



MyNavy Portal Quick Tour

Welcome to the MyNavy Portal (MNP) **Quick Tour**! This Quick Tour provides the most current overview of MNP capabilities. New capabilities have been added to MNP to give Sailors more self-service functions, along with the ability to connect with customer service representatives at MyNavy Career Center (MNCC) for help in resolving career-related information.

With this release, users have access to the following new functionality:

- **eLeave** is now available using MNP to manage Ordinary Leave actions by CONUS-based Sailors, such as:
 - Submit a request that is routed to chain of command for approval
 - Request a leave extension
 - Check out and check in
 - Cancel requests
 - Look up leave balance

Other types of leave requests, including those by OCONUS-based Sailors, should be made using Navy Standard Integrated Personnel System (NSIPS).

- **MyPCS Checklist** facilitates a tailored experience for Sailors that meets their specific needs when preparing for a Permanent Change of Station (PCS). By answering a comprehensive set of questions, Sailors identify ways in which their unique situations may impact upcoming moves. Based on the detachment date selected, the checklist outlines necessary activities, due dates, and includes tips and sources for support. The completed checklist is a helpful reference that Sailors may download as a PDF or email a copy to themselves and loved ones.

eLeave Dashboard

To access eLeave, use the **Main Menu** to navigate to (1) **Career & Life Events**; select (2) **Assignment, Leave, Travel**; and from the left menu choose (3) **eLeave**. From the dashboard, users may complete several tasks: **Submit Ordinary eLeave Request**, **Make Ordinary eLeave Inquiry** and lookup **Current Chain of Command** to determine reviewers and approvers.

The screenshot shows the My Navy Portal interface. At the top, the navigation bar includes 'Assignment, Leave, Travel' (callout 2), 'My Record', 'Career & Life Events' (callout 1), 'Professional Resources', 'Help & Info', 'Feedback', 'Quick Links', and 'Bucky Ackerley'. The left sidebar menu has 'eLeave' highlighted (callout 3). The main content area features three cards: 'Submit Ordinary eLeave Request', 'Make Ordinary eLeave Inquiry', and 'Current Chain of Command'. Each card has a 'CONTINUE' button. An inset window shows the 'Chain of Command' table with the following data:

Name	Title	Role
John Smith	LPO	Reviewer, Watch Coordinator
Dave Doe	OPS	Astowyer

Click **CONTINUE** in the **Current Chain of Command** box for a list of reviewers and approvers.

eLeave: Submit Ordinary Leave Request

To initiate a request, ensure estimated leave balance covers amount of time being requested. Select **Start Date** and **Start Time**, using the pop-up calendar and clock, indicate if leave begins on a work day. Fill in **End Date** and **End Time**, indicate if leave ends on a work day.

MY NAVY PORTAL

Assignment, Leave, Travel | My Record | Career & Life Events | Professional Resources | Help & Info | Feedback

Search

- Overview
- SWAPS
- My PCS Checklist
- PCS Questionnaire Manager
- Event Timeline Manager
- eLeave**
- Resources & Links
- Glossary
- Glossary Manager
- Acronym Finder
- Acronym Finder Manager

Ordinary eLeave Request

Estimated Leave Balance: +0.775

Dates

Start Date: 28 Nov 2018

Start Time: 19:30

Work Day? Yes No

Work Hours Start: 05:00

Work Hours Stop:

End Date:

End Time:

Work Day? Yes No

Phone Numbers

eLeave: Submit Ordinary eLeave Request

To complete the eLeave Request, specify Leave Address and Travel Info, indicating mode of travel and accompanied by spouse and/or children.

The screenshot shows the 'eLeave' section of the My Navy Portal. The form includes fields for 'End Date', 'End Time', and 'Work Day?' (radio buttons for Yes and No). A callout box labeled 'Addresses & Phone Numbers' highlights the 'Leave Address' section, which includes a dropdown menu (currently set to 'Other'), 'Street Address', 'Apartment, Suite, Floor, etc.', 'City', 'State', 'Country', 'Leave Phone', and 'Leave Phone Number' fields. Another callout box explains that new addresses not in the previous dropdown will not be stored in the NSIPS database. The 'Travel Info' section includes a dropdown for 'Primary Mode of Travel' (currently 'Travel Not Involved') and 'Traveling with Dependents?' (radio buttons for Yes and No). A 'Cancel Request' dialog box is open, asking for confirmation to cancel the request, with 'NO' and 'YES' buttons.

If the Leave Address is not among the previously used options that appear in the drop down menu, add the new address. Note: this address will not be stored in the NSIPS database for future use.

Addresses & Phone Numbers

The eLeave Request may be cancelled before submitting to command for review and approval. A confirmation box pops up before the action can be completed.

