



NUCLEAR & SUBMARINE DETAILING NEWSLETTER

FROM PERS 403

Quarter 1 2025



Communicate Your Career Intentions

You should decide to either stay Navy or transition from Naval Service 12-15 months prior to your Soft Expiration of Active Obligated Service (SEAOS) date. This is a major life decision and requires significant advance preparation, so do not wait until the last minute. If you decide to separate, retire, or transfer to the Fleet Reserve, you must communicate that intent to PERS 403. If your Projected Rotation Date (PRD) occurs after your SEAOS, you must submit a NAV-PERS Form 1306/7 to match PRD with SEAOS IAW [MILPERSMAN Article 1306-125](#). If you or your command does not match your PRD to SEAOS, your billet will be gapped onboard, which stresses the watchbill. You may get follow-on orders that will also result in a gapped billet at the gaining command. This creates a cascading effect that impacts several Sailors. A signed NAVPERS 1070/613 (Page 13) may be submitted in lieu of a 1306. Plan ahead, and make a smooth transition to civilian life.

Q1 2025 Announcements:

MNA Application Cycles:

21 February - 6 March (PRD 2508 to 2602)

PERS 403 Fleet Engagements:

4-6 Feb Pearl Harbor, HI

18-20 Feb NNPTC Charleston, SC

11-13 Mar NPTU Charleston, SC

Detailer Vacancies (Month/Year):

FT (09/25)	ETN(SW) (12/25),
CSS (02/26)	EMN(SW) (03/26)
ETV (03/26)	MMN(SS) (03/26)

Everyone Should Participate in MNA

MyNavy Assignment (MNA) is the online website for detailing Sailors. MNA cycles happen every two months and begin on even numbered months. Each cycle consists of four phases: Requisition Load (internal to PERS ~ 3 weeks), Sailor Application Phase (1-2 weeks), Command Comments (1 week), and Detailer Selections (~ 3 weeks). The [MNA](#) website requires a Common Access Card to login. The URL is listed below, and can also be found on the MyNavy Portal.

Application Phase: You will enter your first negotiation window at 12 months prior to PRD and get **a maximum** of three cycles to apply for jobs. On average, 30% of Sailors will be posted to orders in their first look, 55% in their second look, and 100% will get orders in their third and final look. Because there is a chance you can get posted in any cycle, it is imperative that you communicate to your detailer indirectly via MNA preferences and directly through phone calls or emails. Before the cycle starts, you must update your contact information in MNA as well as preferences for homeport, platform, and job type. Then call the detailer and let them know your concerns and personal situation in more detail so they have the full picture. During the cycle, apply up to seven jobs in MNA. If you are at-sea or unable to logon to MNA during the application phase, contact your detailer prior to the cycle and tell them what you want so they can apply on your behalf. The detailer will post you to a job or roll you to the next cycle during the Detailer Selection phase. You can see your results in MNA.

Sailors who communicate preferences to the detailers and apply to a variety of jobs/homeports are more likely to get what they want! If you do not communicate with your detailer, you are sending a signal that you are ok with any advertised job. The detailer will post you to the highest priority billet that you are qualified to fill. Take charge of your career by updating preferences in MNA and calling the detailer before each cycle.

Access MNA here: <https://mynavyassignment.dc3n.navy.mil/mna/Index.action>

Select '[Sailor Tutorial](#)' to learn how to update your preferences and apply to jobs. See the MNA annual schedule by selecting '[Schedule](#)'. To confirm your first negotiation cycle based on PRD, select '[View Active/TAR Negotiating Window Table](#)'.

Want a Job in Australia?

The tri-lateral security agreement between Australia, United Kingdom, and United States, "AUKUS", is opening up a new Western Pacific duty station for submariners at HMAS Stirling, Australia – a suburb of Perth. Submarine Squadron 3, including a Performance Monitoring Team, will standup a command in Australia in late 2025. PERS 403 will begin to advertise those jobs in the FEB-MAR 2025 MNA Cycle, with projected arrivals in Australia throughout 2026-2027. PERS 403 is looking for motivated Sailors with overseas experience to fill those initial billets, giving highest priority to Sailors who have served in Guam. If you are interested in a future role in AUKUS at the HMAS Stirling base or tours on Guam, contact your detailer. You can read more information at:

<https://www.defense.gov/Spotlights/AUKUS/>

[Go Guam](#) | [Your Resource for Go Guam information](#) | [COMSUBPAC](#) <https://www.csp.navy.mil/go-guam/>

Topics for the Command/CCC:

Command Comments Guidance

Commands can provide direct input to the selection process by uploading comments in MNA during the Command Comment phase, which lasts for only one week each cycle. Commands can see all personnel that applied to their job openings and rank applicants in order of preference. Clear, unambiguous, and professional comments enable detailers to match the right Sailor to the right job. Commands are encouraged to evaluate all applicants within MNA, but may contact the detailer directly to provide additional information. Coordinate with your ISIC or local manning monitor to advocate on your behalf if you will be unavailable during the comments phase.

