How to Provide Enlisted Command Comments in MNA

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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

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.

Click hyperlink number to bring up a display of the Sailors who applied.

Click “Add Comment” to add the command comment and ranking directly for the Sailor.
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

Click “Add Comment” to bring up a window for ranking and comments similar to the previous page