



# MyNavy Assignment

Sailor What's New for You

*General Overview*



MNA WNFY Issue 1

06 August 2020

## 1. What is MyNavy Assignment?

MyNavy Assignment (MNA) replaces the Sailor-facing component of the Career Management System – Interactive Detailing (CMS-ID). It is the new interface to the Detailing Marketplace, providing you more options, greater career flexibility and increased transparency. MNA supports MyNavy HR goals to transform MyNavy HR, deliver Sailor 2025, and man the fleet to support a 21st Century fighting force.



In MyNavy Assignment you can...

- Explore new opportunities for personal growth, promotion and rewarding service.
- Showcase personal skills and market yourself to future commands.
- Apply for jobs, interact with CCC and track orders.

## 2. Getting Started

### 2a. Access

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

#### Increased access window

Sailor viewing access is extended from the application window to anytime access. You may access MNA anytime to view jobs, perform searches, bookmark desirable jobs and update resumes.



# MyNavy Assignment Sailor WNFY

## 2b. Login Page

Junior Officer and Enlisted Application Schedule FY 2021 (Reserve)

ELIGIBLE PID: 31MAY21 OR EARLIER		DA ELIGIBLE PID: 31MAR21 OR EARLIER			ORDERS EFFECTIVE (IF SELECTED): 01JAN21		
Application Phase (Open for Applications)	MNA Job Updates	OCDC/OPM Rank and Recommendation Phase	Selected Applicants Phase	MNA Job Available (Management)	Command/Commandant/Work Approval	JOFFLY Down For Maintenance Period	
<b>OCTOBER 2020</b>							
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
				1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30	31	
<b>NOVEMBER 2020</b>							
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY

MyNavy Assignment

### Welcome to MyNavy Assignment

Smart Card Login  
DA CAC 1 REV  
Smart Card Login

For assistance with your account contact the Help Desk at: 1-800-537-4617 or [Email Help Desk](#)

Active Duty and Full Time Support (FTS) Sailors

Schedule      Find My Detailer

Sales Tutorial      OCDC/Command Tutorial

Current Phase: Application

Selected Reserve Sailors

Retrieve Schedule      Find My R-Assignment Coordinator

Retrieve Tutorial

Current Phase: Application

### MyNavy Assignment - Tutorial

*Where Do You Need Assistance?*

Jobs

My Info

Applications

Resources

Help

Account

Scrub	PERS-4013 prepares jobs for advertisement.
Apply	Sailors and Career Counselors submit job applications.
Command	Prospective commands review and comment on applicants.
Selection	Detailers make selections on applications.
Results	Selection results are made available.

## 2c. Homepage

1. **CCC Contact Info** - Provides name and telephone number for all NRA CCC.
2. **Sailor Application Lifecycle Tracker (SALT) Dashboard** - displays status of your application.
3. **Jobs** - Provides search options to find a variety of jobs for the current cycle.
4. **Sailor Info** - Provides access to personnel searches and individual personnel data.
5. **Applications** - Allows you to review and modify outgoing applications and see selection results.

**MyNavy Assignment V4.8**

### Sailor Application Lifecycle Tracker (SALT)

MyNavy Assignment | Reserve Sailor Home    Home    **Jobs**    My Info    **Applications**    Resources    Help    Account

Session Timer: 14:53 [Reset](#)    Current Phase: **Apply**    Role: [Enlisted User - SELRES](#)

**1** Reserve Assignment Coordinator Contact Info

MANPOWER CNAFR  
CNAFR\_MANPOWER@NAVY.MIL  
(619)545-8695

**2** **Submit Applications**    Applied (0)    Selected    Candidate    Orders Pending/Released

You are within your MNA order negotiation window and authorized to submit applications.  
Go to My Resume to validate your information and provide additional comments regarding your current and previous assignments.

✓ Submit Applications    ✓ Applied (1)    ✓ Selected    Candidate    **Orders Pending/Released**

# MyNavy Assignment Sailor WNFY

## 2d. View and Update User Profile

On first use of MyNavy Assignment, 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).

