

MyNavy Portal Quick Tour



Welcome to the MyNavy Portal (MNP) **Quick Tour**! This Quick Tour provides the most current overview of MNP capabilities. New capabilities are added frequently to give Sailors more self-service tools, yet there's always help available in resolving career-related issues from customer service representatives at MyNavy Career Center (MNCC) Contact Center.

This Quick Tour covers updates to MNP as of May 2019:

- **Assignment, Leave, Travel Career & Life Event – eLeave**
 - When submitting a request for ordinary leave, Sailors can add:
 - ✓ Leave address, phone number, phone type, and cellular carrier
 - ✓ Mode of travel
 - ✓ Accompanying dependents
 - ✓ Start and end hours
 - ✓ Check-in date and time
 - ✓ Comments
 - **SWAPS** – A notification occurs when duty exchange searches don't yield results.
- **Advancement & Promotion Career & Life Event – Advancement Dashboard**
 - E4 to E6 Candidates can view and export their profile details in both **high and low bandwidth** modes.
 - **Enlisted Advancement Worksheet** (EAW) – All Sailors who are Time-in-Rate (TIR) eligible for the fall 2019 Navy-Wide Advancement Exam can access their electronic worksheet via the EAW link.

eLeave Dashboard

To access eLeave, use the **Main Menu** to navigate to (1) **Career & Life Events**; select (2) **Assignment, Leave, Travel**; and from the left menu choose (3) **eLeave**. From the dashboard, users may complete several tasks: **Submit Ordinary eLeave Request**, **Make Ordinary eLeave Inquiry** and lookup **Current Chain of Command** to determine reviewers and approvers.

Assignment, Leave, Travel

My Record Career & Life Events Professional Resources Help & Info Feedback Quick Links

2 Assignment, Leave, Travel > eLeave 1

Submit Ordinary eLeave Request

Sailors can submit "Ordinary" leave requests here through the MNP eLeave Tool. For other types of leave, Sailors must make their request through NSIPS.

CONTINUE

Make Ordinary eLeave Inquiry

Sailors can make inquiries to update their eLeave status including the ability to Check-In, Check-Out, Request Extensions and Cancel their eLeave.

CONTINUE

Sources of Support

Help Desk

3

Current Chain of Command

Sailors can use this card to view their current Chain of Command.

CONTINUE

Click CONTINUE in the Current Chain of Command box for a list of reviewers and approvers.

Inset Screenshot: Chain of Command

Name	Title	Role
John Smith	LPO	Reviewer, Watch Coordinator
Dave Doe	OPS	Approver

eLeave: Submit Ordinary Leave Request

To initiate a request, ensure estimated leave balance covers the amount of time being requested. Select **Start Date** and **Start Time**. Using the pop-up calendar and clock, indicate if leave begins on a work day. Fill in **End Date** and **End Time** and indicate if leave ends on a work day.

MY NAVY PORTAL

Assignment, Leave, Travel My Record ▾ Career & Life Events ▾ Professional Resources ▾ Help & Info ▾ Feedback

Search

Overview

SWAPS ▾

My PCS Checklist

PCS Questionnaire Manager

Event Timeline Manager

eLeave

Resources & Links ▾

Glossary

Glossary Manager

Acronym Finder

Acronym Finder Manager

← Ordinary eLeave Request

Estimated Leave Balance: +0.775

Dates

Start Date: 28 Nov 2018

Start Time: 19:30

Work Day? Yes No

Work Hours Start: 05:00

Work Hours Stop:

End Date:

End Time:

Work Day? Yes No

Phone Numbers

eLeave: Submit Ordinary eLeave Request

The **eLeave Request** is only for ordinary or regular leave – leave without special circumstances. Use NSIPS if the request is for other types of leave, such as convalescent, emergency, parental, or CONUS to OCONUS. To complete the **eLeave Request**, specify **Leave Address** and **Travel Info**, indicating mode of travel and whether or not spouse and/or children are traveling, too.

