MyNavy Assignment

Sailor What's New for You

General Overview

MNA WNFY Issue 1 06 August 2020

1. What is MyNavy Assignment?

MyNavy Assignment (MNA) replaces the Sailor-facing component of the Career Management System – Interactive Detailing (CMS-ID). It is the new interface to the Detailing Marketplace, providing you more options, greater career flexibility and increased transparency. MNA supports MyNavy HR goals to transform MyNavy HR, deliver Sailor 2025, and man the fleet to support a 21st Century fighting force.

In MyNavy Assignment you can…

- Explore new opportunities for personal growth, promotion and rewarding service.
- Showcase personal skills and market yourself to future commands.
- Apply for jobs, interact with CCC and track orders.

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2. Getting Started

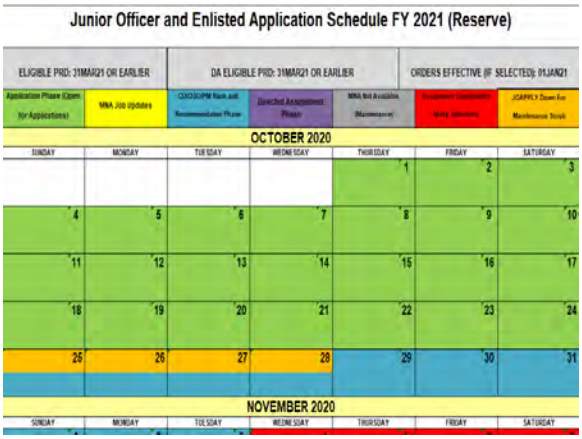
2a. Access

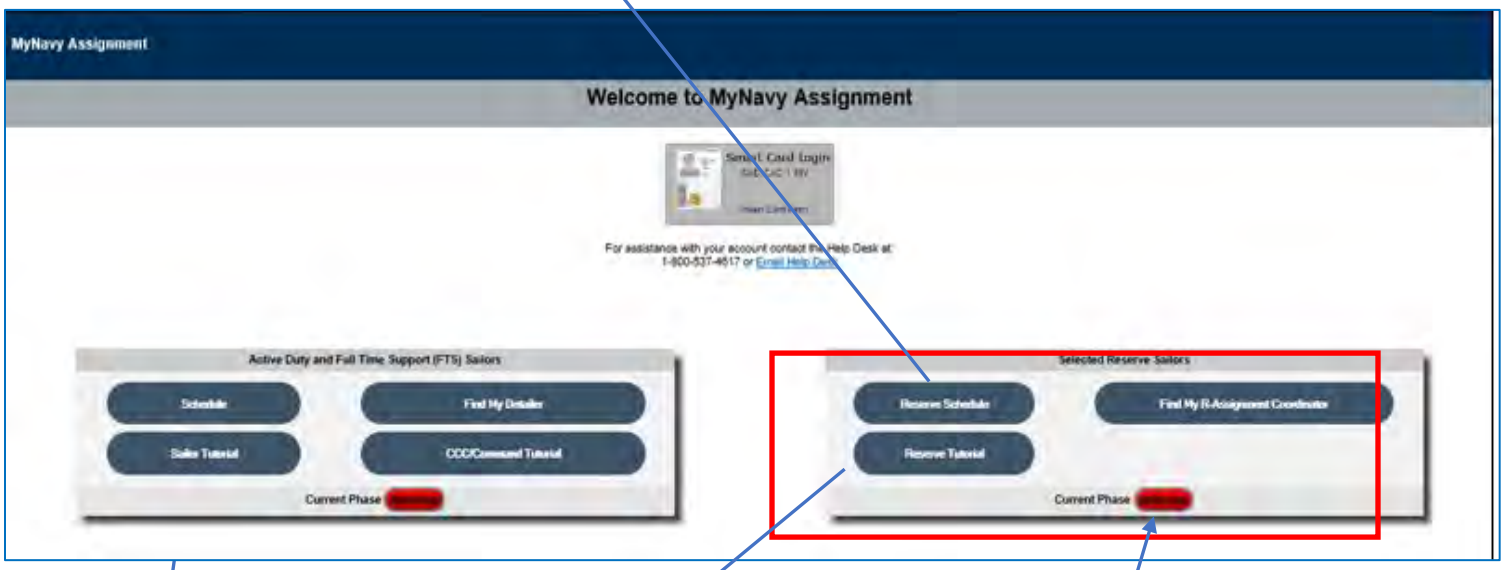
MNA can be accessed via the MyNavy Assignment link on MyNavy Portal https://my.navy.mil/. The link is posted in both the Quick Links and the Assignment, Leave & Travel (ALT) Career & Life Event (CLE) section.

Increased access window

Sailor viewing access is extended from the application window to anytime access. You may access MNA anytime to view jobs, perform searches, bookmark desirable jobs and update resumes.

