# Check Your Data! Your Pay Depends On It.

**BLUF: Beginning JAN 2022, Sailor pay, entitlements, and benefits will be determined by information in the Navy Personnel and Pay (NP2) system. To avoid pay problems, Sailors MUST review their MySailor Data early, identify any errors, and work with their CPPAs, NRA/NOSC, or MNCC to fix wrong or missing information.**

## Capability Summary

Navy Personnel and Pay (NP2) MySailor Data is a new electronic display of personal and career (human resources) data that is the basis of important transactions. MySailor Data is prepopulated with information from older Navy information systems. Initial capability released gives Sailors a chance to view a subset of their data and verify its accuracy. Help is available to update wrong or missing information.

NP2 MySailor Data will make more data available during the coming months. Ultimately, it will be a comprehensive source of information about Navy careers — from hire to retire. NP2 MySailor Data will replace the existing Electronic Service Record (ESR) in Navy Standard Integrated Personnel System (NSIPS).

### Key Points
✔ Accurate NP2 MySailor Data is required for Active and Reserve HR processes, now and in the future.
✔ For now, Sailor data is in "view only" mode so that the critical first step in verifying it can be completed. **Every Sailor must review their data for accuracy and take steps to fix errors by contacting their CPPA, NRA/NOSC, or MNCC.**
✔ This is the initial release of MySailor Data. Not all HR personnel data has been included in MySailor Data at this time. Therefore, some data fields may not display information until future NP2 updates are released.
✔ Data review can be done using a desktop, laptop, or mobile device.

## Sailor Action

It is important for Sailors to view their data and ensure its accuracy. Their pay depends on it! Sailor pay will be based on information in the NP2 system, specifically MySailor Data, beginning in January 2022. It is imperative Sailors review their MySailor Data and verify everything is correct and complete. If they find wrong or missing information, they need to contact their CPPA, NRA/NOSC, or MNCC for help to fix errors. A little effort now will save time and headaches later.

# VIEW & VERIFY DATA
## 1. Access
Go to MyNavy Portal (my.navy.mil) and select **Quick Links** on the landing page. On the **Quick Links** menu page, choose *NP2 - MyPCS and more!*

## Sailor Self-Service CAC-free
**To access from a mobile device, Sailors must first establish CAC-free access.**
**Steps to perform this action are available at:**
**https://my.navy.mil/iCAM/FAQ/index.html#access**

## 2. Navigation

Once logged in to NP2, go to NP2 Sailor Self Service homepage and select MySailor Data tile, → which will open a menu of categories that need to be viewed and verified.

## 3. View and Verify Data

Initial release of NP2 MySailor Data contains a subset of current HR data for both Active and → Reserve Component Members.

**NOTE:** More data from the past and other categories will be available for review and verification as MySailor Data expands and matures.

**Future Categories:**

- Pay & Benefits    • Reserve Time    • Evaluations    • Navy/Military Training

**Review data in ALL 7 sections.**

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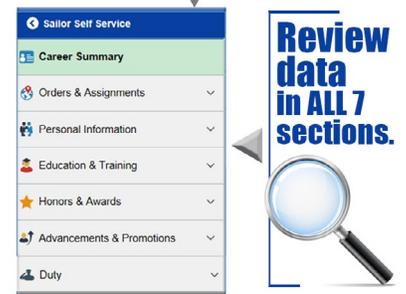
**ATTENTION: For Steps 1 to 7 below, please verify that your information is correct.**

**If everything is right, no further action is needed at this time.**

**If there's a mistake, Active Duty Members should contact their CPPA, and Reserve Members should reach out to NRA or NOSC. Both Active and Reserve Members may also contact MyNavy Career Center.**

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## Step1: View & Verify Career Summary

View and verify personal details, service information, service dates, and assignment information are correct.

