



MyNavy Assignment

Reserve Smart Sheet



Issue 1

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Description

MyNavy Assignment (MNA) will soon be available to Navy enlisted Reservists!

MNA provides a user-friendly interface for Sailors when searching and applying for new assignments in the U.S. Navy. The latest upgrade for MNA replaces the Career Management System – Interactive Detailing (CMS-ID) for enlisted Reserve Sailors. MNA establishes a “digital marketplace” for all detailing needs. Sailors are provided more options, greater career flexibility and increased transparency when navigating through the detailing process. MNA supports MyNavy HR goals to transform MyNavy HR, deliver Sailor 2025, and man the fleet to support a 21st Century fighting force.

System and Process Improvement

MNA improves searching and applying for Navy assignments by delivering:

- **Improved usability** – MNA delivers a modern interface and navigation tools, making it easier for Sailors to perform system tasks.
- **Increased access window** – Sailors may access MNA anytime to view jobs, perform searches, bookmark desirable jobs and update resumes. (Application windows are highlighted on the MNA ‘Schedule’ tab, accessible on the login page).
- **Expanded job search capability** – MNA expands Sailor visibility to all generated jobs (vacancies) in the assignment cycle, both open for application and closed (not available for application due to mission requirements). Sailors will still only be able to apply for those jobs in the open category during the application phase, and jobs that are best fitted for the Sailor, command and the Navy. Sailors can view, research and bookmark any generated job throughout the entire cycle.
- **Request local assignment** - Sailors will now have a prompt when they request ‘local’ assignment to remind them to apply for local jobs, and MNA will only show Sailors jobs within 100 miles of home of record.
- **More job search tools** – MNA expands job search filters to include the following categories: All Jobs, My Preferences, Bookmarks, Saved Searches, By Qualification, and Rate commonality matches.
- **Bookmark capability** – Up to 100 jobs of interest may be bookmarked for future viewing and comparison.

- **Improved application process** – MNA increases the number of applications a Sailor may submit during an application cycle from seven to ten. It also includes a Sailor Assignment Lifecycle Tracker (SALT) dashboard, giving Sailors a quick visual reference on the status of their application(s).
- **My Resume (Beta)** – MNA expands a Sailor’s capability to highlight their skillsets to Assigners and prospective commands through My Resume (Beta).
- **Easier access to personal information** – MNA gives Sailors easier access to their Electronic Training Jacket (ETJ), Personal Information, Duty Preferences, Assignment History and My Resume.
- **Enhanced messaging tools** – Community notes from Assigners and messages about new Assignment Policies and programs will be visible on the MNA Homepage.

In addition, Navy Reserve Activity Command Career Counselors (CCC) will have access to MNA to assist Sailors with their career planning and may submit job applications on the Sailor’s behalf. Commands will now have the opportunity to view, approve, or disapprove PRD requests, see Sailors Resumes, and make comments on applications that the Sailor can see.

Release and Implementation

MNA for Reservists is scheduled to be released in August 2020. MNA will be accessed via the MyNavy Assignment link in MyNavy Portal, <https://my.navy.mil/>, posted in both Quick Links and the Assignment, Leave & Travel (ALT) Career & Life Event (CLE) section.

Training & Help

Specific details of MNA system capability for Sailors will be communicated in **What’s New for You (WNFY)** bulletins posted on the NPC website’s MyNavy Assignment page. In addition, step-by-step instructions to complete required business processes will be available in MNA, accessed via the *Reserve Tutorial* link on the login page.