2b. Login Page



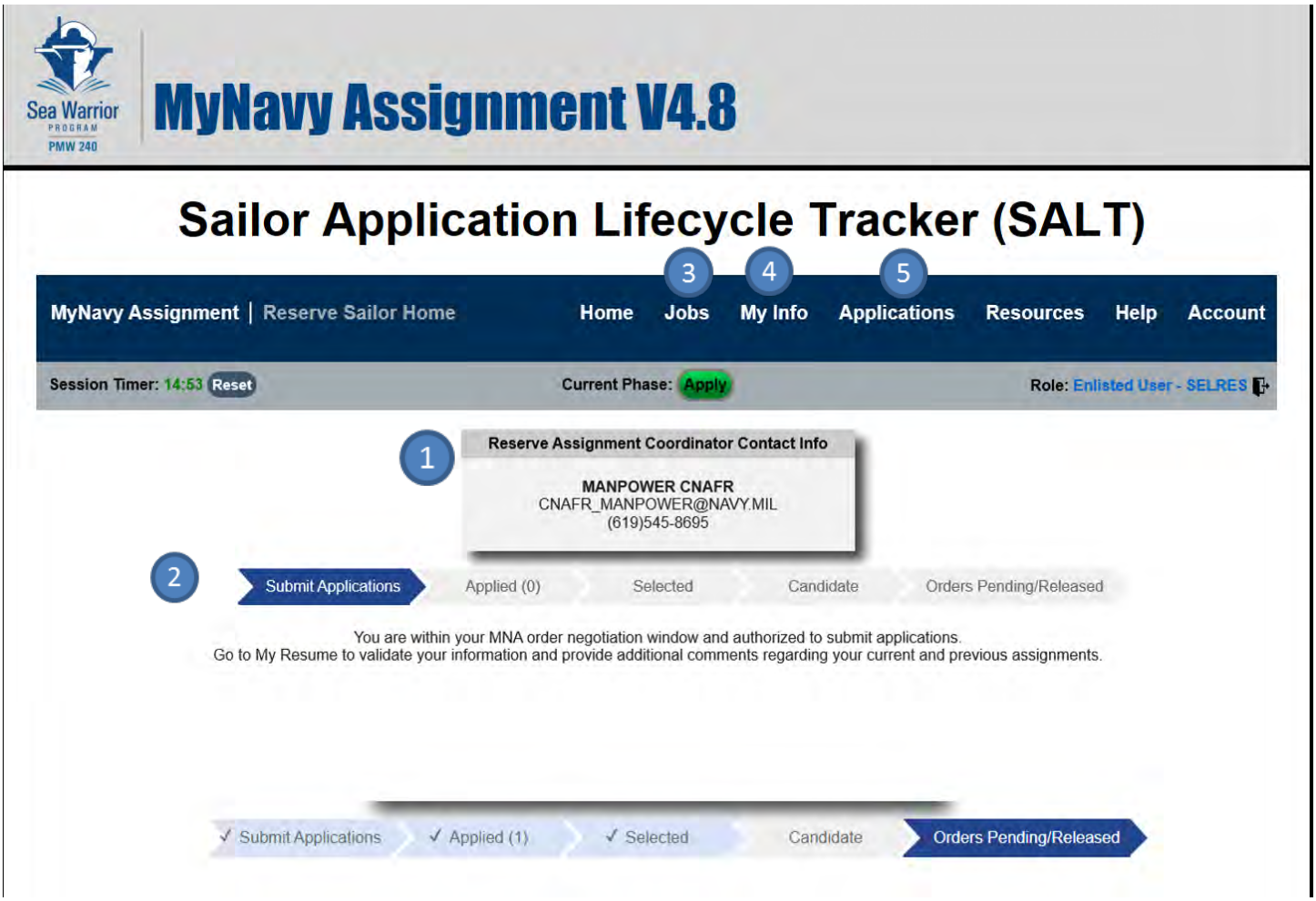


MyNavy Assignment - *Tutorial*

Scrub	PERS-4013 prepares jobs for advertisement.
Apply	Sailors and Career Counselors submit job applications.
Command	Prospective commands review and comment on applicants.
Selection	Detailers make selections on applications.
Results	Selection results are made available.

2c. Homepage

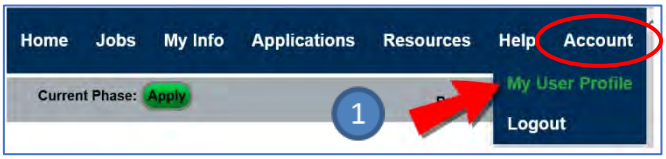
1. **CCC Contact Info -** Provides name and telephone number for all NRA CCC.
2. **Sailor Application Lifecycle Tracker (SALT) Dashboard -** displays status of your application.
3. **Jobs -** Provides search options to find a variety of jobs for the current cycle.
4. **Sailor Info -** Provides access to personnel searches and individual personnel data.
5. **Applications -** Allows you to review and modify outgoing applications and see selection results.

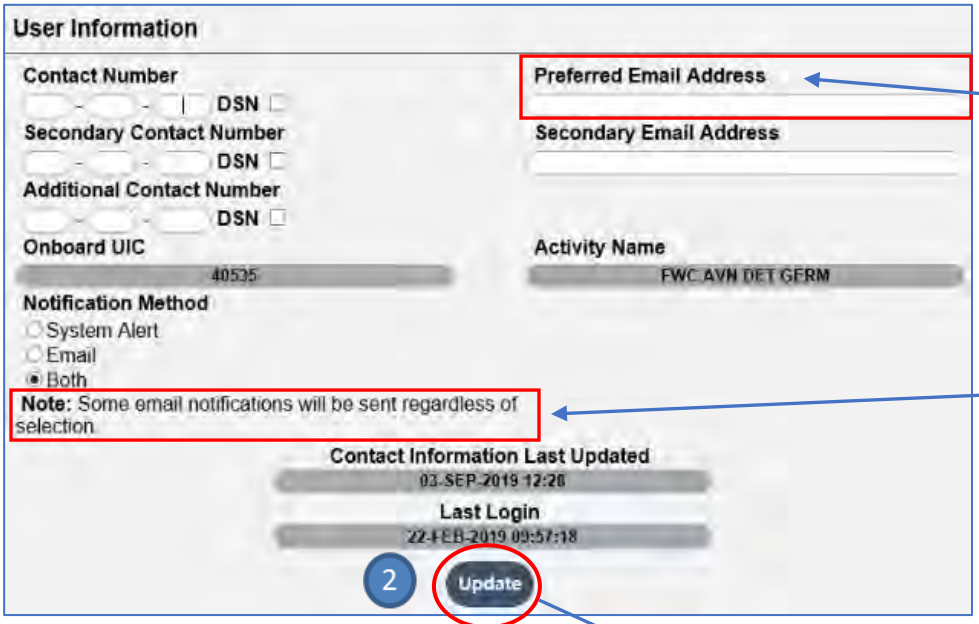


2d. View and Update User Profile

On first use of MyNavy Assignment, you will automatically be directed to update your user profile. You must update the information annually, and you should update it when changes occur (e.g. new cell phone number). **NOTE:** You must have a primary email address to access the system. If your email is blank, you will automatically be directed to the User Information page to enter a **Preferred Email Address**.

