MyNavy Portal Quick Tour

Welcome to the MyNavy Portal (MNP) Quick Tour! This Quick Tour provides the most current overview of MNP capabilities. New capabilities have been added to MNP to give Sailors more self-service functions, along with the ability to connect with customer service representatives at MyNavy Career Center (MNCC) for help in resolving career-related information.

With this release, users have access to the following new functionality:

- **eLeave** is now available using MNP to manage Ordinary Leave actions by CONUS-based Sailors, such as:
  - Submit a request that is routed to chain of command for approval
  - Request a leave extension
  - Check out and check in
  - Cancel requests
  - Look up leave balance

Other types of leave requests, including those by OCONUS-based Sailors, should be made using Navy Standard Integrated Personnel System (NSIPS).

- **MyPCS Checklist** facilitates a tailored experience for Sailors that meets 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 detachment date selected, the checklist outlines necessary activities, due dates, and includes tips and sources for support. The completed checklist is a helpful reference that Sailors may download as a PDF or email a copy to themselves and loved ones.

To access MyNavy Portal, please visit: my.navy.mil
To access eLeave, use the Main Menu to navigate to (1) Career & Life Events; select (2) Assignment, Leave, Travel; and from the left menu choose (3) eLeave. From the dashboard, users may complete several tasks: Submit Ordinary eLeave Request, Make Ordinary eLeave Inquiry and lookup Current Chain of Command to determine reviewers and approvers.

Click CONTINUE in the Current Chain of Command box for a list of reviewers and approvers.
**Quick Tour**

To initiate a request, ensure estimated leave balance covers amount of time being requested. Select **Start Date and Start Time**, using the pop-up calendar and clock, indicate if leave begins on a work day. Fill in **End Date and End Time**, indicate if leave ends on a work day.
To complete the eLeave Request, specify Leave Address and Travel Info, indicating mode of travel and accompanied by spouse and/or children.

Addresses & Phone Numbers

If the Leave Address is not among the previously used options that appear in the drop down menu, add the new address. Note: this address will not be stored in the NSIPS database for future use.

Travel Info

The eLeave Request may be cancelled before submitting to command for review and approval. A confirmation box pops up before the action can be completed.
The eLeave Inquiry section is a snapshot of past and current requests and their status. From this list, it's possible to: (1) Check Out, (2) Check In, (3) Request Extension, (4) Cancel Request, (5) View Command decision and (6) Print the inquiry overview.
My PCS Checklist

MyPCS (Permanent Change of Station) Checklist guides users through a comprehensive set of questions to create a tailored experience based on Sailors’ unique circumstances.

MyPCS Checklist uses the requested detach date to determine appropriate timing and organize required actions. It’s possible to change the PCS detach date, which recalculates the PCS timeline.

After inputting the requested detach date and going through the questions, click PROCEED TO CHECKLIST to view, download or export the document.

At any time, users can reset the questionnaire and start over.
My PCS Checklist

If an item needs to be changed in the completed MyPCS Checklist, users can click RETURN TO QUESTIONNAIRE to go back to the list of questions, modify their responses and create an updated checklist.

The completed checklist may be emailed to yourself, a spouse, a parent, or anyone with whom you want to share the information.

The completed PCS Checklist categorizes actions into four areas: Ship HHG (household goods), Family Move (if moving with a family), and Money, which guides users through entitlements and financial aspects of the PCS process. The Sailor Admin section displays actions and deadlines Sailors need to complete in order to successfully detach from their current commands and transfer to the next one.
My PCS Checklist

My PCS Checklist highlights due dates, detailed instructions and needed resources for each step of the way. Users can add notes and refer back to them throughout the PCS process.

Users may email the full checklist (see previous page) or export it in PDF format.
Support, Help Desk and Resources

On the right side of the page within each Career & Life Events (CLE) section is Sources of Support, with phone and fax numbers, URLs and email addresses to help connect users with people, systems, support, help desks, policies and information. The example below shows the home page for Training, Education, Qualifications with the Sources of Support view expanded. The content that appears in this sections varies among CLEs, but will always be specific to the CLE.
Quick Links

MNP Quick Links page provide access to NSIPS (for OCONUS-based Sailors and for other Leave requests) and other important Navy career websites, systems and portals. Links to the most used sites Sailors need fast access to are consolidated on this page. Systems that require CAC-enabled access are designated with a padlock icon. The MNP Quick Links page on the MNP Main Menu is exactly the same as the Quick Links page available at the top right of the public login page.
Feedback

MNP is designed by Sailors, for Sailors! Your feedback is important. Please visit the Feedback section and fill out the MyNavy Portal Feedback Survey, or leave feedback in the Technical Suggestions for Improvement section to share constructive ideas on ways to improve the portal and the MNP experience.

Click Category to select the type of feedback to ensure feedback is routed to the correct recipients for action.

Click Submit when the survey is completed.

Scroll down for additional questions and to add feedback into the Comments field.