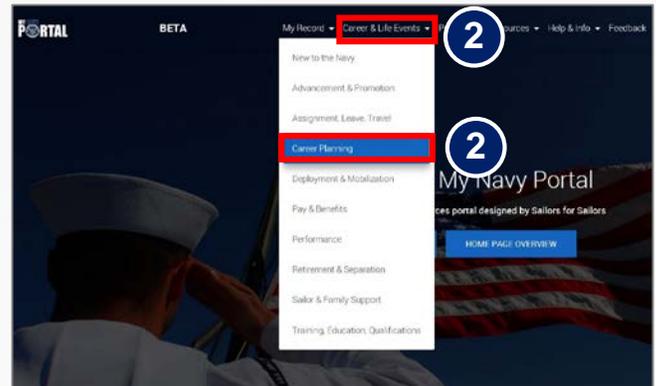


How to Submit an ePAR/1306 on MyNavy Portal

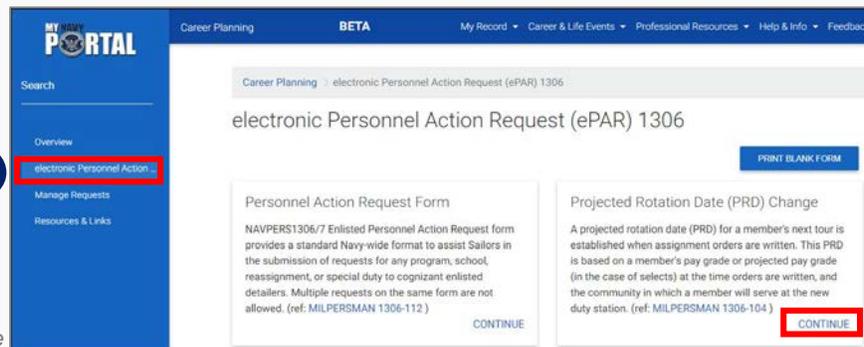
The *electronic* Personnel Action Request (ePAR/1306) is an electronic version of the form previously known as the Enlisted Personnel Action Request (NAVPERS 1306/7). Now you can submit an ePAR/1306 electronically on MyNavy Portal by following the below steps. **Please enter information completely and accurately to avoid errors or delays in processing.**

- 1 **Log in** to MyNavy Portal at <https://my.navy.mil/>
- 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”



Career & Life Events tab

- 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



ePAR/1306 page

- 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

Sample ePAR/1306 form

NOTE: You can close an ePAR/1306 form you are completing and your draft will save automatically



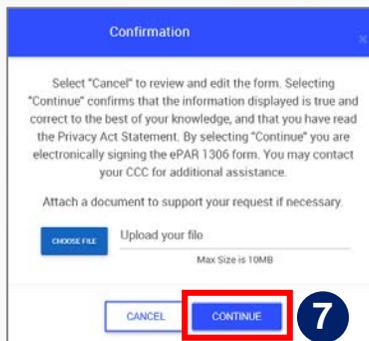
How to Submit an ePAR/1306 on MyNavy Portal

- 6** When you have completed the form and you are ready to submit it, **double-check** your work and then **click** “Send” at the bottom

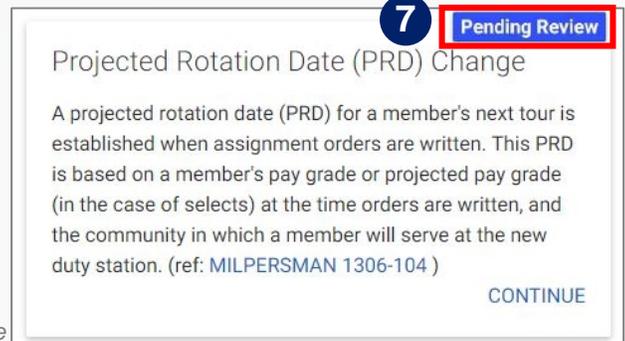


Bottom of ePAR/1306 form

- 7** A confirmation window will appear; **click** “Continue” to submit your finalized request
- You can attach supporting documentation by clicking “Choose File” prior to “Continue” and following the prompts
 - After you submit, the status of the request type you completed will change to “Pending Review”



Confirmation window



ePAR/1306 page

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 detailee 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

