNA account suspended until command level action is taken to address with the commenter.

## Ensure you are logged into MNA under an Enlisted Command Role



Additional information can be found behind any blue text Orders are being processed

Apps ACTIVE VA. NORFOLI 22 ACTIVE ACTIVE ACTIVE ACTIVE VA. NORFOLI ACTIVE ACTIVE ACTIVE 092 ACTIVE VA. NORFOLK ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE VA. NORFOLI VA. NORFOLI VA. NORFOLI

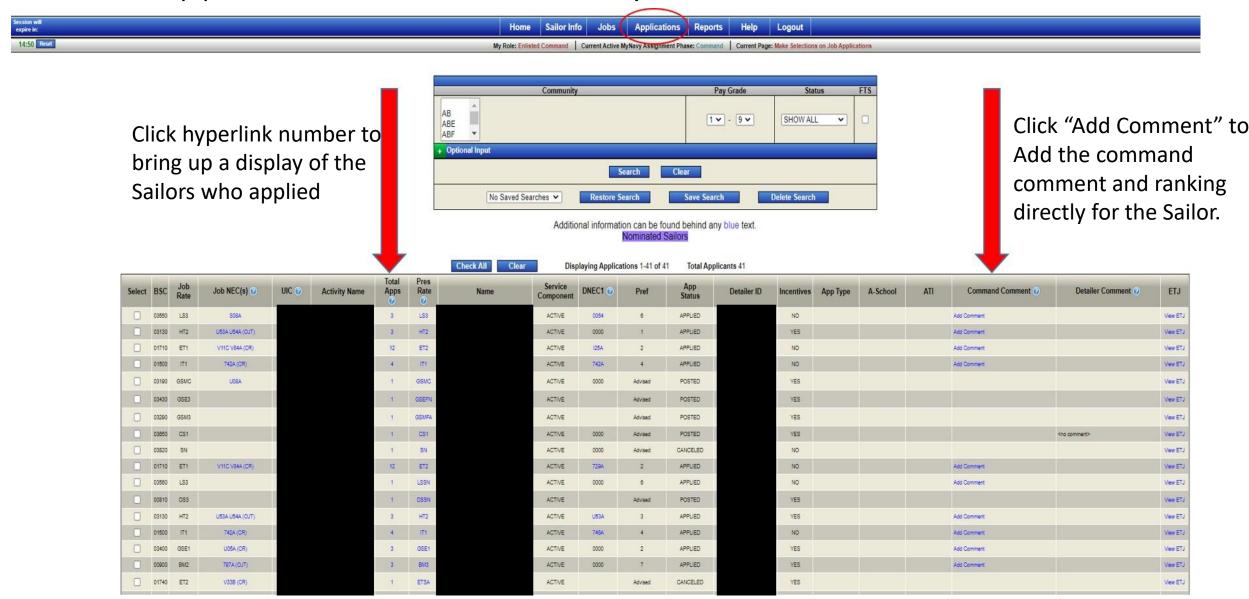
Prospective Losses: 63

This is what your screen should look like once you log into MNA as an Enlisted Command Role.