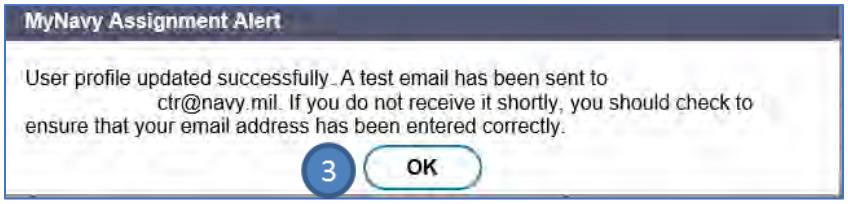
1. Select **My User Profile** under **Account** tab
2. Enter User Information and click **Update**
3. Ensure receipt of test email



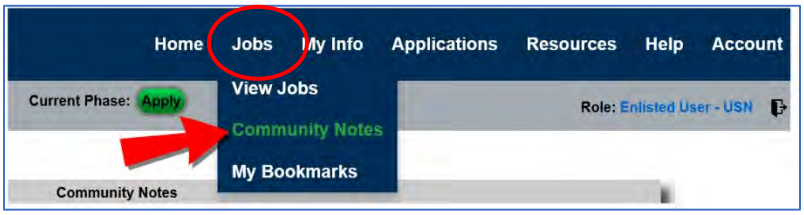


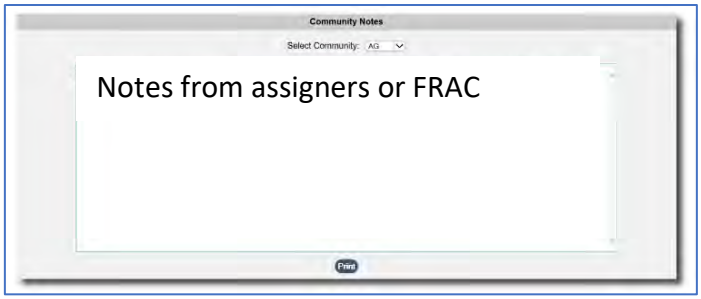
You must have a primary email address to access the system. You will be forced here upon login if blank.

Primary email will be used for new push notification capability. NPC can "push" comments and notifications to Sailors' email independent of selected **Profile Notification** method.



2e. Community Notes - Access Community Notes to view important rating-related information written by assigners or FRAC.





3. Explore new opportunities to serve

With expanded availability and increased visibility, MNA is your tool to explore jobs of interest and begin charting career possibilities. Do not wait until your PRD window; begin today to consider future jobs of interest. Determine what skillsets are required for potential jobs and look to improve your resume and become more competitive for future assignments. Bookmark jobs you want to keep "front and center" as you return to MNA for career planning

3a. Expanded job search capability

MNA increases your visibility to all generated jobs (vacancies) in the application cycle, both jobs that are open for application and closed (not available for application due to mission requirements). You will only be able to apply for those jobs in the open category during the application phase, but can view, research and bookmark any generated job throughout the entire cycle.

3b. Job Search tools

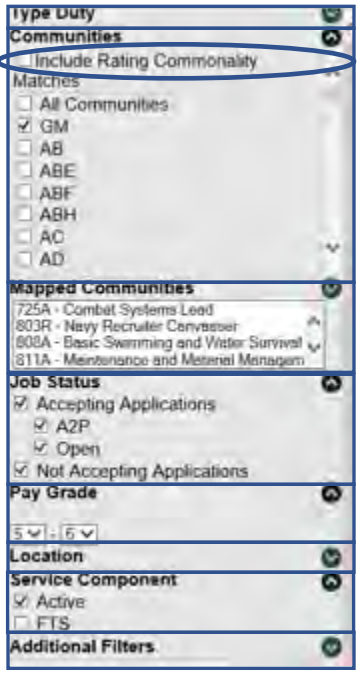
MNA allows you to conduct detailed job searches using a wide variety of search criteria.

- **Search All** - Page displays all jobs, based on a Sailor's rating and paygrade (up/down one paygrade for E-6 and below).
- **Jobs By My Preference** - Page displays jobs by the current items selected in **My Preferences**. (Refer to page 6 for setting preference options.)
- **My Bookmarks –** Page displays up to 100 jobs of interest that were bookmarked.
- **PRD modification** - Will allow you to submit a PRD extension or reduction. If you do not see this button it means you are not eligible to modify your PRD.

- **Saved Searches -** This function stores the currently selected set of search criteria and allows you to name the search. You can save up to twelve searches, and saved searches are retained for up to five years.

- **Jobs By My Qualifications -** Qualification Match Indicators provide a quick reference on your suitability for a job in terms of qualifications, current assignment and duty preferences. The indicators resemble traffic lights, and the colors carry the same connotations: a green light indicates favorable conditions; a yellow light implies caution; and a red light indicates a poor match.

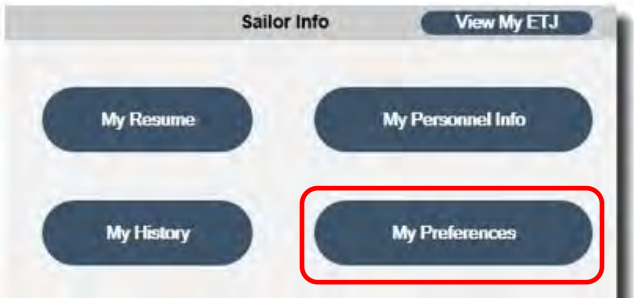
Search filters – Type Duty, Communities (including Rate Commonality matches), Location, Incentive Pay.



