IPAC INBOUND

Self-Certification on MOL

BEGINNING THE PROCESS AND THE IMPORTANCE

Self-certifying your information on MOL can go a long ways with the process of your audit at IPAC Inbound. When you self-certify on MOL, this can heavily reduce the time of your audit, giving you swift service on the process.

Self-certification should be done during the span of your ROM period.

Follow the instructions on the next few slides on how to self-certify on MOL.

Marine OnLine

https://mol.tfs.usmc.mil/mol/UserHomeEntry.do

MARINE ONLINE

Logout | Help

Home | Resources | Unit Leaders | Reports | A Few Good... Links | Users Manual | Travel |

Personal Info | MyEPAR | Leave/Liberty | Tools | Locator | My Account | My Messages | My Permissions | My OMPF |

Account Access Information

- Last Successful Logon was at Wed Aug 19 07:14:11 CDT 2020
- Last Unsuccessful Logon was at Sat Aug 31 04:20:15 CDT 2019

1. Log on to MOL and click on "Personal Info"

Information Last Updated: 19 Aug 2020

You have 12 new messages.

Notifications for

- You do not have any notifications.

You do not have any Commander's Messages

2.3.2.54.12498.1 | tfas-p2s-01   Contact Help Desk | Frequently Asked Questions   20 Aug 2020 @ 2008

Personal Information Pc

https://mol.tfs.usmc.mil/mol/indview/PersonalInformationPortal.do

PERSONAL INFORMATION

Logout | Help

Home | Resources | Unit Leaders | Reports | A Few Good... Links | Users Manual | Travel |

Personal Info | MyEPAR | Leave/Liberty | Tools | Locator | My Account | My Messages | My Permissions | My OMPF |

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
- Composite Score Worksheet
- Education
- Family Care Plan (FCP)
- Grade
- Individual Medical Record
- Operational Cultural Information
- Pay and Leave Summary
- PersTempo
- Personal Statement of Military Compensation (PSMC)
- Record of Emergency Data (RED)
- Rank/MOS
- 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
- Personnel Accountability Information
- Race/Ethnic
- Religion
- Self-professed Language Skills

1. Scroll down and click on "Contact Information"

Update Personal Inform ✕   +   ⌄

⬅ ➡ ↻ ⌂   🔒 https://mol.tfs.usmc.mil/mol/indview/PersonalContactInformationView.do

Home | Resources | Unit Leaders | Reports | A Few Good... Links | Users Manual | Travel |

Personal Info | MyEPAR | Leave/Liberty | Tools | Locator | My Account | My Messages | My Permissions | My OMPF |

Actions: Personal Information Portal

Personal Contact Information

Personal Reports
Acknowledgment Record
Awards
BIR
BTR
BRS/TSP
Chronological Record
Composite Score Worksheet
Education
FCP
Grade
Individual Medical Record
Operational Cultural Information
Pay and Leave Summary
PersTempo
PSMC
RED
Rank/MOS
ROS
Tax Statements (W2)

Personal Updates
Contact Info
Family Care Plan
Family Readiness
Foreign Travel
Gas Mask
Personnel Accountability
Race/Ethnic
Religion
Self-professed Language Skills
Update RED

Mailing Address   Edit

Physical Address:

Remove Address

Phone Number:
Home:
Work:
DSN Prefix:
Cell:
Secondary:

Remove DSN
Remove Cell
Add Secondary

Email:
Work:
Personal:
Secondary:

Remove Email
Remove Email
Add Email

To update a record shown at left, follow its "Edit" link. To remove a record shown at left, click on its "Remove" link.

Pending records (those not yet permanently recorded) are shown in **bold** text. Records marked for removal from the permanent record are marked in ~~red~~. More information on pending records and removal requests is available via the "Details" link(s).

1.

Click on "Edit" to begin making updates to the information you desire to change. **IPAC Inbound requires ALL information on this screen to be updated before an audit is conducted.**

You can remove out of date information if desired and always update it once the information is obtained

All of these categories can be updated with your new information if desired. **Per IPAC Inbound, we only require updates for "Contact Info" and "Update RED"**

2.

Once you are complete with updating all desirable categories, click on "Update RED"

Update Record of Emer × + ∨

https://mol.tfs.usmc.mil/mol/indview/PersonalRedUpdateSetupView.do

PERSONAL INFORMATION

| Logout | Help

Home | Resources | Unit Leaders | Reports | A Few Good... Links | Users Manual | Travel |

Personal Info | MyEPAR | Leave/Liberty | Tools | Locator | My Account | My Messages | My Permissions | My OMPF

Any changes you desire to be made but cannot update on this screen can be done during your audit

ALL FIELDS NOT UPDATEABLE VIA MOL MUST BE COMPLETED THROUGH YOUR ADMIN SHOP

Personal Reports
Acknowledgment Record
Awards
BIR
BTR
BRS/TSP
Chronological Record
Composite Score Worksheet
Education
FCP
Grade
Individual Medical Record
Operational Cultural Information
Pay and Leave Summary
PersTempo
PSMC
RED
Rank/MOS
ROS
Tax Statements (W2)

Personal Updates
Contact Info
Family Care Plan
Family Readiness
Foreign Travel
Gas Mask
Personnel Accountability
Race/Ethnic
Religion

Family Information

Spouse

Edit Address

[Use Spouse Address For All Children]

[Update Address For All Dependents]

Children
None

To change the address for an individual family member, click on the "Edit Address" link to the right of their information. To use the Spouse address for all Children, click on the "Use Spouse Address For All Children" link. Additionally, you may update the address for both the Spouse and the Children by clicking on the "Use Address For All Dependents" link. For non-Marines, click on either "Edit Spouse" or "Edit Child" to update the respective family member's information. To remove a family member's record, click on the "Remove" link to the right of their information.

