

MyNavy Portal

What is MyNavy Portal?

MyNavy Portal (MNP) is an integrated web portal that consolidates many of the Navy's human resource (HR) information technology (IT) systems, knowledge and applications into a consolidated, simplified user experience. When fully developed, MNP will be a single point of entry for Sailors to manage their careers within an intuitive, self-service environment.

The portal is a key enabler of MyNavy Career Center (MNCC), a new HR service delivery model that ensures the web-based, self-service capabilities of MNP are matched with 24/7 customer service support and access to subject matter experts who handle unique and complex situations. MNCC began operations September 2018.

MNP is organized around Career & Life Events (CLEs), such as: Advancement & Promotion, Career Planning, Performance, Pay & Benefits and Sailor & Family Support. There are currently 10 CLEs with another one in development to support future Sailors seeking to join the Navy. Within these categories, users can view Frequently Asked Questions (FAQs), relevant timelines and related links and documents.

The Navy launched a beta version of MNP in February 2017. Since then, there have been upgrades to increase capabilities and expand usability.

Benefits to Sailors

MNP is designed to address one of the major issues Sailors face when managing their careers: too many websites and databases required to perform routine HR tasks. The portal is intended to be the primary online gateway for Sailors to manage their careers using accurate information from a single, reliable source.

Key features and benefits MNP include:

- Intuitive design, making it easier for Sailors to get the information they want about important career and life events.
- Easy access to content targeted to user role and job function.
- Greater effectiveness and productivity facilitated by self-service, web-enabled forms, checklists and other career management tools.
- High bandwidth and low bandwidth options to optimize ashore and afloat environments.

Benefits to the Navy

Other broader benefits to the Navy are:

- Elimination of redundant IT capabilities and their associated costs.
- Improved IT security.
- Lower administrative costs by replacing labor-intensive processes with self-service ones.

MNP Features

When users log in to MNP, they can choose either high bandwidth or low bandwidth modes. High bandwidth is the full visual version, whereas low bandwidth removes all photos, graphics and formatting and is well-suited to Sailors in afloat environments. The low bandwidth mode loads faster and facilitates quicker completion of MNP-related career tasks.

Once logged in, users can find forms, FAQs, checklists and additional information categorized by CLEs. Clicking **Quick Links** in the **Main Menu** points users to other important Navy career-related systems and portals, including: BUPERS Online, Career Management System - Interactive Detailing, Electronic Training Jacket, Fleet Management and Planning System, Navy eLearning, Navy Standard Integrated Personnel System and NMCI Outlook Web Access.

Each page features a round yellow **Options** button that allows users to switch between high bandwidth and low bandwidth, access support resources or leave page feedback.

MNP Capabilities

Since the MNP beta launch, Sailors have had access to a growing number of capabilities. Significant milestones include:

- **eLeave** – CONUS-based Sailors can make Ordinary Leave requests on the portal. This tool within the Assignment, Leave & Travel CLE, enables users to submit requests to their Commands for a decision, as well as check out, check in, request a leave extension, cancel a request, view estimated leave balance and the status of their requests.
- **MyPCS (Permanent Change of Station) Checklist** – This function is another enhancement to the Assignment, Leave & Travel CLE. It facilitates a tailored experience for Sailors that meets their specific needs when they detach from their commands for a PCS. By answering a comprehensive set of questions, Sailors identify ways in which their unique situations may affect upcoming moves. Based on the date selected, the checklist outlines required activities, due dates, along with tips and sources for support. They may download a PDF version of the MyPCS Checklist or email it to a spouse or family to serve as a helpful reference.
- **MyRecord Web 1.0** – Initial capabilities allow Sailors to view and verify their data and, if necessary, initiate a correction request from MyNavy Career Center (MNCC) customer service representatives. MyRecord Web 1.0 is the first implementation of the military service record that will eventually consolidate all manpower, personnel, training and education information into a single display.
- **Electronic Personnel Action Request (ePAR)/1306** – Sailors can create, update or request a cancellation of an ePAR/1306.
- **MNCC Request/Inquiry** – Sailors can submit a request for help with general questions about personnel, pay and training via MNP (<https://my.navy.mil>), by email (askmncc@navy.mil) or phone (833-330-MNCC/6622).
- **Career & Life Event Content** – Each CLE in MNP contains FAQs, links, information, resources and sources of support.
- **Physical Readiness** – A new graphical display of Physical Readiness Information Management System data, ability to view and submit a Physical Activity Risk Factor Questionnaire, ability to track Physical Fitness Assessment (PFA) results, view PFA history and see Physical Readiness Test scores.
- **Retirement and Separation Timelines** – Sailors choose a date for retirement or separation and MNP creates a timeline that guides them through required tasks, actions and milestones.
- **Exchange of Duty (SWAPS)** – Allows Sailors to view jobs in the same geographical area they may want to exchange with a fellow Sailor. SWAPS outlines the process for determining eligibility, searching open jobs, finding a SWAPS partner and requesting a SWAPS through their detailer.

MNP Updates

Updates with new content and capabilities occur on a quarterly basis. To find out what is new in MNP, from the MNP login page, click **About MNP** to access support materials like the MNP **Quick Tour**, which highlights the capabilities included in each major release. After logging in, users may visit the **Support/MNP Help** section to view or download the current **Quick Tour**.

MNP Feedback

MNP is designed by Sailors, for Sailors. Ongoing input from users is integral to the process to improve the MNP experience, report broken links or identify missing information.

To leave feedback, look for the yellow **Options** button on the lower right side of each page. Users can select **Leave Page Feedback** to open a form to submit page-specific comments. There is also a **Feedback** section in the **Main Menu** at the top of every page.

Key Points

- MNP is the result of consistent feedback from Sailors that there are too many personnel and training systems required to manage their careers and that those systems do not appropriately share data.
- MNP will provide a “front door” to most of the Navy and Department of Defense systems Sailors access throughout their careers. Ultimately, it will be the central online location for Sailors’ career information.
- MNP creates efficiencies for Navy human resources services that are time-consuming, labor intensive and involve numerous legacy IT systems that are not user friendly.
- MNP February 2017 Beta release consolidated the Navy Knowledge Online (NKO) capability (including links to Navy eLearning and the Electronic Training Jacket) and officially replaced NKO.
- MNP continues to mature and evolve as new capabilities are developed, tested and released, based on Sailor feedback and Manpower, Personnel, Training & Education Transformation priorities.

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<https://my.navy.mil>