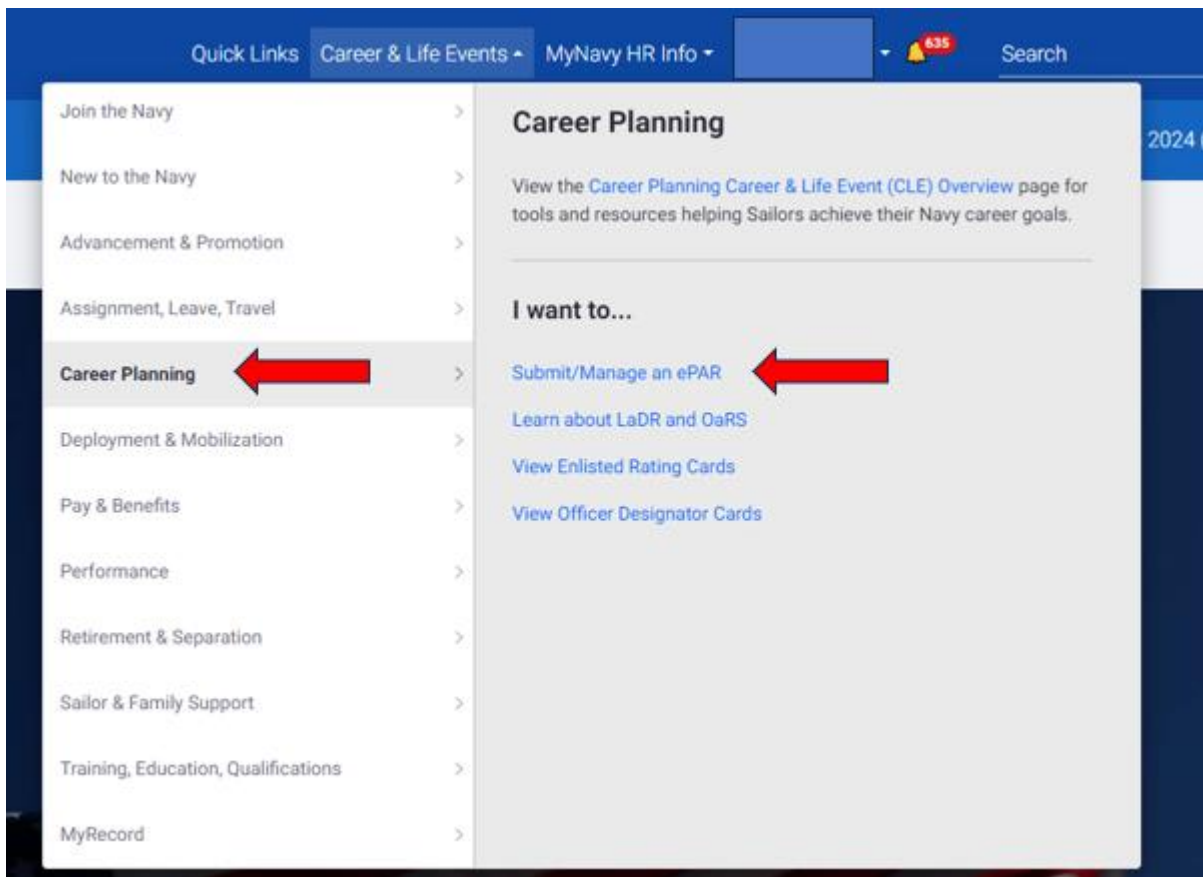


How To: Submitting an ePAR as a sailor

To submit 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."



On the ePAR Overview page, you can submit an ePAR and view the 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). The MNCC will keep you informed as your request is processed. While you wait, you can track your case status here.

Also, on the Overview page, you can watch video tutorials regarding ePAR submission, review Policy Guidance documents, and discover additional quick links and terms within the Career Planning section of MyNavyPortal.

