

OPHOLD, ORDMOD, ORDCANX Personnel Manning Action Requests (PMARs)

From an Activity Manning Manager Viewpoint

Also applicable to ISIC and TYCOM Roles

What are PMARs?

- PMARs are an automated method of requesting an action on a Sailor via MyNavy Assignment (MNA).
- There are multiple types of PMARs, and not every MNA Role has the ability to enter every type of PMAR.
- Activity Manning Managers (AMMs) are most likely concerned with the following types of PMARs that they can submit:
 - ORDMOD – Orders Modification
 - OPHOLD – Operational Hold
 - These should ONLY be submitted by a Sea Duty command this is Type 2 (Sea CONUS) or Type 4 (Sea OCONUS). Types 1 (Shore CONUS), 3 (Shore counts as Sea), and 6 (Shore OCONUS) are NOT eligible for OPHOLDS (See MILPERSMAN 1306-120)
 - ORDCANX – Orders Cancellation

What are PMARs?

- Remember, PMARs are REQUESTS, and they can be disapproved based upon the research, recommendations, and comments provided by the various stakeholders.
- PMAR Stakeholders typically include the Sailors Enlisted Detailer, the Command's Placement Coordinator (gaining and losing), the Rating Evaluator for the Sailor's rating, the Type Commander or Budget Submitting Offices (gaining and losing), and the Fleet Readiness Integrators (USFFC, COMPACFLT, BUPERS). The Manning Control Authority is the final adjudicator on conflicting recommendations from stakeholders.

ORDMOD PMARs

- To submit an ORDMOD PMAR, the Sailor in question must have a set of “Hard Copy” orders.
- In MNA, click on the Sailors hyperlinked name, this will bring up a personnel detail window.
- Click on “Order Information”
- To submit an ORDMOD, click “Submit OrdMod PMAR”
- Provide information for PMAR Reason (drop down menu) and detailed comments in the “Comments” block.
- Click “Submit”. The PMAR will be electrically routed to required stakeholders inside of MNA.

Submit PMAR

Controlled Unclassified Information
Order Information

PMAR History

- + Professional Information
- + Support Information
- + Historical Data
- + Special Pays Information

Orders Information Details

Orders Information Details

Rate	Name	DTG	Originator	ORDMOD
MA1	[REDACTED]	[REDACTED] 7Z [REDACTED] 22	N40 [REDACTED]	0
OBLISERV	Delayed Reporting	Assignment Reason	Order Status	
SEP2024	30	YYV	ORDERS RELEASED	
Move Type	CIC			
Rotational	AMMI21VB			
# Dependents Costed	O&MN funds	MPN/RPN funds	OPTAR Desk Code	Control Number
0	3150	9648	N405DF1	2722
Detaching UIC	EDD	Ultimate UIC	EDA	
[REDACTED]	JUL2023	[REDACTED]	30SEP2023	
Detaching Activity Name	Ultimate Activity Name			
[REDACTED]	[REDACTED]			
Submit OrdMod PMAR		Submit OrdCancel PMAR		
Detaching Activity		Intermediate Stops		Ultimate Activity
First Term Billet	First Term Billet Description	First Term Work	First Term Work Description	
ACC	MCA	ATC	Geographic Location	Billet Title
100	B	[REDACTED]	[REDACTED]	INVESTIGATOR
MRT	BSC	Rate	NEC(s)	FAC(s)
Funded	[REDACTED]	MA2	No NEC(s) on file.	No FAC(s) on file.

MyNavy Assignment - ORDMOD Pmar Submission - Google Chrome

mynavyassignment.dc3n.navy.mil/mna/OrdModPmarSubmission.action

Sailor Identification Information

Rate	Name	Service Component	
MA1	[REDACTED]	ACTIVE	
UIC	Activity Name	Orders Status	
[REDACTED]	[REDACTED]	ORDERS RELEASED	
First Term Billet	First Term Billet Description	First Term Work	First Term Work Description

PMAR Reason

Comments

Request History Details

Decision Date	Request Type	Final Disposition
22MAY2019	CROSSDECK	APPROVE View
18AUG2021	PRD	APPROVE View
08MAR2022	PRD	APPROVE View

Job Information

MRT	BSC	Rate	NECs	FACs
Funded	01265	MA2	No NEC(s) on file.	No FAC(s) on file.

Service Component

ACTIVE

[Sailor Qualifying Data](#)
[Submit](#)

ORDCANX PMARs

- To submit an ORDCANX PMAR, the Sailor in question must have a set of “Hard Copy” orders.
- In MNA, click on the Sailors hyperlinked name, this will bring up a personnel detail window.
- Click on “Order Information”
- To submit an ORDCANX, click “Submit OrdCancel PMAR”
- Provide information for PMAR Reason (drop down menu) and detailed comments in the “Comments” block.
- Click “Submit”. The PMAR will be electrically routed to required stakeholders inside of MNA.
- Note: “Sailor wants to negotiate for different orders” is NOT sufficient justification for an ORDCANX.