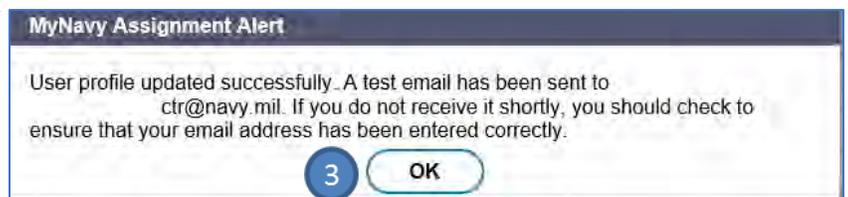
**NOTE:** You must have a primary email address to access the system. If your email is blank, you will automatically be directed to the User Information page to enter a **Preferred Email Address**.

1. Select **My User Profile** under **Account** tab
2. Enter User Information and click **Update**
3. Ensure receipt of test email

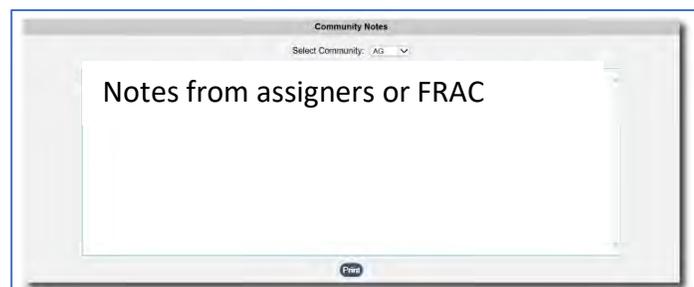
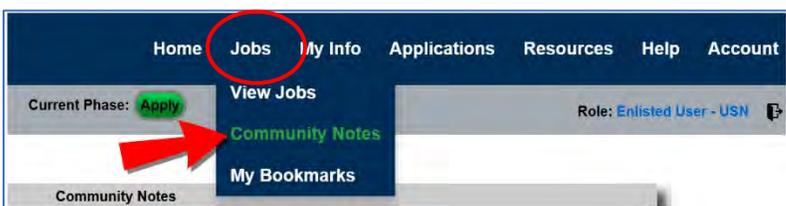


You must have a primary email address to access the system. You will be forced here upon login if blank.

Primary email will be used for new push notification capability. NPC can “push” comments and notifications to Sailors’ email independent of selected **Profile Notification** method.



**2e. Community Notes** - Access Community Notes to view important rating-related information written by assigners or FRAC.



## 3. Explore new opportunities to serve

With expanded availability and increased visibility, MNA is your tool to explore jobs of interest and begin charting career possibilities. Do not wait until your PRD window; begin today to consider future jobs of interest. Determine what skillsets are required for potential jobs and look to improve your resume and become more competitive for future assignments. Bookmark jobs you want to keep “front and center” as you return to MNA for career planning

### 3a. Expanded job search capability

MNA increases your visibility to all generated jobs (vacancies) in the application cycle, both jobs that are open for application and closed (not available for application due to mission requirements). You will only be able to apply for those jobs in the open category during the application phase, but can view, research and bookmark any generated job throughout the entire cycle.



### 3b. Job Search tools

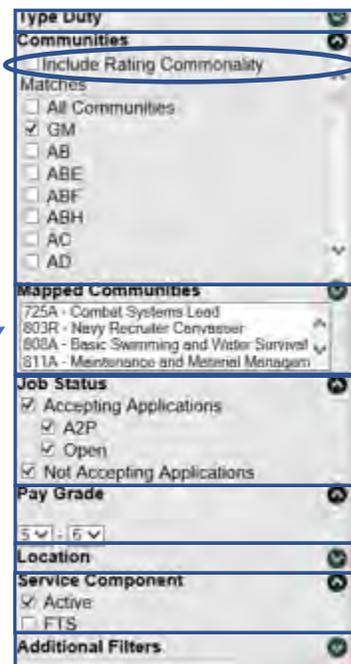
MNA allows you to conduct detailed job searches using a wide variety of search criteria.



