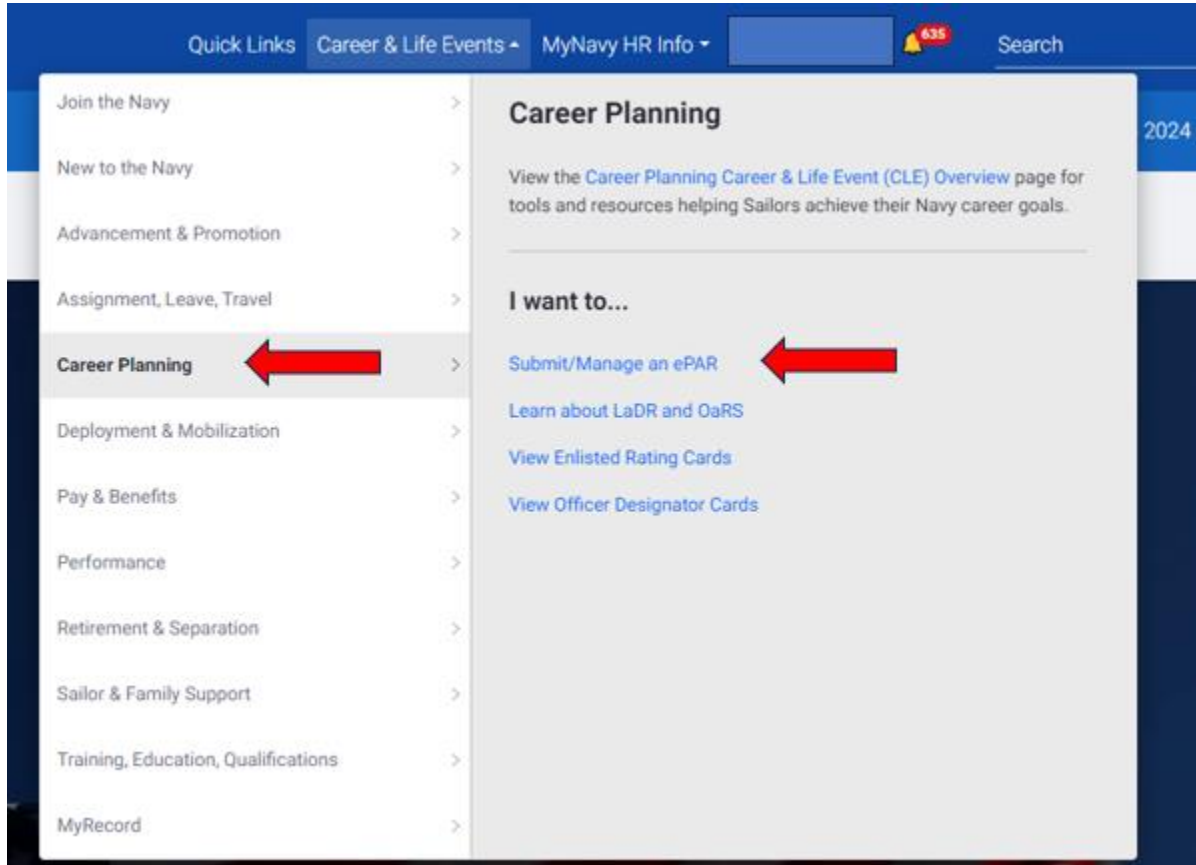


How To: Cancelling an ePAR as a sailor

To cancel an ePAR, log into MyNavy Portal at my.navy.mil. Click on the Career & Life Events item at the top and select “Career Planning.” Then select “Submit/Manage an ePAR.”



To find a list of ePAR forms to choose from, click on “Sailor Submit” on the ePAR Overview page.

Career Planning > ePAR Overview

Electronic Personnel Action Request (ePAR)

Submit an ePAR and view status of your submitted request while it is being reviewed by your Command Career Counselor (CCC) for command endorsement. Once your command has completed its review, your ePAR will be electronically submitted to MyNavy Career Center (MNCC) for appropriate action. MNCC will keep you informed as your request is processed.

Important Notes:

1. MNP uses the email address from your CAC. If that address is incorrect, please schedule an appointment via the [RAPIDS ID card office online](#).
2. You must use your CCC's official email address. Do not use an alias, such as ccc@ddg51.navy.mil.

Sailor Submit Sailor - Initiate request for personnel actions including PRD change, HYT waiver, and Military Spouse co-location.	CCC Manage Command Career Counselor (CCC) - Manage internal workflow and submit to MNCC.	CO Review/Endorse Commanding Officer (CO) - Review and recommend approval by designated authority.	MNCC Case Status Sailor - View status for cases submitted to MNCC, including ePARs, MyRecord requests, and General Inquiry
--	--	--	--

Return to the request type that you submitted, scroll to the bottom and click “Cancel Request” on the left side of the page.

Military Spouse Data

Status Enlisted Officer Branch of Service

Spouse DoDID

Current Duty Station

Spouse Tailor/Monitor Name

CANCEL REQUEST

CP Pages on MNP

Your CCC will then have the ePAR appear in his queue to either approve the cancellation or send it back to you.

Please note that if your CCC has already submitted your request to MNCC for processing, you must contact your detailer to cancel your ePAR.