

AC/FTS Sailor Guide to MNA Alerts

Alerts are time-sensitive messages displayed in MNA to inform you of policy-related actions that are required as you approach your orders negotiation window or other significant deadlines. System-generated alerts are displayed when you log into MNA and must be acknowledged before you proceed into the system. Acknowledged alerts are then captured in your Alert History, accessible through your Personnel Detail.

MNA Alerts are programmed to be triggered on a specific schedule; if you do not log into MNA frequently, you may notice multiple alerts being delivered all at once when you do log in. Because MNA Alerts are time sensitive, you can optimize their usefulness by keeping your Preferred Email address up to date and selecting the email or both option for delivery of alerts. You can do both on your User Profile page in MNA, as illustrated below:

User Information	
Onboard UIC	23027
Preferred Email Address	AnyName@domain.com
Secondary Email Address	Secondary@another.com
Contact Number	999-999-9999
Secondary Contact Number	888-888-8888
Additional Contact Number	777-777-7777
Notification Method	<input type="radio"/> System Alert <input checked="" type="radio"/> Email <input type="radio"/> Both
Last Login	
<input type="button" value="Update"/>	

Choose Email or Both to receive alerts to your Preferred Email Address.

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The following MNA Alerts are applicable to Active and FTS Sailors:

Alert	Recipients	Reason	Action Required	Reference
Countdown to Orders Negotiation				
Contact Information Update Alert	Sailors approaching the orders negotiation window and Sailors who have not logged into MNA for 12 months or more	Having current contact information in your profile ensures that your Detailer and Career Counselor can contact you about job opportunities.	<i>In MNA, go to Home > View My User Profile and provide any necessary updates</i>	
Duty Preference Update Alert	Sailors approaching the orders negotiation window	Up-to-date Duty Preferences and Career Intentions allow you to communicate your career goals to your Detailer and will also help MNA show you the jobs that are best suited to your goals.	<i>In MNA, go to Sailor Info > View My Duty Preferences to make any necessary changes</i>	
Duty Preference Review Alert	Sailors approaching the orders negotiation window	This alert provides a final reminder before you enter the job search process to communicate your career goals to your Detailer.	<i>In MNA, go to Sailor Info > View My Duty Preferences to make any necessary changes</i>	
Projected Rotation Date (PRD) Window Alert	Sailors entering the orders negotiation window	This alert marks the beginning of the designated period before PRD when you can apply for your next assignment.	<i>In MNA, review jobs on your Home Page or go to Jobs > Job Search. Submit up to five job applications</i>	NAVADMIN 249/09
Assignment Point Warning	Sailors who are not under orders with one month remaining in the orders negotiation window	This alert reminds you to complete the orders negotiation process unless special circumstances exist.	<i>Submit job applications in MNA. Contact your Career Counselor and/or Detailer for assistance</i>	MILPERSMAN 1306-101
Assignment Point Alert	Sailors who have reached the end of the orders negotiation window without receiving orders	The orders negotiation window has closed. Unless special circumstances dictate, you should already be under orders or be subject to the needs of the Navy.	<i>Contact your Career Counselor and/or Detailer as soon as possible</i>	MILPERSMAN 1306-101

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Career Waypoints-Reenlistment (C-WAY)				
Career Waypoints (C-WAY) Alert	All E3-E6 Sailors with 14 years or less of active service (ADSD to SEAOS) who are six months from entering their orders negotiating window.	Job applications cannot be submitted until C-WAY approval is received.	<i>Contact your Command Career Counselor to find out your C-WAY status.</i>	NAVADMIN 021/13 NAVADMIN 149/03 NAVADMIN 150/13
C-WAY Not Received Alert	Sailors approaching the orders negotiation window who do not have an approved C-WAY request on file	Job applications cannot be submitted until C-WAY approval is received.	<i>Contact your Command Career Counselor to discuss your C-WAY status</i>	NAVADMIN 021/13
Special Status				
Spouse Collocation Alert	Sailors with a military spouse who are approaching the orders negotiation window	Paperwork is required for military spouses who desire collocation during follow-on orders.	<i>To enroll in spouse collocation, each Sailor must submit a NAVPERS 1306/7, and collocation remains in effect until one of the spouses separates or both decide to "OPT OUT." To disenroll from spouse collocation, each Sailor will need to submit a NAVPERS 1306/7. Spouse collocation requests should be submitted NLT 15 months prior to PRD.</i>	MILPERSMAN 1300-1000
Physical Fitness Assessment (PFA) Alert	Sailors with missing or incomplete PFA data 30 days after the most recently concluded PFA cycle	Individual Readiness Policy requires current and complete data in order to assess Sailor eligibility for overseas billets, pre-commissioning billets, special programs, and instructor billets.	<i>Contact your Command Fitness Leader</i>	NAVADMIN 277/08 NAVADMIN 073/09 NAVADMIN 247/09
Exceptional Family Member (EFM) Alert	Sailors enrolled in the EFM program	EFM paperwork should be updated and complete before entering the orders negotiation window.	<i>Contact your Command's EFM coordinator to complete the required paperwork</i>	MILPERSMAN 1300-700

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EFM Expired Alert	Sailors enrolled in the EFM program who are within 2 months of expiration of EFM status	Any Sailor with a special needs family member should take steps to ensure a smooth transition between duty stations. Outdated paperwork can hinder successful negotiation of orders to a preferred job.	<i>Contact your Command's EFM coordinator to complete the required paperwork</i>	<i>MILPERSMAN 1300-700</i>
Security Clearance				
Confidential and Secret Clearance Alert	Sailors with Confidential or Secret Clearance who are nearing expiration of clearance	Maintaining a security clearance requires information updates and periodic reinvestigation. Investigation lead time is significant, and outdated paperwork can hinder successful negotiation of orders to a preferred job.	<i>Contact your Command Security Manager</i>	<i>DOD Directive 5200.2 SECNAVINST 5510.30B</i>
Top Secret Clearance Alert	Sailors with Top Secret Clearance who are nearing expiration of clearance	Maintaining a security clearance requires information updates and periodic reinvestigation. Investigation lead time is significant, and outdated paperwork can hinder successful negotiation of orders to a preferred job.	<i>Contact your Command Security Manager</i>	<i>DOD Directive 5200.2 SECNAVINST 5510.30B</i>
Security Investigation Out of Date Alert	Sailors with Security Clearance that is out of date	Security clearance requires periodic reinvestigation. Investigation lead time is significant, and outdated paperwork can hinder your successful negotiation of orders to a preferred job.	<i>Contact your Command Security Manager For further assistance or clarification of current status, the Command Security Manager should contact Navy Personnel Command PERS 4832 @ 901-874-4878</i>	<i>DOD Directive 5200.2 SECNAVINST 5510.30B</i>