- **Search All** - Page displays all jobs, based on a Sailor's rating and paygrade (up/down one paygrade for E-6 and below).
- **Jobs By My Preference** - Page displays jobs by the current items selected in **My Preferences**. (Refer to page 6 for setting preference options.)
- **My Bookmarks** – Page displays up to 100 jobs of interest that were bookmarked.
- **PRD modification** - Will allow you to submit a PRD extension or reduction. If you do not see this button it means you are not eligible to modify your PRD.

# MyNavy Assignment Sailor WNFY

- **Saved Searches** - This function stores the currently selected set of search criteria and allows you to name the search. You can save up to twelve searches, and saved searches are retained for up to five years.
- **Jobs By My Qualifications** - Qualification Match Indicators provide a quick reference on your suitability for a job in terms of qualifications, current assignment and duty preferences. The indicators resemble traffic lights, and the colors carry the same connotations: a green light indicates favorable conditions; a yellow light implies caution; and a red light indicates a poor match.



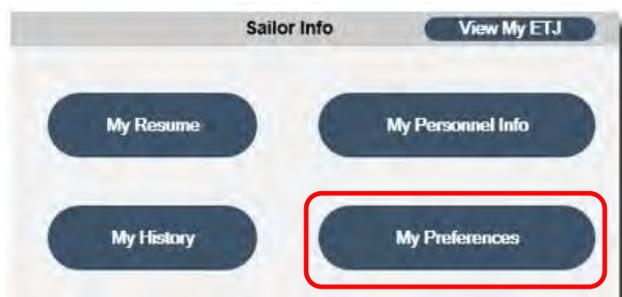
**Search filters** – Type Duty, Communities (including Rate Commonality matches), Location, Incentive Pay.

## 3c. My Preferences

My **Job Search Preferences** is like a “dream sheet”— a description of the next Navy job you would like to have. On first access to MyNavy Assignment, you are directed to complete Duty Preferences after completing your user profile. This information is required to be updated annually, but can be updated anytime.

### Job Search Preference Categories

MNA allows you to communicate to your detailer what you consider most important in your next assignment per five preference categories shown below.



You may select up to twenty preferences per category.

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).

### Job Search Preferences

*Note: At least one (\*) field must be filled in order to update. Applicable fields must have sequential importance ratings. (i.e., if two Preferences are selected, the importance ratings must be 1 and 2, in any order.)*

Communities\*  Edit

Locations\*  Edit

Command Names\*  Edit

Platform Types\*  Edit

Type Duty\*  Edit

	Importance Rating						
	N/A	5	4	3	2	1	
Low	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	High
Low	<input checked="" type="radio"/>	<input type="radio"/>	High				
Low	<input checked="" type="radio"/>	<input type="radio"/>	High				
Low	<input checked="" type="radio"/>	<input type="radio"/>	High				
Low	<input checked="" type="radio"/>	<input type="radio"/>	High				

# MyNavy Assignment Sailor WNFY

Additionally, Sailors can set preferences for:

- Career Intentions
- Career Interests (Optional)
- School Preferences (Optional)
- Duty Willing To Extend For (Optional)
- Special Programs

### 3d. Search Results

- Search results automatically show all data requested by the search criteria displays billet by first unit type and then mileage.

Note: If the basic job search provides too large a pool of results, narrow the scope of the search by using the search filters. If you are qualified for a closed-loop NEC Closed community, you should select that option within your rating. (Ex. HM)

- View-Only job category allows you to view jobs that are available, but not prioritized for applications during the cycle.

**Search Filters**

**Bookmarks (Up to 100)**

**Job Status**  
 Accepting Apps: OPEN  
 No Apps Allowed: CLOSED

**Save Search** - This function stores the currently selected set of search criteria and allows users to name the search. Users can save up to twelve searches, and saved searches are retained for up to five years.