Travel Info

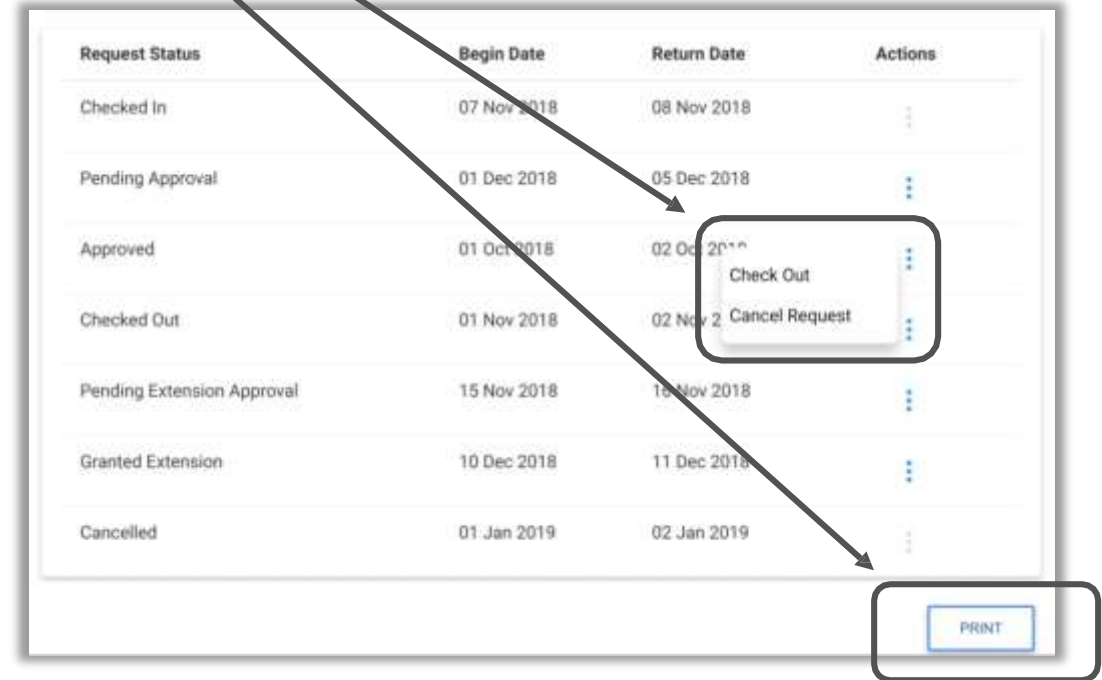
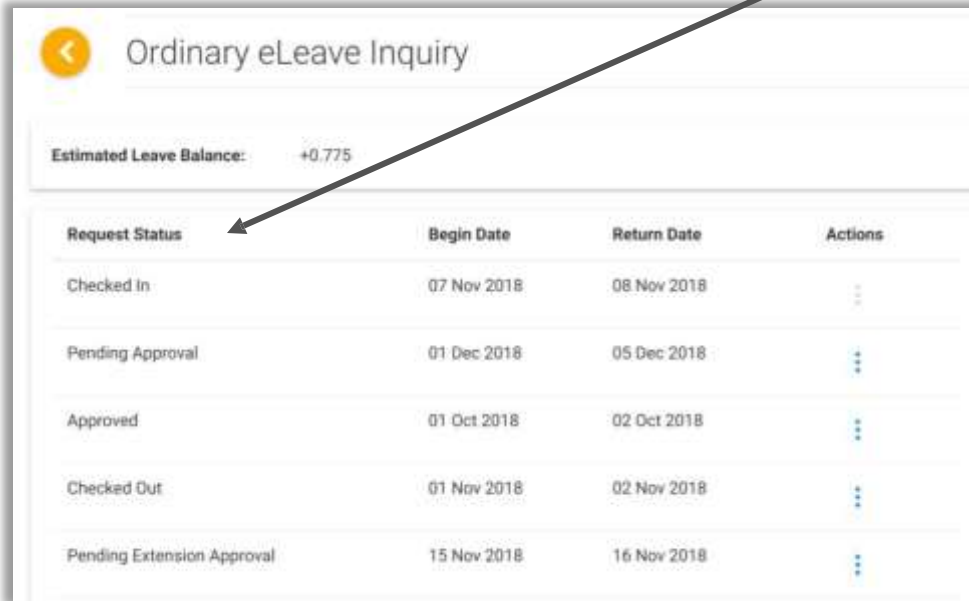
Cancel Request

Canceling this request will delete all entered data. This step cannot be undone. Are you sure you want to cancel this request?

NO YES

eLeave: Make Ordinary eLeave Inquiry

The eLeave Inquiry section is a snapshot of past and current requests and their status. From this list, it's possible to: (1) Check Out, (2) Check In, (3) Request Extension, (4) Cancel Request, (5) View Command decision and (6) Print the Inquiry overview.



