



MyNavy Assignment

What's New for You

PACT Sailor Overview



MNA WNFY Issue 2 (Rev 2)

14 April 2020

1. New PACT Sailor designation through MyNavy Assignment

Professional Apprenticeship Career Track (PACT) Sailors now have a clearer path to designation through MyNavy Assignment (MNA). As part of ongoing Sailor 2025 initiatives making detailing and rating designation easier, the new PACT Sailor designation process gives a PACT Sailor the ability to apply for their rating and duty station simultaneously. PACT Sailors will obtain their rating when they execute their orders, or, for those with lengthy “A” schools, once they’ve successfully completed training.

As a PACT Sailor, you can access MyNavy Assignment to...

- **Search for jobs of interest aligned to your Qualified PACT Ratings in Career Waypoints (C-WAY).**
- **Showcase personal skills and market yourself to future commands.**
- **Apply for jobs that will get you a rating and located where you would like to go.**



2. Facts you need to know

- As a PACT Sailor you will follow the same basic order-negotiation process in MNA as other fleet Sailors. At 12 months before your projected rotation date (PRD), you may apply for your next job. You should apply for jobs of interest in accordance with your C-Way PACT designation.

NOTE: Before you enter your orders-negotiation window, your command must perform a Career Development Board and report your career and PACT intentions in C-Way.

- You remain eligible for assignment until you’re selected for a job or until your End of Active Obligated Service (EAOS) plus any extensions (also referred to as Soft EAOS or SEAOS).

MyNavy Assignment PACT Sailor WNFY

NOTE: If you decline to apply for designation, your PRD will be adjusted to your soft EAOS and you will remain in a PACT status for the duration of your enlistment. You will NOT be eligible for reenlistment.

- You should submit up to seven applications each MNA cycle.

NOTE: As a PACT Sailor, you can only apply for jobs with a Job Status of “PACT” in MNA.

- Once selected for orders, you must agree to serve (obligate) to meet the tour length requirements for the rating selected.

NOTE: Obligated service may be deferred in some cases for Sailors to be eligible for a Selective Reenlistment Bonus.

- You will obtain your rating when you execute your orders for your new assignment, or upon successful completion of a required “A” school.
- If you meet your obligated service requirements for the new rating, or incur a minimum of 24 months sea duty (whichever is greater), you can be advanced to E4 with the approval of your commanding officer.
- As a PACT Sailor you will receive sea duty credit for the time you served at sea.
- If you are eligible for designation and order negotiation via MyNavy Assignment and want to complete your prescribed sea tour onboard your current activity, you should apply for jobs onboard which match your qualifications.

NOTE: If there are no jobs advertised for your current activity, but you see rating jobs in MNA for which you are qualified and would be willing to remain onboard, please contact the PACT Detailer by email or phone. Your Detailer will notify Placement and, if possible, a job may be made available to which you can apply.

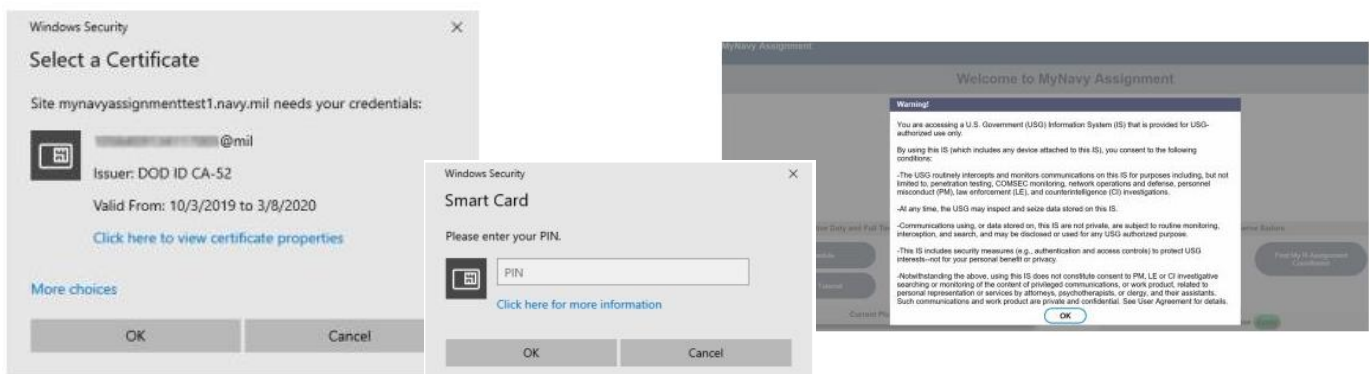
3. Getting Started

3a. Access

MNA can be accessed via the MyNavy Assignment link on MyNavy Portal <https://my.navy.mil/>. The link is posted in both the Quick Links and the Assignment, Leave & Travel (ALT) Career & Life Event (CLE) section.

