1. New PACT Sailor designation through MyNavy Assignment

Professional Career Apprenticeship Track (PACT) Sailors now have a clearer path to designation through MyNavy Assignment (MNA). As part of ongoing Sailor 2025 initiatives making detailing and rating designation easier, the new PACT Sailor designation process gives a PACT Sailor the ability to apply for their rating and duty station simultaneously. PACT Sailors will obtain their rating when they execute their orders, or, for those with lengthy “A” schools, once they’ve successfully completed training.

As a PACT Sailor, you can access MyNavy Assignment to...

- Search for jobs of interest aligned to your Qualified PACT Ratings in Career Waypoints (C-WAY).
- Showcase personal skills and market yourself to future commands.
- Apply for jobs that will get you a rating and located where you would like to go.

2. Facts you need to know

- As a PACT Sailor you will follow the same basic order-negotiation process in MNA as other fleet Sailors. At 12 months before your projected rotation date (PRD), you may apply for your next job. You should apply for jobs of interest in accordance with your C-Way PACT designation.

  NOTE: Before you enter your orders-negotiation window, your command must perform a Career Development Board and report your career and PACT intentions in C-Way.

- You remain eligible for assignment until you’re selected for a job or until your End of Active Obligated Service (EAOS) plus any extensions (also referred to as Soft EAOS or SEAOS).
NOTE: If you decline to apply for designation, your PRD will be adjusted to your soft EAOS and you will remain in a PACT status for the duration of your enlistment. You will NOT be eligible for reenlistment.

- You should submit up to seven applications each MNA cycle.

**NOTE: As a PACT Sailor, you can only apply for jobs with a Job Status of “PACT” in MNA.**

- Once selected for orders, you must agree to serve (obligate) to meet the tour length requirements for the rating selected.

**NOTE:** Obligated service may be deferred in some cases for Sailors to be eligible for a Selective Reenlistment Bonus.

- You will obtain your rating when you execute your orders for your new assignment, or if required, after you complete a lengthy “A” school.

- If you meet your obligated service requirements for the new rating, or incur a minimum of 24 months sea duty (whichever is greater), you can be advanced to E4 with the approval of your commanding officer.

- As a PACT Sailor you will receive sea duty credit for the time you served at sea.

### 3. Getting Started

#### 3a. Access

MNA can be accessed via the MyNavy Assignment link on MyNavy Portal [https://my.navy.mil/](https://my.navy.mil/). The link is posted in both the Quick Links and the Assignment, Leave & Travel (ALT) Career & Life Event (CLE) section.

When accessing MNA:

1. Use your Department of Defense (DOD) email certificate
2. Enter your PIN
3. Read and acknowledge the security message. Clicking OK takes you to the login page.
3b. Login page
Select the Smart Card Login Button to access your MNA account.

**NOTE:** To adhere to DOD security standards, MNA automatically disables user accounts after 60 days of non-use. If you have not logged in to MNA for 60 days, contact the MyNavy Assignment Help Desk to have your account re-enabled.

**NOTE:** Upon your first login, you will need to complete some setup activities to get your account ready for use. You will first be directed to your user profile, where you will enter contact information. Then you will be directed to the *Enlisted Sailor Duty Preferences* page, where you will specify your job preferences and career intentions. Once these setup actions are completed, subsequent logins will take you directly to your homepage.
3c. Update User Profile
On first use of MNA, you will automatically be directed to update your user profile. You must update the information annually, and you should update it when changes occur (e.g. new cell phone number).

![User Information](image)

You must have a primary email address to access the system. You will be forced here upon login if blank.

3d. Indicate Duty Preferences
On first access to MNA, you will be directed to indicate Duty Preferences after completing your user profile. This information is also required to be updated annually, but can be updated anytime through My Preferences accessed on the Homepage, either through the My Info tab on the top navigation bar or via the My Preferences button in the Sailor Info section.

![My Navy Assignment Alert](image)

1. Job Search Preference Categories
MNA allows you to communicate to your detailer what you consider most important in your next job assignment using five preference categories shown below.

**NOTE:** Communities are pre-loaded with your Qualified PACT Ratings.

For PACT Sailors, Communities are pre-loaded according to eligible ratings in C-Way.

A desirability level must be assigned to each category selected: 1-5, with 1 indicating the most important. Sailors have the option to indicate preferences to all five categories or just a select few (one category, at minimum).
2. Career Intentions and Interests

Career Intentions defaults to Uncertain. You may change this to one of the following: Reenlist at EAOS, Extend onboard present duty station, Extend at EAOS or Discharge at EAOS.

3. Other Preferences

Additionally, Sailors can set preferences for:

- **School Preferences** (Optional)
- **Duty Willing To Extend For** (Optional)
- **Special Programs** – The option **Not currently interested in Special Programs** is selected by default.

**NOTE:** If you are interested in special programs, it is important to select **Yes.** This section of **My Preferences** ties directly to the personnel search function and allows special program Detailers to find Sailors who are interested in special programs.
3e. Homepage
Once you have completed Duty Preferences, the system will navigate to your homepage shown below. **NOTE**: If you have any applicable alerts/notifications, they will automatically be shown. You will have to acknowledge these before the homepage is displayed.

