

**BLUF: Sailors can now see the availability of positions before applying for rate conversions.**

## Overview

The latest MyNavy Assignments (MNA) release allows Sailors interested in rate conversion to view open positions and determine their potential fit for those positions before the conversion process begins. Whereas Sailors previously had to apply for rate conversions before seeing the availability of positions, Sailors can now shop for positions and see the availability of both in-rate and out-of-rate jobs before applying for a conversion opportunity. Rate change requests will be made, approved, and processed within MNA. If quotas out of the Sailor's current rate are not available, Sailors will not normally be able to submit conversion applications.

The following sections provide an overview of Sailor capabilities within MNA.

## Sailor Home Page

The Sailor Home page is accessible via the MNA Homepage. Sailors can use the Sailor Home page to access both their personal information and the My Conversion Opportunities page, which houses most of the new capabilities (Figure 1).

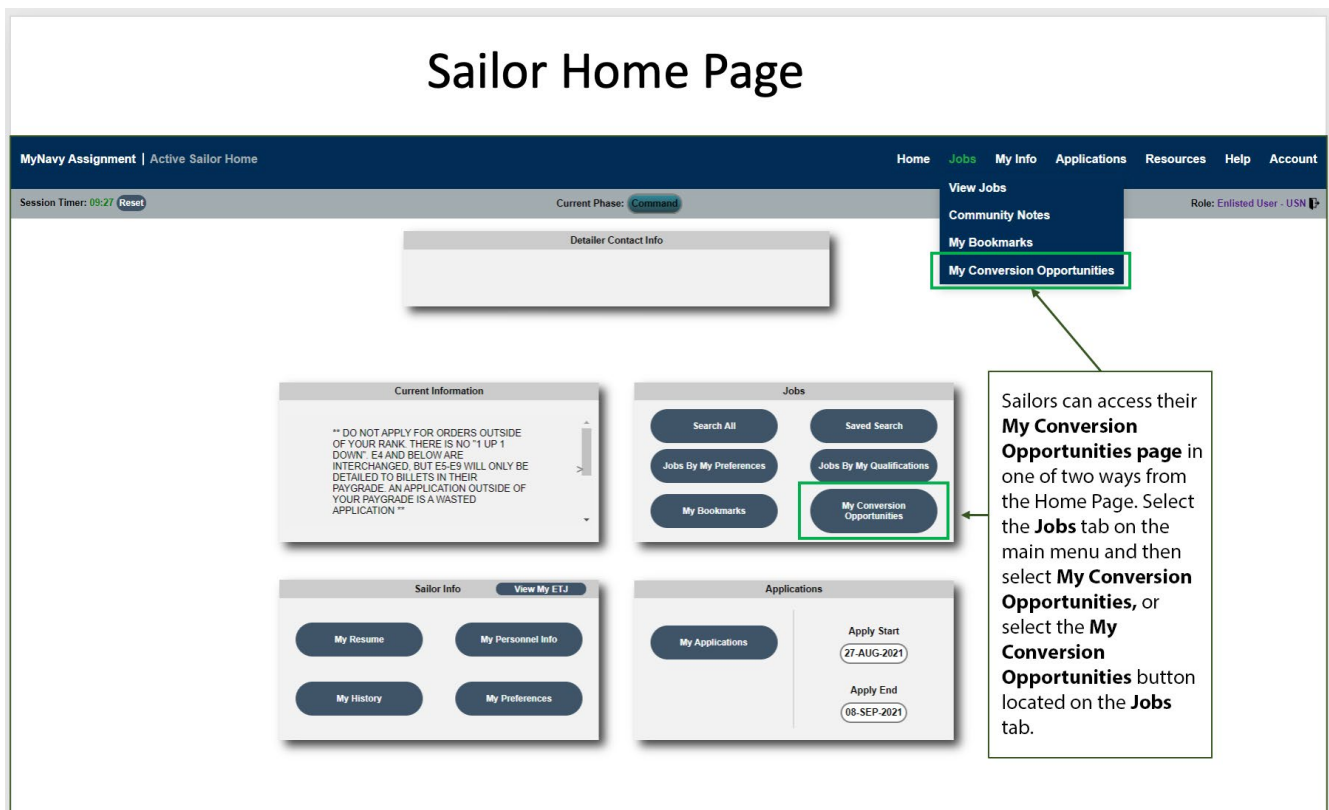


Figure 1. The Sailor Home page is the landing page for all Enlisted Sailors.