When accessing MNA:

1. Use your Department of Defense (DOD) email certificate
2. Enter your PIN
3. Read and acknowledge the security message. Clicking **OK** takes you to the login page.



MyNavy Assignment PACT Sailor WNFY

3b. Login page

Select the Smart Card Login Button to access your MNA account.

NOTE: To adhere to DOD security standards, MNA automatically disables user accounts after 60 days of non-use. If you have not logged in to MNA for 60 days, contact the MyNavy Assignment Help Desk to have your account re-enabled.

NOTE: Upon your first login, you will need to complete some setup activities to get your account ready for use. You will first be directed to your user profile, where you will enter contact information. Then you will be directed to the **Enlisted Sailor Duty Preferences** page, where you will specify your job preferences and career intentions. Once these setup actions are completed, subsequent logins will take you directly to your homepage.



Additional Resources available on the Login Page

MNA SCHEDULE FOR ACTIVE DUTY AND FULL TIME SUPPORT

DATE	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
DECEMBER 2019	1	2	3	4	5	6	7
JANUARY 2020	13	14	15	16	17	18	19
JANUARY 2020	27	28	29	30	31		

HELPSCHEDULE HOLIDAY SCHEDULE

MNA Schedule

Detailer Contact List

PERS-401 – NAVY DIVER / SEAL / SWCC / EOD
FAX: 901-874-2716

Rate	Email	Phone
BRANCH HEAD	PER401_ADMIN@NAVY.MIL	901-874-3569
ASSISTANT BRANCH HEAD	PER401_ADMIN@NAVY.MIL	901-874-3865
ADMINISTRATIVE OFFICER	PER401_ADMIN@NAVY.MIL	901-874-3622
SEABEE (E8-E9)	CB_SE@DETABLER.PACT@NAVY.MIL	901-874-3571
SEABEE (E7)	CB_SE@DETABLER.PACT@NAVY.MIL	901-874-3559
SEABEE (E1-E6)	CB_SE@DETABLER.PACT@NAVY.MIL	901-874-2768
EO (E-6 & BELOW)	CM_BO@DETABLER.PACT@NAVY.MIL	901-874-3567
CM (E-6 & BELOW)	CM_BO@DETABLER.PACT@NAVY.MIL	901-874-3568
CE / UT (E-6 & BELOW)	CE_UT@DETABLER.PACT@NAVY.MIL	901-874-2387
BU (E-6 & BELOW)	BU_BU@DETABLER.PACT@NAVY.MIL	901-874-3653
SEAL (E7-E9)	N/A	901-874-3563
SEAL (E1-E6) EAST	SO@DETABLER.PACT@NAVY.MIL	901-874-3572
SEAL (E1-E6) WEST	SO@DETABLER.PACT@NAVY.MIL	901-874-3574
SO BOAT OPERATOR	SO@DETABLER.PACT@NAVY.MIL	901-874-3573
NAVY DIVER	ND@DETABLER.PACT@NAVY.MIL	901-874-3561
EOD	EOD@DETABLER.PACT@NAVY.MIL	901-874-3564

Detailer Contact List

Scrub	PERS-4013 prepares jobs for advertisement.
Apply	Sailors and Career Counselors submit job applications.
Command	Prospective commands review and comment on applicants.
Selection	Detailers make selections on applications.
Results	Selection results are made available.

Phase Indicator Light

MyNavy Assignment - Tutorial

Where Do You Need Assistance?



3c. Update User Profile

On first use of MNA, you will automatically be directed to update your user profile. You must update the information annually, and you should update it when changes occur (e.g. new cell phone number).

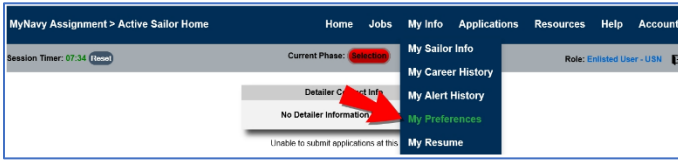
You must have a primary email address to access the system. You will be forced here upon login if blank.

MyNavy Assignment Alert

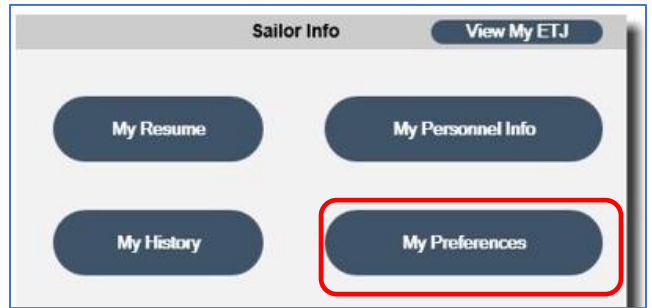
User profile updated successfully. A test email has been sent to ctr@navy.mil. If you do not receive it shortly, you should check to ensure that your email address has been entered correctly.