My PCS Checklist

MyPCS (Permanent Change of Station) Checklist guides users through a comprehensive set of questions to create a tailored experience based on Sailors' unique circumstances.

The screenshot shows the 'My PCS Checklist' interface. At the top, there's a navigation bar with 'Assignment, Leave, Travel', 'BETA', and 'My Record'. A left sidebar contains a search bar and navigation links like 'Overview', 'SWAPS', 'My PCS Checklist', 'et.ave', 'Resources & Links', 'Resources & Links Manager', 'Glossary', 'Glossary Manager', 'Acronym Finder', 'Acronym Finder Manager', and 'FAQs'. The main content area is titled 'My PCS Checklist' and includes a 'Questionnaire' section. A callout box explains: 'MyPCS Checklist uses the requested detach date to determine appropriate timing and organize required actions. It's possible to change the PCS detach date, which recalculates the PCS timeline.' This points to the 'Requested PCS Detach Date' field showing '07 Nov 2018' with '14 days remaining' and a 'CHANGE DATE' button. Another callout box states: 'After inputting the requested detach date and going through the questions, click PROCEED TO CHECKLIST to view, download or export the document.' This points to the 'PROCEED TO CHECKLIST' button at the bottom right. A third callout box says: 'At any time, users can reset the questionnaire and start over.' This points to the 'START OVER' button at the bottom left. A 'RESET QUESTIONNAIRE' button is also visible at the top right of the questionnaire area.

My PCS Checklist

Assignment, Leave, Travel

BETA

My Record Career & Life Events

Assignment, Leave, Travel My PCS Checklist

RETURN TO QUESTIONNAIRE

My PCS Checklist

Instructions

Instructions for completing checklists - Congratulations! Your PCS Checklists have been customized based on your answers to the questionnaire. Below you will find four checklists that walk you through all aspects of PCS, with action item timelines tied to the estimated detach date you selected. We recommend working the checklists simultaneously based on how far away you are from moving or detaching, and you'll be alerted whenever an incomplete milestone is overdue. The status bar below provides your overall checklist completion status. We recommend completing all four checklists. Even if you don't have dependents, the 'Family Move' tab will display valuable information for any Sailor. To change your estimated PCS detach date, click on 'Change Date' to the right, or on the questionnaire page. Click on any tab to get started!

Requested PCS Detach Date

07 Nov 2018

CHANGE DATE

Overall - 86%

Ship HHG Family Move Money Sailor Admin

ACTIONS -

Email Checklist

Take a Survey

The completed checklist may be emailed to yourself, a spouse, a parent, or anyone with whom you want to share the information.

If an item needs to be changed in the completed MyPCS Checklist, users can click RETURN TO QUESTIONNAIRE to go back to the list of questions, modify their responses and create an updated checklist.

The completed PCS Checklist categorizes actions into four areas: Ship HHG (household goods), Family Move (if moving with a family), and Money, which guides users through entitlements and financial aspects of the PCS process. The Sailor Admin section displays actions and deadlines Sailors need to complete in order to successfully detach from their current commands and transfer to the next one.

My PCS Checklist

Assignment, Leave, Travel | BETA | My Record | Career & Life Events | Professional Resources | Help & Info

Shipping Household Goods

Moving in the military can be a stressful and sometimes frustrating process. Here are some steps to help make your move a success!

14 of 25 Tasks Completed

- Prepare For Your Move Due 07 Aug 2018
- Schedule Your Move Due 07 Sep 2018
- 1 Month Prior To Move
- 1 Week Before Packing
- Finish Your Move

EXPORT TO PDF

Assignment, Leave, Travel | BETA | My Record | Career & Life Events | Professional Resources | Help & Info | Feedback | Quick Links

Shipping Household Goods

Moving in the military can be a stressful and sometimes frustrating process. Here are some steps to help make your move a success!

15 of 25 Tasks Completed

- Prepare For Your Move Due 07 Aug 2018

3 Months Prior To Move

- ☑ Read your orders in their entirety! Make hard copies and save a digital copy.
 - If you are Active Duty, find your orders in NSIPS.
 - If you are a Reservist, find your orders in the Navy-Marine Corps Mobilization Processing System (NMCPMS) within 30 days of your orders.
 - We know Navy orders can be difficult to understand and we're working on that! For the time being, we recommend a resource to show you how to read Navy orders.
 - You can also connect with your detailer if you have questions about your orders. Your detailer's name and contact information is found on your CMS-ID Home page after login. Detailer and Assignment Coordinator group email addresses are found on the ID login page.
 - If having trouble finding your detailer, call 1-866-U-ASK-NPC or consult your Command Career Counselor (CCC).**Important! If your EFMP is not up to date, your PCS date may be delayed.**
- ☑ Visit two websites sponsored by the Department of Defense that provide valuable resources helping you prepare for your move:
 - Plan My Move will generate a tailored activity calendar based on your specific move. Additionally, it features informative articles with tips, tricks, and checklists.
 - Military Installations provides detailed information about your new duty station including points of contact, available programs, links to local schools, government housing contact information, and much more!
- ☑ Visit Plan My Move. This Department of Defense (DoD) site will generate a tailored activity calendar based on your specific move. Additionally, it features informative articles with tips, tricks, and checklists.

