



MyNavy Portal

Sailor Self-Service Tools



This is a product of the MyNavy Portal (MNP) Team.
Please address comments and feedback via email to mpwebmaster.fct@navy.mil
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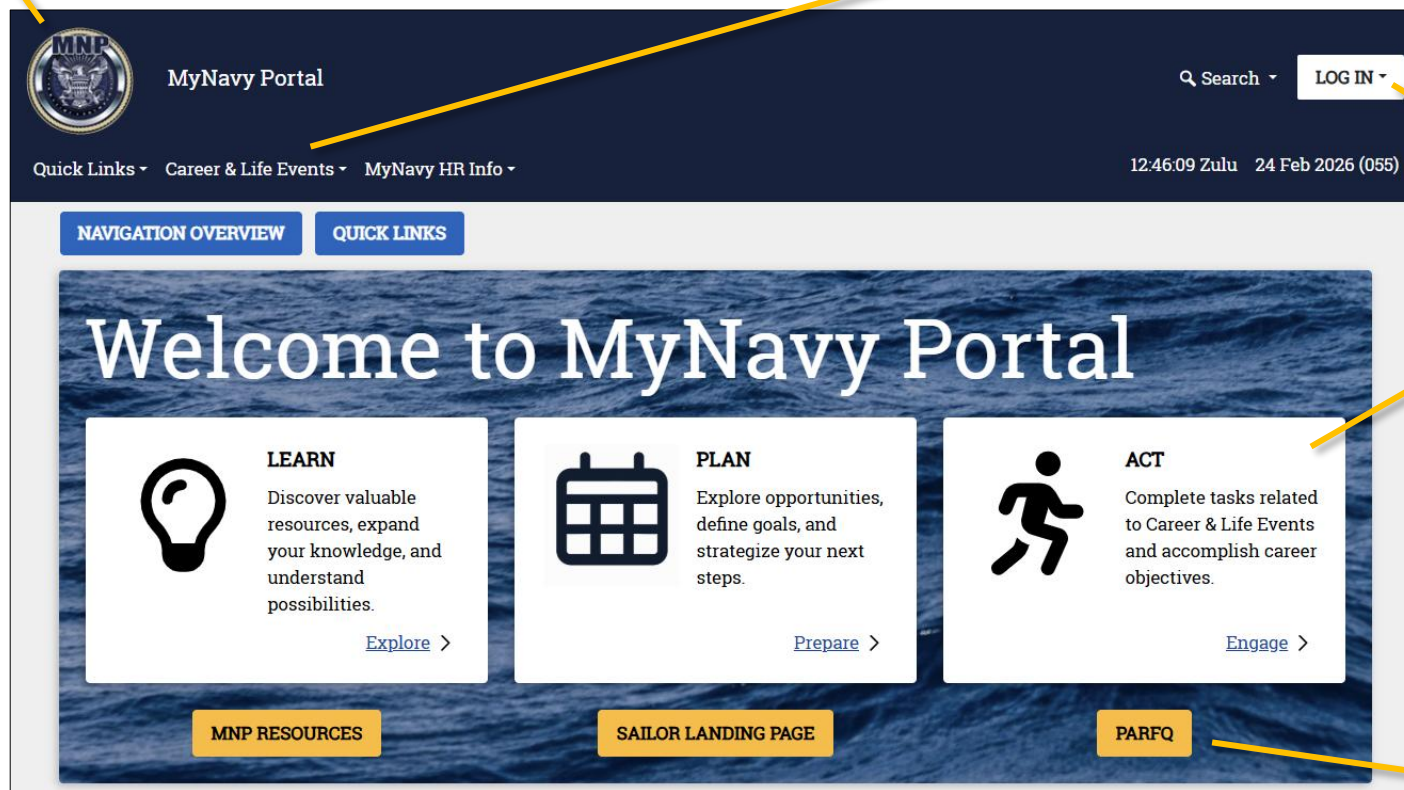
NAVIGATION OVERVIEW – MyNavy Portal Homepage

MyNavy Portal Logo

Select the MNP logo from anywhere within the portal to return to the MNP homepage.

Career & Life Events

View the 11 categories of Career & Life Events (CLEs) experienced by Sailors and their families throughout the Navy career continuum. Each CLE contains an overview, informational content, references, and access to transactional systems (NSIPS and MyNavy Assignment, for example).