3d. Indicate Duty Preferences

On first access to MNA, you will be directed to indicate Duty Preferences after completing your user profile. This information is also required to be updated annually, but can be updated anytime through **My Preferences** accessed on the Homepage, either through the **My Info** tab on the top navigation bar or via the **My Preferences** button in the **Sailor Info** section.



OR



1. Job Search Preference Categories

MNA allows you to communicate to your detailee what you consider most important in your next job assignment using five preference categories shown below.

NOTE: Communities are pre-loaded with your Qualified PACT Ratings.

For PACT Sailors, Communities are preloaded according to eligible ratings in C-Way.

A desirability level must be assigned to each category selected: 1-5, with 1 indicating the most important. Sailors have the option to indicate preferences to all five categories or just a select few (one category, at minimum).

Job Search Preferences	Importance Rating																
<p><i>Note: At least one (*) field must be filled in order to update. Applicable fields must have sequential importance ratings. (i.e., if two Preferences are selected, the importance ratings must be 1 and 2, in any order.)</i></p>																	
<p>Communities* <input type="text" value="ABE"/> Edit</p>	<table style="width: 100%; text-align: center;"> <tr> <td></td> <td>N/A</td> <td>5</td> <td>4</td> <td>3</td> <td>2</td> <td>1</td> <td></td> </tr> <tr> <td>Low</td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input checked="" type="radio"/></td> <td>High</td> </tr> </table>		N/A	5	4	3	2	1		Low	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	High
	N/A	5	4	3	2	1											
Low	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	High										
<p>Locations* <input type="text" value="None"/> Edit</p>	<table style="width: 100%; text-align: center;"> <tr> <td>Low</td> <td><input checked="" type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td>High</td> </tr> </table>	Low	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	High								
Low	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	High										
<p>Command Names* <input type="text" value="None"/> Edit</p>	<table style="width: 100%; text-align: center;"> <tr> <td>Low</td> <td><input checked="" type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td>High</td> </tr> </table>	Low	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	High								
Low	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	High										
<p>Platform Types* <input type="text" value="None"/> Edit</p>	<table style="width: 100%; text-align: center;"> <tr> <td>Low</td> <td><input checked="" type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td>High</td> </tr> </table>	Low	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	High								
Low	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	High										
<p>Type Duty* <input type="text" value="None"/> Edit</p>	<table style="width: 100%; text-align: center;"> <tr> <td>Low</td> <td><input checked="" type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td>High</td> </tr> </table>	Low	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	High								
Low	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	High										

MyNavy Assignment PACT Sailor WNFY

2. Career Intentions and Interests

Career Intentions defaults to Uncertain. You may change this to one of the following: Reenlist at EAOS, Extend onboard present duty station, Extend at EAOS or Discharge at EAOS.

Career Intentions and Interests

Last Deployment Date:
When returned: (Month) (Year) Length: (Month) Where: (Not applicable)

Career Intentions	Uncertain	Low	N/A	5	4	3	2	1	High
Career Interest - Optional		Low	N/A	5	4	3	2	1	High

Career Intentions

Select One (Required)

- Reenlist at EAOS
- Extend onboard present duty station
- Extension at EAOS
- Uncertain
- Discharge at EAOS
- Fleet Reserve/Retire

Submit

3. Other Preferences

Additionally, Sailors can set preferences for:

- **School Preferences** (Optional)
- **Duty Willing To Extend For** (Optional)
- **Special Programs** – The option **Not currently interested in Special Programs** is selected by default.

NOTE: If you are interested in special programs, it is important to select **Yes**. This section of **My Preferences** ties directly to the personnel search function and allows special program Detailers to find Sailors who are interested in special programs.

Other Preferences

School Preferences - Optional	803R	Low	N/A	5	4	3	2	1	High
Duty Willing To Extend For - Optional	Duty Type: CVN Locations: CA, SAN DIEGO	Low	N/A	5	4	3	2	1	High
Special Programs	Littoral Combat Ship (LCS)	Yes							

Sailor Comments (Max Characters: 255)

Special Programs

Select Any/All That Apply

- Not currently interested in Special Programs
- Ambassador/Extend
- Embassy/Attache Duty
- Extended Operational Placement
- Executive Assistants
- Joint Placement
- Landing Craft Air Cushion (LCAC)
- Littoral Combat Ship (LCS)

Note: Hold 'CTRL' to select multiple.

Submit

MyNavy Assignment PACT Sailor WNFY

3e. Homepage

Once you have completed Duty Preferences, the system will navigate to your homepage shown below.

NOTE: If you have any applicable alerts/notifications, they will automatically be shown. You will have to acknowledge these before the homepage is displayed.