## Conversion-Out Opportunities & Requests

### Sailor Conversion Opportunities Page

The Sailor Conversion Opportunities Page (SCOP) is your gateway to MNA's added conversion functionality. Job conversion opportunities are filtered based on Year Group and a Sailor's personal information (Figures 2 and 3). Always check that your Year Group and personal information are correct.

Further capabilities, including Rating Cards and Learning and Development Roadmaps (LaDRs), can be reached via the dropdown panes at the bottom of the screen (Figure 3). Rating Cards provide a description of each rate and its responsibilities and career potential, as well as the jobs within that rate. LaDRs provide a road map for Sailors who want to continue to progress with a given rate.

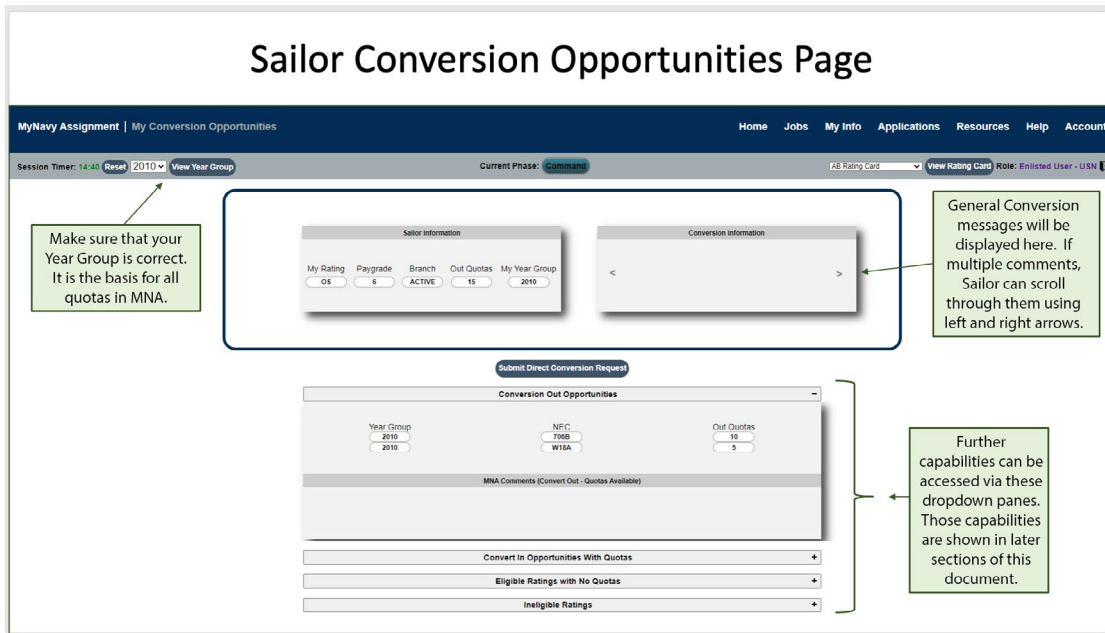


Figure 2. Accessible from the Home Page, the SCOP provides access to all conversion functionality.

