

# Quick Start Guide

## How to Submit an EPAR on Marine Online

The Electronic Personnel Action Request (EPAR) is an electronic method of submitting personnel related actions through your chain of command or your supporting administrative office. The MyEPAR option is enabled for all personnel that are affiliated to a unit in the Marine Corps Total Force System (MCTFS). **Please enter information completely and accurately to avoid errors or delays in processing.**

1 Log in to MOL at <https://mol.tfs.usmc.mil/>



2 Click on the “MyEPAR” menu item

3 On the left side of the screen click on “Create New EPAR Record”



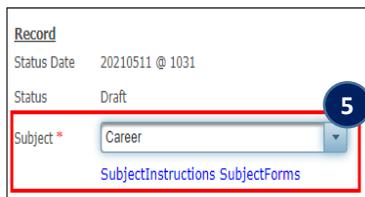
4 The EPAR page will appear with your basic information prepopulated. **Ensure your Work Email and Work Phone are correct!**



EPAR Record No. 21-00176083		
Member / Unit	Record	Creator
Name	Status Date 20210511 @ 1031	Name CTR
EDSFI	Status Draft	Work Email @USMC.MIL
Unit MESSA IAB Work Section	Subject * Select Subject	Work Phone 818
RUC 85217		Created 20210511 @ 1031
Cu/PR/Work M-MESSA-IABX		

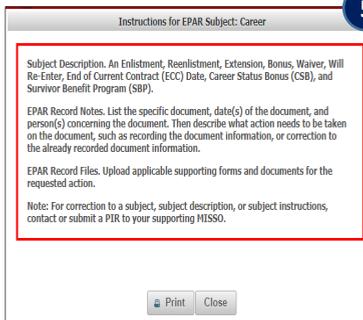
Fields required to submit EPAR are noted with an asterisk(\*)

5 Click the “Subject” dropdown menu for a list of categories. If you’re not sure which category is appropriate, take your best guess. Upon selection of a category, the “Subject Instructions” and “Subject Forms” options will display. Click the links to view a more detailed description and any specific instructions or forms required for the selected category type.



Record
Status Date 20210511 @ 1031
Status Draft
Subject * Career

[SubjectInstructions](#) [SubjectForms](#)



Instructions for EPAR Subject: Career

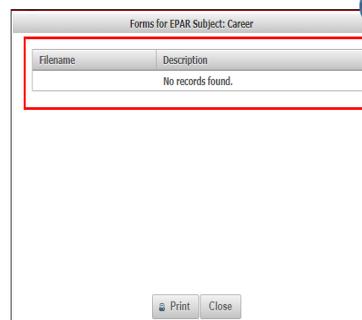
Subject Description. An Enlistment, Reenlistment, Extension, Bonus, Waiver, Will Re-Enter, End of Current Contract (ECC) Date, Career Status Bonus (CSB), and Survivor Benefit Program (SBP).

EPAR Record Notes. List the specific document, date(s) of the document, and person(s) concerning the document. Then describe what action needs to be taken on the document, such as recording the document information, or correction to the already recorded document information.

EPAR Record Files. Upload applicable supporting forms and documents for the requested action.

Note: For correction to a subject, subject description, or subject instructions, contact or submit a PIR to your supporting MISSO.

Print Close



Forms for EPAR Subject: Career

Filename	Description
No records found.	

Print Close

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- 6 Use the “Notes” tab to input information that may be required for the processing of your EPAR. Describe what action is being requested as well as any source documentation. Click “Add Note” when complete.



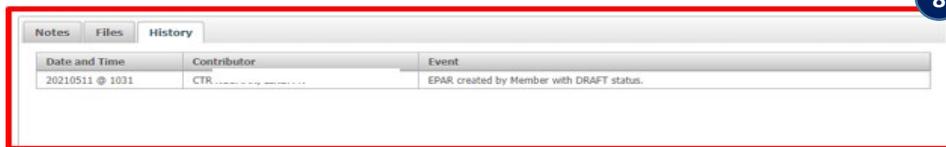
Date and Time	Contributor	Note
No records found.		

- 7 Use the “Files” tab to upload any source documentation required for the processing of your EPAR. It’s always a good idea to add a description of each file when adding more than one file. Click “Add File” when complete.



Date and Time	Contributor	File	Description	Remove
No records found.				

- 8 The “History” tab displays all actions taken on the Trouble Ticket



Date and Time	Contributor	Event
20210511 @ 1031	CTR	EPAR created by Member with DRAFT status.

- 9 When you have completed the form and you are ready to submit it, **double-check** your work and then **click** “Submit EPAR”. You can always **click** “Save Changes” to come back and submit later.



### What happens next?

After submitting your EPAR, it will be pending review by the appropriate Command personnel in your unit for determination of what action needs to occur. Some personnel actions may be addressed at the local unit level while others may require updates to your personnel record by the supporting Personnel Admin Center (PAC).