

Detailing Countdown



This is a product of the MyNavy Portal (MNP) Team in coordination with PERS 40.
Please address comments and feedback via email to mnwebmaster.fct@navy.mil
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 - Congratulations! You are under orders
 - Obtain help when you need it



DETAILING COUNTDOWN – GET READY



Required Item

Prepare to enter your detailing window.

The Navy expects you to take an active role in your professional development and career management.

MyNavy Assignment (MNA) is the marketplace that enables you to explore future career opportunities and apply for Navy jobs.

This “Detailing Countdown” will help you perform specific tasks in the fifteen months leading up to your Projected Rotation Date (PRD).

Your best chance for successful orders negotiation depends upon completion of each milestone indicated.

THIS IS YOUR CAREER...TAKE CHARGE TODAY!

Recommended Item

- Review career information and resources on the following systems and sites:
- MyNavy Assignment (MNA)
 - Career Waypoints (C-WAY) site
 - Learning and Development Roadmap (LaDR)
 - Military Personnel Manual (MILPERSMAN)
 - MyNavy HR Career Management
 - MyNavy HR Enlisted Detailing
 - Navy Administrative messages (NAVADMIN)

URL

- <https://mynavyassignment.dc3n.navy.mil/mna/Index.action>
- <https://www.mynavyhr.navy.mil/Career-Management/Career-Counseling/C-WAY/>
- https://www.cool.osd.mil/usn/all_ladrs.html
- <https://www.mynavyhr.navy.mil/References/MILPERSMAN/>
- <https://www.mynavyhr.navy.mil/Career-Management/>
- <https://www.mynavyhr.navy.mil/Career-Management/Detailing/Enlisted/>
- <https://www.mynavyhr.navy.mil/References/Messages/>

Info Tips

IMPORTANT NOTE

For Sailors in Billet-Based Advancement Ratings



Billet-based advancement (BBA) is designed to ensure that Sailors who have demonstrated leadership, gained the appropriate experience and skillsets, and meet advancement eligibility requirements for the next paygrade, can compete for jobs that suit them best.

Sailors who are BBA eligible may apply for jobs in MyNavy Assignment (MNA) regardless of their Projected Rotation Date (PRD), Accounting Category Code (ACC), or order status.

BBA eligible Sailors should update their MNA data prior to applying for advancement opportunities. Follow steps identified in the section titled, "[Review Personal and Professional Information.](#)"








DETAILING COUNTDOWN – 15 MONTHS PRIOR TO PRD (ALL SAILORS)

| Required Item | Recommended Item | URL | Info Tips |
|---|---|---|---|
|  <p>Review your career path and goals for professional development. You are approaching your PRD window.</p> | | | |
|  <p>Review your LaDR for career planning, goal setting, and recommended assignments.</p> | | https://www.cool.osd.mil/usn/all_ladrs.html | |
| | <p>Review your rating's Navy Enlisted Occupational Standards (NEOCS), NAVPERS 18068F to identify responsibilities for your next paygrade.</p> | https://www.mynavyhr.navy.mil/References/NEOCS-Manual/ | |
| | <p>Request Career Development Board (CDB).</p> | https://www.mynavyhr.navy.mil/Career-Management/Career-Counseling/Resources/ | <p>View CDB Training Videos, First Term Success Workshop Training, and Career Development Training Courses.</p> |







DETAILING COUNTDOWN – 15 MONTHS PRIOR TO PRD (ALL SAILORS)

| Required Item | Recommended Item | URL | Info Tips |
|---|--|---|---|
|  <p>Review personal and professional information. Perform the following steps:</p> | | | |
|  <p>1. Log in to MyNavy Assignment MNA.</p> | | https://mynavyassignment.dc3n.navy.mil/mna/index.action | |
|  <p>2. Update your User Profile.</p> | <p>In the top right, hover over the <i>Account</i> tab and select <i>My User Profile</i>.</p> <ul style="list-style-type: none"> • Enter preferred and secondary email and contact phone numbers. • Click <i>Update</i> to confirm your information update. You will be automatically redirected to the main screen. | | <p>Work with your Personnel Office or Command Pay/Personnel Administrator (CPPA), to update missing or incorrect information.</p> |
|  <p>3. Verify your Personal Information.</p> | <p>In the bottom left, find the <i>Sailor Info</i> box and select <i>My Personnel Info</i>.</p> <ul style="list-style-type: none"> • Review your <i>Personal, Education, Orders/Ultimate Activity</i>, and <i>Pay/Benefits</i> tabs. | | <p>Pay particular attention to the following, as this may determine whether you are detailed to your desired job:</p> <ul style="list-style-type: none"> • Exceptional Family Member (EFM) Status • Security Clearance • Citizenship • Number of Dependents |
|  <p>4. Verify your Career History.</p> | <p>In the bottom left, find the <i>Sailor Info</i> box and select <i>My History</i>.</p> <ul style="list-style-type: none"> • Review your <i>Assignment/School</i> and <i>Eval/Fitness Report</i> tabs. | | <p>Pay particular attention to the following, as this information will be reviewed by commands to rank and comment on your job application:</p> <ul style="list-style-type: none"> • NEC(s) • Evaluations • Platform Type History (your past commands) • Physical Readiness Codes |