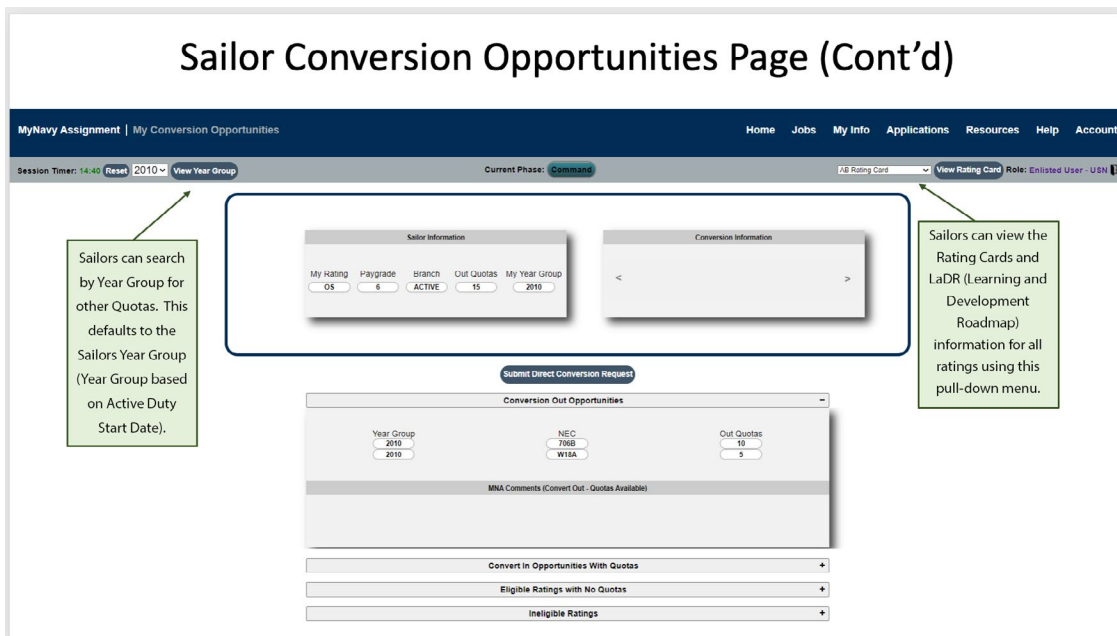


Figure 3. Dropdown panes provide additional information and capabilities.

## Direct Conversion Requests

Direct Conversion Requests allow Sailors outside their order negotiation window to apply for a job with a different rating. ECMs have the ability to set a “black out” time, also called a Direct Conversion Threshold, prior to a Sailor entering their order negotiation window. The Conversion Threshold prevents Sailors from making a Direct Conversion request in that time frame. For example, a 3 month “black out” period means that Sailors 15-13 months from their PRD would be prohibited from making Direct Conversion Requests.

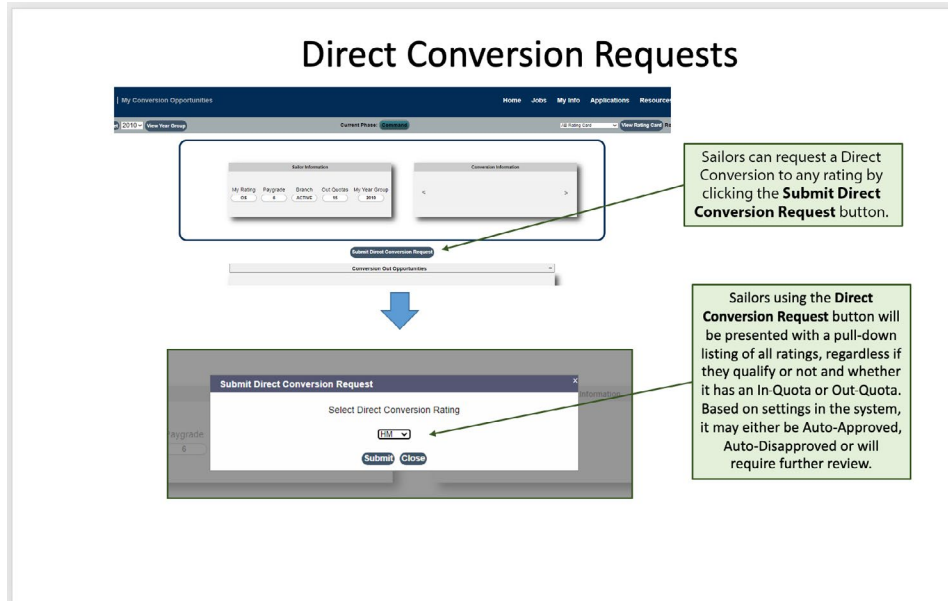


Figure 4. Direct conversion button is only available to Sailors who are outside of their PRD window and beyond the Direct Conversion Threshold limit.

## Conversion-Out Opportunities Pane

Sailors inside their MNA negotiation window can request conversion by applying to a rating for which they qualify, assuming that their current rating has Out-Quotas. Out-Quotas are the number of Sailors allowed to convert out of a rating for a Sailor’s year group via a normal conversion application. If the Out-Quota is 0, the conversion request will normally be rejected.

