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 you can submit an ePAR/1306 electronically on MyNavy Portal by following the below steps. *Please enter information completely and accurately to avoid errors or delays in processing.*

1. **Log in** to MyNavy Portal at [https://my.navy.mil/](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 “ePAR/1306”.

4. The ePAR/1306 page will appear with the most common request types (e.g., PRD Change or Military Spouse Co-Location); **click** “Continue” at the bottom right of the request type you would like to submit.
   - If your specific request type is not available, please complete the **generic** ePAR/1306 found at the top left

5. The ePAR/1306 form for that request type will appear with some pre-populated information (such as your DoD ID); **enter** information as indicated in all remaining relevant fields as completely as possible.
   - Make sure to enter your CCC’s email address accurately in the “CCC Email” field so your form is routed properly.
   - In the “Reason for Submission” field in the “Requested Action” section, **enter** additional details about your request.

**NOTE:** You can close an ePAR/1306 form you are completing and your draft will save automatically.
Quick Start Guide
How to Submit an ePAR/1306 on MyNavy Portal

What happens next?
After submitting your ePAR/1306, your Command Career Counselor (CCC) will review your request and route it to the appropriate Command personnel for endorsement. Once your Command has provided its recommendation, your CCC will submit your ePAR/1306 to the MyNavy Career Center (MNCC) for processing and you will see the status of that request change to “Submitted” on MyNavy Portal.

MNCC will then open a service request on your behalf and route your ePAR/1306 to the appropriate entity for processing. You will receive automated email updates when the service request is opened and throughout the resolution process.

What if I need to cancel my ePAR/1306?
You can request to cancel an ePAR/1306 you have submitted to your CCC by doing the following:

- Repeat Steps 1-3 of this guide
- Click “Continue” on the ePAR/1306 request type you wish to cancel
- Scroll to the bottom of the form and click “Cancel Request”
- A pop-up window will appear asking if you wish to continue; click “Yes” if you are certain you want to cancel the request or “No” if not
- If you click “Yes,” your cancellation request will be sent to your CCC for review

NOTE: If your CCC has already submitted your ePAR/1306 for processing to MNCC, you will need to contact your detailer to cancel the request instead

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

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

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