

# 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](#).

Advertised Jobs: 8

[Check All](#) [Clear](#)

Advertised Jobs

Select	Type Duty	S	# of Apps	Female Capable	Female Berthing Available	Job Com	Incentive	Rate	NEC(s)	EMC	First Term Billet	First Term Work	MCA	UIC	Activity Name	Current Location <a href="#">Military One Source</a> <a href="#">Navy Housing</a>	Prospective Location	Service Component
<b>A2P - Jobs to which Sailors will be advanced once onboard</b>																		
<input type="checkbox"/>	SEA	2	12	Y	YES		NO	ET1	V11C V34A (CR)	B420 - ET(SW) - Electronics Technician, Surface Warfare			F			VA, NORFOLK		ACTIVE
<b>Open - Priority jobs</b>																		
<input type="checkbox"/>	SEA	2	1	Y	YES		NO	PS3	791F (OJT)	B710 - PS - Personnel Specialist			F			VA, NORFOLK		ACTIVE
<input type="checkbox"/>	SEA	2	3	Y	YES		YES	O9E1	U05A (CR)	B121 - O9E - Gas Turbine Systems Technician, Electrical	Y	Y	F			VA, NORFOLK		ACTIVE
<input type="checkbox"/>	SEA	2	3	Y	YES		YES	HT2	U53A U54A (OJT)	B220 - HT - Hull Maintenance Technician			F			VA, NORFOLK		ACTIVE
<input type="checkbox"/>	SEA	2	3	Y	YES		NO	LS3	306A	B740 - LS - Logistic Specialist	Y	Y	F			VA, NORFOLK		ACTIVE
<input type="checkbox"/>	SEA	2	1	Y	YES		NO	LS3		B740 - LS - Logistic Specialist			F			VA, NORFOLK		ACTIVE
<input type="checkbox"/>	SEA	2	3	Y	YES		YES	BM2	707A (OJT)	B400 - BM - Boatswain's Mate			F			VA, NORFOLK		ACTIVE
<input type="checkbox"/>	SEA	2	4	Y	YES		NO	IT1	742A (CR)	B480 - IT - Information Systems Technician	N	N	F			VA, NORFOLK		ACTIVE

[Update Job Comment](#) [Compare Selected Jobs](#)

Additional information can be found behind any [blue text](#).

[Orders are being processed](#)  
[Nominated Sailors](#)

Prospective Losses: 63

[Check All](#) [Clear](#)

Prospective Losses

Select	SSN	Name	Rate	Service Component	UIC	Command Name	Command Location <a href="#">Military One Source</a> <a href="#">Navy Housing</a>	PRD	Gender	Type Duty	Platform Type	Apps
<input type="checkbox"/>			CS1	ACTIVE			VA, NORFOLK	MAR23	F	SEA	DDG	22
<input type="checkbox"/>			CSBN	ACTIVE			VA, NORFOLK	JAN23	M	SEA	DDG	8
<input type="checkbox"/>			SN	ACTIVE			VA, NORFOLK	NOV22	M	SEA	DDG	1
<input type="checkbox"/>			DCC9	ACTIVE			VA, NORFOLK	JUN22	M	SEA	DDG	11
<input type="checkbox"/>			GM2	ACTIVE			VA, NORFOLK	NOV22	M	SEA	DDG	1
<input type="checkbox"/>			OS1	ACTIVE			VA, NORFOLK	JAN23	M	SEA	DDG	29
<input type="checkbox"/>			GM2	ACTIVE			VA, NORFOLK	SEP22	M	SEA	DDG	8
<input type="checkbox"/>			IT2	ACTIVE			VA, NORFOLK	OCT22	M	SEA	DDG	22
<input type="checkbox"/>			OS2	ACTIVE			VA, NORFOLK	JAN23	M	SEA	DDG	5
<input type="checkbox"/>			ET2	ACTIVE			VA, NORFOLK	NOV22	M	SEA	DDG	3
<input type="checkbox"/>			HT2	ACTIVE			VA, NORFOLK	DEC22	M	SEA	DDG	2
<input type="checkbox"/>			FC2	ACTIVE			VA, NORFOLK	JAN23	M	SEA	DDG	1
<input type="checkbox"/>			STG3	ACTIVE			VA, NORFOLK	JAN23	M	SEA	DDG	2
<input type="checkbox"/>			BM1	ACTIVE			VA, NORFOLK	JUL22	M	SEA	DDG	9
<input type="checkbox"/>			STG2	ACTIVE			VA, NORFOLK	NOV22	M	SEA	DDG	1
<input type="checkbox"/>			BM2	ACTIVE			VA, NORFOLK	JUL22	F	SEA	DDG	5
<input type="checkbox"/>			OS3	ACTIVE			VA, NORFOLK	MAR22	M	SEA	DDG	2
<input type="checkbox"/>			OS2	ACTIVE			VA, NORFOLK	AUG22	M	SEA	DDG	8
<input type="checkbox"/>			LS2	ACTIVE			VA, NORFOLK	JUN22	M	SEA	DDG	29
<input type="checkbox"/>			ET1	ACTIVE			VA, NORFOLK	OCT22	M	SEA	DDG	18
<input type="checkbox"/>			OS2	ACTIVE			VA, NORFOLK	JUN22	M	SEA	DDG	15
<input type="checkbox"/>			QM3	ACTIVE			VA, NORFOLK	NOV22	M	SEA	DDG	2
<input type="checkbox"/>			QM3	ACTIVE			VA, NORFOLK	JUL22	M	SEA	DDG	2