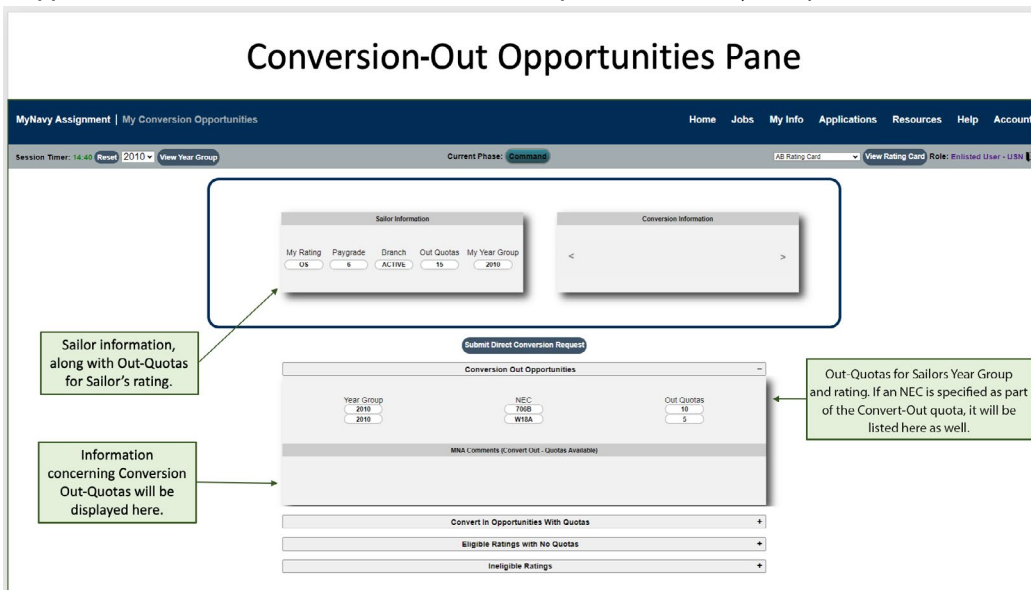


Figure 5. Out-Quotas are defined by rating, pay grade, year group, and service component. ECMs may also choose to define Out-Quotas by Naval Enlisted Classification (NEC).

## Conversion-In and Job Searching

### Conversion-In Opportunities With In-Quotas

The Conversion-In Opportunities With Quotas pane displays all available jobs in order of a Sailor's level of qualification, which is indicated by a Sailor's RIDE/JOIN score.

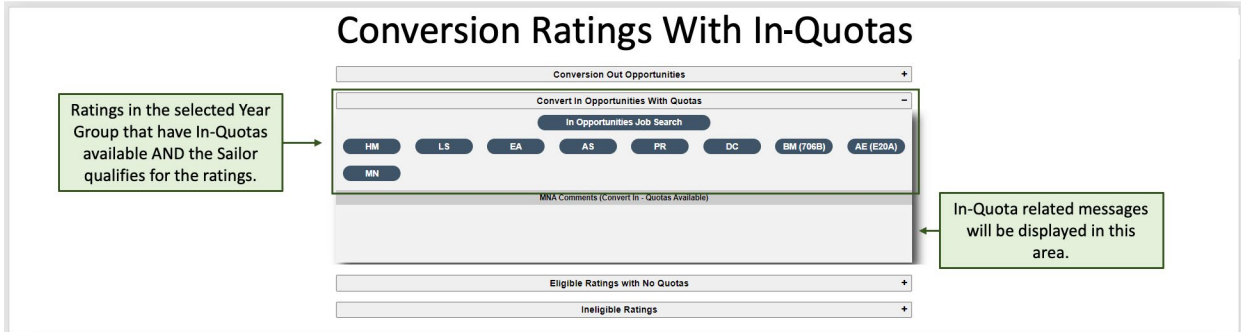


Figure 6. By searching through Conversion Ratings With Quotas, Sailors can browse all jobs with openings, arranged in order of the Sailor's level of qualification.

### General Job Searches

By clicking the In Opportunities Job Search button, Sailors can open the general job search window, which will show all convert-in available jobs. Sailors can filter and search jobs at will based on various criteria.