**View Job Details**  
 (Incentive pay, CONUS/OCONUS, Tour length, Qualification Match Indicators, etc.)

Select	Bookmark	Billet Title	App	Job Status	Incentive	Type Duty	Location	Rate	Activity Name	Details
<input type="radio"/>	<input type="checkbox"/>	GUNNER'S MATE	0	A2P	No	SEA	CA, SAN DIEGO	GM1	LCS CREW 230	
<input type="radio"/>	<input type="checkbox"/>	GUNNER'S MATE	0	A2P	No	SEA	CA, SAN DIEGO	GM1	LCS CREW 234	
<input type="radio"/>	<input type="checkbox"/>	WEAPONS ADMN	0	Open	No	SEA	CA, SAN DIEGO	GM1	MIW DIV 12 MET	
<input type="radio"/>	<input type="checkbox"/>	WEAPONS ADMN	0	Open	No	SEA	CA, SAN DIEGO	GM1	ASW DIV 13 MET	
<input type="radio"/>	<input type="checkbox"/>	INST F LCS SW MOD	0	Closed	No	SHORE	CA, POINT LOMA	GM1	FLTASWTRAGEN PL	
<input type="radio"/>	<input type="checkbox"/>	SMALL ARMS TECH	0	Closed	No	SHORE	HI, PEARL HARBOR	GM2	NSWG THREE LOGSU	
<input type="radio"/>	<input type="checkbox"/>	LEGAL	0	Closed	No	SHORE	CA, SAN DIEGO	GM1	TSC SAN DIEGO	
<input type="radio"/>	<input type="checkbox"/>	INST PRE A LIFESKILLS	0	Closed	No	SHORE	VA, VIRGINIA BEACH	GM2	TSC HAMPTON RUS	
<input type="radio"/>	<input type="checkbox"/>	INSTRU MK46	0	Closed	No	SHORE	WA, KEYPORT	GM1	NUWCKYPT FMS TRG	
<input type="radio"/>	<input type="checkbox"/>	TROOP TWO ARMORER	0	Closed	No	SEA	HI, PEARL HARBOR	GM2	NSWG THREE LOGSU	
<input type="radio"/>	<input type="checkbox"/>	WEPS/ORD TECH	0	Closed	No	SEA	CA, CORONADO	GM1	NSWG1 LSU SEA	
<input type="radio"/>	<input type="checkbox"/>		0	Closed	No	SHORE	HI, PEARL HARBOR	GM1	CSGS DET PHARBOR	
<input type="radio"/>	<input type="checkbox"/>		0	Closed	No	SEA	CA, CORONADO	GM2	NSWG1 LSU SEA	
<input type="radio"/>	<input type="checkbox"/>		0	Closed	No	SHORE	NV, FALLON	GM2	NAVDC	
<input type="radio"/>	<input type="checkbox"/>		0	Closed	No	SHORE	CA, POINT LOMA	GM1	FLTASWTRAGEN PL	
<input type="radio"/>	<input type="checkbox"/>		0	Closed	No	SEA	CA, CORONADO	GM1	NSWG1 LSU SEA	
<input type="radio"/>	<input type="checkbox"/>		0	Closed	No	SHORE	CA, MIRAMAR NAS	GM1	NAVCONBRIG MIRAM	

# MyNavy Assignment Sailor WNFY

The screenshot shows a MyNavy assignment form for a sailor. The form includes the following fields and values:

Field	Value
Incentive Pay	No
Female Capable	Yes
Female Berthing Available	UNLIMITED
Service Component	ACTIVE
Job Com	No
LIC	32081
Fill Date	AUG18
BSC	51620
FAC 1	N/A
FAC 2	N/A
FAC 3	N/A
FAC 4	N/A
Accompanied Tour Length	
Tour Length Comments	
Prospective Location	MD, PATUXENT RIVER
NEC	
How Well You Match This Job:	
Preference Match	N/A
Moving Cost Match	N/A
Skills Match	N/A
Policy Match	N/A

An "Apply" button is located at the bottom left of the form.

