

Reserve 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 Projected Rotation Date (PRD) 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 recorded 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 option for delivery of alerts. You can do both on your User Profile page in MNA, as illustrated below:

User Information	
Onboard UIC	86961
Preferred Email Address	Name@domain.com
Secondary Email Address	AnotherName@secondary.com
Navy Email Address	Reserve.Sailor@navy.mil
Contact Number	999-999-9999
Additional Contact Number	888-888-8888
Notification Method	<input type="radio"/> System Alert <input checked="" type="radio"/> Email
Last Login	06 MAR 2017 20:25:01
Update	

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The following MNA Alerts are applicable to Reserve Sailors:

Alert	Recipients	Reason	Action Required
PRD Window			
Projected Rotation Date (PRD) Window Alert	Sailors who have entered the approved window to submit job applications	This alert marks the countdown to your Projected Rotation Date. You should aggressively pursue your next billet assignment and ensure that all personal and professional information is current.	<i>Review available jobs and submit up to five job applications</i>
Assignment Point Warning	Sailors who are nearing PRD and not under orders	This alert serves as a reminder to complete the orders negotiation process unless special circumstances exist.	<i>Submit job applications ASAP; Contact your Command Career Counselor for more information</i>
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Reserve Sailor Preference Alert	Sailors who are nearing PRD	Up-to-date Duty Preferences allow you to communicate your career goals to your Assignment Coordinator and help MNA show you the jobs best suited to them.	<i>In MNA, go to Sailor Info> View My Duty Preferences</i>
PFA			
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 eligibility for Individual Augmentee Manpower Management (IAMM) Mobilization.	<i>Contact your Command Fitness Leader</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>
Top Secret Clearance Alert	Sailors with Top Secret Clearance who are nearing expiration of clearance		<i>Contact your Command Security Manager</i>
Security Clearance Outdated Alert	Sailors with Security Clearance that is out of date		<i>Contact your Command Security Manager</i>