MyNavy Portal

What is MyNavy Portal?
MyNavy Portal (MNP) is a web portal that integrates many of the Navy’s human resource (HR) systems, knowledge and applications into a consolidated, simplified user experience. When fully developed, MNP will be a primary way for Sailors to manage their careers using accurate data from a single, reliable source within an intuitive, self-service environment.

The portal is a key enabler of MyNavy Career Center (MNCC), an HR service delivery model that ensures the web-based, self-service capabilities of MNP are matched with 24/7 customer service support and access to subject matter experts who handle unique and complex situations.

MNP is organized around Career & Life Events (CLEs), such as: Advancement & Promotion, Career Planning, Performance, Pay & Benefits, and Sailor & Family Support. There are currently 10 CLEs, with another one in development to support future Sailors seeking to join the Navy. Within these sections, users can view Frequently Asked Questions (FAQs) and relevant timelines, complete career-related tasks and access additional information and links to other Navy systems.

The Navy launched a beta version of MNP in February 2017. Since then, there have been upgrades to increase capabilities and expand usability. Eventually, Sailors’ personnel, training and education records and data will be accessible via MNP.

Why is MNP called a portal and not a website?
MNP is designated a portal because it consolidates a growing number of capabilities and content from Navy HR systems. It presents this information in a secure, reliable, self-service platform. When fully developed, MNP will be one of the key ways Sailors complete their manpower, personnel, training and education business.

MNP also differs from a website because a portal limits access to only authenticated and authorized users, whereas websites tend to be available to anyone with an internet connection.

What’s new with MNP?
The newest features are two self-service tools available within Assignment, Leave & Travel Career & Life Event category:

- **eLeave** – CONUS-based Sailors can manage Ordinary Leave requests from within MNP. This tool enables users to submit requests to their Commands for a decision, as well as check out, check in, request a leave extension, cancel a request, view estimated leave balance and the status of their requests.

- **MyPCS (Permanent Change of Station) Checklist** – This new function facilitates a tailored PCS experience for Sailors that meets their specific needs. By answering a comprehensive set of questions, they identify ways in which their unique situations may impact upcoming moves. Once the checklist is created, they may download a PDF version or email it to themselves or a loved one to serve as a ready reference. MyPCS Checklist is organized into four primary categories: (1) shipping household goods, (2) moving with family, (3) entitlements and financial management, and (4) Sailor Admin, which displays actions and deadlines Sailors need to complete in order to successfully detach from their current commands and transfer to the next one.

JAN 2019
To learn more about eLeave and MyPCS Checklist, please see the MNP January 2019 Release Quick Tour using the blue button on the MNP home page or by going to the Help & Info section on the Main Menu. Additional resources are available on Navy Personnel Command website Navy Personnel Command > Career Info > Career Toolbox > My Navy Portal. Videos on how to use these tools are available on the PMW 240 Sea Warrior Program YouTube channel.

**How do MNP and MNCC fit together?**

MNP is being developed to provide Sailors with information and resources that empower them to manage their careers and complete required tasks in a self-service environment.

If Sailors have questions or need information not available from MNP, they can access MNCC customer service representatives via phone or email, as well as from within MNP.

Customer service representatives respond to Sailor inquiries, provide centralized operational support and promptly elevate issues to the appropriate subject matter experts in unique or complex situations that require in-depth knowledge.

Retirees, dependents and Command Pay and Personnel Administrators (CPPAs) can use the MNCC contact center, too. Service requests start with a phone call, an email or through MNP. All of these methods connect to the same contact center for resolution and tracking.

**How will MNP improve my user experience?**

When fully developed, MNP will provide a “front door” to most of the Navy and Department of Defense systems that Sailors access in order to manage their careers. Ultimately, the portal will be the central online location for Sailors’ career information.

MNP is creating efficiencies for Navy HR services that are time-consuming, labor intensive and often involve legacy IT systems that are not user friendly.

MNCC contact center is open 24/7 – with access online within MNP, by phone or email – to address career information questions.

In the end, more efficient, reliable resolution of pay and personnel issues is the result of MNP self-service functions and MNCC contact center support.

**How do I access MNP?**

The portal is found at [https://my.navy.mil](https://my.navy.mil). A Common Access Card (CAC) and a CAC-enabled computer are needed to log in. During the login process, users can choose either high bandwidth or low bandwidth mode.

**Which Internet browser is best for using MNP?**

MNP was developed for Internet Explorer (IE) versions 10 and higher. MNP also works on other browsers (e.g., Chrome and Firefox).

**Is MNP accessible from afloat environments?**

Yes. However, challenges routinely exist for platforms with limited, low or intermittent bandwidth. Efforts are underway to improve Sailor use in these environments.

Afloat units with older browsers and limited connectivity may encounter challenges accessing MNP. A low bandwidth mode is accessible from the MNP public website at [http://my.navy.mil](http://my.navy.mil). Sailors can toggle between low and high bandwidth modes by selecting the Arrows button when hovering over the yellow Options buttons on each page.
Can MNP be accessed on a mobile device?
MNP can be accessed via a mobile device, but only if the user has a mobile Common Access Card (CAC) reader to enable login to the portal. These restrictions are due to Navy policy requiring CAC/PKI tokens for access to Personally Identifiable Information. In the future, the requirement to use a CAC may be removed and secure access to MNP provided by multi-factor authentication processes similar to those used in the commercial world. An example of this is the MNP-MyRecord Mobile (Beta) App that allows users to access a subset of their Electronic Training Jacket data from their mobile devices.

