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.

my.navy.mil
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.

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

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.

NOTE: The eLeave Request may be cancelled before submitting to command for review and approval. A confirmation box popup before the cancellation can be completed.
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.
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.

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.

View progress in completing exam preparation actions in Advancement Checklists.

Profile Summary highlights status based on information from Navy Enlisted Advancement System.
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.)
Advancement Dashboard: Enlisted Advancement Worksheet


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.
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.

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

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

Click Submit when the survey is completed.