The screenshot shows the 'eLeave' section of the My Navy Portal. The left sidebar contains navigation links: Overview, SWAPS, My PCS Checklist, PCS Questionnaire Manager, Event Timeline Manager, eLeave (highlighted), Resources & Links, Glossary, Glossary Manager, Acronym Finder, Acronym Finder Manager, and FAQs. The main content area is titled 'Assignment, Leave, Travel' and includes a top navigation bar with 'My Record', 'Career & Life Events', 'Professional Resources', 'Help & Info', and 'Feedback'. The form fields are as follows:

- End Date** and **End Time**: Input fields.
- Work Day?**: Radio buttons for 'Yes' and 'No' (selected).
- Addresses & Phone Numbers**: A callout box pointing to the 'Leave Address' and 'Other' dropdown menus.
- Leave Address**: A dropdown menu.
- Other**: A dropdown menu.
- Street Address**: Input field.
- Apartment, Suite, Floor, etc.**: Input field.
- City**: Input field.
- State**: Dropdown menu.
- Country**: Dropdown menu.
- Zip**: Input field.
- Leave Phone**: Input field.
- Other**: A dropdown menu.
- Leave Phone Number**: Input field.
- Travel Info**: A callout box pointing to the 'Primary Mode of Travel' and 'Travel Not Involved' dropdown menus.
- Primary Mode of Travel**: A dropdown menu.
- Travel Not Involved**: A dropdown menu.
- Traveling with Dependents?**: Radio buttons for 'Yes' and 'No' (selected).

Annotations include:

- A box stating: "If the **Leave Address** is not among the previously used options that appear in the drop down menu, add the new address. Note: this address will not be stored in the NSIPS database for future use." with an arrow pointing to the 'Other' dropdown.
- A box stating: "Click **CONTINUE** to submit the request." with an arrow pointing to the 'CONTINUE' button.
- A box stating: "NOTE: The **eLeave Request** may be cancelled before submitting to command for review and approval. A confirmation box pops up before the cancellation can be completed." with an arrow pointing to the 'CONTINUE' button.
- A callout box titled 'Submit Ordinary eLeave Request' containing the text: "Sailors can submit 'Ordinary' leave requests here through the MNP eLeave Tool. For other types of leave, sailors must make their requests through NSIPS." with an arrow pointing to the 'CONTINUE' button.

eLeave: Make Ordinary eLeave Inquiry

The eLeave Inquiry section is a snapshot of past and current requests and their status. From this list, it's possible to: (1) Check Out, (2) Check In, (3) Request Extension, (4) Cancel Request, (5) View Command decision, and (6) Print the Inquiry overview.

Ordinary eLeave Inquiry

Estimated Leave Balance: +0.775

Request Status	Begin Date	Return Date	Actions
Checked In	07 Nov 2018	08 Nov 2018	⋮
Pending Approval	01 Dec 2018	05 Dec 2018	⋮
Approved	01 Oct 2018	02 Oct 2018	⋮
Checked Out	01 Nov 2018	02 Nov 2018	⋮
Pending Extension Approval	15 Nov 2018	16 Nov 2018	⋮

Request Status	Begin Date	Return Date	Actions
Checked In	07 Nov 2018	08 Nov 2018	⋮
Pending Approval	01 Dec 2018	05 Dec 2018	⋮
Approved	01 Oct 2018	02 Oct 2018	⋮ Check Out Cancel Request
Checked Out	01 Nov 2018	02 Nov 2018	⋮
Pending Extension Approval	15 Nov 2018	16 Nov 2018	⋮
Granted Extension	10 Dec 2018	11 Dec 2018	⋮
Cancelled	01 Jan 2019	02 Jan 2019	⋮

PRINT

Advancement Dashboard: High and Low Bandwidth Modes

E4 to E6 Candidates can view and export their profile details in both high and low bandwidth modes. This Advancement Dashboard feature means users on ships and other locations with connectivity limitations can view their profile.

MyNavy Portal BETA

Advancement & Promotion

Advancement & Promotion > My Dashboard (E4-E6) > Advancement Dashboard

Advancement Dashboard for E4-E6 Candidates

Cycle Date: Mar 2019

Prospective Paygrade: E4

Cycle 243 Exam Date: 21 Mar 2019 (Exam date has passed)

Advancement Checklists

Exam Prep Checklist	0%
TIR Eligibility (View EAW)	Not Eligible
Worksheet Verified	No

[CONTINUE](#)

Sources of Support

MyNavy Career Center (MNCC)
 1-833-330-MNCC (1-833-330-6622)
 901-874-MNCC (1-901-874-6622)
askmncc@navy.mil
[MNCC-Request / Inquiry form](#)

Profile Summary

This is the most current exam cycle official data, provided by Navy Enlisted Advancement System (NEAS).

