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## ***General Information:***

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### ***What is the purpose of MNA?***

MNA is a web-based application that allows Sailors to research and apply for jobs and to communicate their career goals and assignment preferences to Career Counselors and Detailers. In MNA, representatives from prospective Commands review and comment on Sailor applications, and Detailers review applications and make selections.

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### ***When can I use MNA?***

Except for designated maintenance periods, MNA is available 24/7 for users to log in, but not all capabilities are available at all times. Sailors can view their Personnel Detail page or update their contact information whenever the system allows them to log in, but they can view jobs and submit applications only during a specified period each month. System status indicators on the login page and under the menu display the system's current phase. To plan your use of MNA, consult the Active/FTS or Reserve Schedule (accessible from the login page or the Help tab).

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### ***How do I update my personal information?***

The only information that every user can update within MNA is the contact information that is displayed on the User Profile, which is accessible from the Home menu. Sailors can also update contact information on their Personnel Detail page. However, the other information on your Personnel Detail page cannot be edited in MNA—not even by the Help Desk—because MNA is not the Navy's official system for managing personnel data.

If any of the non-editable information in your Personnel Detail or professional history is incorrect, consult your Career Counselor, local Personnel Office, or servicing Personnel Support Detachment for guidance on having the corrections made in the appropriate system.

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### ***Can I save job information to my computer?***

Many lists and search results can be saved in Microsoft Excel format. For Sailors, these include job searches and application history. Conduct your job search or visit your application history page as usual, scroll to the bottom of the list, and click the "Save As Excel" button. Follow the on-screen instructions to open or save the file.

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### ***Why does the system sometimes work more slowly at the beginning of the Apply phase?***

Although applicants are **not** selected for jobs on a first-come-first-served basis, many Sailors want to be the first to apply. Therefore, the system usually has a large number of users on the first day of the application phase, causing it to respond more slowly than usual, especially to afloat users. To avoid the slow-down, you may want to wait a few days before submitting applications. Almost all advertised jobs will remain available for applications until the beginning of the Selection phase, and there is no advantage to being the first to apply.

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### ***Why is there a countdown clock on the left side of the menu bar?***

For security purposes, the system logs each user out after 15 minutes of inactivity. The countdown clock serves as a session timer to let you know how much time is left before the system will log you off. If you want to stay logged in, take an action in the system, such as navigating to another page or reloading the current page. A 2-minute warning pop-up lets you know when your time is almost up.

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### ***How do I get help with MNA?***

The Help tab contains a link to the MNA Tutorial, a “how-to” guide that provides instructions and demonstrations on using MNA. For specific questions about or problems with the system, you may also contact [MyNavyassign\\_ISC@navy.mil](mailto:MyNavyassign_ISC@navy.mil).

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## **Information for Users in Sailor Roles:**

### **How can I get information on a Command that I am interested in applying to?**

MNA offers information pages for commands to list their Chain of Command, contact information, and other important data, including a link to the Command's web site, if one exists. To view an information page, click the Command's highlighted UIC wherever it appears in the system, or search for the UIC number or name on the Help tab.

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### **Can Sailors apply for jobs in MNA?**

Whether Active Duty, Full Time Support, or SELRES, Sailors who are within their Orders Negotiation Window can submit their own applications for most advertised jobs. In addition, Career Counselors and Detailers can submit applications on behalf of Sailors. To apply for a job, use the Apply button in job lists or the Proceed to Application button at the bottom of a Job Detail page.

If the job match would violate Navy policy, as evidenced by the display of a red eligibility light, the application will be canceled by an Eligibility Gate. In some cases, such as a missing Career Waypoint-Reenlistment status, you will not be allowed to complete any applications until the situation is resolved. (Read more about Eligibility Gates in the next FAQ.)

Detailers may be able to assist Sailors whose application was stopped by an Eligibility Gate, but Career Counselors cannot override a gate.

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### **What's the difference between Eligibility Gates and Flags?**

An Eligibility **Gate** is displayed when you attempt to apply for a job for which Navy distribution policy would prevent you from being selected, based on the current status of the data in your record. Gates ensure that you do not waste any of your five applications. When you encounter a Gate in the application process, you will not be allowed to continue with the submission. Read the Gate notice carefully, and if you think there is an error, contact your Detailer to discuss the problem.

An Eligibility **Flag** provides additional information that you need to know about your match to the job, such as an issue that could potentially disqualify you for assignment. In some cases, the flag lets you know that an administrative action (such as a screening or a security clearance update) must be completed prior to order writing. A Flag will not prevent you from submitting an application, but it does warn you that additional action may be needed in order for you to be assigned.

Descriptions of each Gate and Flag are available on the MNA page of the NPC web site.



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### ***What should I do if my application triggers a Gate or a Flag?***

Read the description that accompanies each Gate or Flag. If only Flags are triggered, you may proceed with your application, but take note of any actions required on your part. With either Gates or Flags, if corrective action is needed (such as updating Security Clearance or getting C-WAY approval), consult with your Career Counselor or other leadership as soon as possible. If your application triggers a Gate and you believe the Gate was received in error or the issue can be resolved, contact your Detailer to discuss your options.

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### ***What does “Make My Preference Light Green for this Job” mean?***

When you submit a job application, Detailers and prospective Command reps who review your application can also see your Qualification Match Indicators. If you apply for a job that doesn't match your selected Duty Preferences, your Preference Match may be yellow or red, even though you may really want this particular job. You can use the “Make My Preference Light Green for this Job” option to indicate your desire for the job without changing your overall Duty Preferences.