1. **Detailer Contact Info** - Provides name and telephone number for your Detailer.
2. **Sailor Application Lifecycle Tracker (SALT) Dashboard** - displays status of your application.
3. **Current Information** - Announcements from NPC or BUPERS with important information about jobs, rating health or other rating-related topics.
4. **Jobs** - Provides search options to find a variety of jobs for the current cycle.
5. **Sailor Info** - Provides access to personnel searches and individual personnel data.
6. **Applications** - Allows you to review and modify outgoing applications and see selection results.

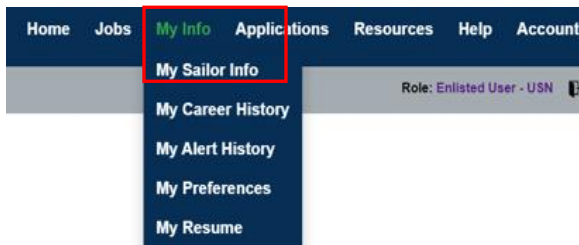
The screenshot shows the homepage interface with the following elements:

- Navigation Bar:** Home (highlighted with a red box), Jobs, My Info, Applications.
- Current Phase:** Apply (highlighted with a green circle).
- 1. Detailer Contact Info:** A form with a text input field labeled "Detailer Name – telephone" and a right-pointing arrow.
- 2. Submit Applications:** A blue button with a right-pointing arrow, followed by a progress bar with stages: Applied (0), Selected, Orders Under Review, and Orders Pending Release.
- Message:** "You are within your MNA order negotiation window and authorized to submit up to seven applications. Go to My Resume to validate your information and provide additional comments regarding your current and previous assignments. Include things like; watch qualifications, NEC level of proficiency and collateral duties."
- 3. Current Information:** A card with a red heading "Announcements from NPC" and subtext "Important information about jobs and applications".
- 4. Jobs:** A card with buttons for "Search All", "Saved Search", "Jobs By My Preferences", and "My Bookmarks".
- 5. Sailor Info:** A card with buttons for "My Resume", "My Personnel Info", "My History", and "My Preferences". A "View My ETJ" link is also present.
- 6. Applications:** A card with a "My Applications" button and a vertical timeline showing "Apply Start" (25-OCT-2019) and "Apply End" (09-JAN-2020).

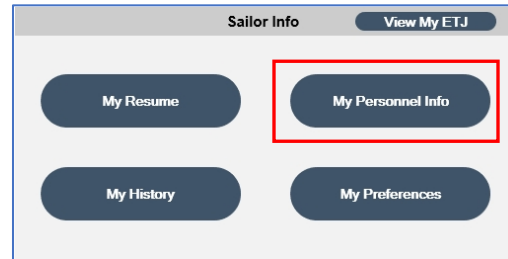
MyNavy Assignment PACT Sailor WNFY

4. View your Qualified PACT Ratings

From the homepage, you can view your PACT Eligibility status and Qualified PACT Ratings by selecting **My Info** on the Homepage navigation bar or **My Personnel Info** located in the Sailor Section, then select **Personal**>**PACT**.



OR



Your Qualified PACT Ratings are ranked highest to lowest.

NOTE: Ride/Join Rank and Join rank information is not available at this time.

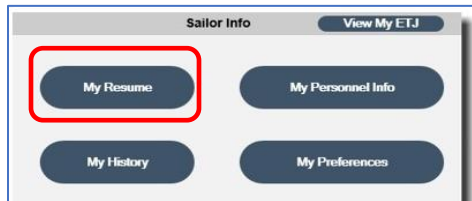
Professional Apprentice Career Track (PACT)							
PACT Eligible	Qualified PACT Ratings						
Yes	MU, YN, LS, PS, HM, FN, LN, MA, EOD, AZ, IS, ND, SN, MC, AG, MR, AS, CTR, AWF, AWO, AWR, AWS, AWV, MM, GSE, AME, MMA, TM, EM, RP, AC, DC, EO, EN, QM, CE, CSS, GSM, MN, AD, AM, HT, BU, GM, AE, AT, ETR, ETV, FT, MT, STS, LSS, YNS, OS, UT, CS, SW, PR, BM, RS						
Ride/Join							
	MU	YN	LS	PS	HM	FN	LN
Ride/Join Rank	0	0	0	0	0	0	0
Join Rank	0	0	0	0	0	0	0
Ride Rank	6500	6467	6415	6390	6375	6334	6265
	MA	EOD	AZ	IS	ND	SN	MC
Ride/Join Rank	0	0	0	0	0	0	0
Join Rank	0	0	0	0	0	0	0
Ride Rank	6265	6113	6040	5890	5853	5853	5819
	AG	MR	AS	CTR	AWF	AWO	AWR
Ride/Join Rank	0	0	0	0	0	0	0
Join Rank	0	0	0	0	0	0	0
Ride Rank	5811	5810	5802	5737	5714	5714	5714
	AWS	AWV	MM	GSE	AME	MMA	TM
Ride/Join Rank	0	0	0	0	0	0	0
Join Rank	0	0	0	0	0	0	0
Ride Rank	5714	5714	5711	5646	5628	5592	5592

MyNavy Assignment PACT Sailor WNFY

5. My Resume

The **Sailor Info** section gives you access to service record information that is reviewed by Command personnel and Detailers. You should ensure that all data shown is correct and up to date.