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.

Additional information can be found behind any blue text.  
[Nominated Sailors](#)

[Check All](#) [Clear](#) Displaying Applications 1-41 of 41 Total Applicants 41

Select	BSC	Job Rate	Job NEC(s)	UIC	Activity Name	Total Apps	Pres Rate	Name	Service Component	DNEC1	Pref	App Status	Detailer ID	Incentives	App Type	A-School	ATI	Command Comment	Detailer Comment	ETJ
<input type="checkbox"/>	03550	LS3	S08A			3	LS3		ACTIVE	0094	6	APPLIED		NO				<a href="#">Add Comment</a>		<a href="#">View ETJ</a>
<input type="checkbox"/>	03130	HT2	U53A U54A (OJT)			3	HT2		ACTIVE	0000	1	APPLIED		YES				<a href="#">Add Comment</a>		<a href="#">View ETJ</a>
<input type="checkbox"/>	01710	ET1	V11C V84A (CR)			12	ET2		ACTIVE	025A	2	APPLIED		NO				<a href="#">Add Comment</a>		<a href="#">View ETJ</a>
<input type="checkbox"/>	01500	IT1	742A (CR)			4	IT1		ACTIVE	742A	4	APPLIED		NO				<a href="#">Add Comment</a>		<a href="#">View ETJ</a>
<input type="checkbox"/>	03190	GSMC	U08A			1	GSMC		ACTIVE	0000	Advised	POSTED		YES						<a href="#">View ETJ</a>
<input type="checkbox"/>	03430	GSE3				1	GSEFN		ACTIVE		Advised	POSTED		YES						<a href="#">View ETJ</a>
<input type="checkbox"/>	03200	GSM3				1	GSMFA		ACTIVE		Advised	POSTED		YES						<a href="#">View ETJ</a>
<input type="checkbox"/>	03550	CS1				1	CS1		ACTIVE	0000	Advised	POSTED		YES					<no comment>	<a href="#">View ETJ</a>
<input type="checkbox"/>	03520	SN				1	SN		ACTIVE	0000	Advised	CANCELED		NO						<a href="#">View ETJ</a>
<input type="checkbox"/>	01710	ET1	V11C V84A (CR)			12	ET2		ACTIVE	729A	2	APPLIED		NO				<a href="#">Add Comment</a>		<a href="#">View ETJ</a>
<input type="checkbox"/>	03550	LS3				1	LSSN		ACTIVE	0000	6	APPLIED		NO				<a href="#">Add Comment</a>		<a href="#">View ETJ</a>
<input type="checkbox"/>	00610	OS3				1	OSSN		ACTIVE		Advised	POSTED		YES						<a href="#">View ETJ</a>
<input type="checkbox"/>	03130	HT2	U53A U54A (OJT)			3	HT2		ACTIVE	U53A	3	APPLIED		YES				<a href="#">Add Comment</a>		<a href="#">View ETJ</a>
<input type="checkbox"/>	01500	IT1	742A (CR)			4	IT1		ACTIVE	746A	4	APPLIED		NO				<a href="#">Add Comment</a>		<a href="#">View ETJ</a>
<input type="checkbox"/>	03400	GSE1	U05A (CR)			3	GSE1		ACTIVE	0000	2	APPLIED		YES				<a href="#">Add Comment</a>		<a href="#">View ETJ</a>
<input type="checkbox"/>	00000	BM2	797A (OJT)			3	BM3		ACTIVE	0000	7	APPLIED		YES				<a href="#">Add Comment</a>		<a href="#">View ETJ</a>
<input type="checkbox"/>	01740	ET2	V33B (CR)			1	ET3A		ACTIVE		Advised	CANCELED		YES						<a href="#">View ETJ</a>

