MyNavy Portal

What is included in the MyNavy Portal (MNP) November 2018 Release?

My PCS Checklist joins a growing number of Sailor self-service tools available within MNP. The tool is part of the content within the Assignment, Leave, Travel Career & Life Event (CLE). It facilitates a tailored experience for Sailors to meet their specific needs when preparing for a Permanent Change of Station (PCS). By answering a comprehensive set of questions, Sailors identify ways in which their unique situations may impact upcoming moves. Based on the answers and the detachment date selected, the checklist outlines required activities, due dates and shows progress in accomplishing tasks. It also includes tips and sources for support. Sailors may download a PDF version of the PCS Checklist or email a copy to serve as a ready reference.

To learn more about the MNP November 2018 Release, please see the MNP November 2018 Release Quick Tour using the blue button on the MNP home page or by going to the Help & Info section from the Main Menu.

What is MyNavy Portal?

MyNavy Portal (MNP) is a web portal that will ultimately aggregate personnel, training and education systems into one easy-to-use format.

Users notice that MNP is different from many websites they are familiar with. This is because the portal brings together content from a number of human resources (HR) IT systems and presents the information in a single web page. It also differs from a website because the portal limits access to only authenticated and authorized users.

The Navy launched the beta release of MNP on Feb. 20, 2017, with the goal of providing Sailors an intuitive platform to help them manage their careers, from the day they join until the day they separate.

How do I find information on MyNavy Portal?

Content incorporates real tasks that Sailors must perform to manage their Navy careers, divided into CLEs. There are currently 10 CLEs (see below); another one is in development to support prospective Sailors seeking to join the Navy. Within these sections, users can view a range of information, such as FAQs and relevant timelines, links and documents. When each CLE section is fully developed, Sailors will be guided through processes related to each CLE and know how to get additional help or support if they need it.

CLE sections

- New to the Navy
- Advancement & Promotion
- Assignment, Leave, Travel
- Career Planning
- Deployment & Mobilization
- Pay & Benefits
- Performance
- Retirement & Separation
- Sailor & Family Support
- Training, Education, Qualifications
How are Sailors involved in the development of MyNavy Portal?

MyNavy Portal is built by Sailors, for Sailors. The very first MNP working group included Sailors from all warfighting communities and the Reserves. They defined the CLEs around which MNP’s task-based capability is being developed. Sailors participate in every CLE working group, providing their Fleet-perspective throughout the design process. They will continue to participate in working groups.

Sailors stationed around the world, ashore and afloat, participate in verification tests to ensure MNP is available to all users and it works properly in all Fleet environments. Sailor feedback enhances existing MNP capabilities and is factored into design proposals, which influences the look and feel of new capabilities and information.

When MNP reaches full capability, the result will be a portal that resonates with Sailors, provides access to authoritative information, is easy to navigate and simple to use.

When will MyNavy Portal reach its full capability?

Full operational capability will take a few years. Until then, Sailors will continue to use other online systems. However, with MNP’s ever-increasing functionality, Sailors can do more and more all in one place. When MNP achieves full implementation, it will be an integrated human resources portal that is a single entry point for Sailors to self-service manage their manpower, personnel, training and education information.

What was included in the first release of MyNavy Portal?

The beta release of MNP launched in February 2017, provided Sailors access to their Physical Readiness Information Management System (PRIMS) data and Official Military Personnel File (OMPF). Since then, the following have been incorporated into MNP:

- Navy Knowledge Online (NKO) content
- Navy Advancement Center
- Navy Schools and Learning Centers
- Personnel Qualification Standards
- General Military Training (GMT)

Sailors have access in MNP to other frequently-used systems through the Quick Links section:

- Career Management System-Interactive Detailing (CMS-ID)
- Electronic Training Jacket (ETJ)
- Joint Services Transcript
- Navy eLearning (NeL)
- Navy Credentialing Opportunities Online (COOL)
- Navy Standard Integrated Personnel System (NSIPS) Electronic Service Record
- Pay/Personnel/Travel Standard Operating Procedures
- U.S. Navy Awards

Functions represented by these systems and others will be integrated into the portal.

How has MyNavy Portal changed since the initial release?

Since the first release in February 2017, there have been ongoing improvements to build out the portal’s capabilities. Some notable examples include:

- Interfaces to other systems that feed data into CLE categories are being completed, reducing the need to access separate systems.
• MNP is being built at the same time it’s being used. More tasks and checklists are being added, like the newly available My PCS Checklist. For functions not yet available, links to those systems and websites may be found on the Quick Links page.

• My Record Web 1.0 is the first implementation of the new military service record that will consolidate all manpower, personnel, training and education information into a single display supporting a Sailor’s Navy career and life events.

• MNP and MyNavy Career Center (MNCC) are improving HR support to Sailors. From within MNP Sailors can review a wide variety of career-related information and they can submit inquiries 24/7 to MNCC from within the portal, by phone or email to get help from contact center customer service agents.

How does MyNavy Portal fit in with the Navy’s mobile application efforts?

The beta release of MNP helped pave the way for more HR-related mobile applications, several of which are currently under development, such as the My Record App. The software MNP is built on makes it easier to develop mobile applications that display information contained within the portal.

Can MNP be accessed on a mobile device now?

MNP can be accessed via a mobile device, but only if the user has a mobile Common Access Card (CAC) reader to enable login to the portal. These restrictions are due to Navy policy requiring CAC/PKI tokens for access to Personally Identifiable Information. In the future, the requirement to use CAC may be removed and secure access provided by multi-factor authentication processes similar to those used in the commercial world.

Which Internet browser is best for using MNP?

MNP was developed for Internet Explorer (IE) versions 10 and higher. MNP also works on other browsers (e.g., Chrome, Firefox).

Is MNP accessible from afloat environments?

Yes. However, challenges routinely exist for platforms with limited, low or intermittent bandwidth. Efforts are underway to improve Sailor use in these environments.

Afloat units with older browsers and limited connectivity may encounter challenges accessing MNP. A low bandwidth version is accessible from the MNP public website at http://my.navy.mil. Sailors can toggle between low and high bandwidth versions by selecting the Arrows button when hovering over the yellow Options buttons on each page.

Do Sailors have the ability to provide feedback on MNP?

Yes! Since MNP is a work in progress, Sailor feedback is critical to its ongoing development. There are several ways to provide suggestions, report broken links and missing information, or communicate about problems they encountered. Page-specific feedback may be left by clicking the yellow Options button at the bottom right of the page and selecting Leave Page Feedback, or input can be made via the Feedback section available from the Main Menu.