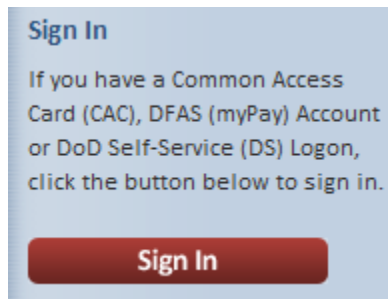


Updating Enterprise Email GAL Data

Open the MilConnect website: <http://milconnect.dmdc.mil>

In the upper right corner, click on the “**Sign In**” button:



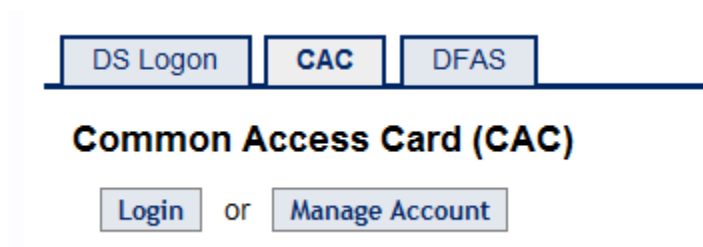
Click “**OK**” to accept the user agreement:

Self-Service Consent to Monitor

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG benefit. By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- While all personal identifying information (PII) data stored on this IS is protected under the Privacy Act, PII data stored on this IS, are not private, are subject to routine monitoring, interception, and search, and may be disclosed without your consent.
- This IS includes security measures (e.g., authentication and access controls) to protect USG information and data.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigations product, related to personal representation or services by attorneys, psychotherapists, or clergy and to those communications confidential. See User Agreement for details.

Click the “**CAC**” tab and then click “**Login**”:



Once logged in, click the link to “**Update GAL Info**”:

Quick Links

- Transfer Education Benefits
- Update Address
- **Update GAL Info**
- Read eCorrespondence

Depending on your status, you may have more than one persona tab (MIL, CIV, CTR, or NFG). You need to update your details on **ALL OF THEM**.

Personal Information **MIL** **CIV**

Personnel Status

Persona Type: Military
DoD Association: National Guard member (SEL RES)
Administrative Organization: USA
Duty Organization: --- please choose one from list... ---
Duty Sub Organization: --- please choose one from list... ---
Job Title:
Duty Installation/Location: --- please choose one from list... ---
Building:
Room:
Begin Date: 1998-06-16
Projected End Date: Unknown
Pay Grade: Warrant Officer (uniformed service only) 02
Rank: CW2
Primary Occupation: 251A
Duty Occupation: 254A0
Persona Username: jeffrey.m.geiger2.mil
Persona Display Name: Geiger, Jeffrey M CW2 USARMY NG NEARNG (US)

*indicates required field

Addresses

MIL Duty Address

The duty address is the same as the Attached Unit address

* Address Line 1
Address Line 2
* City
State: --Select--

Under “Duty Organization”, choose “National Guard”:

Duty Organization: National Guard
Duty Sub Organization: National Defense University
National Geospatial-Intelligence Agency
Job Title: National Guard
National Reconnaissance Office
National Security Agency

Under “Duty Sub Organization”, scroll down until you find “--NG – Army National Guard – Nebraska”:

Duty Sub Organization: --NG - Army National Guard - Nebraska
Job Title: --NG - Army National Guard - Minnesota
--NG - Army National Guard - Missouri
Duty Installation/Location: --NG - Army National Guard - Mississippi
--NG - Army National Guard - Montana
Building: --NG - Army National Guard - North Carolina
--NG - Army National Guard - North Dakota
Room: --NG - Army National Guard - Nebraska
Begin Date: --NG - Army National Guard - New Hampshire
--NG - Army National Guard - New Jersey

Type in your “Job Title”.

Under “Duty Installation/Location”, choose “National Guard Facilities (Army and Air) State of Nebraska”:

Duty Installation/Location: --- please choose one from list... ---
Building: National Guard Facilities (Army and Air) State of Missouri
National Guard Facilities (Army and Air) State of Montana
Room: National Guard Facilities (Army and Air) State of Nebraska
National Guard Facilities (Army and Air) State of Nevada

Ensure that your duty address is correct:

Addresses

MIL Duty Address

The duty address is the same as the Attached Unit address

* Address Line 1

Address Line 2

* City

State

Zip -

* Country

Attached Unit Address

Address Line 1: HHC 67TH BFSB
Address Line 2: 1776 N 10TH ST
City: LINCOLN
State:
Zip: 68508-1096
Country:

Enter your phone number(s). These will be visible in the GAL.

Phone/Fax Numbers	
Fax:	<input type="text"/>
DSN:	<input type="text" value="(312) 279-8215"/>
Commercial/Work:	<input type="text" value="(402) 309-8215"/> Ext. <input type="text"/>
Mobile:	<input type="text" value="(402) 314-7736"/>
Secure:	<input type="text"/>
Pager:	<input type="text"/>

Repeat the above steps for each persona tab in your profile. (MIL, CIV, CTR, NFG, etc.)

Personal Information	MIL	CIV
Personnel Status		
Persona Type:	Civilian	
DoD Association:	DOD/Uniformed Service Civil Service employee	
Administrative Organization:	USA	
Duty Organization:	<input type="text" value="National Guard"/>	
Duty Suborganization:	<input type="text" value="--NG - Army National Guard - Nebraska"/>	
Job Title:	<input type="text" value="Information Assurance Manager"/>	
Duty Installation/Location:	National Guard Facilities (Army and Air) State of Nebraska	
Building:	<input type="text"/>	
Room:	<input type="text"/>	
Begin Date:	2005-08-21	
Projected End Date:	Unknown	
Pay Grade:	General Schedule 12	
Persona Username:	jeffrey.m.geiger2.civ	
Persona Display Name:	Geiger, Jeffrey M CIV NG NEARNG (US)	