3c. My Preferences

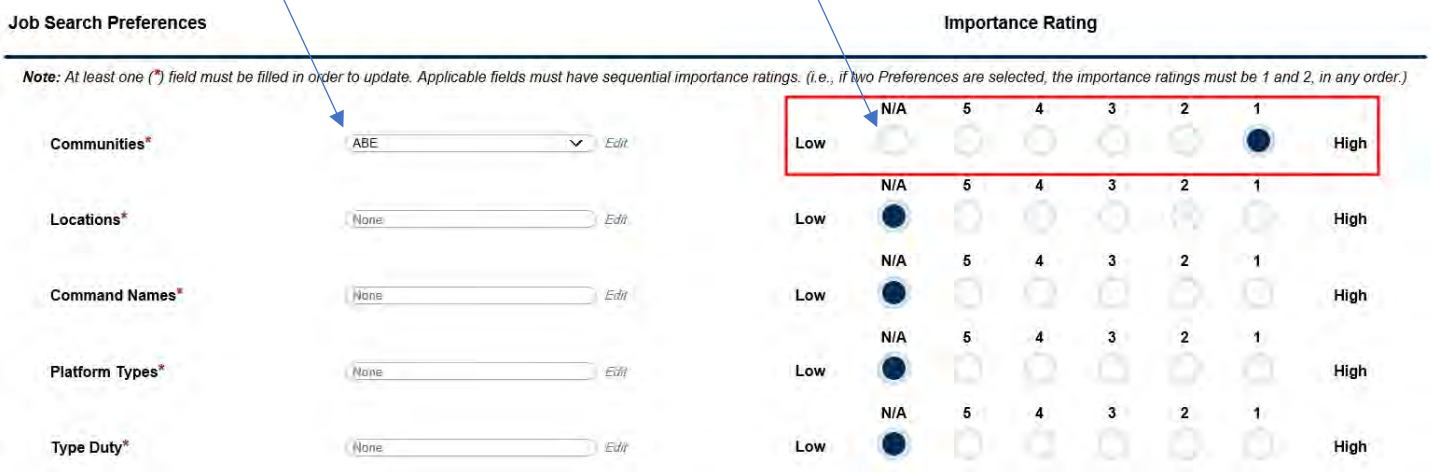
My **Job Search Preferences** is like a "dream sheet"— a description of the next Navy job you would like to have. On first access to MyNavy Assignment, you are directed to complete Duty Preferences after completing your user profile. This information is required to be updated annually, but can be updated anytime.

Job Search Preference Categories
MNA allows you to communicate to your detailer what you consider most important in your next assignment per five preference categories shown below.



You may select up to twenty preferences per category.

A desirability level must be assigned to each category selected: 1-5, with 1 indicating the most important. Sailors have the option to indicate preferences to all five categories or just a select few (one category, at minimum).



Additionally, Sailors can set preferences for:

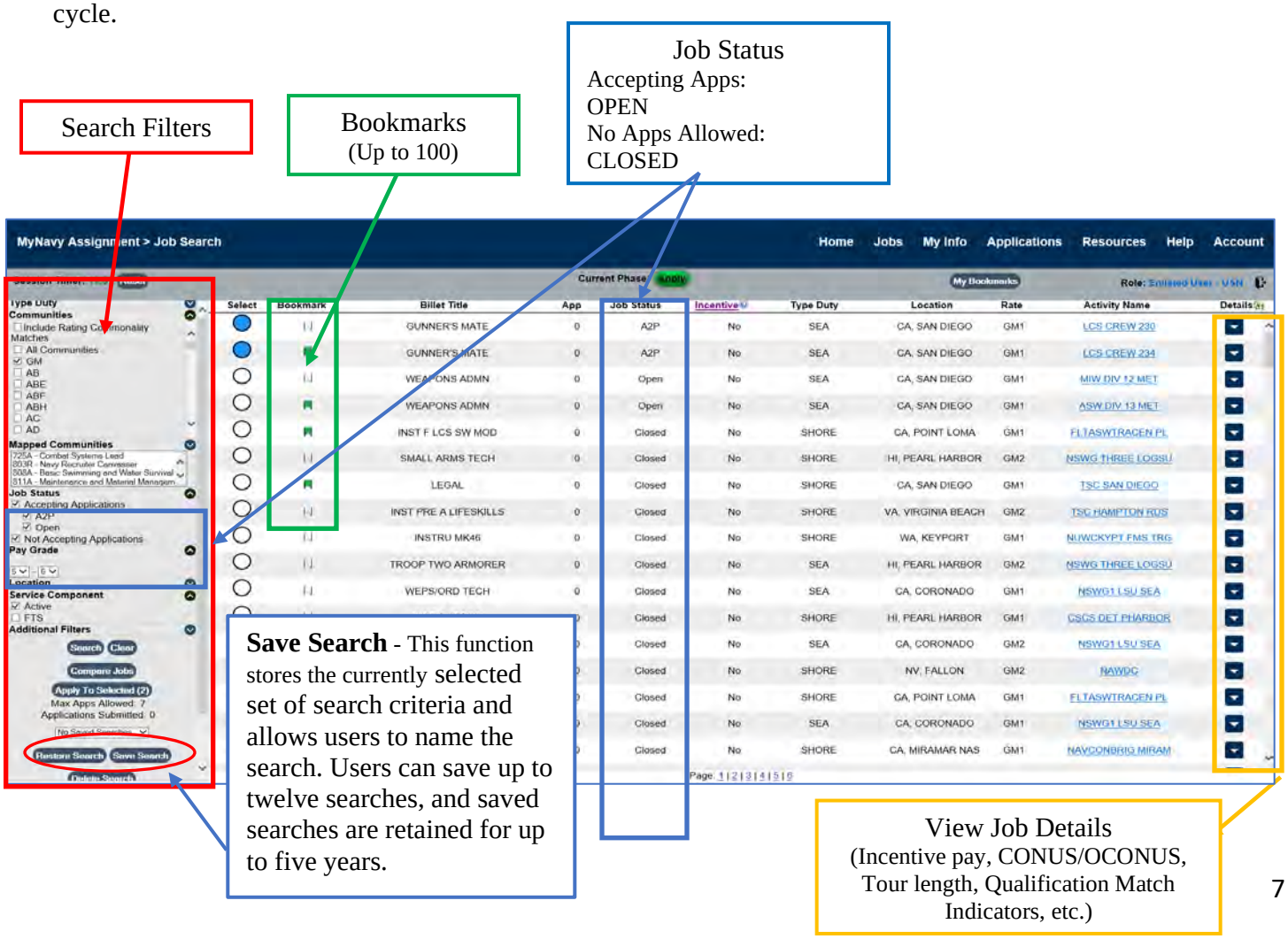
- Career Intentions
- Career Interests (Optional)
- School Preferences (Optional)
- Duty Willing To Extend For (Optional)
- Special Programs