Submit PMAR **Order Information** PMAR History

- + Professional Information
- + Support Information
- + Historical Data
- + Special Pays Information

Orders Information Details

Orders Information Details

Rate	Name	DTG	Originator	ORDMOD
MA1	[REDACTED]	[REDACTED] 7Z [REDACTED] 22	N40 [REDACTED]	0
OBLISERV	Delayed Reporting	Assignment Reason	Order Status	
SEP2024	30	YYV	ORDERS RELEASED	
Move Type	CIC			
Rotational	AMMI21VB			
# Dependents Costed	O&MN funds	MPN/RPN funds	OPTAR Desk Code	Control Number
0	3150	9648	N405DF1	2722
Detaching UIC	EDD	Ultimate UIC	EDA	
[REDACTED]	JUL2023	[REDACTED]	30SEP2023	
Detaching Activity Name	Ultimate Activity Name			
[REDACTED]	[REDACTED]			
Submit OrdMod PMAR Submit OrdCancel PMAR				
Detaching Activity		Intermediate Stops		Ultimate Activity
First Term Billet	First Term Billet Description	First Term Work	First Term Work Description	
ACC	MCA	ATC	Geographic Location	Billet Title
100	B	[REDACTED]	[REDACTED]	INVESTIGATOR
MRT	BSC	Rate	NEC(s)	FAC(s)
Funded	[REDACTED]	MA2	No NEC(s) on file.	No FAC(s) on file.

Sailor Identification Information

Rate	Name	Service Component	Order Status
MA1	[REDACTED]	ACTIVE	ORDERS RELEASED

UIC	Activity Name
[REDACTED]	[REDACTED]

Ultimate UIC	Ultimate Activity Name
[REDACTED]	[REDACTED]

PMAR Reason

Comments

Request History Details

Decision Date	Request Type	Final Disposition
22MAY2019	CROSSDECK	APPROVE View
18AUG2021	PRD	APPROVE View
08MAR2022	PRD	APPROVE View

- [Sailor Qualifying Data](#)
- [Orders Information Details](#)
- [Submit](#)

OPHOLD PMARs

- To submit an ORDMOD PMAR, the Sailor in question must have a set of “Hard Copy” orders.
- In MNA, click on the Sailors hyperlinked name, this will bring up a personnel detail window.
- Click on “Submit PMAR”
- To submit an OPHOLD, from the “Select Action” drop down, select “Operational Hold”
- Provide information for PMAR Reason (drop down menu), detailed comments in the “Comments” block including whether or not the Sailor is a Volunteer, and provide a proposed detachment date.
- Click “Submit”. The PMAR will be electrically routed to required stakeholders inside of MNA.
- See also guidance in MILPERSMAN 1306-120.

Controlled Unclassified Information

[Submit PMAR](#) [Order Information](#) [PMAR History](#)

- + Professional Information
- + Support Information
- + Historical Data
- + Special Pays Information

Personnel Manning Action Request [X]

Select Action: [v]

[Submit](#) [Cancel](#)

Sailor Identification Information

Rate	Name	Service Component	Order Status
MA1	[REDACTED]	ACTIVE	ORDERS RELEASED

First Term Billet	First Term Billet Description	First Term Work	First Term Work Description

Proposed Detachment Date	PMAR Reason

Comments

Request History Details

Decision Date	Request Type	Final Disposition
22MAY2019	CROSSDECK	APPROVE View
18AUG2021	PRD	APPROVE View
08MAR2022	PRD	APPROVE View

Job Information

UIC	Activity Name
[REDACTED]	[REDACTED]

MRT	BSC	Rate	NECs	FACs
Funded	01265	MA2	No NEC(s) on file.	No FAC(s) on file.

Service Component
ACTIVE

First Term Billet	First Term Billet Description	First Term Work	First Term Work Description
N	IS NOT FIRST TERM BILLE	N	IS NOT FIRST TERM WOR

Orders Information

UIC	Activity Name
[REDACTED]	[REDACTED]

MRT	BSC	Rate	NECs	FACs
Funded	40065	MA1	P13A	No FAC(s) on file.

Service Component	TUM
ACTIVE	MAY2023

[Sailor Qualifying Data](#)

[Orders Information Details](#)

[Submit](#)

What ifs?

- What if I know the Sailor has orders, but there is no Order Information button available?
 - Contact the MNA Help Desk at 901-874-4157/2199/3249 and have them “Reload the Sailors Orders Information Details (OID)”
- What if I need additional training on MNA?
 - Contact your commands’ Placement Coordinator in PERS-4013.
 - If you do not know who your Placement Coordinator is (and that is a problem...) contact Enlisted Placement Branch Head at 901-874-4360 or 4496
 - Additional Placement Points of Contact can be found on the MyNavyHR webpage under Career Management, Detailing, Placement Management