Click for more information.
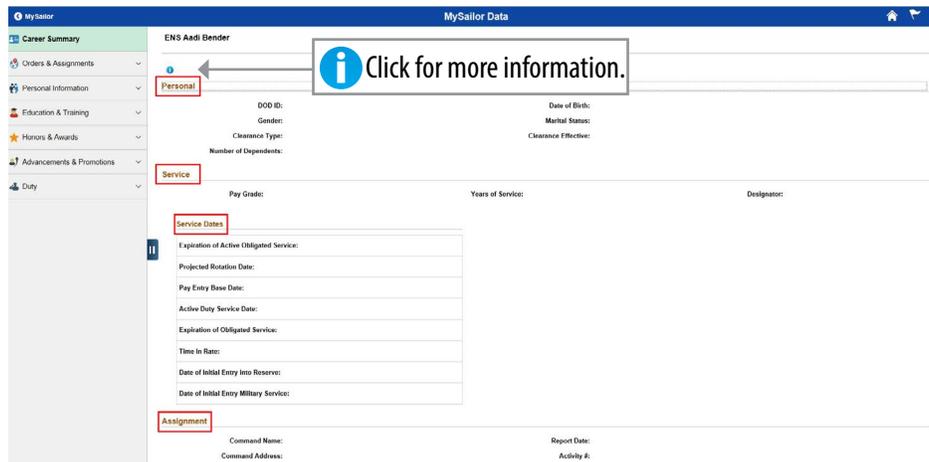
## Step 2: View & Verify Orders & Assignments

View and verify current assignment, history (including the ability to review the specific details of each assignment), and attributes are correct.

**NOTE:** For this initial release, assignment history will display UIC assignments from date of hire.

Click for more options.
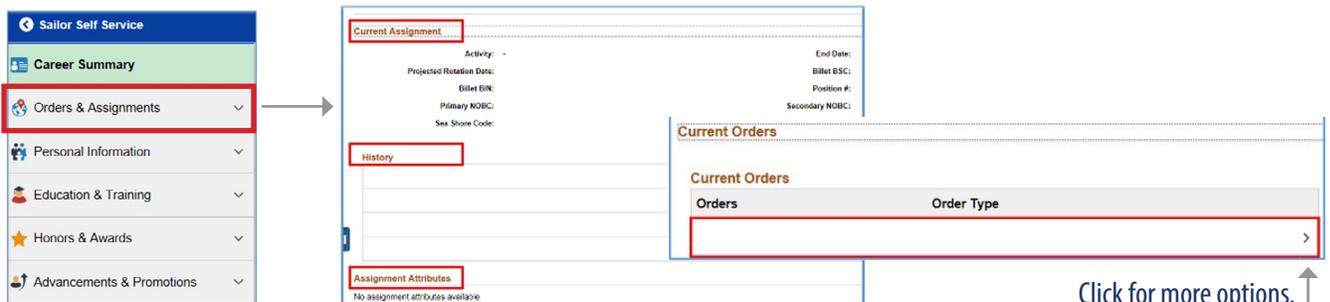
## Step 3: View & Verify Personal Information

View and verify addresses, contacts, demographics, relationships, and clearances are correct. Follow directions A to E, as below.
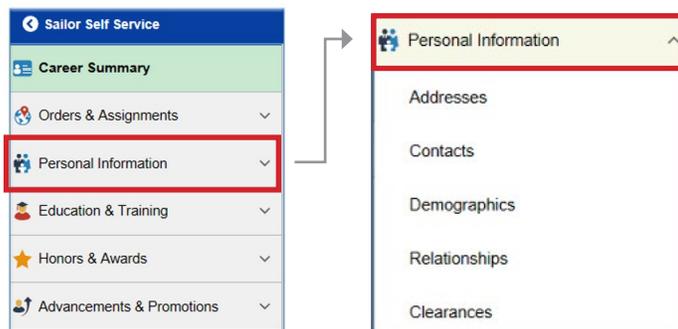


### A. Addresses

View and verify current addresses are correct.

**NOTE:** NP2 is currently only showing the most recent effective dated home, mailing address, and home of record. Historical data will be available in a future release.



### B. Contacts

View and verify phone numbers and email addresses are correct.