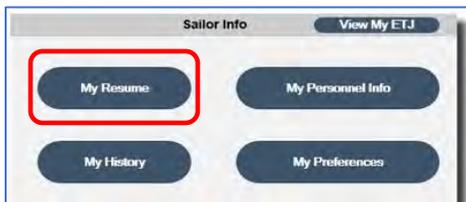
## 4. Showcase personal skills and market yourself to future commands

The **Sailor Info** section gives you access to service record information that is reviewed by Command personnel and assigners. 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.



### 4a. My Resume



MNA expands your capability to highlight your skillsets to assigners 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:

# MyNavy Assignment Sailor WNFY

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

SAMPLE SAILOR ONE  
000012343

YN1  
IDW  
ACTIVE

### Assignment History

DDG 31 A BURKE	U.S. BASED SEA DUTY	YN1	10APR2017 - Present
TRANSCOM HD	U.S. BASED SHORE DUTY	YN1	16MAY2012 - 26MAR2017
TACRON 22	U.S. BASED SEA DUTY	YN2	11APR2008 - 30APR2012

### More Assignment History

(Update)

### NEC(s)

ATPA - Command Pay and Personnel Administrator (CPA)

Marital Status	(M)	Primary Family Members	(1)	Military Spouse	(No)
AFCT/ASVAB	(52)	Secondary Family Members	(0)	Military Spouse SSN	(N/A)
DLAB	(666)	EFM Level	(4)	Time in Rate	(01JAN2014)
Security Clearance	(SCI Eligible)	Certification Date	(101219)	Date of Rate	(285535)
Date Granted	(180301)				
CWAY Status	(N/A)				
Date Granted	(N/A)				
Highest Grade Completed	(12)				
Highest Diploma Level Awarded	(HIGH SCHOOL DIPLOMA (12 YEAR GRADE DAY PROGRAM CLASSROOM INSTR))				
Education Major	(N/A)	Education Specialty	(N/A)		

CDP	(3/18)	School History	(DEC2017)	Information Dominance	Warfare
CDP	(14EA)	Complete Date	(SEP2017)		
CDP	(12VA)	Complete Date	(JUL2017)		
CDP	(00CN)	Complete Date	(JUN2017)		
CDP	(00CL)	Complete Date	(MAY2017)		

Languages - N/A

PFA Data		Evaluation/FITREP Data	
From	To	From	To
20171130	20170329	20151116	20141116
20180917	20171115	20170328	20151115
		E6	E6
Recommendation	REC	Recommendation	REC
Promotion	SELECTED	Promotion	REGULAR
Recommendation		Recommendation	REGULAR

### Resume Comments

(Update)

It is important for you to enter comments to provide additional information highlighting your skills. Examples: key watch qualifications, NEC level of proficiency and collateral duties held.