NOTE: If discrepancies are found, work with your Command Pay and Personnel Administrator (CPPA) to have your information corrected in the primary data source.



MNA expands your capability to highlight your skillsets to Detailers and prospective Commands through My Resume. My Resume provides a snapshot of your service record to highlight your professional skills, personal details and experience. The Sailor Resume page details information such as:

- Assignment History
- NECs
- Warfare
- Professional Information
- Education and Language
- Performance Data
- Physical Fitness
- Family Information
- Resume Comments

SAMPLE SAILOR ONE
0000012345

Y1
IDW
ACTIVE

Assignment History

DDG 51 A BURKE	U.S. BASED SEA DUTY	YN1	10APR2017 - Present
TRANSCOM HD	U.S. BASED SHORE DUTY	YN1	16MAY2012 - 28MAR2017
TACRON 22	U.S. BASED SEA DUTY	YN2	11APR2008 - 30APR2012

Store Assignment History

Update

NEC(s)

A16 - Command Pay and Personnel Administrator (CPPA)

Marital Status	(M)	Primary Family Members	(1)	Military Spouse	(No)
AFCT/ASVAB	(53)	Secondary Family Members	(0)	Military Spouse SSN	(N/A)
DLAB	(666)	EFM Level	(4)	Time in Rate	(01JAN2014)
Security Clearance	(SCI Eligible)	Certification Date	(161219)	Date of Rate	(55555)
Date Granted	(180301)				
CWAY Status	(N/A)				
Date Granted	(N/A)				
Highest Grade Completed	(12)				
Highest Diploma Level Awarded	(HIGH SCHOOL DIPLOMA (12 YEAR GRADE DAY PROGRAM CLASSROOM INSTR))				
Education Major	(N/A)	Education Specialty	(N/A)		

School History

CDP	(3716)	Complete Date	(DEC2017)	Information Dominance
CDP	(14EA)	Complete Date	(SEP2017)	
CDP	(12YA)	Complete Date	(JUL2017)	
CDP	(60CN)	Complete Date	(JUN2017)	
CDP	(00CL)	Complete Date	(MAY2017)	

Warfare

Information Dominance

Languages - NA

PFA Data

Circle	PFA Date	Category	From	To	Retention	Recommendation	Promotion	Recommendation
	20171116		20170329	20181116	20151116	20141116		
	20180915		20171115	20170328	20161115	20151115		
			E6	E6	E6	E6		
			REC	REC	REC	REC		
			SELECTED	REGULAR	REGULAR	REGULAR		

Resume Comments

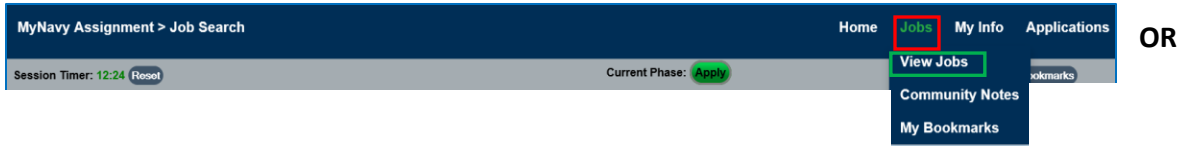
Update

It is important for you to enter comments to provide additional information highlighting your skills. Examples: key watch qualifications and collateral duties held.

MyNavy Assignment PACT Sailor WNFY

6. Search for jobs

You can explore jobs you are qualified for according to your Qualified PACT Ratings in C-Way.
NOTE: For PACT Sailors, job search results will automatically display PACT jobs.



6a. Search All

Select **JOBS** > **View Jobs** from menu on the navigation bar, or **Search All** under **JOBS** on home page.

NOTE: The jobs page is defaulted to PACT job status for the ratings (communities) you are C-WAY qualified for in paygrades 2-4.



For search criteria on the jobs page, all eligible ratings are pre-selected, paygrades 2-4 are preselected, job status of PACT is pre-selected and service component of Active is pre-selected.

PACT jobs are automatically displayed to the Sailor

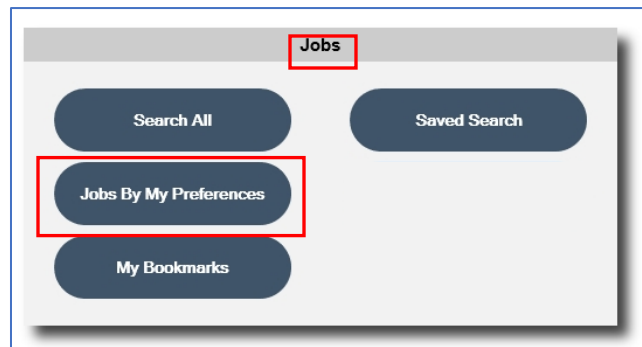
Search All shows all PACT jobs in Paygrades E2-E4.