What features are available in MNP?
Users can access forms, FAQs, checklists and information related to CLEs, as well as the Quick Links page to access other important Navy career-related systems and portals, such as: BUPERS Online, Career Management System - Interactive Detailing, Electronic Training Jacket, Fleet Management and Planning System, Navy eLearning, Navy Standard Integrated Personnel System and NMCI Outlook Web Access.

Each MNP page features a yellow Options button that allows users to switch between high and low bandwidth modes, access support resources or leave page feedback.

Can Sailors access other HR IT systems from MNP?
Yes. MNP includes a Quick Links section to connect to many other frequently-used systems:

- Career Management System-Interactive Detailing (CMS-ID)
- Electronic Training Jacket (ETJ)
- Joint Services Transcript
- Navy eLearning (NeL)
- Navy Credentialing Opportunities Online (COOL)
- Navy Standard Integrated Personnel System (NSIPS) Electronic Service Record
- Pay/Personnel/Travel Standard Operating Procedures
- U.S. Navy Awards

Functions represented by these systems and others will be integrated into the portal.

Why is it necessary to log in to other sites featured in the Quick Links section after the initial log in to MNP?
MNP is still in a beta testing phase. Until it achieves full functionality, Sailors need to use their CACs for other systems that require a secure log on.

How do I find information in MNP?
MNP is categorized by Career & Life Events (CLE) with content that helps Sailors manage their Navy careers. There are currently 10 CLEs (see below) with another one in development to support prospective Sailors seeking to join the Navy. Within these categories, users can view a range of information, such as FAQs and relevant timelines, links and documents.

CLE categories
- New to the Navy
- Advancement & Promotion
- Assignment, Leave, Travel
- Career Planning
- Deployment & Mobilization
- Pay & Benefits
- Performance
- Retirement & Separation
- Sailor & Family Support
- Training, Education, Qualifications
What are MNP capabilities?
Since the beta launch, Sailors have access to a growing number of capabilities. Some of the significant ones include:

- **MyRecord Web 1.0** – Initial capabilities allow Sailors to view and verify their data and, if necessary, initiate a correction request from MyNavy Career Center (MNCC) contact center agents. MyRecord Web 1.0 is the first implementation of the military service record that will eventually consolidate all manpower, personnel, training and education information into a single display.

- **Electronic Personnel Action Request (ePAR)/1306** – Sailors can create, update or request a cancellation of an ePAR/1306.

- **MNCC Request/Inquiry** – Sailors can submit a request for help with general questions about personnel, pay and training via MNP (https://my.navy.mil), by email (askmncc@navy.mil) or phone (833-330-MNCC/833-330-6622).

- **Career & Life Events Content** – Each CLE in MNP contains FAQs, links, information, resources and sources of support.

- **Physical Readiness** – Graphical display of Physical Readiness Information Management System (PRIMS) data, ability to view and submit a Physical Activity Risk Factor Quest, ability to track Physical Fitness Assessment results and history, and see Physical Readiness Test scores.

- **Retirement and Separation Timelines** – Sailors can choose a date for retirement or separation, and MNP will build a timeline to guide them through tasks, actions and milestones that must be completed.

- **Exchange of Duty (SWAPS)** – Allows Sailors to view jobs in the same geographical area they may want to exchange with a fellow Sailor. SWAPS will walk Sailors through the process of determining eligibility, searching open jobs, finding a SWAPS partner and requesting a SWAPS through their detailer.

What was included in the first release of MNP?
The beta release of MNP provided Sailors access to their Physical Readiness Information Management System data and Official Military Personnel File. Since then, the following have been incorporated into MNP:

- Navy Knowledge Online content
- Navy Advancement Center
- Navy Schools and Learning Centers
- Personnel Qualification Standards
- General Military Training

How are improvements made?
MNP continues to mature and evolve as new capabilities are developed, tested and released, based on Sailor feedback and Manpower, Personnel, Training & Education Transformation priorities. This input to design and requirements ensures MNP meets the needs of Sailors.

Updates to MNP occur on a quarterly basis, with new content and capabilities rolled out about every three months. To find out what is new, access the MNP Quick Tour that highlights capabilities included in each major release. View the current Quick Tour using the blue button on the MNP home page or by going to the Help & Info section from the Main Menu.
When will MNP reach its full capability?
Full operational capability will take a few years. Until then, Sailors will continue to use other online systems. However, with MNP’s ever-increasing functionality, Sailors can do more and more all in one place. When MNP achieves full implementation, it will be an integrated HR portal that is a single entry point for Sailors to self-service manage their manpower, personnel, training and education information.

How can I provide feedback about MNP?
MNP is designed by Sailors, for Sailors. Integral to the process is ongoing input from users about how to improve the MNP experience, report broken links or identify missing information. Feedback is reviewed regularly and taken into consideration when planning future enhancements.

To leave feedback, look for the yellow Options button on the lower right side of each page. Users can select Leave Page Feedback to open up a form to submit page-specific comments. There is also a Feedback section in the Main Menu at the top of every page.

How do I get help with MNP?
For technical issues with the portal, email: MNP_HELPDESK@NAVY.MIL.

How do I get help from MNCC?
Customer Service Representatives are available 24/7 by phone (833-330-MNCC/6622), email (askmncc@navy.mil) and by submitting a MNCC Request/Inquiry within MNP:

- Click Sources of Support icon, embedded within the yellow Options button on each page.
- Select Support Resources from the Help & Info item on the Main Menu. At the bottom of the page there’s an MNCC Request/Inquiry button under Ask for Help to use for submitting general questions.

MyNavy Portal
my.navy.mil

Distribution Statement A: Approved for public release; distribution is unlimited.