

MCO 1754.9B: Single/Married Marines shall provide Authorized Contact information within 30 days of reporting to command and if contact information changes, e.g., address, phone number, or email.

The screenshot displays the Marine OnLine (MOL) system interface. At the top, the "MARINE OnLine" logo is visible. Below the logo, a navigation bar contains links: Home, Resources, Performance, A Few Good..., Links, Users Manual, Travel, Talent Management, Personal Info, MyEPAR, Leave/Liberty, Locator, My Account, My Messages, My Permissions, My OMPF, and Trouble Tickets. A yellow box highlights the "Personal Info" link. Below the navigation bar, a section titled "Account Access Information" shows the last successful login on Jan 22 11:17:30 CST 2025. Below this, a section titled "The following links provide the capability to view, but not to update, Personal Information." lists various reports. A yellow box highlights the "Family Readiness" link. Below this, a section titled "The following links provide the capability to update, as well as view, Personal Information." lists various updates. A yellow box highlights the "Family Readiness" link. Below this, a section titled "Manage Contacts" shows a table of contacts. A yellow box highlights the "New Contact" button. Below this, a section titled "New Contact" shows a form for entering contact information. A yellow box highlights the "Submit" button.

Account Access Information

- Last Successful Logon was at Wed Jan 22 11:17:30 CST 2025
- No Unsuccessful Logins have been recorded

Personal Info | **MyEPAR** | **Leave/Liberty** | **Locator** | **My Account** | **My Messages** | **My Per**

The following links provide the capability to **view**, but not to **update**, Personal Information.

Personal Reports:

- Acknowledgment Record
- Awards
- Basic Individual Record (BIR)
- Basic Training Record (BTR)
- Blended Retirement System (BRS) / Thrift Savings Plan (TSP)
- Chronological Record
- Education
- Family Care Plan (FCP)
- Grade
- Individual Medical Record
- Junior Enlisted Performance Evaluation System (JEPES) Worksheet
- Operational Cultural Information
- Pay and Leave Summary
- PersTempo
- Personal Statement of Military Compensation (PSMC)
- Rank / MOS
- Record of Emergency Data (RED)
- Record of Service (ROS)
- Tax Statements (W2)

The following links provide the capability to **update**, as well as **view**, Personal Information. Not all information can be updated online.

Personal Updates:

- Contact Information (Mailing Address, Phone Numbers, Email Address)
- Family Care Plan
- Family Readiness**
- Foreign Travel
- Gas Mask and Helmet
- Personal Accountability Information

Marine Online

Family Readiness | **Manage Contacts** | **Document Lists** | **System Settings**

Manage Contacts

New Contact

Name	Relationship	Address	Action
[Redacted]	Parent	[Redacted]	View Edit
[Redacted]	Other	[Redacted]	View Edit

New Contact

Personal Information

First Name: [Redacted]
Middle Initial: [Redacted]
Last Name: [Redacted]
Relationship: ☒ Spouse ☐ Parent ☐ Child ☐ Other

Contact Information

Work Email Address: [Redacted]
Home Email Address: [Redacted]
Alternate Email Address: [Redacted]
At least one email address is required.

Phone Type: [Redacted] Phone Number 1: [Redacted]
Phone Type: [Redacted] Phone Number 2: [Redacted]

Address

Address 1: [Redacted]
Address 2: [Redacted]
City: [Redacted]
State: [Redacted]
ZIP / Postal Code: [Redacted]
This address is currently formatted as a U.S. address. You may reformat this address as a foreign address.

Opt Out

To opt your spouse out of the Family Readiness program, please print, complete and submit the NAVMC-1040.

Submit **Cancel**

1. To begin, log into the MOL (My Online Library) platform.
2. Upon successful login, you will be directed to the homepage. From the top navigation bar, click on **"Personal Info."**
3. Next, you'll see a list on personal reports, navigate to the **"Family Readiness"** section. This action will redirect you to a new page.
4. From here, you have the option to either click **"New Contact"** to add a new entry or select **"Edit"** to update an existing contact.
5. After selecting your desired option, you will be taken to another page where you can input the required information for the new or existing contact. Once all necessary details are entered, simply click **"Submit"** to finalize the process.