Login

Log in (CAC or CAC-free) to view personalized tools and data.

LEARN, PLAN, ACT

The LEARN, PLAN, and ACT cards provide links through which all users may *Explore*, *Prepare*, and *Engage* knowledge, tools, and tasks throughout the Navy career continuum.

Call to Action Buttons

Across the portal, yellow buttons lead to actionable information and interactive tools.

SELF-SERVICE TOOLS – Sailor Landing Page/MyCareer – Submit MNCC Service Request

Select **Submit MNCC Service Request** button in the MyCareer “I want to...” card to correct or update your data. Upload key supporting documents as necessary to substantiate your request.

1 I want to...

- [Review LaDR / OaRS](#)
- [View MNP MyRecord](#)
- [View MNCC Service Request Status](#)

VIEW SLP OVERVIEW

PERSONALIZE MY DISPLAY

EXPORT SLP/MYCAREER

SUBMIT MNCC SERVICE REQUEST

2 Submit MNCC Service Request

You may request pay, personnel and career support from MyNavy Career Center (MNCC) using this form.

Using the buttons below, you can CAPTURE SCREENSHOT and UPLOAD DOCUMENTS.

The MNCC Human Resources Service Center is available 24/7 and will respond as soon as possible. Visit the MNCC Service Request Status page to monitor your requests.

Name:

Email:

DoDID:

UIC:

Phone Number *

Alternate email

3 Select Request/Inquiry Type *

Select Feedback Type *

4 Select Request/Inquiry Type *

Select Feedback Type *

Correct Data Error

Update Data Display

Attach any document necessary to substantiate your change request. The total size cannot exceed 10MB, including the screenshot.

UPLOAD DOCUMENTS

CAPTURE SCREENSHOT

List of Uploaded Documents

No documents uploaded

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SUBMIT



ePAR Submission Instructions

Submission Process

1. Select CREATE EPAR button and choose your request type.
2. Review "Get Started" tab to identify Prerequisite(s) and Key Supporting Document(s), if recommended to support your request.
3. Verify your prepopulated data is correct.
4. Add required data and additional information to support your request.
5. Review your request carefully; edit as necessary to ensure accuracy and completeness.
6. Select SEND to forward for Command Career Counselor review and processing.

CREATE EPAR

Select **CREATE EPAR** button to view a list of 20 ePAR types

- ePAR (Generic)
- Advanced Training
- Cancel Orders/Flag Record
- Conditional Release
- HYT Waiver
- Lateral Conversion
- Military Spouse Co-Location
- Overseas Tour Extension
- OBLISERVE to Train
- PACT Designation
- PG 13 in lieu of Hard Obliserve
- PRD Change
- Rating Forced Conversion
- Retain in Service
- SDIP (B/C/E)
- SELRES Affiliation (<90days from SEAOS)
- Special Program
- Split Tour
- STAR
- Voluntary Sea Duty Program Extension

Create ePAR

ePAR Type

Military Spouse Co-Location

Use to request co-location with your military spouse.
Reference: [MILPERSMAN 1300-1000](#)

CANCEL

CREATE

When an ePAR type is selected, Sailors view a brief description and policy reference link. Select **CREATE** to proceed to the workflow. Select **CANCEL** to return to select and view another ePAR type.

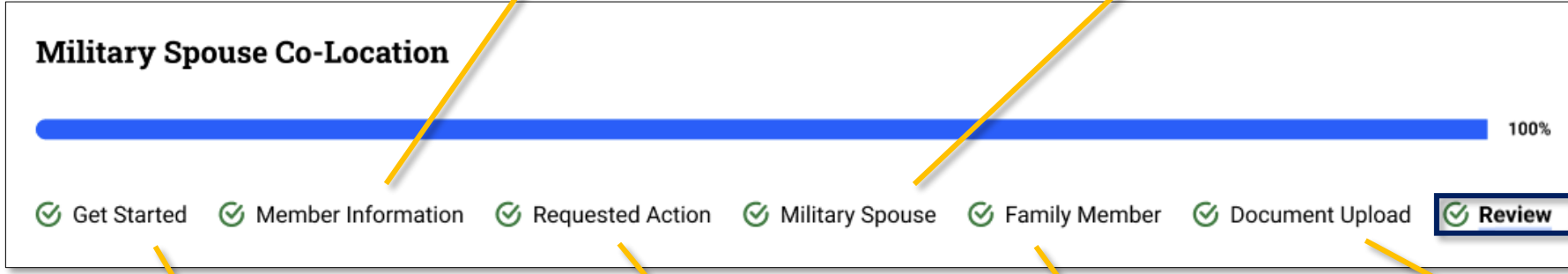
SELF-SERVICE TOOLS – ePAR Submission to MyNavy Career Center (MNCC)

Progress Bar

Track progress of your ePAR submission and easily navigate from one section to another.

