

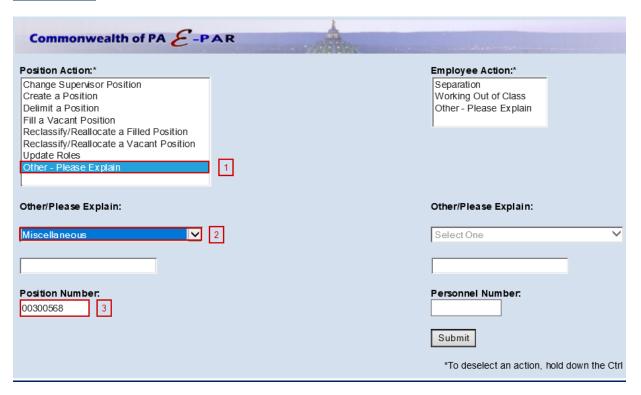
## OTHER POSITION - MISCELLANEOUS EPAR SUBMISSION GUIDE

## **Overview/Tips**

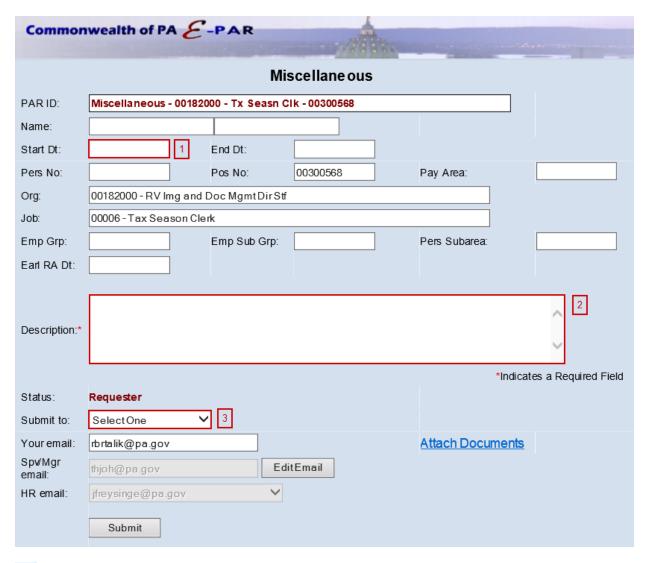
This option should be used **ONLY IF** the action you would like to request is not listed on the E-PAR Selection page.

E-PARs that require OA Classification approval cannot be processed using an Other – Please Explain action.

## **EPAR Form**



- Under Position Action, Select Other Please Explain.
- Under Other/Please Explain, select Miscellaneous.
- Enter the Position Number and click Submit.



- Enter effective date in which requested changes should be made.
- Include a description of all requested updates and attach any documents to EPAR.
- Choose appropriate option based on your agency's chain of approval and click submit.