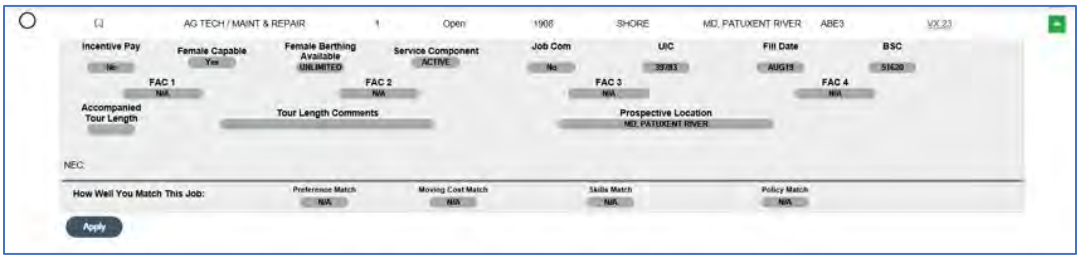
3d. Search Results

- Search results automatically show all data requested by the search criteria displays billet by first unit type and then mileage.

  Note: If the basic job search provides too large a pool of results, narrow the scope of the search by using the search filters. If you are qualified for a closed-loop NEC Closed community, you should select that option within your rating. (Ex. HM)

- View-Only job category allows you to view jobs that are available, but not prioritized for applications during the cycle.



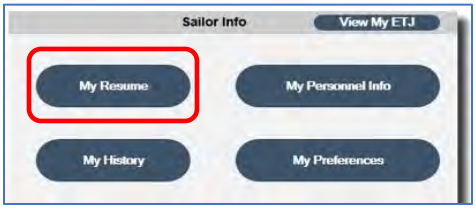


4. Showcase personal skills and market yourself to future commands

The **Sailor Info** section gives you access to service record information that is reviewed by Command personnel and assigners. You should ensure that all data shown is correct and up to date.

NOTE: If discrepancies are found, work with your Command Pay and Personnel Administrator (CPPA) to have your information corrected in the primary data source.

