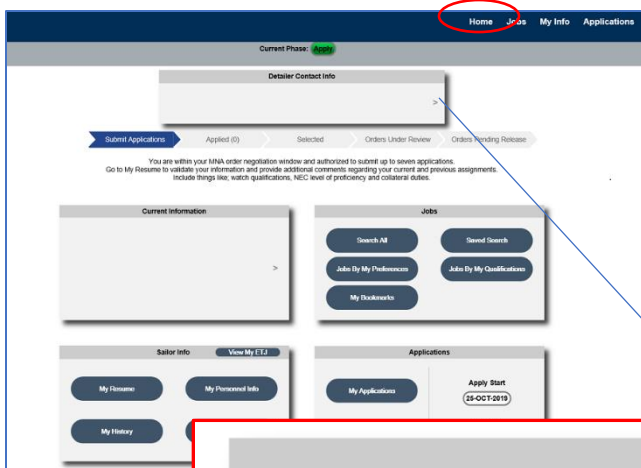# MyNavy Assignment

What's New for You

PACT Sailor Update

Professional Apprenticeship Career Track (PACT) Sailors have the ability in MyNavy Assignment (MNA) to apply for their rating and next duty station simultaneously. Sailors selected for orders within a rating will be rated when orders are executed, or upon successful completion of a required "A" school. Steps to complete the new PACT Sailor designation process in MNA are outlined in MNA What's New For You (WNFY) Issue 2, January 2020 PACT Sailor Overview. This follow-on MNA WNFY Issue 3, April 2020 PACT Sailor Update, provides **amplifying instructions for PACT Sailors who want to apply for a rating <u>and</u> continue to serve at their current command**.

Let your Detailer know that you want to stay onboard your current command when applying for a rating!
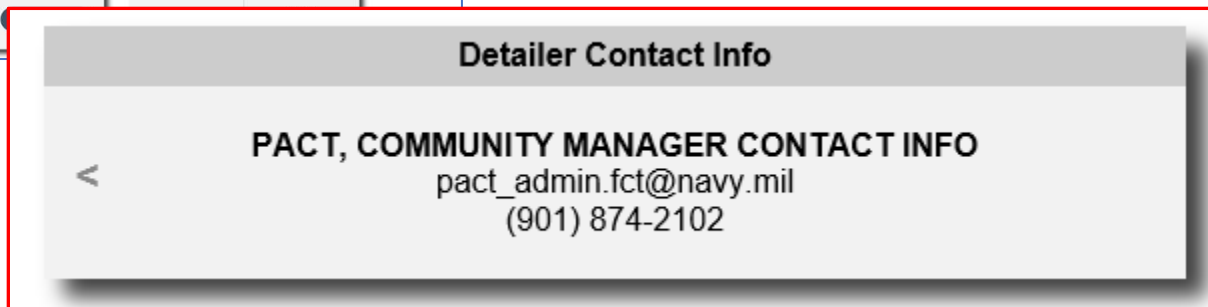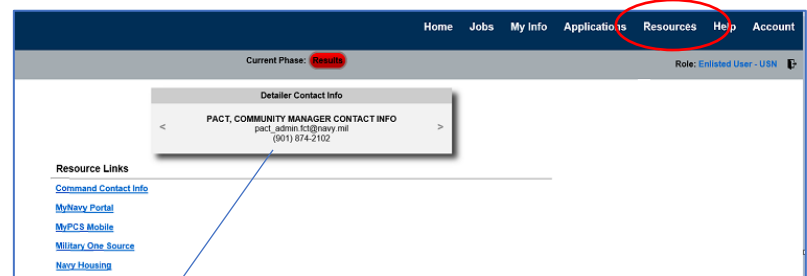
Call or email your PACT Detailer if you want to remain at your current command and there are no jobs displayed for Sailor application in MNA at your command for the rating you are applying for.

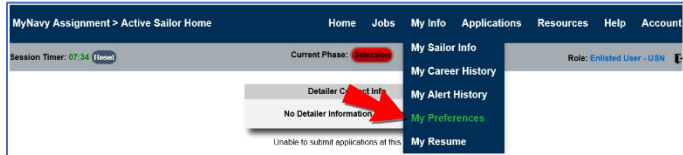Homepage   or   Resources

Detailer Contact Info

PACT, COMMUNITY MANAGER CONTACT INFO
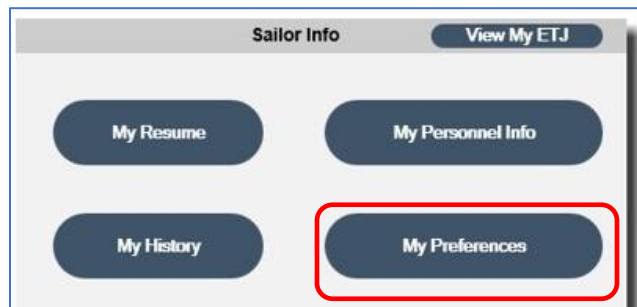pact_admin.fct@navy.mil
(901) 874-2102

In addition to contacting your Detailer, you should perform the following actions in MNA:

1. **Indicate your desire in My Preferences**

a. Access **My Preferences** 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

b. Select Command Name and indicate High importance (1) in MNA Job Search Preferences

c. Add comments in Other Preferences

2. Add comments to your Job Applications

If a job is available at your current command and you want to submit an application, select the job and indicate your desire to remain at your current command in the **Sailor Comments to Detailer** field. Be sure to rank your individual applications in order of your preferences.

NOTE: MNA will be adding information to each PACT job informing PACT Sailors to call their Detailer if they wish to stay onboard and don't see a job displayed at their command for that rating.

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

Prepared by: PMW 240 Enterprise Change Management (ECM) Team.
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