### C. Demographics

View and verify personal and citizenship information are correct.



Distribution Statement A: Approved for public release and unlimited distribution.

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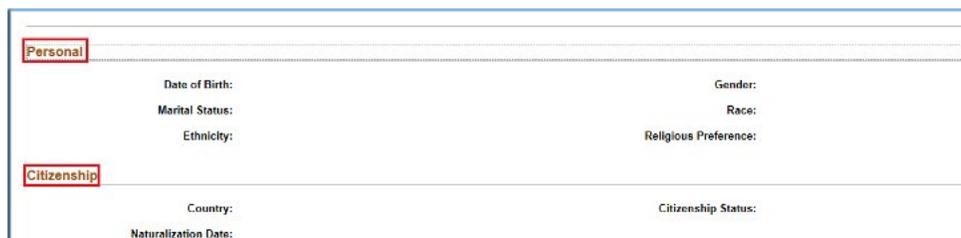
## D. Relationships

View and verify relationships and emergency contacts are correct.
**NOTE:** Historical data will be available in a future release.



## E. Clearances

View and verify current security clearance is correct.
**NOTE:** NP2 is currently showing the most recent security clearance information. Historical data will be available in a future release.



## Step 4: View & Verify Education & Training

View and verify qualifications, formal education, languages, tests, certifications, Navy/Military training, and PQS are correct.
Follow directions A to G, as below.



## A. Qualifications

View and verify information is correct.

## B. Formal Education

View and verify degree and formal education courses are correct.

**NOTE:** Historical data will be available in a future release.



## C. Languages

View and verify current proficiency scores are correct.

**NOTE:** Historical data will be available in a future release.



## D. Tests

View and verify current test scores.

**NOTE:** Historical data will be available in a future release.



## E. Certifications

View and verify certification data.



## F. Navy/Military Training

Navy/Military Training is defined as any Certifications/Qualifications (Certs/Quals), A and C schools, NECs, etc, attained through Military sources. Other Training is defined as Certifications/Qualifications (Certs/Quals), Education courses (non-military), Qualifications (competencies) attained via Non-Military sources.

**NOTE:** Navy/Military Training Data will be updated as the information becomes available in future releases.

### G. Personnel Qualification Standards (PQS)
View and verify current PQS data.

**Personnel Qualification Standards**

| Station Number | Station Title | Completed Date |
|---|---|---|
| No info to display. | | |

## Step 5: View & Verify Honors & Awards
**NOTE:** Information will be available in a future release.
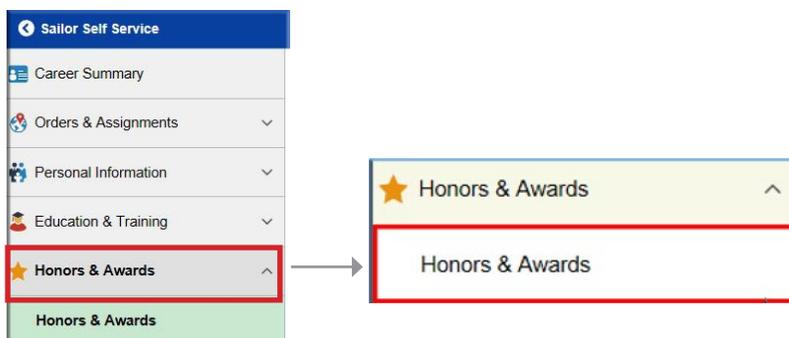
**Current Honors & Awards**

| Honor/Award (Points) | Award Number | Eligibility/ Start Date | Issue Date | Grantor |
|---|---|---|---|---|
| No info to display. | | | | |