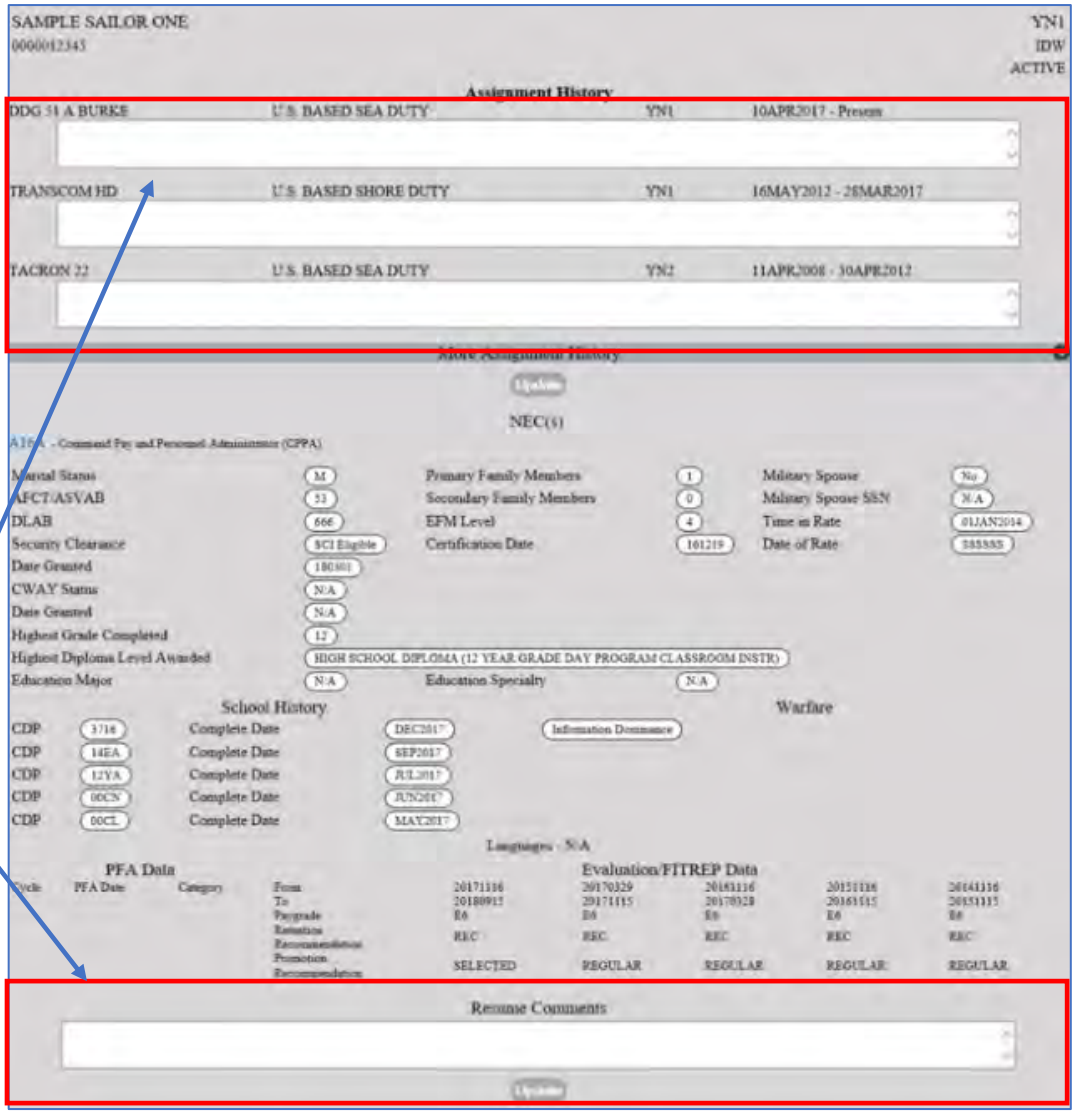
4a. My Resume



MNA expands your capability to highlight your skillsets to assigners and prospective Commands through My Resume. My Resume provides a snapshot of your service record to highlight your professional skills, personal details and experience. The Sailor Resume page details information such as:

- Assignment History
- NECs
- Warfare
- Professional Information
- Education and Language
- Performance Data
- Physical Fitness
- Family Information
- Resume Comments

It is important for you to enter comments to provide additional information highlighting your skills.
Examples: key watch qualifications, NEC level of proficiency and collateral duties held.

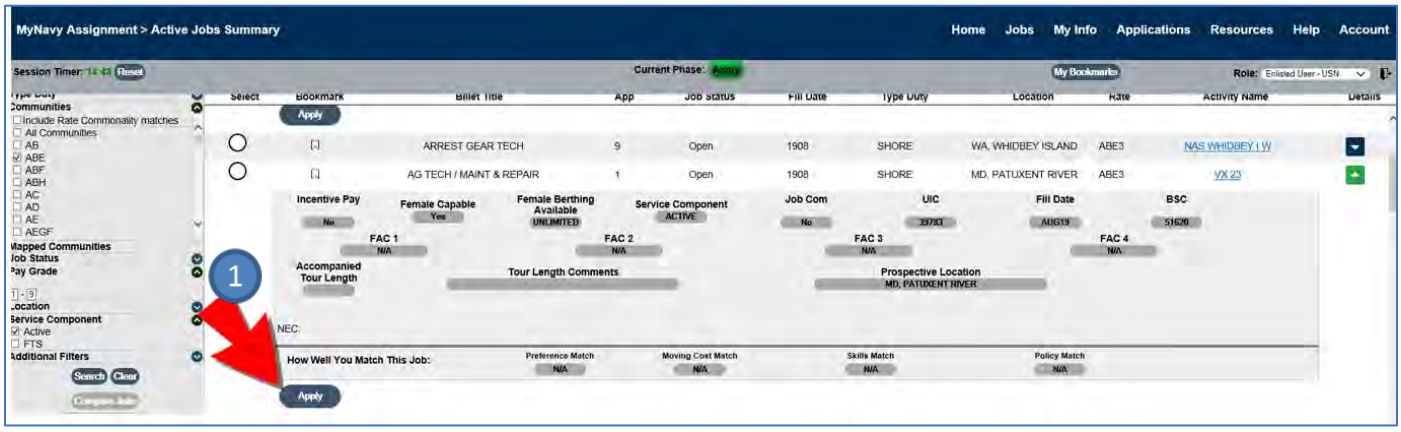


5. Apply for your next assignment

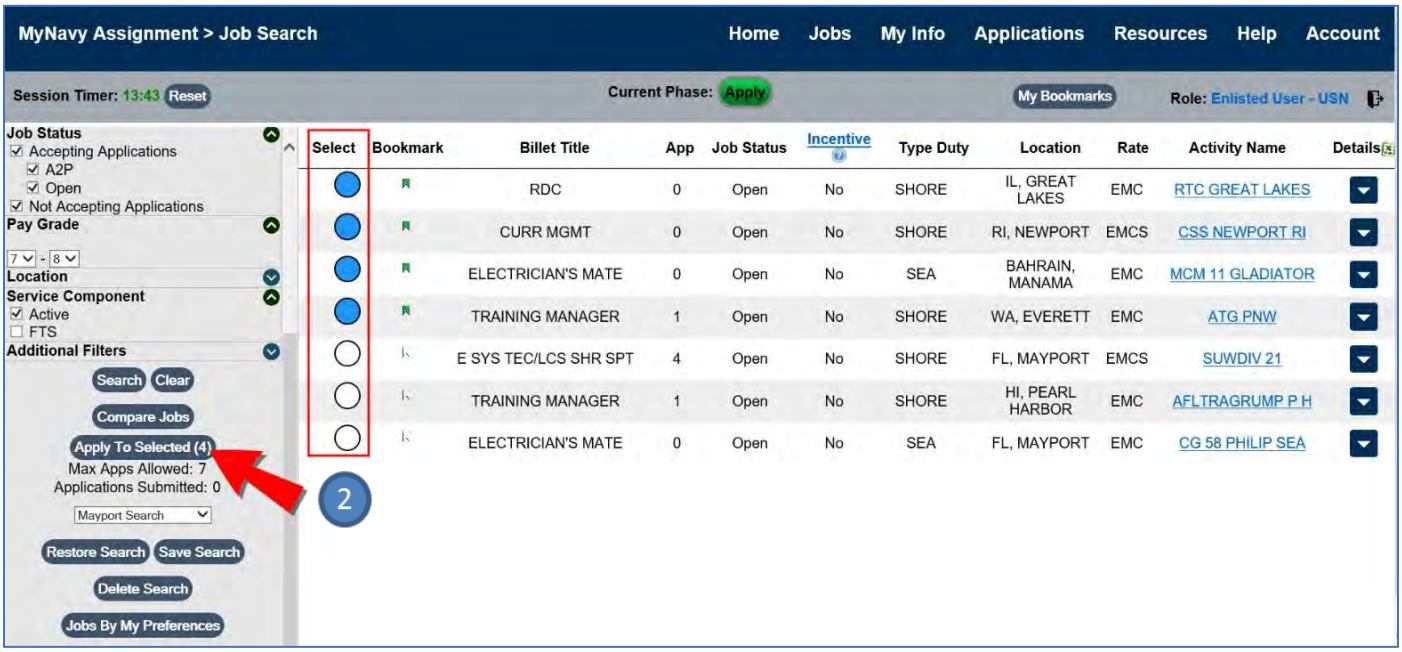
5a. Submit application

After exploring and researching jobs, you may apply for up to ten jobs. You may apply for one job at a time or multiple jobs at the same time during the application phase. **NOTE:** Once job applications have been submitted, they may be edited or deleted until the end of the current Application Phase. Applications may be reviewed until the Selection Phase begins.