## 5. Apply for your next assignment

### 5a. Submit application

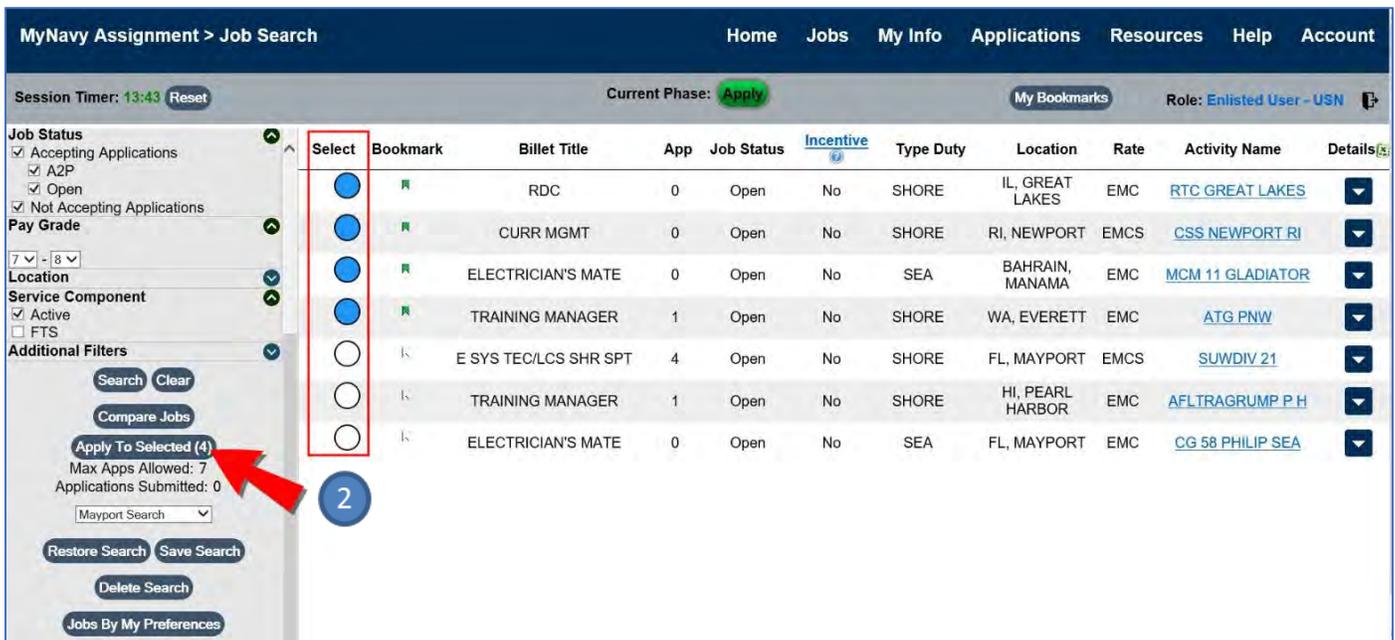
After exploring and researching jobs, you may apply for up to ten jobs. You may apply for one job at a time or multiple jobs at the same time during the application phase. **NOTE:** Once job applications have been submitted, they may be edited or deleted until the end of the current Application Phase.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

# MyNavy Assignment Sailor WNFY

1. 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.



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

# MyNavy Assignment Sailor WNFY

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

Assignment  
**WEAPONS ADMN**

Type Duty	Location	Rate	Service Component	Activity Name
SEA	CA, SAN DIEGO	GM1	ACTIVE	LCS MIW DIV 12 MET

Billet Assignment Preference (Low-High)  
▼

Preference Match: **Green**    Moving Cost Match: **Green**    Skills Match: **Yellow**    Policy Match: **Green**

< Make Pref Score green

Sailor Comments To Detailer (Optional)

Details

Incentive Pay	Female Capable	Female Berthing Available	Community
No	Yes	UNLIMITED	GM
UIC	Fill Date	Applications Received	BSC
0920A	OCT19	0	01140
FAC1	FAC2	FAC3	FAC4
N/A	N/A	N/A	N/A
Tour Length	Tour Length Comment		
12	N/A		

NEC:717B - Small Arms Marksmanship Instructor  
804A - Antiterrorism Training Supervisor

Command Comments

1 2 3 4

Submit    Remove Application

Navigate between applications

**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.

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

Job Application

**GATE(S)**  
Orders Negotiation Window - You are not in the orders negotiation window and ineligible to apply for requests. You are encouraged to contact your Rating Detailer directly to submit a MyNavy Assignment application on your behalf. Sailors can only submit during the PRD-based eligibility period established by Navy Personnel Command. Reference: MILPERSMAN 1300-101 and NAVADMIN 231/17.

**FLAG(S)**  
Sea Duty/Overseas Screening - You are applying for an overseas or sea duty assignment that requires a screening to be completed prior to order writing. Contact your Career Counselor for more information and guidance. Reference: MILPERSMAN 1300-302, 304, and 800.