## Step 6: View & Verify Advancements & Promotions
View and verify information is correct.

Latest Advancement

Advancement History

Promotion History

Promotion History (4 Row/s)
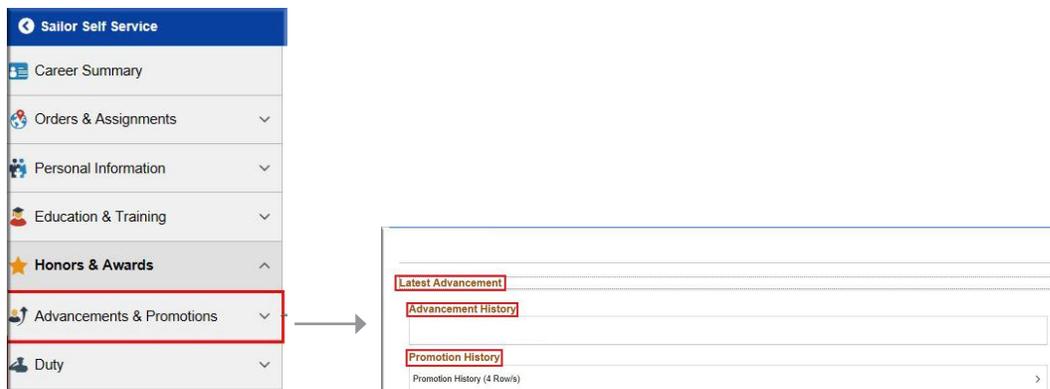
## Step 7: View & Verify Duty

View and verify current contract is correct.

**NOTE:** Only current data is available.
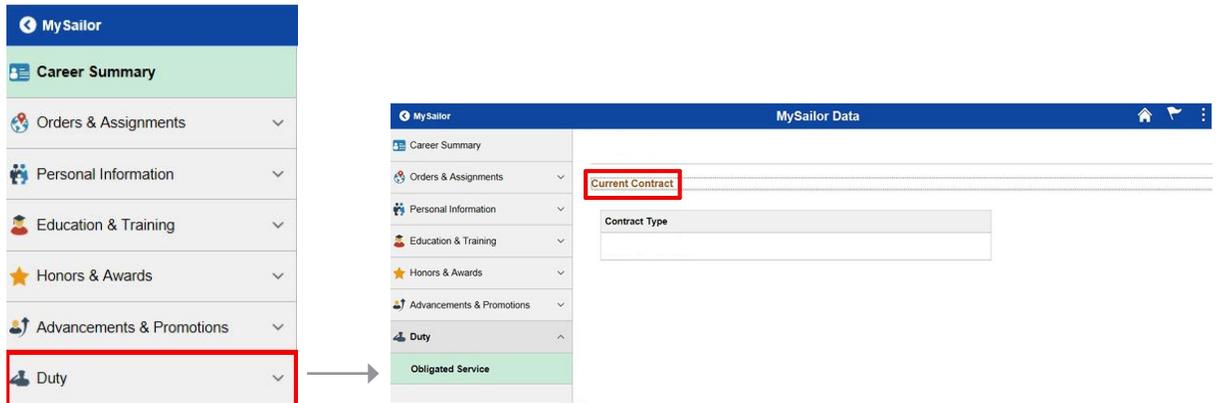


## Correct Data

**NOTE: The technical capability by which you will update MySailor Data is coming in a future release. Please continue to coordinate with your CPPA, MNCC, or NRA/NOSC for all data correction requests.**

- If you discover wrong or missing information, reach out for help to get it fixed.
    - Active Duty and Reserve Component Members: Contact CPPA
    - Reserve Component: Contact NRA or NOSC
    - All Members: Contact MyNavy Career Center

**If you discover wrong or missing information in the previous Steps 1 to 7 above reach out for help.**

If everything is right, no further action is needed at this time.

If there's a mistake, Active Duty Members should contact their CPPA, and Reserve Members should reach out to NRA or NOSC. Both Active and Reserve Members may also contact MyNavy Career Center.

## Additional Information and Training

**Sailors and CPPAs can access NP2 additional information and training aids on the NP2 landing page.**



## Need Help?

**MyNavy Career Center (24/7)**

Toll free phone: 1-833-330-MNCC/(1-833-330-6622)

Email: askmncc@navy.mil

Chat: https://my.navy.mil (Look for the green chat icon in the lower right corner of any page)

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