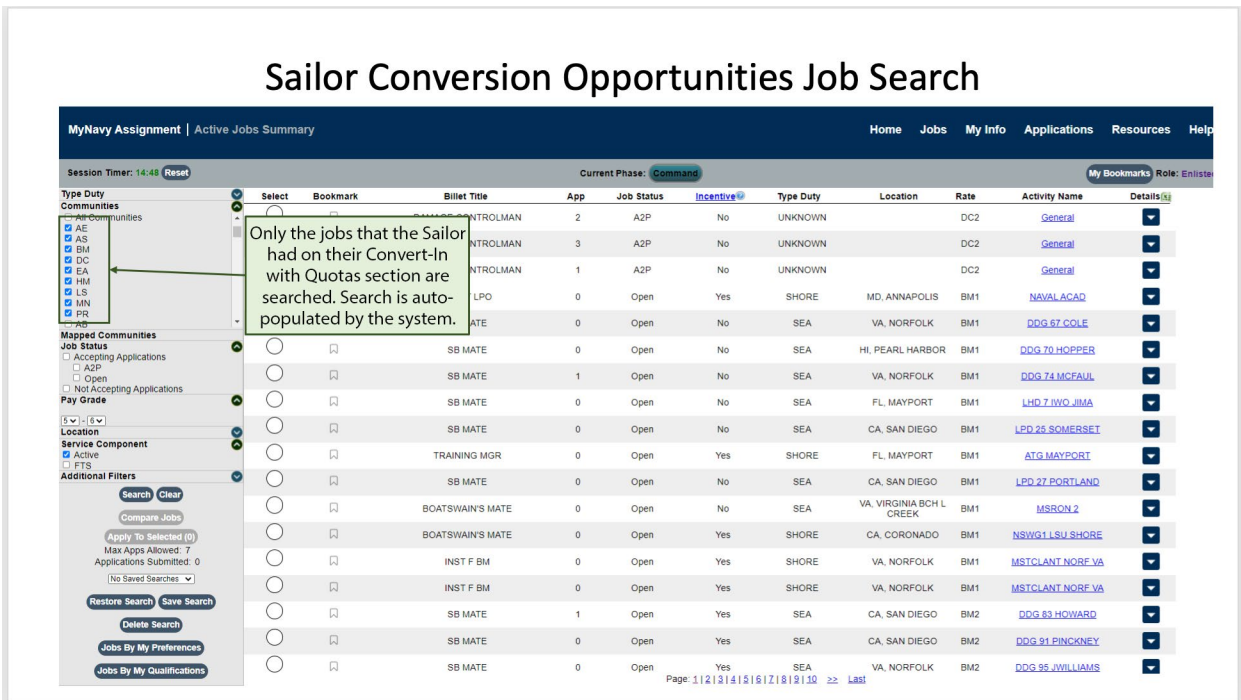


Figure 7. Once Sailors access all open positions, they can filter them and search for specific jobs at will.

## Job Searching Within Specific Ratings

By clicking a specific rating, Sailors can get more information on jobs available within a specific rating. Sailors complete a job search for a rating by clicking the Job Search button on the Rank pop-up. The pop-up will also display the RIDE/JOIN scores supplied by CWAY. It is extremely important that Sailors make sure that their CWAY information is up to date. Without up-to-date information, a Sailor's RIDE/JOIN scores will be incorrect.

## Eligible Ratings Without In-Quotas

The Eligible Ratings with No Quotas pane shows eligible ratings with no In-Quotas. Sailors can apply, but applications will likely be rejected.

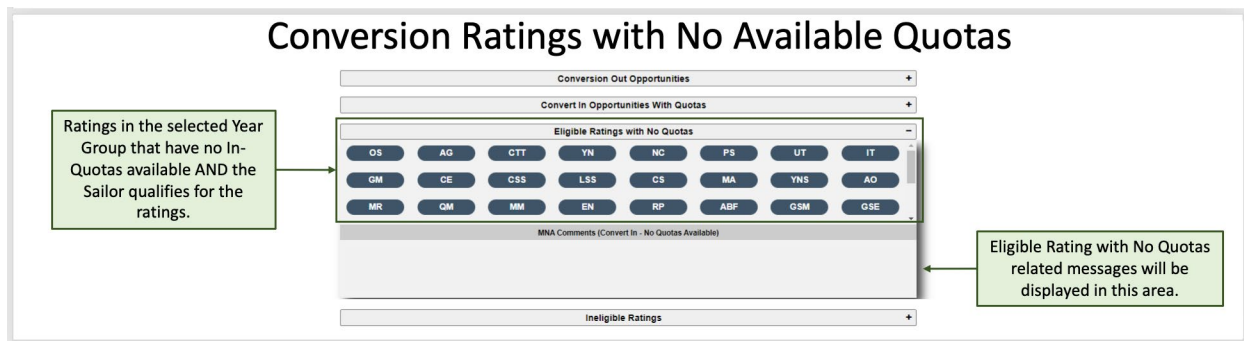


Figure 8 At a glance, a Sailor can see all ratings they qualify for, even if there are no job openings currently available.