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### ***Why is my Preference light yellow or red on a job that matches my preferences exactly?***

The Qualification Match Indicators are pre-calculated based on your preference settings as they existed **before** the beginning of the current requisition cycle. If you have updated your preferences since then, select the option to “Compute Scores” to update the Preference Match.

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### ***When can I see my application and selection results?***

Immediately after the Selection phase is over each month (see the MNA Schedule), application results are viewable on the Results page under the Applications tab. Starting with the next cycle after the selection, they are also viewable on your Sailor Home Page. In addition, you can view your complete application history using the menu item under the Applications tab.

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## **Information for Active Duty/Full Time Support Users:**

### **What does “Prospective Location” mean on job search results?**

This field lets you know if the listed command is scheduled for a change of homeport in the near future (usually within the next nine months). This information can help you make an informed decision about whether to apply for a job at that command.

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### **Why did I get an Orders Negotiation Window Gate when I applied for a job?**

According to Navy Policy, you can submit applications only during a specific period of time before your Projected Rotation Date (PRD). The system will not accept applications from you before or after this window of time. It is important for you to maintain contact with your Detailer when you are nearing the end of a tour so that you will be aware of all your options.

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### **What does it mean if I get a C-WAY Gate when I try to submit a job application?**

At various points of your career, you are required to have approval through the Career Waypoints (C-WAY) system to reenlist and to apply for jobs. C-WAY auto-generates applications for Sailors, and if your application has been processed, you will see the results on your Personnel Detail page in the Support Information section. If you receive a C-WAY application gate and you are in your Orders Negotiation Window, contact your Command Career Counselor to find out how to proceed.

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### **Why do I have to choose a Special Program option when I fill out my Duty Preferences?**

Special Programs preferences in MNA allow you to state whether you are interested in a specialized assignment such as Recruiting, Littoral Combat Ship, or Joint Placement. Detailers can then search for you according to your preference, and if you pass initial screening, your Rating Detailer may nominate you to a Special Program (see next FAQ). Please note that expressing an interest in a Special Program in your duty preferences is not a guarantee that you will be selected for one. You can also specify that you are not interested in Special Programs.

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***My Personnel Detail page says I've been nominated to a Special Program. What does this mean?***

Special Programs jobs require screening and are managed outside the regular detailing process. Your Rating Detailer releases you to be screened for a Special Program by nominating you in MNA. While you are a nominee, you cannot apply for jobs. Soon after you are nominated, the Special Programs Detailer should contact you to begin the screening process and should maintain contact until you are assigned to a Special Programs job or returned to your Rating Detailer for assignment.

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***What does it mean if one of my applications has the status "Canceled"?***

Fleet manning requirements sometimes change after jobs are advertised, and a job that was valid in the beginning of the requisition cycle may be withdrawn. If this happens, you may receive a notification from your Detailer or your CCC so that you can submit another application to replace the canceled one.

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***I applied for a job and now my result is "Posted." What does this mean?***

"Posted" means that you have provisionally been selected for the job. However, it may be several weeks or months before you have orders in hand, and in some cases adjustments may need to be made in your assignment before you are transferred.

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***Once I've been selected and posted, where can I find the status of my orders?***

Access your Personnel Detail page and locate "PCS Order Status" in the Professional Information section. Your status will be one of the following:

- Being Written: The order writing process has begun.
- Under Review: Orders have been generated and are in an edit/review process prior to release.
- Orders Released: If a Date Time Group (DTG) of orders is shown along with this status, your orders are complete. Generally, once you see a status of "Orders Released" it will be only be a day or two before the DTG is added.
- Blank: Once you have been selected for your next assignment, your PCS Orders Status should not be blank until you have transferred to your new command. Should a blank status occur under these circumstances, contact your Detailer.

*Note: Depending upon budgetary constraints the order writing process may take several months.*

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## **Information for Selected Reserve (SELRES) Users:**

### **Why is there a PRD Modification notice on my Home page?**

If you want to stay in your current billet instead of applying for another job when your current PRD is approaching, you may use MNA during the Apply phase to request a modification to your PRD. If you request an extension and change your mind before it is processed, you may withdraw your request.

*Note: PRD Modifications are not offered to personnel in IAP status.*

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### **I just tried to submit an application. Why did I get a PRD Gate?**

Until August 2012, SELRES users could submit an application even if they were not in the normal orders negotiation window. Now you must demonstrate a compelling reason, such as family relocation or a change from cross-assignment to local assignment, to be placed in another assignment before the regular negotiation window.

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### **I'm currently cross-assigned and would prefer a local assignment. Can I apply for a SELRES billet at my current location, even though I'm not in the PRD window?**

Yes, if you are cross-assigned and want to be locally assigned, MNA allows you to request a local assignment. This request, made from your Home Page, stays in effect until canceled, and it allows you to submit an application to a unit that is local to you.

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### **Can I maintain my current billet but be assigned to a different TRUIC?**

Possibly, but your Command Career Counselor (CCC) will need to evaluate your situation and determine how to proceed. If a TRUIC reassignment is required, the CCC can request one for you in MNA. Requesting a TRUIC change no longer prevents you from submitting applications.

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### **I applied for a job and my result is "Candidate." What does this mean?**

The job you applied for allows selection of multiple candidates for special screening. After you are selected as a candidate, you will receive a notification on your home page, letting you know that you should contact your CCC to start the screening process ASAP. While in candidacy status, you will be unable to submit any further applications.

You may request to withdraw your candidacy at any time, but you will still not be able to submit applications until you are released from candidacy. In addition, you will be



released from candidacy if your screening is unsatisfactory or if another candidate is selected for the job. After you are released from candidacy status, you are free to submit more applications. If your screening goes well and you are selected for the job, the application's status will change to "Selected," and you will receive orders as you would for any other job.

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