



# QUICK START



Navy Personnel and Pay (NP2)

October 2024

## View And Print Your PCS Orders



### What You Need Before Starting

Official Permanent Change of Station (PCS) orders with a detaching date from your current command.



Scan for MNP Tutorials

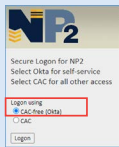
#### 1. NP2 Access



##### A. Quick Links

Access NP2 via [MyNavy Portal Quick Links \(https://prodhr.np2.cloud.navy.mil/\)](https://prodhr.np2.cloud.navy.mil/).

**Note:** For best access, use Chrome, Firefox, Safari or Edge.



##### B. CAC-free

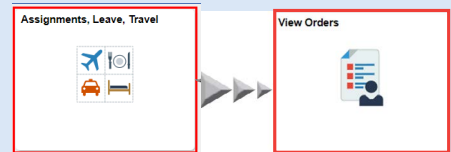
You can access the Travel Voucher on a mobile device without a CAC. To learn how to set that up, visit MyNavy Portal (MNP) Tutorials at <https://www.mn3p.navy.mil/web/guest/tutorials> to watch the "Setting up CAC-Free Access" video.

#### 2. From the Sailor NP2 homepage, select Assignments, Leave, Travel and then select View Orders

#### 3. Select Full or Lean Orders to review and print

Lean Orders allow the Sailor to see a summary of order details and requirements to complete prior to executing the orders.

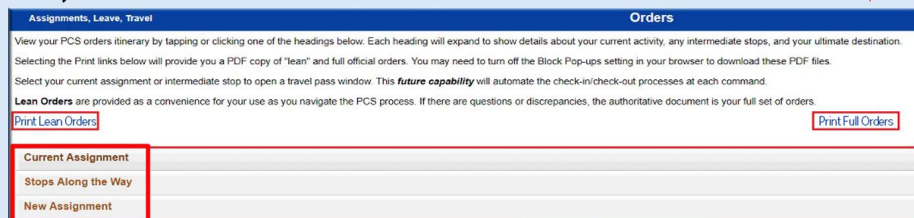
**Note:** If there are any discrepancies between Lean and Full Orders, refer to Full Orders as they are the authoritative source for the Sailor.



#### 4. View PCS Orders Itinerary

**Note:** The information in each field is populated from the Sailor's Orders and is not editable. If information is incorrect, contact your Command Pay and Personnel Administrator (CPPA) or Detailer.

- **Current Assignment** - confirm current command and departure details are correct
- **Stops Along the Way** - confirm sequence of stops in between duty stations, location, time frame and duration are correct
- **New Assignment** - confirm ultimate duty station and arrival details are correct



#### 5. View training



[How to View Your Full PCS Orders and Itinerary Details](https://rise.articulate.com/share/Efu7xHUPcJQ5k9D0mSEhFb2ZroDN_uEi#/lessons/xfInZK6HvWN_pyaXg-b4mSxonPAhYbh)

[https://rise.articulate.com/share/Efu7xHUPcJQ5k9D0mSEhFb2ZroDN\\_uEi#/lessons/xfInZK6HvWN\\_pyaXg-b4mSxonPAhYbh](https://rise.articulate.com/share/Efu7xHUPcJQ5k9D0mSEhFb2ZroDN_uEi#/lessons/xfInZK6HvWN_pyaXg-b4mSxonPAhYbh)



### Customer Feedback

We welcome your feedback! Click or copy/paste: [https://usnavy.gov1.qualtrics.com/jfe/form/SV\\_cJiKiU0Q6H0uQyG](https://usnavy.gov1.qualtrics.com/jfe/form/SV_cJiKiU0Q6H0uQyG)

**QUESTIONS?** Contact MNCC: Phone: 1.833.330.MNCC | Email: [askmncc@navy.mil](mailto:askmncc@navy.mil) | Chat: <https://my.navy.mil>

NP2 is a streamlined system for accurate personnel and pay services delivered by MyNavy HR IT Solutions.

Distribution Statement A: Approved for public release and unlimited distribution. (25 October 2024)