



MyNAVYHR
Serving Sailors 24/7

MyNavy Assignment

Smart Sheet



Issue 1

November 2019

Description

MyNavy Assignment (MNA) replaces the Sailor-facing component of the Career Management System – Interactive Detailing (CMS-ID). It is the new interface to the Detailing Marketplace, providing Sailors more options, greater career flexibility and increased transparency. MNA supports MyNavy HR goals to transform MyNavy HR, deliver Sailor 2025, and man the fleet to support a 21st Century fighting force. The current upgrade is for enlisted active duty and FTS Sailors. A subsequent upgrade for enlisted Reserve Sailors is in development for an upcoming release.

System and Process Improvement

MNA improves existing business processes while keeping current system processes (searching for and applying for jobs) familiar to Sailors. MNA improves existing processes by delivering the following:

- **Improved usability** – MNA delivers a much-improved Graphical User Interface (GUI), making it easier for Sailors to perform system tasks.
- **Increased access window** – Sailor viewing access is extended from the two-week job application detailing cycle window to anytime access. Sailors may access MNA anytime to view jobs, perform searches, bookmark desirable jobs and update resumes. The window to submit job applications remains a two-week window in each detailing cycle. (Application windows are highlighted on the MNA *Schedule* accessible on the login page.)
- **Expanded job search capability** – Today, Sailors can only view open jobs available for application during the application phase of the detailing cycle (currently a rolling 12 month window). MNA increases Sailor visibility to all generated jobs (vacancies) in the detailing cycle, both open for application and closed (not available for application due to mission requirements). Sailors will still only be able to apply for those jobs in the open category during the application phase, but they can view, research and bookmark any generated job throughout the entire cycle.
- **More job search tools** – MNA expands job search filters to include the following categories: All Jobs, My Preferences, Bookmarks, Saved Searches, By Qualification, and Rate commonality matches.
- **Bookmark capability** – Up to 100 jobs of interest may be bookmarked for future viewing and comparison.
- **Improved application process** – MNA increases the number of applications a Sailor may submit during a requisition cycle from five to seven. It also includes an Application Lifecycle Tracker dashboard, giving Sailors a quick visual reference on the status of their application(s).

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- **Professional Apprenticeship Career Track (PACT) Sailor assignments** – PACT Sailors using MNA will automatically qualify for rate designation when they are selected for that job and upon successful completion of any required “A” schools.
- **My Resume (Beta)** – MNA expands a Sailor’s capability to highlight their skillsets to Detailers and prospective Commands through My Resume (Beta).
- **Easier access to Personal Information** – MNA gives Sailors easier access to their Electronic Training Jacket (ETJ), Personal Information, Duty Preferences, Assignment History and My Resume.
- **Enhanced messaging tools** – Community notes from Detailers and messages about new detailing policies and programs will be visible on the MNA Homepage.

Users

MNA is available for all active duty and FTS enlisted Sailors.

- In addition, Command Career Counselors (CCCs) will have access to MNA to assist Sailors with their career planning and may submit job applications on the Sailor’s behalf.

Project Execution

Navy Personnel Command (NPC) is the functional business owner of MNA. The Enlisted Placement Management Branch (PERS-4013) and Distribution Operations Management Branch (PERS-455) are the functional leads defining system requirements, validating system functionality and developing an implementation plan. MNA is under the MyNavy HR Transformation Business Design Owner (BDO) for Career Planning, PERS-4B. System development is being executed by the Sea Warrior Program Office (PMW 240) with project management support from Navy Information Warfare Center (NIWC) Atlantic in New Orleans.

Deployment and Implementation

MNA is scheduled to deploy on 5 December 2019. Once it is deployed, all active duty and FTS enlisted Sailors will be able to explore, research and bookmark jobs. In addition, Sailors will also have the ability to enter personal skills and accomplishments in their My Resume (Beta) to better market themselves to Detailers and Commands. Sailors may apply for jobs while in their detailing window. MNA will be accessed via the MyNavy Assignment link in MyNavy Portal, <https://my.navy.mil/>, posted in both Quick Links and the Assignment, Leave & Travel (ALT) Career & Life Event (CLE) section.

Training & Help

Specific details of MNA system capability for Sailors will be communicated in **What’s New for You (WNFY)** bulletins posted on the NPC website’s MyNavy Assignment page. In addition, step-by-step instructions to complete required business processes will be available in MNA, accessed via the *Sailor Tutorial* link on the login page.

For additional information or assistance in the following areas, contact:

MyNavy Assignment Help, MNCC: 1-833-330-MNCC (1-833-330-6622) or E-mail: ASKMNCC@navy.mil
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Distribution Statement A: Approved for public release; distribution is unlimited.*