1. **Detailer Contact Info** - Provides name and telephone number for your Detailer.
2. **Sailor Application Lifecycle Tracker (SALT) Dashboard** - displays status of your application.
3. **Current Information** - Announcements from NPC or BUPERS with important information about jobs, rating health or other rating-related topics.
4. **Jobs** - Provides search options to find a variety of jobs for the current cycle.
5. **Sailor Info** - Provides access to personnel searches and individual personnel data.
6. **Applications** - Allows you to review and modify outgoing applications and see selection results.
4. View your Qualified PACT Ratings

From the homepage, you can view your PACT Eligibility status and Qualified PACT Ratings by selecting My Info on the Homepage navigation bar or My Personnel Info located in the Sailor Section, then select Personal>PACT.

OR

Your Qualified PACT Ratings are ranked highest to lowest.
NOTE: Ride/Join Rank and Join rank information is not available at this time.
5. My Resume

The Sailor Info section gives you access to service record information that is reviewed by Command personnel and Detailers. You should ensure that all data shown is correct and up to date.

NOTE: If discrepancies are found, work with your Command Pay and Personnel Administrator (CPPA) to have your information corrected in the primary data source.

MNA expands your capability to highlight your skillsets to Detailers and prospective Commands through My Resume. My Resume provides a snapshot of your service record to highlight your professional skills, personal details and experience. The Sailor Resume page details information such as:

- Assignment History
- NECs
- Warfare
- Professional Information
- Education and Language
- Performance Data
- Physical Fitness
- Family Information
- Resume Comments

It is important for you to enter comments to provide additional information highlighting your skills. Examples: key watch qualifications and collateral duties held.
6. Search for jobs

You can explore jobs you are qualified for according to your Qualified PACT Ratings in C-Way.

NOTE: For PACT Sailors, job search results will automatically display PACT jobs.

6a. Search All

Select JOBS > View Jobs from menu on the navigation bar, or Search All under JOBS on home page.

NOTE: The jobs page is defaulted to PACT job status for the ratings (communities) you are C-WAY qualified for in paygrades 2-4.

For search criteria on the jobs page, all eligible ratings are pre-selected, paygrades 2-4 are pre-selected, job status of PACT is pre-selected and service component of Active is pre-selected.

PACT jobs are automatically displayed to the Sailor. Search All shows all PACT jobs in Paygrades E2-E4. View Job Details (Incentive pay, Female capable, Tour length, etc.)
6b. Alternative Search Option

**Jobs By My Preferences** shows jobs that you are qualified for according to your Qualified PACT Ratings in C-Way and in addition applies criteria set in your **My Preferences**.

7. Apply for jobs

7a. Select jobs for application

After exploring and researching jobs, you may apply for jobs during the application phase, one at a time or multiple jobs at the same time (up to seven). **NOTE:** Once job applications have been submitted, they may be edited or deleted until the end of the current Application Phase. Applications may be reviewed until the Detailer Selection Phase begins.

1. To select a single job, click the **Apply** button on an individual job **Details** screen.

2. Alternatively, you can apply for multiple jobs by clicking **Select** buttons on the **Job Search** results page, then clicking the **Apply** button.
7b. Submit application(s)

1. View the application and **Submit** or **Remove Application**.

2. If applying for multiple jobs, navigate to each application and select preferences for each application.

3. Click **Resume**, **Cancel**, or **Remove Invalid Apps** to move forward with submitting those applications without Gates.

**NOTE**: Applications will display Gates (red) if you are ineligible to apply for that job or Flags (yellow) indicating further actions are required to complete the application.
5b. Track process

Applications and status can be tracked using the Sailor Assignment Life-cycle Tracker (SALT) located on the Homepage. **NOTE**: The SALT will not display if a Sailor is not within an orders negotiation window.

- **Submit Applications**: Displays when you are within your order detailing negotiation window and authorized to submit up to seven applications.
- **Applied**: Displays the number of applications you have submitted up to seven.
- **Selected**: Displays when you have been selected for a job.
- **Orders Under Review**: Displays when you have been selected for a job and your orders are being processed.
- **Orders Pending Release**: Your orders are waiting final release.
- **Orders Negotiation Window Closed**: Displays “The order negotiation window has closed for this cycle” when you are at the assignment point and cannot submit apps any more.
- **Blank/Expired Projection Rotation Date**: Displays “Your projected rotation date (PRD) is blank or expired. Please contact your Rating Detailer” when your PRD is blank or expired.

7. Training & Help

Step-by-step instructions to complete required business processes can be accessed via the Sailor Tutorial link on the login page.

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**MyNavy Assignment - Tutorial**

**Where Do You Need Assistance?**

- Jobs
- My Info
- Applications
- Resources
- Help
- Account

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For additional information or assistance, contact:

MyNavy Assignment Help, MNCC: 1-833-330-MNCC (1-833-330-6622) or E-mail: ASKMNCC@navy.mil

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Prepared by: PMW 240 Enterprise Change Management (ECM) Team.

Distribution Statement A: Approved for public release; distribution is unlimited.