DETAILING COUNTDOWN – 15 MONTHS PRIOR TO PRD (ALL SAILORS)

| Required Item | Recommended Item | URL | Info Tips |
|--|---|--|--|
|  <p>Update MNA My Preferences. Perform the following steps:</p> | | | |
|  <p>1. Submit or verify duty Preferences.</p> | <p>In the bottom left, find the <i>Sailor Info</i> box and select <i>My Preferences</i>.</p> <ul style="list-style-type: none"> • Consider your job preferences, career intentions and interests, other preferences, and no preferences. • Select <i>Update</i> to confirm user information • Select <i>Home</i> at the top of the page to return to the main screen. | <p>https://mynavyassignment.dc3n.navy.mil/mna/Index.action</p> | <ul style="list-style-type: none"> • Update your preferences whenever significant personal data changes. • Contact your Command Career Counselor (CCC) for assistance. |
|  <p>Update MNA My Resume. Perform the following steps:</p> | | | |
|  <p>1. Submit or verify duty Preferences.</p> | <p>In the bottom left, find the <i>Sailor Info</i> box and select <i>My Resume</i>.</p> <ul style="list-style-type: none"> • In the <i>Assignment History</i> section at the top, submit input within the boxes provided. In your own words, describe the value you brought to each command listed and provide any highlights of your tours. • In the <i>Resume Comments</i> section at the bottom of the page, submit input within the box to inform commands of your potential. | | <ul style="list-style-type: none"> • Update My Resume periodically and at least 13 months prior to your Projected Rotation Date (PRD). |











DETAILING COUNTDOWN – 15 MONTHS PRIOR TO PRD (ALL SAILORS)

| Required Item | Recommended Item | URL | Info Tips |
|---|--|--|--|
|  <p>Request reenlistment or extension, if required. Perform the following steps:</p> | | | |
|  <p>1. Submit OBLISERV Request (if applicable).</p> | <p>Sailors outside of their Orders Negotiation Window (ONW) who need to re-enlist or extend can submit a request in MNA.</p> <ul style="list-style-type: none"> In the center of the MNA Sailor Home Page, select the <i>Submit OBLISERV Request</i> box and the request will be routed to your Detailer for approval. | <p>https://mynavyassignment.dc3n.navy.mil/mna/index.action</p> | <p>Sailors no longer need to apply for an OBLISERV quota via C-WAY.</p> <ul style="list-style-type: none"> All C-WAY data is now in MNA, and you simply submit a job application via MNA. MNA will automatically apply for OBLISERV Authorization, if necessary. No additional Sailor action is required. |
|  <p>Submit special requests. Perform the following steps:</p> | | | |
|  <p>1. Submit special requests relevant to the job you seek to fill.</p> | <p>Submit an electronic Personnel Action Request (ePAR) via MyNavy Portal (MNP):</p> <ul style="list-style-type: none"> Request Military Spouse Collocation Request to extend PRD at current command Apply for Overseas Tour Extension Incentives Program (OTEIP) Apply for Sea Duty Incentive Pay (SDIP) Program Other special requests, as applicable | <p>https://mn3p.navy.mil/web/career-planning/epar</p> | <p>Your Command Career Counselor (CCC) will review your ePAR and route for approval by the designated authority.</p> |






DETAILING COUNTDOWN – 15 MONTHS PRIOR TO PRD (BBD ELIGIBLE SAILORS)

| Required Item | Recommended Item | URL | Info Tips |
|--|--|---|--|
|  <p>Determine eligibility for billet-based advancement (BBA). BBA is designed to ensure that Sailors who demonstrate leadership, gain appropriate experiences and skillsets, and meet advancement eligibility requirements for the next paygrade, can compete for jobs that suit them best.</p> | | |  <p>Info Tips Your Command Career Counselor (CCC) can help you determine whether you your rating is eligible for Billet-Based Advancement.</p> |
|  <p>If you are E5-E6...</p> | Review current NAVADMIN for Billet Based Advancement (BBA). | https://www.mynavyhr.navy.mil/Career-Management/Detailing/Enlisted/Billet-Based-Advancement/ | |
|  <p>If you are E7-E8...</p> | Review current NAVADMIN for Senior Enlisted Marketplace (SEM) information. | https://www.mynavyhr.navy.mil/Career-Management/Detailing/Enlisted/Senior-Enlisted-Marketplace/ | |
|  <p>If you are E5-E7...</p> | Review BBA eligibility status on your Sailor Landing Page/MyCareer Advancement Readiness widget. | https://www.mnp.navy.mil/group/sailor-landing-page | The Sailor Landing Page/MyCareer Advancement Readiness widget provides indicators and actionable information for Sailors in BBA-eligible ratings. |
|  <p>If you are E5-E7...</p> | Visit MNA for advertised advancement opportunities for your rating. | https://mynavyassignment.dc3n.navy.mil/ | |
|  <p>If you are E5-E7...</p> | Discuss MNA advancement opportunities with your chain of command, CCC, and mentor. | | If you are unable to access MNA, request assistance from your CCC. |
|  <p>If you are E5-E7...</p> | Discuss Detailing Marketplace options with your Detailer. | | |






