

IPAC INBOUND

HOW TO CREATE AND SUBMIT EPARS

THE CREATION OF AN EPAR

Electronic Personnel Action Requests, or EPARs, are electronic requests that can range from joining members, pay, legal, awards, and any correspondence that requires administrative action.

Follow the instructions on how to create an EPAR and submit on the next few slides.

Account Access Information

- Last Successful Logon was at Wed Aug 19 06:38:16 CDT 2020
- Last Unsuccessful Logon was at Sat Aug 31 04:20:15 CDT 2019

Information Last Updated: 18 Aug 2020

You have 12 new messages.

Notifications for [Redacted]

- You do not have any notifications.

You do not have any Commander's Messages

Log on to MOL and click on "MyEPAR"



MARINE ONLINE

My EPARS
(Electronic Personnel
Administrative Requests)


Create New EPAR Record

0 results						25	per page	Reset Filters				
View	Number ^	Subject ^	Status ^	Status Dt ^	RUC ^	Unit ^						
	<input type="text"/>	<input type="text"/>	Select... v	<input type="text"/>	<input type="text"/>	<input type="text"/>						
No results												
0 results						25	per page	Reset Filters				

Once on this page, click here to create an EPAR

Marine OnLine Marine < x + v

https://mol.tfs.usmc.mil/epar-app/eparRecord.xhtml

 **MARINE ONLINE** [Redacted] | [MOL Home](#) | [Logout](#) | [Help](#)

EPAR Record No. 20-00287079

Member / Unit

Name [Redacted]
EDIPI [Redacted]
Unit Inbounds Department
RUC 20230
Co/Plt/Work A-IPAC-IINB

Record

Status Date 20200819 @ 0656
Status Draft
Subject *

Creator

Name [Redacted]
Work Email [Redacted]
Work Phone 315-645-7728
Created 20200819 @ 0656

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

1. Select a subject for what your EPAR falls under

Notes Files History

Add a Note by typing a remark and clicking the Add button *

2000 characters remaining.

Add Note

Date and Time	Contributor	Note
No records found.		

2. The "Notes" tab is used to add comments pertaining to your EPAR. Explain what your request is and what you would like to have done per this request.

3. Once finished with your comments, click "Add Note"

Marine OnLine Marine (x) + v

https://mol.tfs.usmc.mil/epar-app/eparRecord.xhtml

MARINE ONLINE | MOL Home | Logout | H

EPAR Record No. 20-00287099**Member / Unit**

Name [REDACTED]
 EDIPI [REDACTED]
 Unit Inbounds Department
 RUC 20230
 Co/Plt/Work A-IPAC-IINB

Record

Status Date 20200819 @ 0717
 Status Draft
 Subject *

Creator

Name [REDACTED]
 Work Email [REDACTED]
 Work Phone 315-645-7728
 Created 20200819 @ 0717

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

Notes **Files** History

Add a File by clicking the Browse button, typing a remark, and clicking the Add button

255 characters remaining in remark.

Date and Time	Contributor	File	Description	Remove
No records found.				

1. The "Files" tab is used to attach all documents or correspondence that you want to have worked per your request.

2. Click "Browse" to attach any documents on your EPAR from your computer.

3. Add comments here to define what your attachment is.

4. Once done selecting the file you want to upload, click "Add File" (repeat the steps if you want to upload multiple files).



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Unit Inbounds Department Subject * Work Phone
RUC 20230 Created 20200819 @ 0717
Co/Plt/Work A-IPAC-IINB

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

Notes Files **History**

Date and Time	Contributor	Event
20200819 @ 0717	[REDACTED]	EPAR created by Member with DRAFT status.

The "History" tab shows your EPAR's history record from the day it was created to the day it was worked, the status changes that have been made, and who made the change.

Once you are ready to forward your EPAR to be worked, click "Submit EPAR"

Save Changes

Cancel Changes

Submit EPAR

THIS CONCLUDES HOW TO CREATE AN EPAR