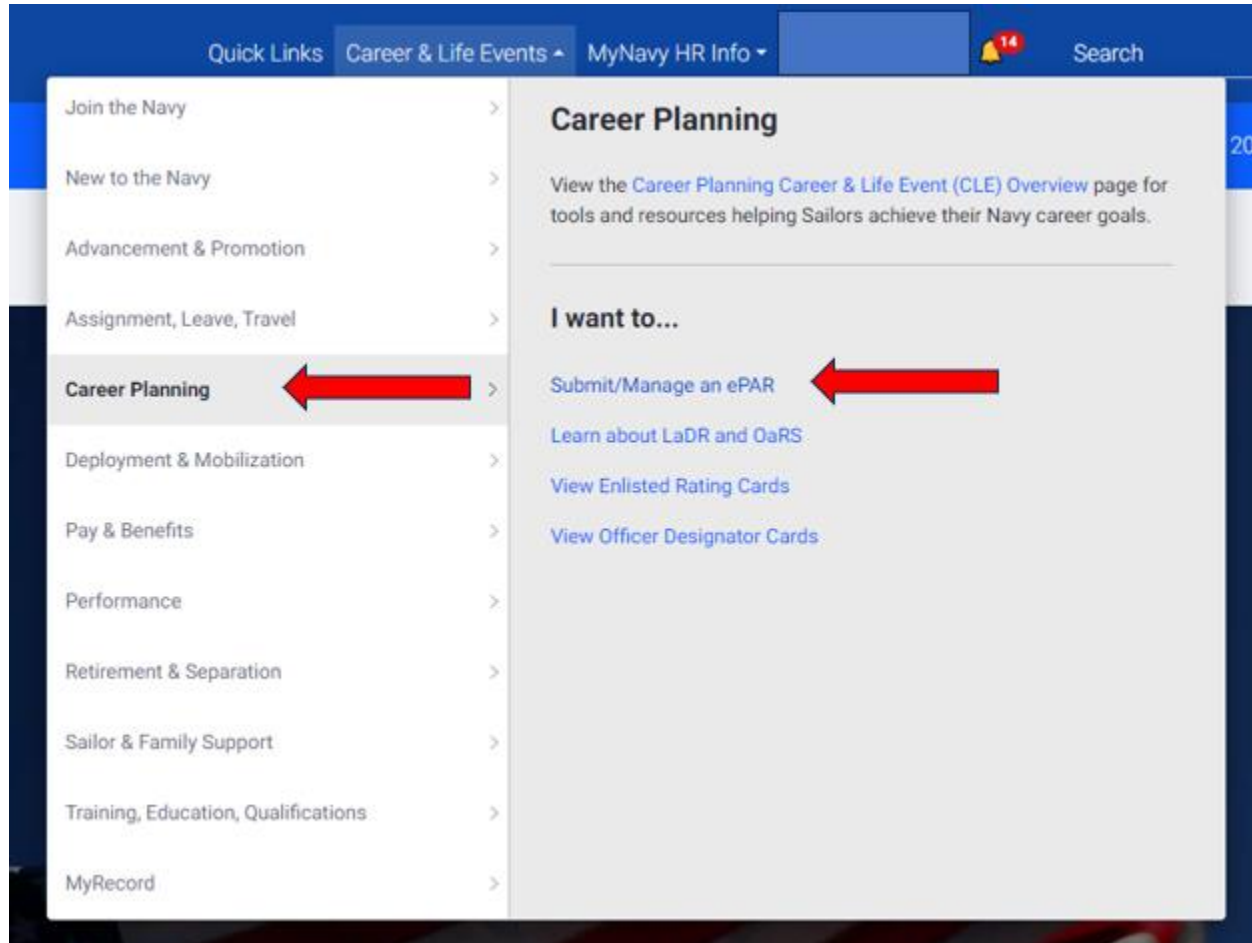


How To: Review an ePAR as a CCC

To review a submitted ePAR, log on to MyNavy Portal at my.navy.mil. Click on the Career and Life Events Tab at the top and select “Career Planning”.



On the Overview page, select the link “CCC Manage.”

CCC Manage

Command Career Counselor (CCC) - Manage internal workflow and submit to MNCC.

All active requests that require your review will be listed on this page. Each request will display a status such as Pending Review, In Review, Rework, or Pending Cancel.