Member Information
Review pre-populated data. If data is unavailable, out-of-date or incorrect, you may add or edit it for most fields.

Military Spouse
When applicable, provide required information about your military spouse.



Get Started
Review type-specific requirements, a list of key supporting documents, and applicable reference(s).

Requested Action
Review standardized wording. Add remarks, as desired.

Family Member
When applicable, provide required information about family member(s).

Document Upload
Upload Key Supporting Documents to support your ePAR type.

Review
When ready, send to your CCC and CO for processing and submission to MNCC.



Inventory your OMPF and ESR
 Perform a step-by-step review of the human resource (HR) information contained within your Official Military Personnel File (OMPF) and Electronic Service Record (ESR).

- OMPF contains electronic images of documents generated throughout your career, from time of entry until final separation. It is your official military personnel record.
- ESR contains electronic data entered directly into the system or obtained from other Navy systems.

Log in to view: [Career & Life Events > MyRecord > Records Review Tool](#)

SELF-SERVICE TOOLS – Language Exam Appointment Scheduler

Appointment Scheduler

VIEW APPOINTMENTS



Schedule Language Test Appointments

Navy's Language, Regional Expertise, and Culture (LREC) Program operates from the Center for Information Welfare Training (CIWT) in Pensacola, Florida. To schedule a language test at select CONUS or OCONUS test sites, click on the "SCHEDULE APPOINTMENT" button to proceed. For a list of sites not accessible through the scheduling tool or for more Navy DFLTP information, click on 'FAQs'. The Navy is conducting an Armed Forces Classification Test (AFCT) pilot program on select days at Navy Language Test Center (NLTC) Norfolk, VA. Click on the "Schedule Appointment" button to proceed with scheduling an AFCT at NLTC Norfolk, VA.

SCHEDULE APPOINTMENT

Choose a Language Test

Select your test and follow the prompts to schedule test location and time.

Choose a Test Select a Location Add Contact Info Choose a Time Confirm Appointment

Choose a Language Test

Defense Language Aptitude Battery (DLAB)

- I've never taken a DLAB, or it's been at least 180 days since my last iteration. The DLAB can only be administered twice within a 12-month period and only three times in a career.

SELECT

Defense Language Proficiency Test (DLPT)

- If you are scheduling a Listening and Reading DLPT, ensure you schedule two appointments. The tests can be completed on separate days but must be completed within 30 days.
- Individuals who achieve a 3 on a Low Range (LR) DLPT are authorized to complete an Upper-Range (UR) DLPT in the corresponding language. The UR DLPT must be completed within 90 days of the LR DLPT.

SELECT

Armed Forces Classification Test

- AFCT Pilot Program is being offered at Navy Language Testing Center Norfolk, VA.
- See MILPERSMAN Article 1236-010 for AFCT prerequisites and obtain chain of command approval before testing.
- Bring a copy of your approval to the test site.
- The most recent AFCT results become your official score of record.

SELECT

BACK

Log in to view: [Career & Life Events > Training, Education, Qualifications > Appointment Scheduler](#)



The MNP team welcomes all user feedback!

Floating Action Button

Hover over the orange button (bottom right-hand corner of every page) to access MNP help, support, and feedback options.



Feedback

Submit page-specific feedback directly to the MNP team.

Page Feedback ✕

Your feedback is important to us! Please select a feedback category and share your thoughts below. If you are experiencing technical difficulties, please submit an MNP Technical Request.

Name *

Email Address *

Feedback Category *

- Select a Feedback Category
- Accessibility and Usability
- Bravo Zulu
- Feature Request
- Accuracy and Clarity
- Navigation and Site Structure
- Other

Please describe the impact this feature would have on you and your tasks

[Privacy Policy](#)

SUBMIT