1. Click the **Apply** button on an individual job **Details** screen.

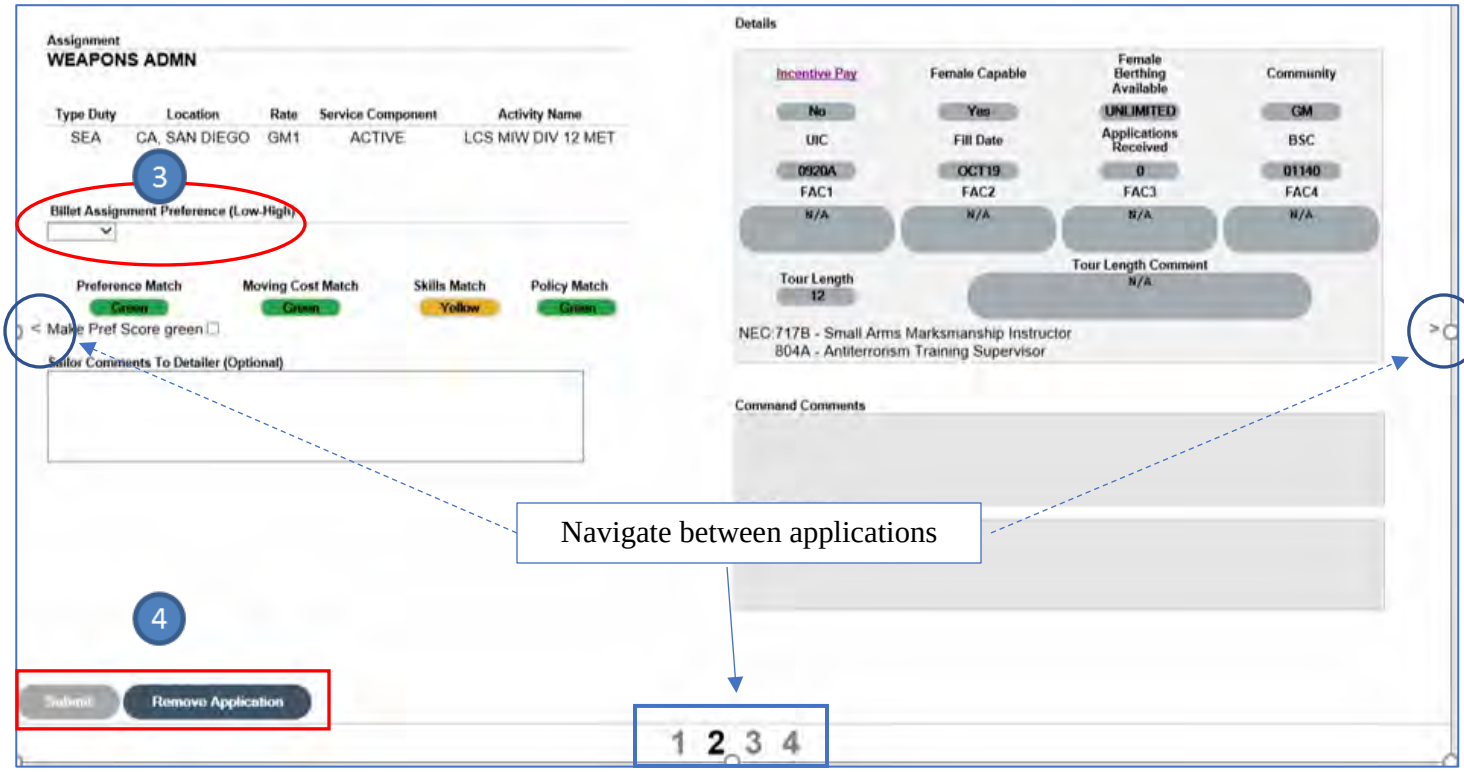


2. Alternatively, you can apply for multiple jobs by clicking **Select** buttons on the Job Search results page, then clicking the **Apply** button.