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

12:18 [Home](#) [Sailor Info](#) [Jobs](#) [Applications](#) [Reports](#) [Help](#) [Logout](#)

My Role: Enlisted Command | Current Active MyNavy Assignment Phase: Command | Current Page: Make Selections on Job Applications

Community AB ABE ABF	Pay Grade 1 - 9	Status SHOW ALL	FTS <input type="checkbox"/>
+ Optional Input			
<input type="button" value="Search"/> <input type="button" value="Clear"/>			
No Saved Searches <input type="button" value="Restore Search"/> <input type="button" value="Save Search"/> <input type="button" value="Delete Search"/>			

Additional information can be found behind any blue text.  
[Nominated Sailors](#)

Displaying Applications 1-41 of 41
Total Applicants 41

Select	BSC	Job Rate	Job NEC(s)	UIC	Activity Name	Total Apps	Pres Rate	Name	Service Component	DNEC1	Pref	App Status	Detailer ID	Incentives	App Type	A-School	ATI	Command Comment	Detailer Comment	ETJ
<input type="checkbox"/>	0350	LS3	S08A			3	LS3		ACTIVE	0054	6	APPLIED		NO				<a href="#">Add Comment</a>		<a href="#">View ETJ</a>
<input type="checkbox"/>	03130	HT2	US3A US4A (OUT)			3	HT2		ACTIVE	0000	1	APPLIED		YES				<a href="#">Add Comment</a>		<a href="#">View ETJ</a>
<input type="checkbox"/>	01710	ET1	V11C V84A (CR)			12	ET2		ACTIVE	025A	2	APPLIED		NO				<a href="#">Add Comment</a>		<a href="#">View ETJ</a>
<input type="checkbox"/>	01500	IT1	742A (CR)			4	IT1		ACTIVE	742A	4	APPLIED		NO				<a href="#">Add Comment</a>		<a href="#">View ETJ</a>
<input type="checkbox"/>	03180	GSMC	U05A			1	GSMC		ACTIVE	0000	Advised	POSTED		YES						<a href="#">View ETJ</a>
<input type="checkbox"/>	03430	GSE3				1	GSEFN		ACTIVE		Advised	POSTED		YES						<a href="#">View ETJ</a>
<input type="checkbox"/>	03200	GSM3				1	GSMFA		ACTIVE		Advised	POSTED		YES						<a href="#">View ETJ</a>
<input type="checkbox"/>	03600	CS1				1	CS1		ACTIVE	0000	Advised	POSTED		YES				<a href="#">Add Comment</a>	<a href="#">View ETJ</a>	<a href="#">View ETJ</a>
<input type="checkbox"/>	03820	SN				1	SN		ACTIVE	0000	Advised	CANCELED		NO						<a href="#">View ETJ</a>
<input type="checkbox"/>	01710	ET1	V11C V84A (CR)			12	ET2		ACTIVE					NO				<a href="#">Add Comment</a>		<a href="#">View ETJ</a>
<input type="checkbox"/>	03500	LS3				1	LS3N		ACTIVE					NO				<a href="#">Add Comment</a>		<a href="#">View ETJ</a>
<input type="checkbox"/>	03610	OS3				1	OS3N		ACTIVE					YES				<a href="#">Add Comment</a>		<a href="#">View ETJ</a>
<input type="checkbox"/>	03130	HT2	US3A US4A (OUT)			3	HT2		ACTIVE					YES				<a href="#">Add Comment</a>		<a href="#">View ETJ</a>
<input type="checkbox"/>	01500	IT1	742A (CR)			4	IT1		ACTIVE					NO				<a href="#">Add Comment</a>		<a href="#">View ETJ</a>
<input type="checkbox"/>	03400	GSE1	U05A (CR)			3	GSE1		ACTIVE					YES				<a href="#">Add Comment</a>		<a href="#">View ETJ</a>
<input type="checkbox"/>	00900	BMC	797A (OUT)			3	BMC		ACTIVE					YES				<a href="#">Add Comment</a>		<a href="#">View ETJ</a>
<input type="checkbox"/>	01740	ET2	V33B (CR)			1	ET3A		ACTIVE					YES				<a href="#">Add Comment</a>		<a href="#">View ETJ</a>
<input type="checkbox"/>	01710	ET1	V11C V84A (CR)			12	ET2		ACTIVE					NO				<a href="#">Add Comment</a>		<a href="#">View ETJ</a>
<input type="checkbox"/>	01710	ET1	V11C V84A (CR)			12	ET1		ACTIVE					NO				<a href="#">Add Comment</a>		<a href="#">View ETJ</a>
<input type="checkbox"/>	03550	LS3	S05A			3	LS3N		ACTIVE					NO				<a href="#">Add Comment</a>		<a href="#">View ETJ</a>