Pending Review: The request is awaiting CCC review

In Review: The CCC is currently reviewing the request

Rework: The CCC has sent the request back to the sailor for rework

Pending Cancel: The request is awaiting CCC approval for cancellation

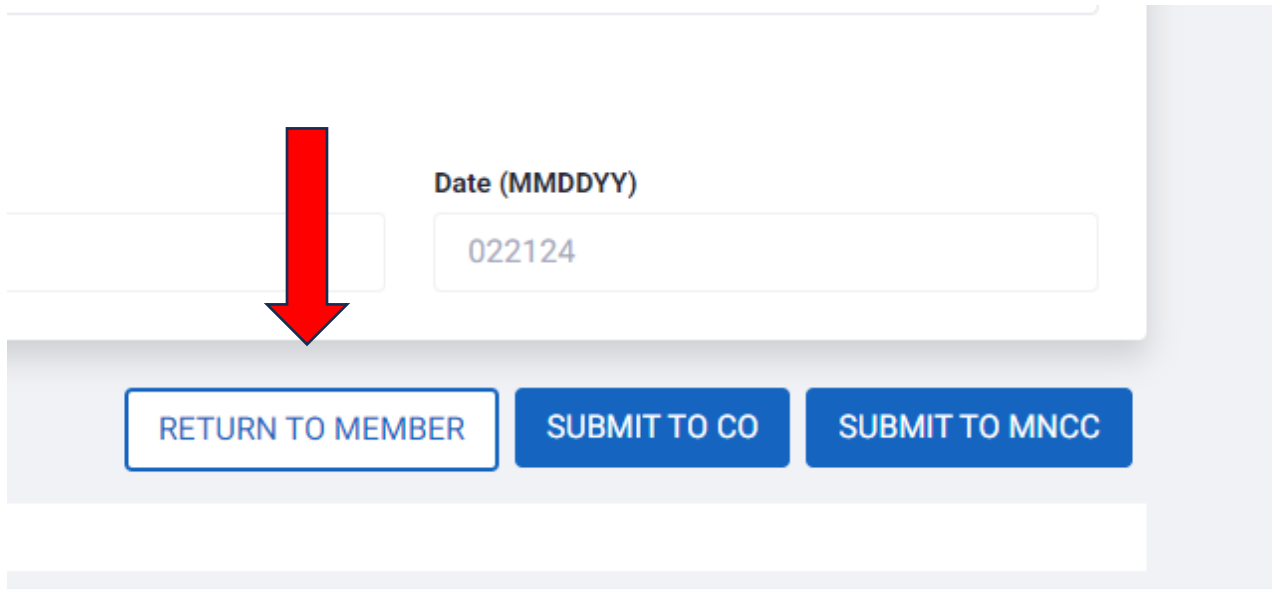
If there's a submitted request to review, click the 'pencil' icon in the Actions column to edit the form.

Submitted Requests					HISTORY
Name	Form Date	Request Type	Status	Actions	
Candice Akpa	21-Feb-2024	Rating Forced Conversion	In Review	 	

20 entries 1 ▾ Showing 1 to 1 of 1 entries

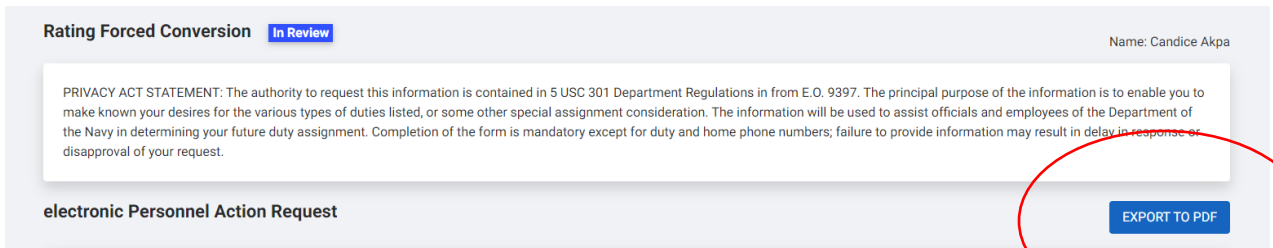


If there's any changes needed by the sailor to the form, you can send it back by using the "Return to Member" button at the bottom of the form.



The screenshot shows the bottom portion of a web form. At the top, there is a date input field labeled "Date (MMDDYY)" containing the value "022124". Below this, there are three buttons: "RETURN TO MEMBER" (white with a blue border), "SUBMIT TO CO" (solid blue), and "SUBMIT TO MNCC" (solid blue). A large red arrow points downwards from the date field towards the "RETURN TO MEMBER" button.

After reviewing the request, be sure to save a local copy by using the "Export to PDF" button at the top of the screen, then route the ePAR through your chain of command as usual to obtain recommendation endorsement. Remember! This form contains PII.



The screenshot shows the top portion of the ePAR form. It includes the title "Rating Forced Conversion" with a status indicator "In Review" and the user name "Name: Candice Akpa". A privacy statement is displayed in a white box. Below the privacy statement, the text "electronic Personnel Action Request" is visible. In the bottom right corner, there is a blue button labeled "EXPORT TO PDF" which is circled in red.

Once you've obtained the endorsement decision from the command, return to the ePAR form like before and scroll down to the command endorsement section and select "yes" or "no" based off command's decision. Then, provide comment as to the command endorsement decision and select "Submit". That particular ePAR form will now be gone from your queue and MNCC will open a service request and route it to the appropriate entity for processing.

Command Endorsement

Recommended * Yes No

Command Teaming Info Updated Yes No

Comments (Address acceptable gap, relief requirement, waivers, etc.) *

Test - GD

Commanding Officer/Delegated Authority Name

Commanding Officer/Delegated Authority Email

I acknowledge that by checking this box, I am signing this form digitally.

Rank: LCDR

Digital Signature: Phillip W. Richmond

Date (MMDDYY): 022124

[RETURN TO MEMBER](#) [SUBMIT TO CO](#) [SUBMIT TO MNCC](#)

