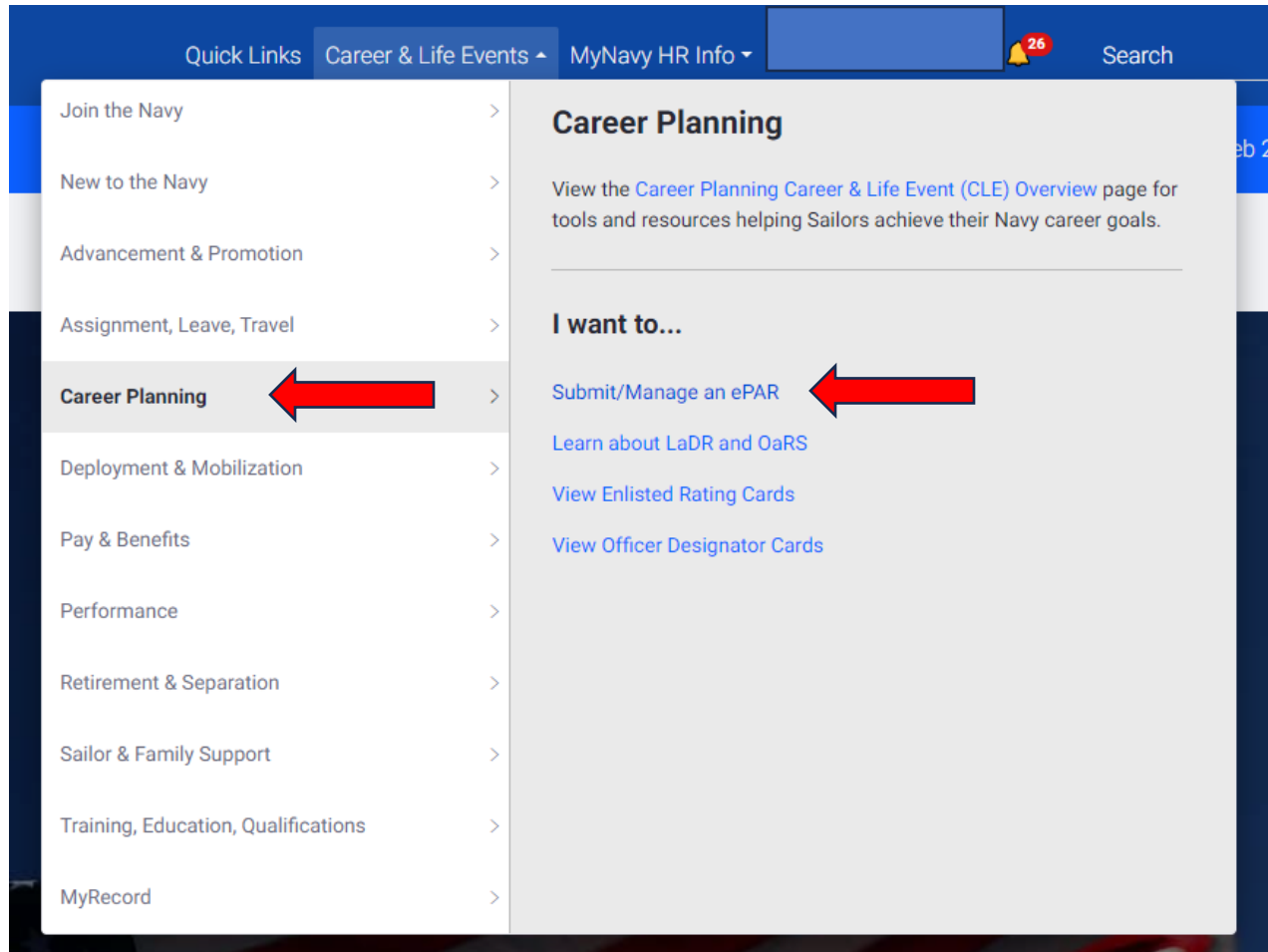


## How To: Reject or Confirm an ePAR That Is Pending Cancellation as a CCC

To review an ePAR that's pending cancellation, log on to MyNavy Portal at my.navy.mil. Click on the Career and Life Events Tab at the top and select "Career Planning." Then select "Submit/Manage an ePAR."









Then, on the ePAR Overview page, select the "CCC Manage" link.



### CCC Manage

Command Career Counselor (CCC) - Manage internal workflow and submit to MNCC.

All active requests that require your review will be listed on this page. Identify the form with the status of “Pending Cancel” Click the blue ‘pencil’ icon in the Actions column for that request.

Name	Form Date	Request Type	Status	Actions
Candice Akpa	21-Feb-2024	Rating Forced Conversion	In Review	 
Candice Akpa	22-Feb-2024	Advanced Training	In Review	 
Candice Akpa	22-Feb-2024	High Year Tenure (HYT) Waiver	Pending Cancel	 

20 entries 1 - Showing 1 to 3 of 3 entries



Be sure to review the request details. At the bottom of the form, you have the option to “Reject Cancel” to return the form to the sailor for editing, OR “Confirm Cancel” to approve the cancellation of the request.

Rated 5/5

Location of Requested Goods (City, State/Country)

### Command Endorsement

Recommended:  Yes  No

Comments (add no acceptable gas tank requirement, waivers, etc.)

Commanding Officer (Delegated Authority Name) Commanding Officer (Delegated Authority Email)

I acknowledge that by checking this box, I am signing this form digitally.

Name: \_\_\_\_\_ Digital Signature: \_\_\_\_\_ Date (MM/DD/YYYY): \_\_\_\_\_

**Reject Cancel** **Confirm Cancel**