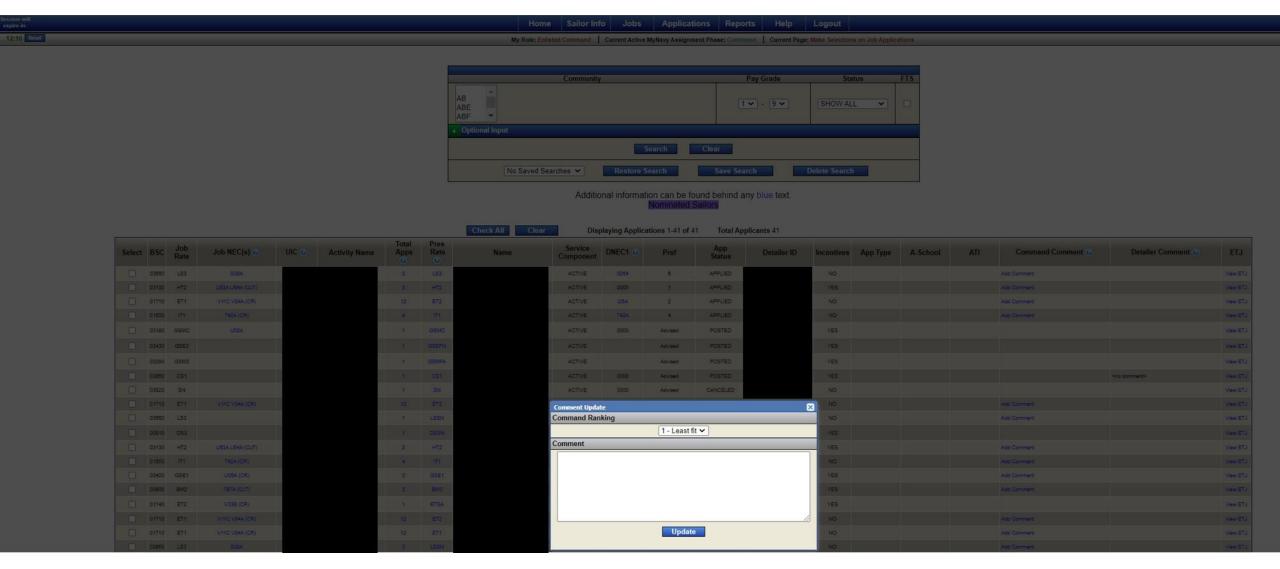
This shows Advertised Jobs for Sailors to make applications to at your command at the top.

The bottom portion are a list of Sailors who are Prospective losses from your command.

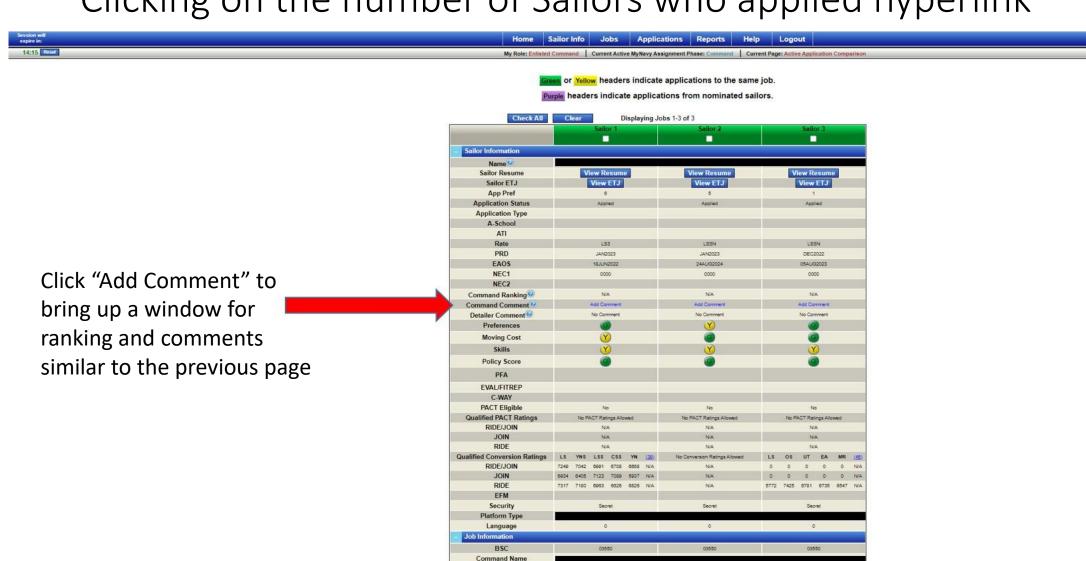
## Go to "Applications", then select "View incoming Active/FTS Job applications, below is what you should see returned



Command comments can be added for the Sailor by using the area under "Command Comment" Column on this page for a particular Sailor or...



## Clicking on the number of Sailors who applied hyperlink



UIC 6

Location Military One Source

Navy, Housing
NEC(s)
Incentive
Activity AMEX Score
Activity Pay Band AMEX Score
Activity Rating and Pay Band
AMEX Score

LS3

VA, NORFOLK

LS3

VA. NORFOLK

LS3

VA. NORFOLK