Exam Cycle: 242

Date: Jan 2019

Exam Status

[See Admin Note](#)

SS Standard Score	43.58
PMA Performance Mark Average	3.85
Award Points	0
PNA Pass Not Advanced	.0
FMS Final Multiple Score	156.08
Cutoff	159.99

[PROFILE DETAILS](#)

Toggle between high and low bandwidth modes

Switch to Low Bandwidth Mode

Low bandwidth view

To use the Advancement Dashboard in low bandwidth mode: Hold the cursor over the Options button located on the bottom right corner and select the two-way arrows to toggle between high and low bandwidth modes. All of the features and information are presented in both modes. NOTE: Every page that can be viewed in either high or low bandwidth modes includes a toggle button among the choices embedded in the Options button.

Advancement Dashboard

From the dashboard, E4 to E6 candidates can access a detailed, personal view of their eligibility status for advancement, with instructions and documentation to prepare for the process. [My Dashboard](#) and [Advancement Checklists](#) are based on specific cycles and exam dates.

MY NAVY PORTAL

Advancement & Promotion BETA My Record ▾ Career & Life Events ▾ Professional Resources ▾ Help & Support ▾

Advancement & Promotion > My Dashboard (E4-E6) > Advancement Dashboard

Advancement Dashboard for E4-E6 Candidates

Search

Overview

My Dashboard (E4-E6) ▾

Advancement Dashboard

View progress in completing exam preparation actions in **Advancement Checklists.**

Cycle 243 Exam Date

Mar
14
2019

41 days remaining

Advancement Checklists

Cycle Date
Mar 2019

View a list of tasks that will assist you in understanding and tracking your eligibility to advance to the next paygrade.

Exam Prep Checklist	12%
TIR Eligibility (View EAW)	Not Eligible
Worksheet Verified	Yes

[CONTINUE](#)

Bibliographies

Access bibliographies for all ratings for the current exam cycle to aid in studying for the NWAE.

[CONTINUE](#)

Advancement Policies and NAVADMINS

View the latest communications about policy changes, current exam cycle information, and advancement manning notifications to stay up-to-date on the changes and new developments.

[CONTINUE](#)

Profile Summary

This is the most current exam cycle official data, provided by Navy Enlisted Advancement System (NEAS).

Exam Cycle

Date

Exam Status

SS -

Standard Score -

PMA -

Performance Mark Average -

Misc. Advancement Resources

View valuable advancement tips, best practices, and directions for eligibility, record management, and exam preparations.

[CONTINUE](#)

Community Information

View a snapshot of your community's health to identify advancement opportunities.

[CONTINUE](#)

Profile Summary highlights status based on information from Navy Enlisted Advancement System.

Advancement Dashboard

Advancement & Promotion **BETA** My Record Career & Life Events Professional Resources Help & Info

Advancement & Promotion > My Dashboard (E4-E6) > Advancement Dashboard

Advancement Dashboard for E4-E6 Candidates

Cycle 243 Exam Date

Mar 07 2019

34 days remaining

Advancement Checklists

Cycle Date: Mar 2019 Prospective Paygrade: E6

View a list of tasks that will assist you in understanding and tracking your eligibility to advance to the next paygrade.

Exam Prep Checklist	0%
TIR Eligibility (View EAW)	Not Eligible
Worksheet Verified	No

CONTINUE

Exam Prep Checklist tracks completion of tasks.

TIR (Time-in-Rate) Eligibility uses information from **EAW (Enlisted Advancement Worksheet)** that is available from Navy Standard Integrated Personnel System (NSIPS). When users click **View EAW**, they are taken to NSIPS. (See page 9 about where to find more information about EAW.)

Drop down menus allow users to select the **Cycle Date** and **Prospective Paygrade** that applies to them.

Advancement Dashboard: Enlisted Advancement Worksheet

The [Advancement Dashboard](#) uses information from [Enlisted Advancement Worksheet \(EAW\)](#). Information about EAW is available at Navy Personnel Command website: <https://www.public.navy.mil/bupers-npc/career/enlistedcareeradmin/Advancement/Pages/EAW.aspx>.



Navy Personnel Command

▸ EAW [Search](#)

[Navy Personnel Command](#) > [Career Info](#) > [Enlisted Career Admin](#) > [Advancement](#) > EAW

Boards ▾ **Career Info** ▾ Officer ▾ Enlisted ▾ Support & Services ▾ Organization ▾ Reference Library ▾

Advancement
MAP
EAW

[Active Duty Conversions](#)
[Reenlistment/Extensions](#)
[Reserve Conversions](#)
[SRB SDAP Enl Bonus](#)

Enlisted Advancement Worksheet (EAW)

The automated Enlisted Advancement Worksheet (EAW) continues to be developed in the Navy Standard Integrated Personnel System (NSIPS). System testing and development of training modules will help ensure there is a seamless transition from paper worksheets to this new enlisted advancement modernization capability.

