



# What's New For You



## MyPCS Mobile

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**Introducing MyPCS (Permanent Change of Station) Mobile!** MyPCS Mobile gives Sailors a way to access PCS-related information and resources using their personal mobile devices – no Common Access Card (CAC) required! This capability is currently limited to active duty members on active PCS duty orders.

MyPCS Mobile can be accessed with any mobile device -- and there's no app to download. With this new capability, Sailors can now begin to navigate the active PCS duty orders process via their mobile browser using commercial grade Multi-Factor Authentication (MFA) credentialing, which enables a CAC-free experience. The Navy is enabling Sailors to engage with Human Resource services on their mobile devices in the same manner, and same level of security, as they expect from their personal banking services. MyPCS Mobile is a significant addition to a growing toolbox that empowers Sailors with information and resources they need to manage their Navy career and life events.

MyPCS will be released in phases, beginning with a PCS Checklist, continuing with MyPCS Orders and MyPCS Travel Voucher later this summer. MyPCS Checklist features the following capabilities:

- Uses a Sailor's Orders data
- Tracks completed, in progress and not completed items
- Generates a printable checklist to a PDF file
- Includes links to external sites, resources and forms for housing, location and childcare information.

The checklist is divided into 4 sections: Shipping Household Goods, Family Move, Entitlements & Budgeting, and Sailor Administration.

Sailors enter their official detaching date from their current command and the webpage calculates the number of days until PCS. Sailors are guided through a questionnaire that generates a personalized, step-by-step checklist Sailors can print and use throughout their move. They can even email a copy to their spouse, parent or anyone they choose.

Based on the detaching date selected, the checklist outlines necessary activities and due dates, offering tips and resources for each category. This includes a task bar that indicates how far along Sailors are in completing their PCS activities. If they fall behind, alerts are sent as reminders to complete specific tasks.

**NOTE: A Sailor does not have to go CAC-less. A Sailor can connect to MNP and use their CAC to access the capability of MyPCS Mobile or go directly to NP2 at: <https://np2.nmci.navy.mil/>.**

### Follow the steps below to set up your CAC-free account and access MyPCS Mobile!

**Note:** If you have not set up your CAC-free account, start at “**Setting up your CAC-free account**” below. If you already have your CAC-free account, skip to “**Access MyPCS**” on page 2.

#### Setting up your CAC-free account:

1. Log into MyNavy Portal (MNP) at <https://my.navy.mil>, using your CAC and CAC-enabled machine.
  - A. At the top of the page, select your user name, then select My Account.
  - B. Click Instructions and follow the steps for either iOS or Android to authenticate your identity.**Note: This is a one-time event and allows the user to establish their secure CAC-free account.**
2. Download the Okta Verify mobile app to your device, either through the Apple App Store for iOS devices or GooglePlay for Android. Okta allows users to operate in a secure environment without a CAC, and it only needs to be downloaded once. (For example, If you downloaded Okta to access the MNP-MyRecord, you do not need to download Okta again.)

**Note: The Okta Verify app must be running when using MyPCS to ensure secure transmission of information.**

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# What's New for You?

## Access MyPCS Mobile:

Access MyPCS Mobile through the Navy App Locker or via MyNavy Portal Quick Links.

Navy App Locker: <https://www.applocker.navy.mil/#!/apps>

MyNavy Portal: <https://my.navy.mil>

- A. On an Android device, if you are presented with the message, "Your connection is not private" or a similar message, click the "Advanced" button and select "Proceed". On an iOS device, if you are presented with the message, "This Connection is not Private", click "Show Details" and then click "Visit this website".
- B. Accept the terms of use.
- C. Select the CAC-free radio button and click Logon.
- D. Enter your CAC-free Username, which is the email address as it appeared in MNP during CAC-free setup.
- E. Enter the password created on the MNP webpage.
- F. Press Sign In.
- G. The Okta Verify screen will appear. Press the "Send Push" button.
- H. A notification will pop up asking to verify the user from the Okta Verify app, and the Sailor must approve it to continue. Once this is complete, users can login to MyPCS Mobile.

Sailors can send comments about MyPCS to the MNCC Contact Center at [askmncc@navy.mil](mailto:askmncc@navy.mil). Sailors who have issues logging in can call MNCC at (833)330-6622 - 24/7.

## FUNCTIONALITY OVERVIEW

**NOTE: Phases 2 and 3 will be released later this summer.**

### Phase 1 - MyPCS Checklist

Multi-factor authentication and sign-on available to all Sailors under active Orders

MyPCS checklist prompts, contextual information and decision points based upon Sailor's Orders data

Active hyperlinks to external sites, resources and forms for housing, location and childcare information

Checklist tracks completed, in progress, and not completed items

Member can generate a printable checklist to a PDF file

### Phase 2 - MyPCS Orders

Ability to view Full Orders of current PCS orders

Ability to view selected Orders attributes (Lean Orders) of current PCS orders

Includes itinerary of intermediate stops

Ability to generate a printable full Order to a PDF file

### Phase 3 - MyPCS Travel Voucher

Online 1351-2 form to capture travel voucher information

Forms pre-filled with information from Orders and Sailor's record

Ability to generate a printable form with pre-filled information to a PDF file

PCS financial information and guidance for spouse and dependents

## MyPCS Mobile Training:

Interactive training packages have been developed. They include step-by-step guidance for CAC-free registration for both Apple iOS and Android Google and also step by step instructions for completing MyPCS Checklist. Additional training packages will be developed and posted for MyPCS Orders and MyPCS Travel Vouchers as they are deployed. Interactive training may be found on the NP2 Landing Page under "Training" > "MyPCS UPK Training" at <https://np2.nmci.navy.mil/>. Select Okta or CAC for login, the NP2 Login page will appear. Scroll down to the Training Section to select MyPCS UPK Training.

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