Welcome to My Navy Portal (MNP) Release 2 Quick Tour! This Quick Tour highlights the new Release 2 capabilities and provides an overview of what’s new in MNP. Release 2 is the first in a series of quarterly releases that will add new features, information, and resources to MNP. For this release, new features have been added to two Career and Life Event (CLE) sections in MNP:

- **Assignment / Leave / Travel CLE:** SWAPS
- **Advancement & Promotion CLE:** Active Duty Officer Selection Board

Your feedback is important! Please visit the Feedback section of MNP or use the page-specific feedback feature to let us know what you think of these new MNP Release 2 capabilities.
There are occasions when reassignment of a Sailor to a specific area would be highly beneficial to the Sailor from a morale standpoint, but not operationally necessary or justifiable in view of the expenditure of government funds required. Permanent Change of Station (PCS) transfers of this nature normally must be made at low-cost or no-cost to the government. Exchange of Duty (SWAPS) provides Active Duty and Full Time Support (FTS) Sailors with the ability to connect with other Sailors who are interested in exchanging “like” duty billets with those from other commands near or within the same geographical proximity.

Here is the new SWAPS menu located within the left menu of the Assignment / Leave / Travel CLE. Displayed is the Exchange of Duty (SWAPS) main page, which gives an overview, general guidelines, instructions on usage, links of interest, and sources of support for SWAPS.
SWAPS works like an electronic bulletin board and gives Sailors a user-friendly ability to view jobs in the same geographic area that they may want to exchange with a fellow Sailor. When a Sailor finds a SWAPS partner in MNP, they can then request a SWAPS through their detailers. The new MNP SWAPS capability will walk you through the process of determining if you are eligible, searching open jobs, finding a SWAPS partner, and requesting a SWAPS.

Choose SWAPS Eligibility from the left menu and then complete and submit the form to see if you are eligible for SWAPS.
Choose Search SWAPS Listings to view CONUS and OCONUS SWAPS listings in a map or list format.

The screenshot below shows the List format for viewing SWAPS listings. Click on the State to see all of the SWAPS listings available in that location.

Use the slider to select Map or List view for searching SWAPS listings. Here, Map view is displayed and the user can click on any of the highlighted States to see all available SWAPS listings located in that State.

Click the My Listing button to submit your SWAPS listing. The pop-up form below will open for you to fill in your information. Once you submit this form and if you are eligible for SWAPS, you will be added to the SWAPS listings and other Sailors will be able to view and apply for an exchange of duty with you.
Use the SWAPS Mileage Calculator to calculate the official mileage between CONUS homeports.

Use the dropdown arrows to select State and City locations and the SWAPS Mileage Calculator will calculate the distance between the States / Cities you selected.

<table>
<thead>
<tr>
<th>From State</th>
<th>City</th>
<th>To State</th>
<th>City</th>
</tr>
</thead>
<tbody>
<tr>
<td>FL</td>
<td>ORLANDO</td>
<td>FL</td>
<td>PENSACOLA</td>
</tr>
</tbody>
</table>

462 miles
The Advancement & Promotion CLE has been updated with links and reference material for Active Duty Officers. In this section, Active Duty Officers can now find links to help determine their eligibility, an application for selection board membership, view the selection board schedule, check to see if your package was received by the board, view the promotion board approval process, and view board results. Additional reference information can be found in this section, including information for board-eligible candidates, updated board procedures, and how to become a board member or recorder.

Choose one of the three tabs to see General Board Information, Information for Board-Eligible Candidates, and Information for Board Members and Recorders.

Clicking the mail icon allows users to share this information with someone else. This will open an email that is populated with a link to this information in MNP that you can then send to whomever you choose.

Clicking the dropdown arrow in the Selection Board section of the left menu of the Advancement & Promotion CLE will open a new menu of choices for Active/Reserve Duty and Enlisted/Officer. Sailors now have the ability to view, sort, and share this reference information.