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 |
|--|--|--|--|

Useful Resources

| | | |
|---|---|--|
| ePAR Tutorials View video and Adobe PDF versions of ePAR tutorials, including Sailor Submit ePAR and CCC Review ePAR. CONTINUE | Policy Guidance <ul style="list-style-type: none">• MILPERSMAN 1100-120, High Year Tenure• MILPERSMAN 1300-1000, Military Couple and Single Parent Assignment Policy• MILPERSMAN 1306-104, Projected Rotation Date (PRD)• MILPERSMAN 1306-112, Enlisted Personnel Action Request• MILPERSMAN 1306-300, Overseas Tour Extension Incentives Program (OTEIP)• MILPERSMAN 1440-011, Forced Conversion• MILPERSMAN 1510-030, Advanced Electronics Field, Advanced Technical Field, and Nuclear Field Programs | CP Quick Links Additional links to systems and sites. CONTINUE |
| NAVPERS Form NAVPERS 1306/7, Electronic Personnel Action Request CONTINUE | | CP FAQs and Terms Frequently Asked Questions, Acronyms and Glossary. CONTINUE |

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

Sailor Submit

Sailor - Initiate request for personnel actions including PRD change, HYT waiver, and Military Spouse co-location.

Then choose the desired form. In this case, I'll choose the standard ePAR at the top left of the page. (If your specific request type is not available, complete this request as well.)

electronic Personnel Action Request (ePAR) PRINT BLANK FORM

electronic Personnel Action Request

electronic Personnel Action Request form provides a standard Navy-wide format to assist Sailors in the submission of requests for any program, school, reassignment, or special duty to cognizant enlisted detailers. Multiple requests on the same form are not allowed. (ref: [MILPERSMAN 1306-112](#))

[CONTINUE](#)

Projected Rotation Date (PRD) Change

A projected rotation date (PRD) for a member's next tour is established when assignment orders are written. This PRD is based on a member's pay grade or projected pay grade (in the case of selects) at the time orders are written, and the community in which a member will serve at the new duty station. (ref: [MILPERSMAN 1306-104](#))

[CONTINUE](#)

Rating Forced Conversion

Bureau of Naval Personnel (BUPERS) and Navy Personnel Command (NAVPERSCOM) may direct forced conversion, an involuntary change of rating based on loss of eligibility to further serve in the present rating or specialty in an Active Component (AC). All Force Conversion applications must be submitted at least 4 to 8 weeks before the member's EAOS/SEAOS/TRF date/C-WAY expiration. (ref: [MILPERSMAN 1440-011](#))

[CONTINUE](#)

Military Spouse Co-Location

Chief of Naval Personnel support the collocation of Navy members married to other military members. Every reasonable effort will be made for military couples to move together and establish a joint household whenever possible. (ref: [MILPERSMAN 1300-1000](#))

[CONTINUE](#)

Advanced Training

The Advanced Electronics Field (AEF), Advanced Technical Field (ATF), and Nuclear Field (NF) Programs provide incentives for enlistment or reenlistment of enlisted personnel in the Navy. The programs are designed to provide technical or nuclear-trained personnel for naval service. (ref: [MILPERSMAN 1510-030](#))

[CONTINUE](#)

High Year Tenure (HYT) Waiver

High Year Tenure (HYT) policy is a vital and effective force management tool utilized to properly size and shape the Active Component (AC) and the Reserve Component (RC). HYT management is regulated by establishing standardized length-of-service (LOS) gates by pay grade balance with a waiver process to enable the Navy to retain the right number of members. (ref: [MILPERSMAN 1160-120](#))

[CONTINUE](#)

From here you can begin filling out the form.

Some information such as your DODID will prepopulate. All fields marked with an asterisk (*) must be filled out. Input your information completely and accurately and fill in all other relevant fields to avoid errors or delays in processing.

electronic Personnel Action Request

Type PRIVACY ACT STATEMENT: The authority to request this information is contained in 5 USC 301 Department Regulations in from E.O. 9397. The principal purpose of the information is to enable you to make known your desires for the various types of duties listed, or some other special assignment consideration. The information will be used to assist officials and employees of the Department of the Navy in determining your future duty assignment. Completion of the form is mandatory except for duty and home phone numbers; failure to provide information may result in delay in response or disapproval of your request.

ATTENTION: If any pre-filled information is missing or incorrect, you must NOT attempt electronic submission. Print the form and submit the paper copy to your CCC. If you attempt to submit electronically with missing required information, the submission will fail.