View Job Details (Incentive pay, Female capable, Tour length, etc.)

Select	Bookmark	Billet Title	App	Job Status	Incentive	Type Duty	Location	Rate	Activity Name	Details
<input type="radio"/>	<input type="checkbox"/>	AIR TRAF CONTROL/TOWER	0	PACT	No	SHORE	LA, NEW ORLEANS	AC3	NAS NEW ORLEANS	<input type="button" value="Details"/>
<input type="radio"/>	<input type="checkbox"/>	AIR TRAF CONTROL/TOWER	0	PACT	No	SHORE	WA, WHIDBEY ISLAND	AC3	NAS WHIDBEY I W	<input type="button" value="Details"/>
<input type="radio"/>	<input type="checkbox"/>	AIR TRAF CONTROL/TOWER	0	PACT	No	SHORE	VA, VIRGINIA BCH OCEANA	AC3	NAS OCEANA VA	<input type="button" value="Details"/>
<input type="radio"/>	<input type="checkbox"/>	BOATSWAIN'S MATE	0	PACT	No	SEA	VA, NORFOLK	BM3	LSD 46 TORTUGA	<input type="button" value="Details"/>
<input type="radio"/>	<input type="checkbox"/>	ABL SEAMN	0	PACT	No	SHORE	MA, BOSTON	BM3	USS CONSTITUTION	<input type="button" value="Details"/>
<input type="radio"/>	<input type="checkbox"/>	OPERATIONS SPECIALIST	0	PACT	No	SEA	CA, SAN DIEGO	OS3	CG 71 CP ST GORG	<input type="button" value="Details"/>
<input type="radio"/>	<input type="checkbox"/>	WARFARE OPER	0	PACT	No	SEA	VA, NORFOLK	OS3	LPD 28	<input type="button" value="Details"/>
<input type="radio"/>	<input type="checkbox"/>	OPERATIONS SPECIALIST	0	PACT	No	SEA	ASSIGNED PAC	OS3	DDG 121 PETERSEN	<input type="button" value="Details"/>
<input type="radio"/>	<input type="checkbox"/>	OPERATIONS SPECIALIST	0	PACT	No	SEA	ASSIGNED LANT	OS3	DDG 122 BASILONE	<input type="button" value="Details"/>
<input type="radio"/>	<input type="checkbox"/>	OPERATIONS SPECIALIST	0	PACT	No	SEA	ASSIGNED PAC	OS3	DDG 123 HIGBEE	<input type="button" value="Details"/>
<input type="radio"/>	<input type="checkbox"/>	ELEC SYS OPER	0	PACT	No	SEA	HI, PEARL HARBOR	OS3	DDG 118 INOUE	<input type="button" value="Details"/>
<input type="radio"/>	<input type="checkbox"/>	ELEC SYS OPER	0	PACT	No	SEA	VA, NORFOLK	OS3	DDG 119 DD BLACK	<input type="button" value="Details"/>
<input type="radio"/>	<input type="checkbox"/>	ELEC SYS OPER	0	PACT	No	SEA	ASSIGNED PAC	OS3	DDG 120 LEVIN	<input type="button" value="Details"/>
<input type="radio"/>	<input type="checkbox"/>	OPERATIONS SPECIALIST	0	PACT	No	SEA	CA, SAN DIEGO	OS3	CG 71 CP ST GORG	<input type="button" value="Details"/>
<input type="radio"/>	<input type="checkbox"/>	OPERATIONS SPECIALIST	0	PACT	No	SEA	CA, SAN DIEGO	OS3	CG 71 CP ST GORG	<input type="button" value="Details"/>

6b. Alternative Search Option

Jobs By My Preferences shows jobs that you are qualified for according to your Qualified PACT Ratings in C-Way and in addition applies criteria set in your **My Preferences**.