DETAILING COUNTDOWN – 12 MONTHS PRIOR TO PRD

| Required Item | Recommended Item | URL | Info Tips |
|--|--|--|--|
|  <p>Submit MNA job applications. You have entered your PRD window. Perform the following steps:</p> | | | |
|  <p>1. Communicate with your Command Career Counselor, chain of command, and/or mentors regarding your career goals and job opportunities.</p> | | | |
|  <p>2. Submit MNA applications for desired jobs.</p> | <p>Log in to MNA.</p> <ul style="list-style-type: none"> • In the middle right of the page, find the <i>Jobs</i> box and select <i>Search All</i>. • On the left, conduct a <i>Job Search</i> using the drop-down menu. • Review available jobs. • When ready, submit up to seven applications for desired jobs. | <p>https://mynavyassignment.dc3n.navy.mil/mna/Index.action</p> | <p>If you are unable to access MNA, request assistance from your Command Career Counselor.</p> <p>Failure to submit seven applications decreases your chances of being selected for orders that you desire.</p> <p>Billet based advancement eligible Sailors are encouraged to apply for jobs in the next higher paygrade.</p> |



DETAILING COUNTDOWN – 7 MONTHS PRIOR TO PRD

| Required Item | Recommended Item | URL | Info Tips |
|--|--|--|--|
|  <p>Submit MNA job applications. You have entered your PRD window. Perform the following steps:</p> | | | |
|  <p>1. Communicate with your Command Career Counselor, chain of command, and/or mentors regarding your career goals and job opportunities.</p> | | | |
|  <p>2. Submit MNA applications for desired jobs.</p> | <p>Log in to MNA.</p> <ul style="list-style-type: none"> • In the middle right of the page, find the <i>Jobs</i> box and select <i>Search All</i>. • On the left, conduct a <i>Job Search</i> using the drop-down menu. • Review available jobs. • When ready, submit up to seven applications for desired jobs. | <p>https://mynavyassignment.dc3n.navy.mil/mna/Index.action</p> | <p>If you are unable to access MNA, request assistance from your Command Career Counselor.</p> <p>Failure to submit seven applications decreases your chances of being selected for orders that you desire.</p> <p>Billet based advancement eligible Sailors are encouraged to apply for jobs in the next higher paygrade.</p> |



DETAILING COUNTDOWN – 6 MONTHS PRIOR TO PRD

Required Item

Recommended Item

URL

Info Tips



Detailed in accordance with “Needs of the Navy.”

If you have not submitted a job application and/or been selected for orders, you will be assigned in accordance with needs of the Navy. Perform the following steps:



1. Contact your Detailer as soon as possible.





Select *Find My Detailer* on the MNA homepage to view the Detailer Contact List.

<https://mynavyassignment.dc3n.navy.mil/mna/Index.action>

If you are unable to access MNA, request that your CCC provide the schedule.



DETAILING COUNTDOWN – SELECTED FOR ORDERS

| Required Item | Recommended Item | URL | Info Tips |
|--|--|---|--|
|  <p>Congratulations! You are under orders. Perform the following steps:</p> | | | |
|  <p>1. View, download or print a copy of your orders from NSIPS.</p> | Go to NSIPS > Electronic Service Record > Professional History > Orders Detail. | https://www.nsips.cloud.navy.mil/my.policy | Contact your Personnel Office, CPPA or CCC for assistance. |
|  <p>2. Visit Facebook for news from Navy Detailers.</p> | | https://www.facebook.com/MyNAVYHR | |
|  <p>Obtain help when you need it Perform the following steps:</p> | | | |
| | View MNA tutorials and user aids. | https://mynavyassignment.dc3n.navy.mil/ | |
| | Contact MyNavy Career Center at 1-833-330-6622 (DSN 882-6622) or send email to askmnc@navy.mil | | |
| | Visit Sailor Landing Page/MyCareer. | https://www.mnp.navy.mil/group/sailor-landing-page | |