



Triennial Audit

- MCO 1001R.1L requires an audit within 60 days of Annual Training
- MCO 1001R.1L states an audit is required at least once every three years from the date of the last join process audit or triennial audit

There are a total of **five items** which require review

- Four items must be printed, corrections annotated if needed, scanned, signed and submitted via EPAR to MFR IPAC
 - BIR (Basic Information Record)
 - BTR (Basic Training Record)
 - CRCR (Career Retirement Credit Report)
 - RED (Record of Emergency Data)
- Subject line of EPAR “Reserve, Service Record Audit”

- The fifth item requires your verification and update within MOL
 - Contact Information



Four items to Print, Sign, Scan



PERSONAL INFORMATION

[Home](#) | [Resources](#) | [Unit Leaders](#) | [Performance](#) | [A Few Good... Links](#) | [Users M](#)
[Personal Info](#) | [MyEPAR](#) | [Leave/Liberty](#) | [Locator](#) | [My Account](#) | [My Messages](#)

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

Personal Reports:

- 1 • [Acknowledgment Record](#)
- 2 • [Annual Retirement Credit Report \(ARCR\)](#)
- [Awards](#)
- [Basic Individual Record \(BIR\)](#)
- [Basic Training Record \(BTR\)](#)
- 3 • [Blended Retirement System \(BRS\) / Thrift Savings Plan \(TSP\)](#)
- [Career Retirement Credit Report \(CRCR\)](#)
- [Chronological Record](#)
- [Education](#)
- [Family Care Plan \(FCP\)](#)
- [Grade](#)
- [Individual Medical Record](#)
- [Operational Cultural Information](#)
- [Pay and Leave Summary](#)
- [PersTempo](#)
- [Personal Statement of Military Compensation \(PSMC\)](#)
- [Rank / MOS](#)
- 4 • [Record of Emergency Data \(RED\)](#)
- [Slate](#)
- [Tax Statements \(W2\)](#)

Actions to Take

1. Print these four items
2. Make any corrections needed. Use a black pen and make a single clean line through any item which is incorrect
3. Initial next to any items with a line through it
4. Initial the bottom of each page
5. Sign the last page of each report
6. Scan
7. Create an EPAR
8. Submit to MFR IPAC



Actions on the BIR

RECORD INFORMATION

RECORD STATUS: **E SEP/DESERT/REC STATU**

RESERVE RECORD STATUS: **0 ACTIVE STATUS**

DISPUTED DATE: **00000000**

DISPUTED DATA:

LAST SCREENING: **20120704**

REASON: **2 ANNUAL SCREEN QUEST**

SCREENING RESULT: **A NOT ENGAGED IN CRITICAL CIVIL OCCUP**

BAH DEPN CERTIFICATION DT: **00000000**

Actions to Take

1. Within the BIR, there is a 'Record Information' section
2. This is the date of your last audit, which is the data point utilized when MFR IPAC pulls the monthly report
3. Annotating the 'Last Screening' data when doing your audit is critical
 - (1) make a single line through that date
 - (2) initial next to the line
 - (3) hand write the date you performed the audit

LAST SCREENING: ¹~~20120704~~ ²*SDB* ³ 15 Jun 2022



One item to verify in MOL

Personal Updates:

- 5
- [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](#)
 - [Update Record of Emergency Data](#)

Actions to Take

1. Enter 'Contact Information' link
2. Update any items which are outdated

Update History:

- [Current Requests](#)
- [Previous Requests](#)

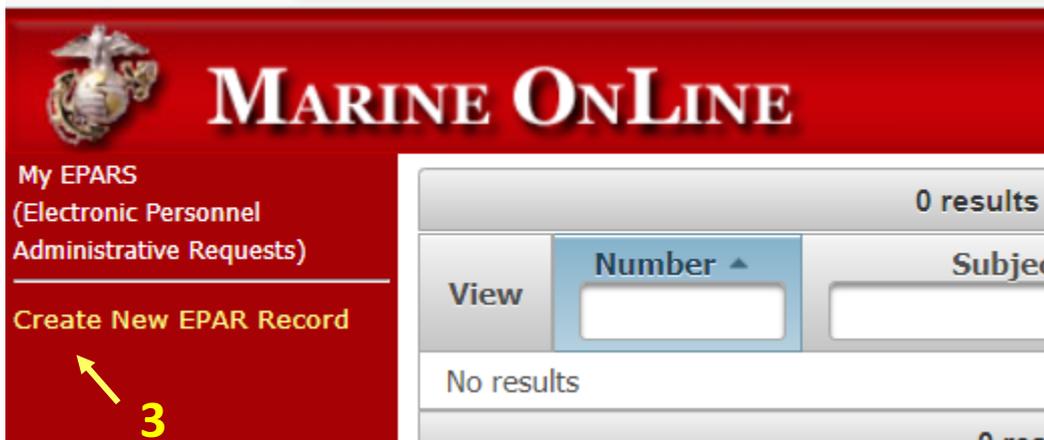
- Updating your e-mail address and cell number in MOL, to those which are frequently monitored, ensures that you will receive MROWS notifications on orders and other periodic news. This also enables administrative personnel to reach you, if there is an item which requires your attention.



Submitting an EPAR



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3

Actions to Take

1. Enter MOL
2. Select 'MyEPAR'
3. Select 'Create New EPAR Record'
4. Upload requisite items
5. Submit EPAR

- IMA Members should monitor their submitted EPARs.