



QUICKSTART



MyNavy Portal

March 2026

R30.1 - Enhanced ePAR Workflow for Sailors

BLUF: The electronic Personnel Action Request (ePAR) submission process was enhanced. The updated workflow streamlines the ePAR process and facilitates accurate submissions to MyNavy Career Center (MNCC).

ePAR for Sailors

1. Select an ePAR type, and click CREATE

With 13 new ePAR request types, Sailors can now choose from 20 total ePAR options. Use the dropdown menu to view the current list of ePAR request types along with a brief description and links to relevant policy documents for each. When ready, select **CREATE** to begin the process. As before, select the generic request type for any request not listed in the dropdown menu.

Create ePAR

ePAR Type

Military Spouse Co-Location

Use to request co-location with your military spouse.
Reference: [MILPERSMAN 1300-1000](#)

CANCEL **CREATE**

ePAR (Generic)
Advanced Training
Cancel Orders/Flag Record
Conditional Release
HYT Waiver
Lateral Conversion
Military Spouse Co-Location
Overseas Tour Extension
OBLISERVE to Train
PACT Designation
PG 13 in lieu of Hard Obliserve
PRD Change
Rating Forced Conversion
Retain in Service
SEDP (B/C/E)
SELRES Affiliation (<90days from SEAOS)
Special Program
Split Tour
STAR
Voluntary Sea Duty Program Extension

2. Identify Prerequisites and Key Supporting Documents (KSDs)

For each request type, the **Get Started** section includes type-specific requirements, a list of KSDs and applicable references. Sailors should use this information to address questions and gather required documents before beginning the process.

Purpose

Use this ePAR type to request co-location with your military spouse. Every reasonable effort will be made for military couples to move together and establish their joint household.

Prerequisite(s)

- You must have completed at least one year on board current duty station at the time of the transfer, and (if required) a contact relief is available.

Important Notes

- Each spouse must submit their own ePAR to expedite communication between respective detailers.
- Co-location of Navy members with members of other uniformed Services or Services of other countries are more difficult and may not always be possible.
- Members requesting spouse colocation that results in simultaneous sea duty must complete NAVPERS 1070/613 Administrative Remarks through their command with the statement indicated in MILPERSMAN 1300-1000 and provide a copy to their detailer.

Key Supporting Document(s)

The following key supporting documents (KSDs) may be required to support your request. Please be prepared to upload KSDs prior to sending this ePAR to your Command Career Counselor:

- Copy of your Navy spouse's ePAR (ensure it has been endorsed by your spouse's command).
- For Navy members married to members of other Services, a statement from the inter-Service spouse indicating concurrence for co-location, and the contact information for their detailer or Service equivalent must accompany this co-location request.
- NAVPERS 1070/613 Administrative Remarks, if requesting simultaneous sea duty.

Reference(s)

- [MILPERSMAN 1300-1000](#), Military Couple and Single Parent Assignment Policy



QUICK START **R30.1 - Enhanced ePAR Workflow for Sailors (continued)**

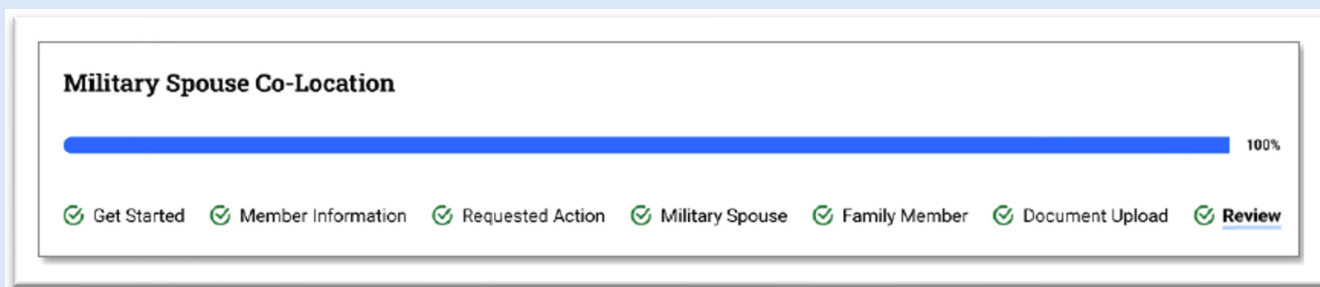


3. Review, Add, or Edit Personnel Information

Sailor information is pre-populated with data available on MyNavy Portal. If data is unavailable, out-of-date, or incorrect, Sailors may add or edit data for most fields. Tool tips provide additional guidance, if needed.

4. Track Progress

Sailors can track the completion progress of their ePAR submission and quickly navigate from one section to another via the progress bar.



5. Review, Edit, Upload, and Submit!

Sailors can review, edit, or cancel their ePAR prior to sending it to the Command Career Counselor and Commanding Officer for processing and submission to MyNavy Career Center. Selecting the **EDIT** button allows Sailors to return to previous sections to update information.

For more detailed and extensive information and instruction about ePAR creation, go to:

<https://www.mn3p.navy.mil/web/career-planning/epar>



Scan QRC and give us your thoughts!