My Notes

Type note here

24 Oct 2018 edit This is important.

CANCEL ADD NOTE

My PCS Checklist highlights due dates, detailed instructions and needed resources for each step of the way. Users can add notes and refer back to them throughout the PCS process.

Users may email the full checklist (see previous page) or export it in PDF format.

Support, Help Desk and Resources

On the right side of the page within each Career & Life Events (CLE) section is **Sources of Support**, with phone and fax numbers, URLs and email addresses to help connect users with people, systems, support, help desks, policies and information. The example below shows the home page for Training, Education, Qualifications with the **Sources of Support** view expanded. The content that appears in this sections varies among CLEs, but will always be specific to the CLE.

The screenshot displays the My Navy Portal interface. The main content area is titled "Training, Education, Qualifications" and includes a "Sources of Support" sidebar on the right. An arrow points from the text above to this sidebar.

Sources of Support:

- MyNavy Career Center (MNCC)**
 - 1-833-333-MNCC (1-833-333-6622)
 - 901-874-MNCC (1-801-874-6622)
 - admincc@navy.mil
- Joint Services Transcript (JST)**
 - jst@dotd.mil
- Navy College Program**
- Navy COOL**
 - (855) 452-6682, 6684, 6324, 6287
 - DSN: 459-8857
 - Fax DSN: 459-8857
 - navycool@navy.mil
- Non-Resident Training Course (NRTC)**
 - (855) 473-6876
 - DSN 312-753-6876
 - nrtc@navy.mil
- USMAP**
 - (855) 473-6157
 - DSN 312-753-6157
 - usmap@navy.mil

The main content area also features a "Featured Pages" section with four cards: "Getting Started", "Next Steps", "Schedule Language Test Appointments", and "Education Links - Funding". Each card includes a brief description and a "CONTINUE" button.

Quick Links

MNP [Quick Links](#) page provide access to [NSIPS](#) (for OCONUS-based Sailors and for other Leave requests) and other important Navy career websites, systems and portals. Links to the most used sites Sailors need fast access to are consolidated on this page. Systems that require CAC-enabled access are designated with a padlock icon. The [MNP Quick Links](#) page on the MNP [Main Menu](#) is exactly the same as the [Quick Links](#) page available at the top right of the public login page.

The screenshot shows the "My Navy Portal" interface. At the top, there is a navigation bar with "Home", "Quick Links", "About MNP", and "Login". The main content area is titled "Quick Links" and features a "CAC Required" filter. Below this, there are four columns of links, each with a dropdown arrow. The "NSIPS" link in the second column is highlighted with a red box. The footer contains the "MY NAVY PORTAL" logo and sections for "SUPPORT", "SITES", "LEGAL", and "SOCIAL".

Link	Link	Link	Link
ASM	ETJ	Navy COOL	NRC
BOL	FLTMPS	Navy Digital Library	NSIPS
BRS	JKO	Navy eLearning	Pay/Personnel/Travel SOPs
CMS-ID	JST	Navy Reserve Homeport	RAPIDS Appt Scheduler
Defense Travel	milConnect	NETC	Sailor 2025
DON Issuances	miSuite	NFAAS	TSP
eBenefits	myPay	NMCI OWA	U.S. Navy Awards
Enlisted Adv. Profile Sheets	Navy App Locker	NPC	USMAP
ESAMS	Navy College		

Feedback

MNP is designed by Sailors, for Sailors! Your feedback is important. Please visit the [Feedback](#) section and fill out the [MyNavy Portal Feedback Survey](#), or leave feedback in the [Technical Suggestions for Improvement](#) section to share constructive ideas on ways to improve the portal and the MNP experience.

The screenshot shows the 'General Feedback' page on the MyNavy Portal. The page includes a search bar, a 'Feedback' button, and a survey titled 'My Navy Portal Feedback Survey'. The survey contains two questions with radio button options. A 'Submit' button is located at the bottom right. A dropdown menu for 'General Comments' is open, showing options: 'General Comments', 'Technical', 'Content Errors', 'Ideas for Improvement', and 'How do I?'. Three callout boxes provide instructions: one points to the 'Submit' button, one points to the dropdown menu, and one points to the bottom of the survey form.

Click [Category](#) to select the type of feedback to ensure feedback is routed to the correct recipients for action.

Click [Submit](#) when the survey is completed.

Scroll down for additional questions and to add feedback into the [Comments](#) field.