**Comment Update**

Command Ranking  
 1 - Least fit

Comment

# Clicking on the number of Sailors who applied hyperlink

**Green** or **Yellow** headers indicate applications to the same job.  
**Purple** headers indicate applications from nominated sailors.

[Check All](#) [Clear](#)      Displaying Jobs 1-3 of 3

	Sailor 1	Sailor 2	Sailor 3
<b>Sailor Information</b>			
Name			
Sailor Resume	<a href="#">View Resume</a>	<a href="#">View Resume</a>	<a href="#">View Resume</a>
Sailor ETJ	<a href="#">View ETJ</a>	<a href="#">View ETJ</a>	<a href="#">View ETJ</a>
App Pref	0	5	1
Application Status	Applied	Applied	Applied
Application Type			
A-School			
ATI			
Rate	LS3	LSSN	LSSN
PRD	JAN2023	JAN2023	DEC2022
EAOS	18JUN2022	24AUG2024	08AUG2023
NEC1	0000	0000	0000
NEC2			
Command Ranking	N/A	N/A	N/A
Command Comment	<a href="#">Add Comment</a>	<a href="#">Add Comment</a>	<a href="#">Add Comment</a>
Detailer Comment	No Comment	No Comment	No Comment
Preferences	<span>LS</span>	<span>Y</span>	<span>LS</span>
Moving Cost	<span>Y</span>	<span>LS</span>	<span>LS</span>
Skills	<span>Y</span>	<span>Y</span>	<span>Y</span>
Policy Score	<span>LS</span>	<span>LS</span>	<span>LS</span>
PFA			
EVAL/FITREP			
C-WAY			
PACT Eligible	No	No	No
Qualified PACT Ratings	No PACT Ratings Allowed	No PACT Ratings Allowed	No PACT Ratings Allowed
RIDE/JOIN	N/A	N/A	N/A
JOIN	N/A	N/A	N/A
RIDE	N/A	N/A	N/A
Qualified Conversion Ratings	LS YNS LSS CSS YN <a href="#">(2)</a>	No Conversion Ratings Allowed	LS OS UT EA MR <a href="#">(4)</a>
RIDE/JOIN	7240 7042 0901 0708 0608 N/A	N/A	0 0 0 0 0 0 N/A
JOIN	0034 0405 7123 7089 5037 N/A	N/A	0 0 0 0 0 0 N/A
RIDE	7317 7180 0603 0626 0626 N/A	N/A	5772 7425 0761 0735 0547 N/A
EFM			
Security	Secret	Secret	Secret
Platform Type			
Language	0	0	0
<b>Job Information</b>			
BSC	03550	03550	03550
Command Name			
UIC			
Rate	LS3	LS3	LS3
Location	VA, NORFOLK	VA, NORFOLK	VA, NORFOLK
<a href="#">Military One Source</a> <a href="#">Navy Housing</a>			
NEC(s)	S06A	S06A	S06A
Incentive			
Activity AMEX Score			
Activity Pay Band AMEX Score			
Activity Rating and Pay Band AMEX Score			

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