[EAW Smart Sheet No. 1 - June 2018](#)
[EAW Smart Sheet No. 2 - October 2018](#)

[EAW User Roles in NSIPS](#)
NAVADMIN [316/18](#)

What's New For You:

[EAW Sailor Self-Service](#)
[EAW ESO](#)
[EAW Command ESO](#)
[EAW Command Reviewer](#)

Support, Help Desk and Resources

On the right side of the page within each Career & Life Event (CLE) section is **Sources of Support**, with phone and fax numbers, URLs and email addresses to help connect users with people, systems, support, help desks, policies and information. The example below shows the home page for Training, Education & Qualifications with the **Sources of Support** view expanded. The content that appears in this section varies among CLEs, but is always specific to the CLE.

The screenshot displays the My Navy Portal interface. The top navigation bar includes 'Training, Education, Qualifications', 'BETA', and a menu with 'My Record', 'Career & Life Events', 'Professional Resources', 'Help & Info', 'Feedback', and 'Quick Links'. The left sidebar contains a search bar and a menu with 'Overview', 'Education', 'Appointment Scheduler', 'Resources & Links', 'Glossary', 'Acronym Finder', and 'FAQs'. The main content area shows the 'Training, Education, Qualifications Overview' page. A 'Sources of Support' sidebar is expanded on the right, listing contact information for several programs:

- MyNavy Career Center (MNCC)**
 - 1-833-330-MNCC (1-833-330-6622)
 - 901-874-MNCC (1-901-874-6622)
 - askmcc@navy.mil
- Joint Services Transcript (JST)**
 - jst@dodded.mil
- Navy College Program**
- Navy COOL**
 - (850) 452-6683, 6664, 6324, 6287
 - DSN: 459-6897
 - Fax DSN: 459-6897
 - navycool@navy.mil
- Non-Resident Training Course (NRTC)**
 - (850) 473-6070
 - DSN 312-753-6070
 - nrtc@navy.mil
- USMAP**
 - (850) 473-6157
 - DSN 312-753-6157
 - usmap@navy.mil

The 'Sources of Support' sidebar is highlighted with a rounded rectangle, and an arrow points from the text above to it. Below the main content area, there are 'Featured Pages' including 'Getting Started', 'Next Steps', 'Schedule Language Test Appointments', and 'Education Links - Funding', each with a 'CONTINUE' button.

Feedback

MNP is designed for Sailors! Your feedback is important. Please visit the [Feedback](#) section and fill out the [MyNavy Portal Feedback Survey](#), or leave feedback in the [Technical Suggestions for Improvement](#) section to share constructive ideas on ways to improve the portal and the MNP experience.

The screenshot shows the 'General Feedback' section of the My Navy Portal. The page header includes 'Feedback', 'BETA', and navigation links for 'My Record', 'Career & Life Events', 'Professional Resources', 'Help & Info', 'Feedback', and 'Quick Links'. The left sidebar contains the 'MY NAVY PORTAL' logo, a search bar, and a 'Feedback' button. The main content area is titled 'General Feedback' and includes a 'My Navy Portal' header with the date 'Oct 01 2018' and the user 'Logged in as: MyNavyPortal'. Below this is the 'My Navy Portal Feedback Survey' section, which asks five questions based on the user's experience with MNP. The first question is 'Does the Navy's goal, of providing all Sailors with a single website to guide Sailors in the execution of their Career and Life Events, appeal to you?' with radio button options for 'Yes', 'No', and 'Unsure'. The second question is 'Can you find what you are looking for?' with radio button options for 'Yes, it's easy', 'Yes, the search function worked to find it', 'Yes, after I used the Quick Tour', 'Yes, but I had to poke around for it', and 'No, I never found it. Please clarify in the 'Comments' section'. Below the second question is a text input field for clarification. At the bottom of the form is a dropdown menu for 'General Comments' with options: 'General Comments', 'Technical', 'Content Errors', 'Ideas for Improvement', and 'How do I?'. A 'Submit' button is located at the bottom right of the form. Annotations with arrows point to the 'Submit' button and the 'General Comments' dropdown menu.

Scroll down for additional questions and to add feedback into the Comments field.

Click **Category** to select the type of feedback to ensure feedback is routed to the correct recipients for action.

Click **Submit** when the survey is completed.