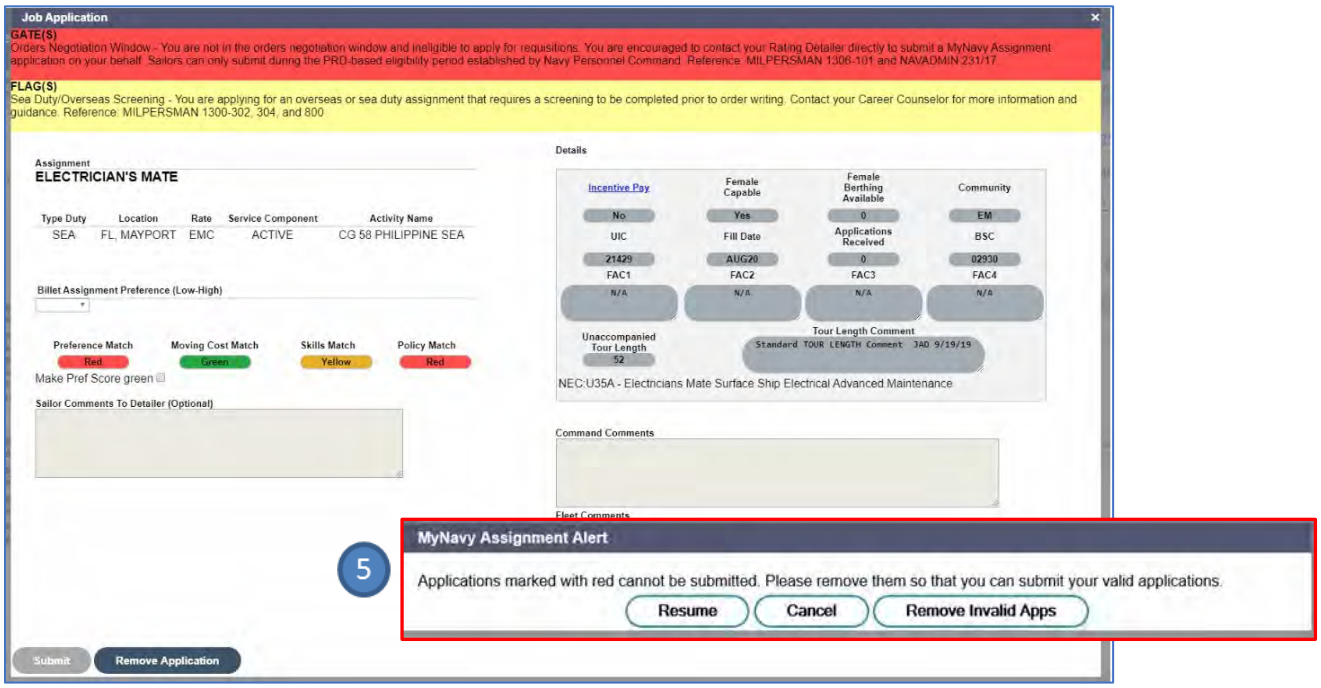
3. If applying for multiple jobs, navigate to each application and select preferences for each application.

4. View the application and **Submit** or **Remove Application**.

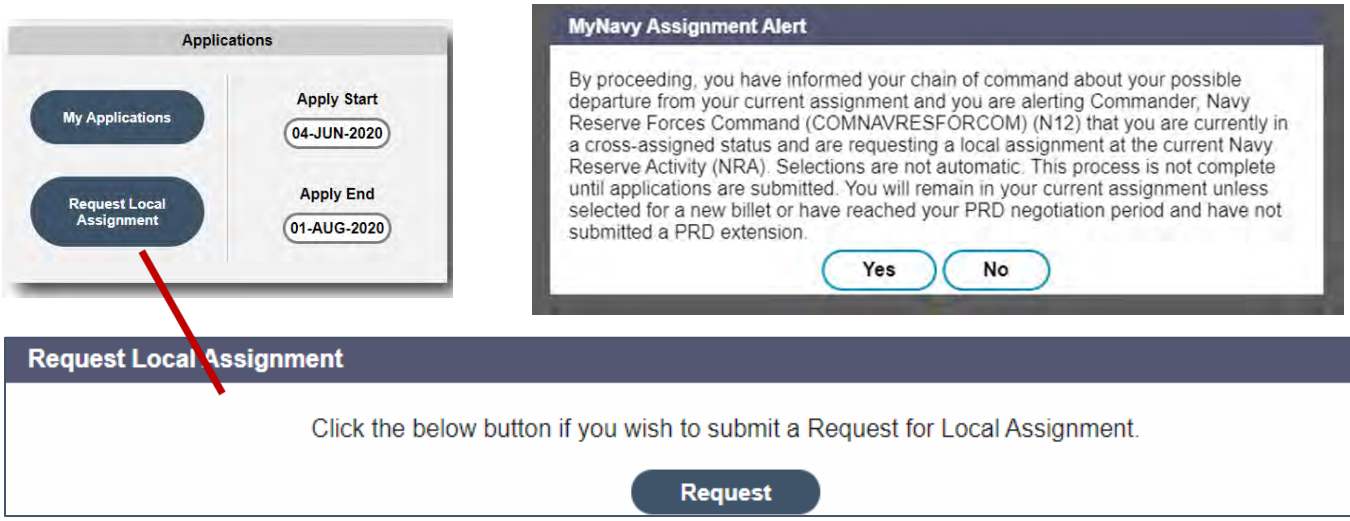


NOTE: Applications will display Gates (red) if you are ineligible to apply for that job or Flags (yellow) indicating further actions are required to complete the application.

5. Click **Resume**, **Cancel**, or **Remove Invalid Apps** to move forward with submitting those applications without Gates.



5b. Request local assignment



- Select Request Local Assignment if you are currently cross-assigned and would like to apply for a billet closer to your Home of record.

- The job results will only display jobs up to 100 miles.

5c. Track process

Applications and status can be tracked using the Sailor Assignment Life-cycle Tracker (SALT) located on the Homepage. **NOTE**: The SALT will not display if a Sailor is not within an orders negotiation window.

Submit Applications: Displays when you are within your order negotiation window and authorized to submit up to ten applications.

Applied: Displays the number of applications you have submitted up to ten.

Selected: Displays when you have been selected for a job.

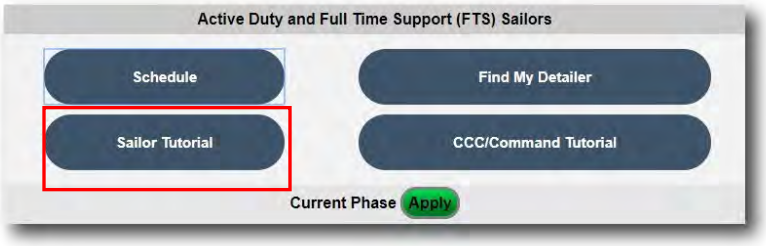
Candidate: Displays when awaiting program review and approval.

Orders Pending Release: Displays when Your orders are waiting final release in RFMT.

Orders Negotiation Window Closed: Displays "*The order negotiation window has closed for this cycle*" when MNA will no longer accept applications for that cycle.

6. Training & Help

Step-by-step instructions to complete required business processes can be accessed via the *Sailor Tutorial* link on the login page.



For additional information or assistance, contact:

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