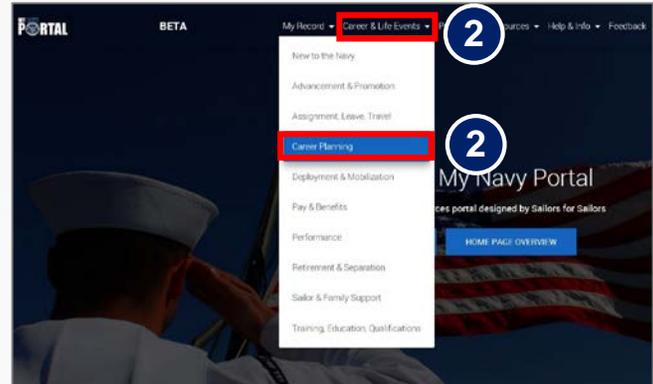


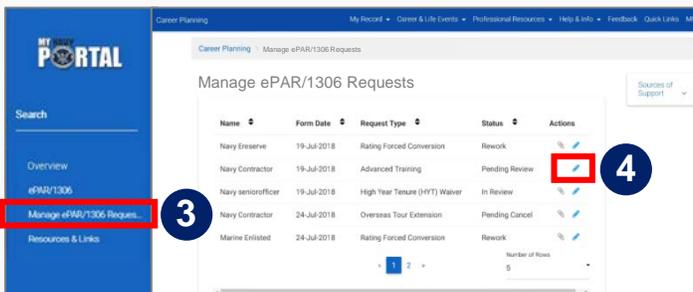
## How to Review a Submitted ePAR/1306 on MyNavy Portal

The *electronic* Personnel Action Request (ePAR/1306) is an electronic version of the form previously known as the Enlisted Personnel Action Request (NAVPERS 1306/7). Now, for an ePAR/1306 that a Sailor submits online, as a **Command Career Counselor (CCC)** you can review the request, provide an endorsement decision, and submit the request for processing all on MyNavy Portal. Just follow the steps below.

- 1 **Log in** to MyNavy Portal at <https://my.navy.mil/>
- 2 **Click** on the “Career & Life Events” tab at the top of the page and **select** the “Career Planning” menu item
- 3 A list of options will appear on the left side of the screen; **click** on “Manage ePAR/1306 Requests”
- 4 The Manage ePAR/1306 Requests page will appear with all active requests that require your review and their status (see box below for status categories); **click** the blue pen under the “Actions” column for the specific request you wish to review



Career & Life Events tab

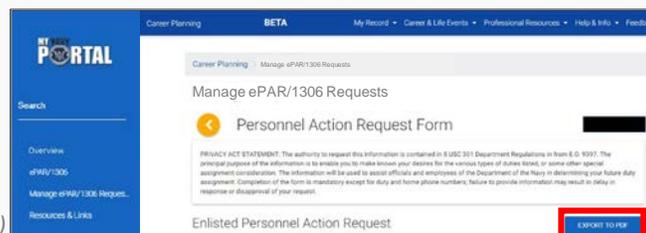


Manage ePAR/1306 Requests page

### ePAR/1306 STATUS CATEGORIES

- **Pending Review** – you have not yet reviewed the request
- **In Review** – you are in the process of reviewing the request
- **Rework** – you have sent the request back to the Sailor to edit
- **Pending Cancel** – the Sailor is waiting for you to accept their request to cancel an ePAR/1306 they previously submitted to you

- 5 For a request with “Pending Review” status, carefully **review** the form for accuracy; then, **click** on the “Export to PDF” button at the top right and **follow prompts** to save the request as a PDF to your computer
  - *Before saving, if you notice any errors or incomplete information, click on the “Return to Member” button at the bottom right to send the request back to the Sailor to update*



Sample ePAR/1306 (CCC view)

**NOTE: The relationship between you and Sailors is not changing. You are still responsible for coordinating with the Command to route a Sailor’s ePAR/1306.**



## How to Review a Submitted ePAR/1306 on MyNavy Portal

- 6** This step is completed outside MyNavy Portal. **Route** the ePAR/1306 through the Chain of Command as usual to obtain recommendation/endorsement (remember that the form contains PII)
  - You do not need written signatures, as an email confirmation will be sent to the MyNavy Career Center (MNCC) upon completion of step 9
- 7** Once you have obtained an endorsement decision, **return** to the ePAR/1306 from the “Manage ePAR/1306 Requests” page and **scroll down** to the “Command Endorsement” section; **select** “Yes” if the Command recommends the ePAR/1306 for approval or “No” if they do not
  - Write** comments in the open text field to explain the reason for the recommendation, especially if the ePAR/1306 was not recommended for approval
- 8** When you are ready to submit the request, **click** “Submit” at the bottom right of the form
- 9** A confirmation window will appear; **click** “Continue” to submit the ePAR/1306 for processing to MNCC
  - After you submit, the ePAR/1306 will disappear from your queue

Sample ePAR/1306 (CCC view)

Confirmation window

### What happens next?

After submitting the ePAR/1306, **MNCC** will open a **service request** on the Sailor’s behalf and route it to the appropriate entity for processing. The Sailor will receive automated **email updates** when the service request is opened and throughout the resolution process.

### What if a Sailor sends a request to cancel their ePAR/1306?

If a Sailor decides they want to cancel their ePAR/1306, you can review their request to cancel in MyNavy Portal by doing the following:

- Repeat** Steps 1-3
- Click** on the request labeled “Pending Cancel” in the “Status” column
- Scroll** to the bottom of the form and **click** “Reject Cancel” to send the ePAR/1306 back to the Sailor or “Confirm Cancel” to cancel the request

**NOTE: If you have already submitted the Sailor’s ePAR/1306 to MNCC for processing, you must direct the Sailor to their detailer to cancel their request**

**Questions?** Contact the MyNavy Career Center (MNCC) any time, day or night

Online: <https://my.navy.mil/>

Tel: 1-833-330-MNCC (1-833-330-6622)

Email: [askmncc@navy.mil](mailto:askmncc@navy.mil)

**Feedback for MyNavy Portal?** Scroll over the yellow button at the bottom right of any page and click on the feedback icon