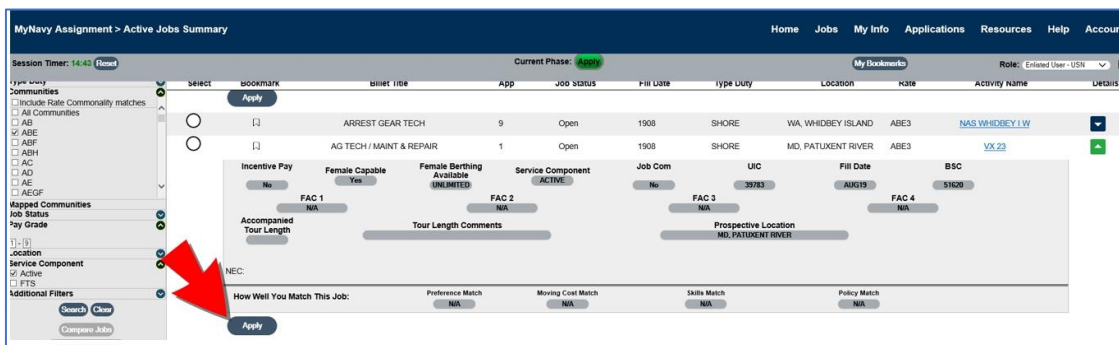


7. Apply for jobs

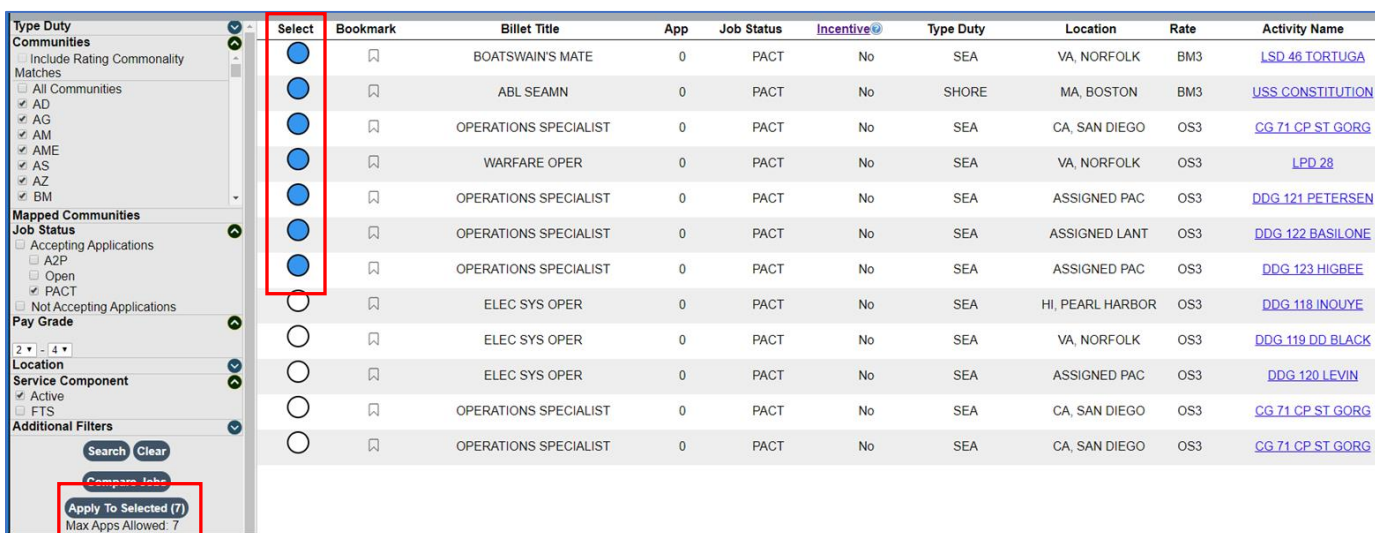
7a. Select jobs for application

After exploring and researching jobs, you may apply for jobs during the application phase, one at a time or multiple jobs at the same time (up to seven). **NOTE:** Once job applications have been submitted, they may be edited or deleted until the end of the current Application Phase. Applications may be reviewed until the Detailer Selection Phase begins.

1. To select a single job, click the **Apply** button on an individual job **Details** screen.



2. Alternatively, you can apply for multiple jobs by clicking **Select** buttons on the **Job Search** results page, then clicking the **Apply** button.



MyNavy Assignment PACT Sailor WNFY

7b. Submit application(s)

- View the application and **Submit** or **Remove Application**.
- If applying for multiple jobs, navigate to each application and select preferences for each application.

The screenshot shows the application form for 'BOATSWAIN'S MATE'. The assignment details are: Type Duty: SEA, Location: VA, NORFOLK, Rate: BM3, Service Component: ACTIVE, Activity Name: LSD 46 TORTUGA. The 'Billet Assignment Preference (Low-High)' is set to '1 (High)'. Match indicators show: Preference Match (Green), Moving Cost Match (Green), Skills Match (Yellow), and Policy Match (Yellow). A 'Sailor Comments To Detailer (Optional)' box contains the text 'PACT Sailor Applying to a PACT 306.'. The 'Details' section includes: Incentive Pay (No), Female Capable (Yes), Female Berthing Available (18), Community (BM), UIC (21562), Fill Date (DEC19), Applications Received (0), BSC (01430), FAC1 (N/A), FAC2 (N/A), FAC3 (N/A), FAC4 (N/A), Tour Length (60), and Tour Length Comment (TOUR_LENGTH). At the bottom, there are 'Submit' and 'Remove Application' buttons. A blue callout box with the text 'Navigate between applications' has an arrow pointing to a navigation bar with buttons labeled '1 2 3 4'. A red box highlights the 'Submit' and 'Remove Application' buttons.