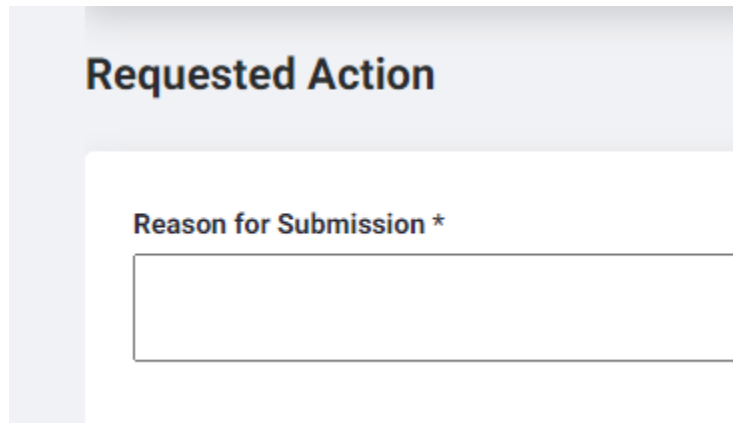
electronic Personnel Action Request CLEAR FORM EXPORT TO PDF

| | | |
|--|----------------------------|----------------------|
| From | To | Date (YYYYMMDD) |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Via | Ref MILPERSMAN 1306-112 | Command UIC * |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| DoDID | NEC (PRI-SEC) | Member Email |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Rate * | Duty Phone * | Alternate Email |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Status * <input type="radio"/> FTS <input type="radio"/> Active <input type="radio"/> SELRES | Home Phone * | CCC Email * |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

Enter your CCC's email address accurately so your form is routed appropriately. (Circled in above screenshot)

CCC Email *

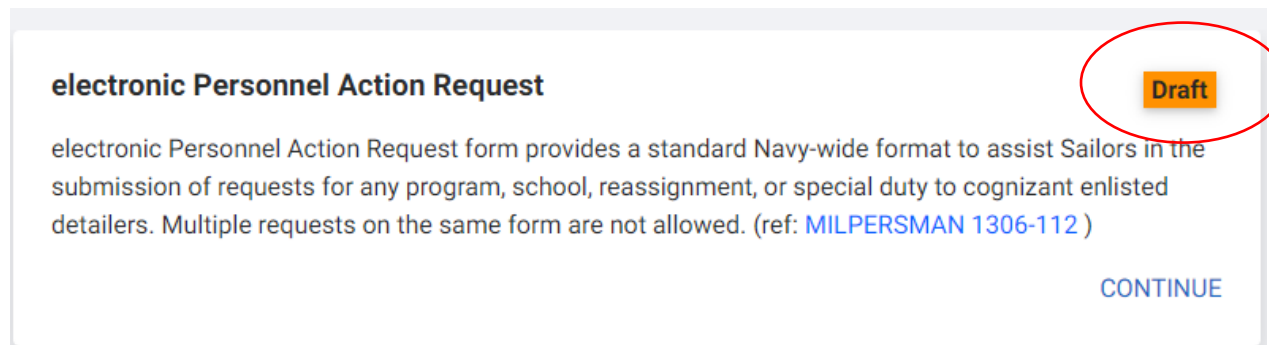
Under the Requested Action section, in the “Reason for Submission” field, enter any additional details about your specific request.



Requested Action

Reason for Submission *

If you need to leave the page before completing the submission, you can return at any time. Your information will be saved automatically.



electronic Personnel Action Request

electronic Personnel Action Request form provides a standard Navy-wide format to assist Sailors in the submission of requests for any program, school, reassignment, or special duty to cognizant enlisted detailers. Multiple requests on the same form are not allowed. (ref: [MILPERSMAN 1306-112](#))

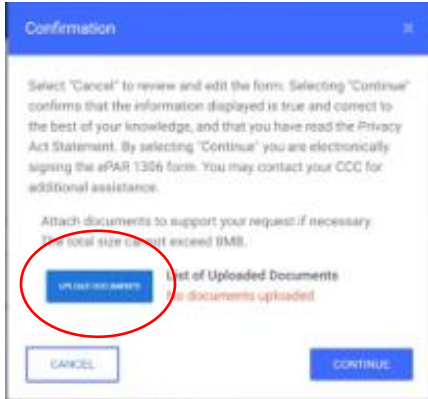
Draft

[CONTINUE](#)

When you are ready to submit to your CCC, double check your work then click “Send” at the very bottom right of the page.



In the pop-up window, you can attach any supporting documents by clicking “choose file” and following the prompt to attach a file. Then click, “Continue” to submit.



The status of your request will change from Draft to “Pending Review.”

Your CCC will then review and route your ePAR to the appropriate command personnel for endorsement.

When the status of your request has changed to “Submitted,” you know your CCC has submitted your ePAR to MNCC for processing.

MNCC will open a service request on your behalf and route your ePAR to the appropriate entity for processing.

You will receive automated email updates from MyNavy Portal when the request is opened and throughout the resolution process.