The Tutorial/Guide can be found on the MNA homepage by clicking 'CCC/Command Tutorial' at: <https://mynavyassignment.dc3n.navy.mil/mna/Index.action>

Enlisted Planning Conferences

Every Command is responsible for completing the Enlisted Distribution Verification Process (EDVP) ([BUPERSINST 1080.54B](#)). This weekly & bi-monthly reviews ensure proper alignment within MNA so that each command sends the right requisition demand signal to PERS.

In addition to the EDVP, every command should conduct a combined enlisted planning conference with PERS 403 & 4013 on an annual basis. The enlisted planning conference performs a detailed review of the command's alignment, discusses how to generate the right requisitions for projected losses, and evaluates all 1-of-1 billets and relief timelines. The conference is also a good opportunity to discuss PRD changes, Command Advance to Position (CA2P) decisions, and CPO Planning letters.

You can conduct the conference over the phone or in-person during a planned Fleet Engagement. Contact PERS 403 today to schedule your enlisted planning conference: PERS 403 COB at (901) 874-3639 or Rating Assignments Officer at (901) 874-4933.

Planning Horizons

Commands must understand the MNA calendar and timeline of detailing. This timeline starts 18 months prior to a Sailor's PRD or SEAOS. The command must ensure several actions take place before the Sailor is 12 months out from these important milestones. PRD changes cannot be made within 12 months.

The CCC submits a monthly report that contains nearly all the information you need to maintain oversight of these actions, including Career Development Boards, reenlistment decisions, SEAOS and prescribed tour length misalignments, and MNA results. Review these references for more detail:

[OPNAVINST 1040.11F](#)
[NAVPERS 15878N](#)

PERS-403 Contact Information:

Website: <https://www.mynavyhr.navy.mil/Career-Management/Detailing/Enlisted/NUC-SUB/>

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MILL_PERS-403SURF_NUKES@NAVY.MIL
MILL_PERS-403NUCLEARKHAKI@NAVY.MIL

Weapons: MILL_PERS-403SUB_WEPS@NAVY.MIL

NAV/OPS: MILL_PERS-403SUB_NAV@NAVY.MIL

Supply: MILL_PERS-403SUB_SUPPLY@NAVY.MIL

Exec/Admin: MILL_PERS-403SUB_ADMIN@NAVY.MIL

Command Leadership: MILL_PERS-403LEADERSHIP@NAVY.MIL

Phone: (901) 874-2326 (Admin Desk)

Frequently Asked Questions:

Q: If I'm underway how do I apply in MNA?

A: Communicate with your detailer prior to underway via phone or email and they can apply on your behalf.

Q: There are no jobs or ports that I want, what can I do?

A: Call and discuss with your detailer, they can advise you in your MNA cycle and identify potential openings, or give you the most up to date options to best fit your goals.

Q: How do I get SDIP?

A: There are three types: Extension, Back-to-back, and Curtailment. SDIP-E & B requests must be submitted 14-16 months prior to PRD, so plan ahead!

Common Pitfalls:

1. Some Sailors have not applied for positions in MNA believing a discussion with their detailer is sufficient. You should still apply for billets each MNA cycle you are eligible.

2. If applying for an AIP billet, work with your detailer and enter a Bid to ensure you get AIP.

3. Update your contact information in MNA to allow your detailer to contact you if they have any questions or additional options.

4. Communication is key! If there is any doubt, talk to your detailer. They are your advocate and work for you!

Fleet Advisors:

PERS-403 has a team of embedded qualified CCCs who serve as nuclear fleet advisors designed to bridge the gap between CCCs and nuclear Sailors. They can answer questions on any career topics. Contact them today if you have any career related questions or issues:

Surface: (901) 874-3829

Sub: (901) 874-3767

Email: NuclearFA@navy.mil