NOTE: Applications will display Gates (red) if you are ineligible to apply for that job or Flags (yellow) indicating further actions are required to complete the application.

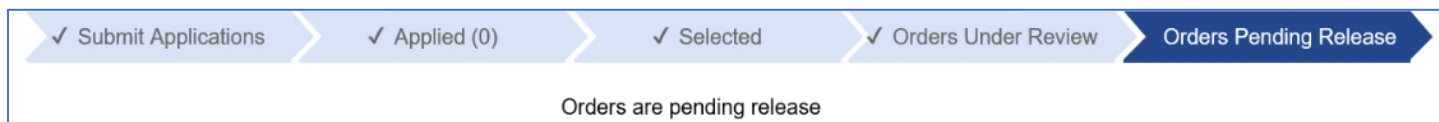
- Click **Resume**, **Cancel**, or **Remove Invalid Apps** to move forward with submitting those applications without Gates.

The screenshot shows the application form for 'ELECTRICIAN'S MATE'. The assignment details are: Type Duty: SEA, Location: FL, MAYPORT, Rate: EMC, Service Component: ACTIVE, Activity Name: CG 58 PHILIPPINE SEA. The 'Billet Assignment Preference (Low-High)' is set to '1 (High)'. Match indicators show: Preference Match (Red), Moving Cost Match (Green), Skills Match (Yellow), and Policy Match (Red). A 'Sailor Comments To Detailer (Optional)' box is empty. The 'Details' section includes: Incentive Pay (No), Female Capable (Yes), Female Berthing Available (0), Community (EM), UIC (21429), Fill Date (AUG20), Applications Received (0), BSC (02930), FAC1 (N/A), FAC2 (N/A), FAC3 (N/A), FAC4 (N/A), Unaccompanied Tour Length (52), and Tour Length Comment (Standard TOUR_LENGTH Comment JAD: 9/19/19). The 'Details' section also includes 'NEC: U35A - Electricians Mate Surface Ship Electrical Advanced Maintenance'. At the bottom, there are 'Submit' and 'Remove Application' buttons. A red box highlights the 'Submit' and 'Remove Application' buttons. A 'MyNavy Assignment Alert' overlay at the bottom states: 'Applications marked with red cannot be submitted. Please remove them so that you can submit your valid applications.' Below the alert are buttons for 'Resume', 'Cancel', and 'Remove Invalid Apps'. A red box highlights the 'Resume', 'Cancel', and 'Remove Invalid Apps' buttons.

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7c. Track process

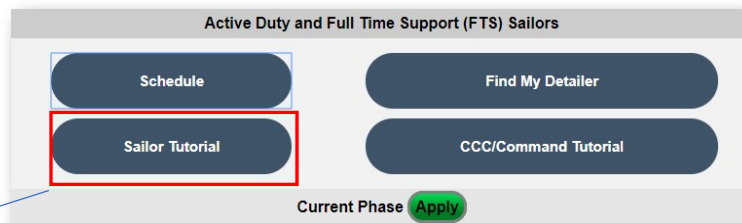
Applications and status can be tracked using the Sailor Assignment Life-cycle Tracker (SALT) located on the Homepage. **NOTE:** The SALT will not display if a Sailor is not within an orders negotiation window.



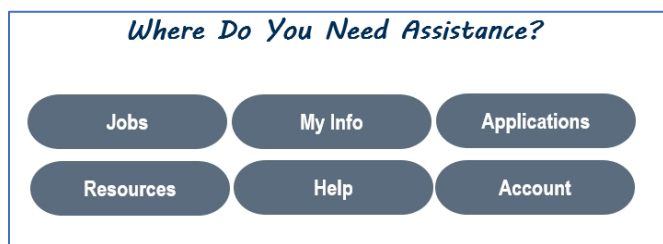
- **Submit Applications:** Displays when you are within your order detailing negotiation window and authorized to submit up to seven applications.
- **Applied:** Displays the number of applications you have submitted up to seven.
- **Selected:** Displays when you have been selected for a job.
- **Orders Under Review:** Displays when you have been selected for a job and your orders are being processed.
- **Orders Pending Release:** Your orders are waiting final release.
- **Orders Negotiation Window Closed:** Displays “*The order negotiation window has closed for this cycle*” when you are at the assignment point and cannot submit apps any more.
- **Blank/Expired Projection Rotation Date:** Displays “*Your projected rotation date (PRD) is blank or expired. Please contact your Rating Detailer*” when your PRD is blank or expired.

8. Training & Help

Step-by-step instructions to complete required business processes can be accessed via the *Sailor Tutorial* link on the login page.



MyNavy Assignment - Tutorial



For additional information or assistance, contact:

MyNavy Assignment Help, MNCC: 1-833-330-MNCC (1-833-330-6622) or E-mail: ASKMNCC@navy.mil