Assignment  
**ELECTRICIAN'S MATE**

Type Duty	Location	Rate	Service Component	Activity Name
SEA	FL, MAYPORT	EMC	ACTIVE	CG 58 PHILIPPINE SEA

Billet Assignment Preference (Low-High)  
▼

Preference Match: **Red**    Moving Cost Match: **Green**    Skills Match: **Yellow**    Policy Match: **Red**

Make Pref Score green

Sailor Comments To Detailer (Optional)

Details

Incentive Pay	Female Capable	Female Berthing Available	Community
No	Yes	0	EM
UIC	Fill Date	Applications Received	BSC
21429	AUG20	0	02930
FAC1	FAC2	FAC3	FAC4
N/A	N/A	N/A	N/A
Unaccompanied Tour Length	Tour Length Comment		
52	Standard TOUR LENGTH Comment 340 9/19/15		

NEC:U35A - Electricians Mate Surface Ship Electrical Advanced Maintenance

Command Comments

Fleet Comments

MyNavy Assignment Alert

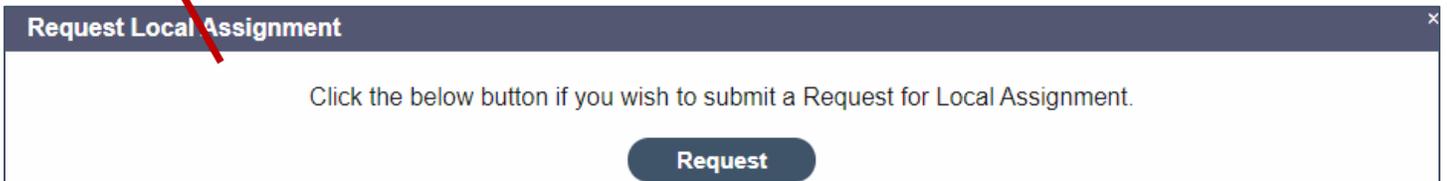
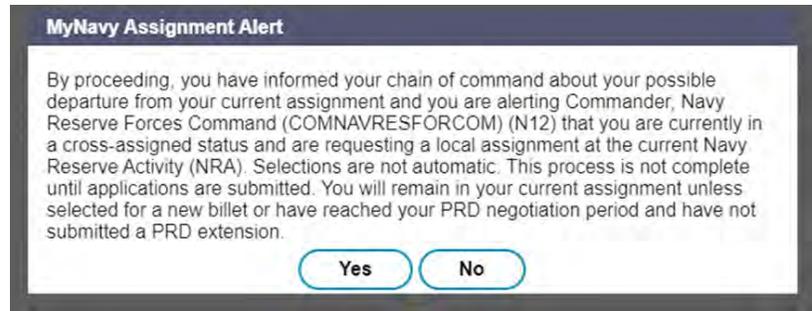
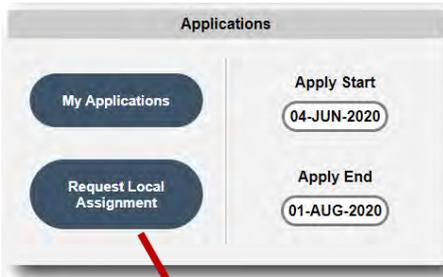
Applications marked with red cannot be submitted. Please remove them so that you can submit your valid applications.

Resume    Cancel    Remove Invalid Apps

Submit    Remove Application

5

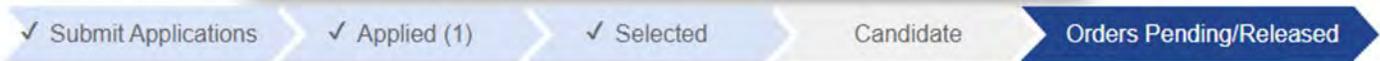
## 5b. Request local assignment



- Select Request Local Assignment if you are currently cross-assigned and would like to apply for a billet closer to your Home of record.
- The job results will only display jobs up to 100 miles.

## 5c. 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 negotiation window and authorized to submit up to ten applications.

**Applied:** Displays the number of applications you have submitted up to ten.

**Selected:** Displays when you have been selected for a job.

**Candidate:** Displays when awaiting program review and approval.

**Orders Pending Release:** Displays when Your orders are waiting final release in RFMT.

**Orders Negotiation Window Closed:** Displays “*The order negotiation window has closed for this cycle*” when MNA will no longer accept applications for that cycle.



## 6. Training & Help

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



*For additional information or assistance, contact:*

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

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