Pending records (those which have received requests for a change, but not yet permanently been recorded) are shown in **bold** text. Family members marked for removal from the permanent record are marked in ~~red~~.

1.

If accompanied, click "Edit Address" and update the information for all of your dependents. After this, scroll down

Parents Information

Update Record of Emer ×

https://mol.tfs.usmc.mil/mol/indview/PersonalRedUpdateSetupView.do

Race/Ethnic
Religion
Self-professed Language
Skills
Update RED

Update History
Current Requests
Previous Requests

Parents Information

PARENT1:

Edit
Remove this Address

PARENT2:

Edit
Remove this Address

To update a record shown at left, follow its "Edit" link. To remove a record shown at left, click on its "Remove" link. To cancel the removal of a record, click on its "Cancel Removal" link.

Pending records (those not yet permanently recorded) are shown in **bold** text. Addresses marked for removal from the permanent record are marked in **red**.

Do Not Notify Information

[Add New Do Not Notify Record]

Person(s) in your immediate family who, due to ill health or other reasons, are not to be notified in case of emergency or in the event you enter a casualty status.

To update a record shown at left, follow its "edit" link. To remove an entire record shown at left, follow its "Remove" link. To remove only the address, follow its "Remove This Address" link. To cancel the removal of a record or address, click on the appropriate "Cancel Removal" link.

A maximum of two (2) persons not to be notified can be added or updated online.

Pending records (those not yet permanently recorded) are shown in

1.

Make changes as required, then scroll down

Update Record of Emer

https://mol.tfs.usmc.mil/mol/indview/PersonalRedUpdateSetupView.do

MIA Notification Information

[Add New MIA Notify Record]

The name of the person to contact in the event you are determined to be Missing in Action. Contact should be a person NOT previously designated as Next of Kin.

To update a record shown at left, follow its "Edit" link.

Pending records (those not yet permanently recorded) are shown in **bold** text.

Beneficiary(ies) for Death Gratuity

[Add Additional Death Gratuity Record]

100%

Death Gratuity is a lump-sum payment intended to help assist beneficiaries with immediate living expenses. This is an extremely important designation used by you to show the names and addresses of your spouse, children, parents, and/or any other person(s) you would want to receive Death Gratuity Benefits.

IT IS YOUR RESPONSIBILITY to keep your Record of Emergency Data up to date to designate your desires as to beneficiaries to receive certain death payments, and to designate changes in your family or other personnel listed.

THIS IS YOUR DECISION, and if you have specific desires, it is best that you designate a specific individual or multiple individuals.

1.

Make changes as required, then scroll down

Update Record of Emer ×

https://mol.tfs.usmc.mil/mol/indview/PersonalRedUpdateSetupView.do

Beneficiary(ies) Unpaid Pay/Allowances

[Add New Pay Arrears Record]

Edit | Remove

Remove this Address

Pay Arrears includes any unpaid compensation, unused leave, and reenlistment bonuses (if applicable).

To update a record shown at left, follow its "Edit" link. To remove a record shown at left, click on its "Remove" link. To cancel the removal of a record, click on its "Cancel Removal" link.

A maximum of two (2) UnPaid Pay/Allowance beneficiaries can be added or updated online.

Percentages must be held to 10% increments and cannot exceed a total of 100%.

Pending records (those not yet permanently recorded) are shown in **bold** text. Addresses marked for removal from the permanent record are marked in ~~red~~.

1.

Make changes as required, then scroll down

RED Person Authorized to Direct Disposition

Edit

Person designated disposition of your remains in the event of your death.

To update the PADD record shown at left, follow its "Edit" link.

Pending records (those not yet permanently recorded) are shown in **bold** text.

your remains in the event of your death.

To update the PADD record shown at left, follow its "Edit" link.

Pending records (those not yet permanently recorded) are shown in **bold** text.

Insurance Information

[Add New Insurance Record]

No insurance policies are currently on record.

Next of Kin Contact Information

[Add New Next of Kin Record]

A maximum of three Next Of Kin Contacts may be entered.

To update a record shown at left, follow its "Edit" link. To remove a record shown at left, click on its "Remove" link.

Pending records (those not yet permanently recorded) are shown in **bold** text. Records marked for removal from the permanent record are marked in ~~red~~.

Phone Contact Information

Edit | Remove
Edit | Remove

Primary Next of Kin Directions

[Add New Directions Record]

Self-Certify Record of Emergency

I have reviewed my Record of Emergency Data information on this page, and certify that it is accurate as of today.

SELF-CERTIFY

1.

Make changes as required, then scroll down

2.

Once all changes have been made on the RED, click on "SELF-CERTIFY" to finalize all changes made

RED Self Certification C×

https://mol.tfs.usmc.mil/mol/indview/RedSelfCertifyAction.do?OWASP_CSRFTOKEN=9PLO-WSKI-NAVS-RPIL-K5EF-UMTC-MQIS-RLI3

PERSONAL INFORMATION

| Logout | Help

I have reviewed my Record of Emergency Data
information on this page,
and certify that it is accurate as of today.

Certify   Cancel

1.

Click on "Certify" to finalize your changes

THIS CONCLUDES THE SELF-CERTIFICATION PROCESS