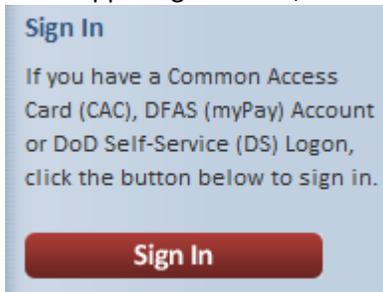


# Updating Enterprise Email GAL Data

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

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



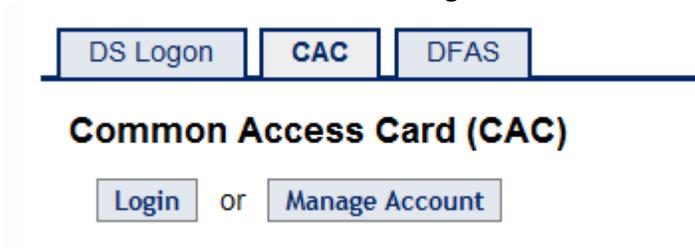
Click “OK” to accept the user agreement:

### 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, this IS, and the 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 or the collection, use, or disclosure of personal information for purposes not intended by the individual user. 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: National Guard  
Duty Suborganization: --NG - Army National Guard - Nebraska  
Office Symbol:   
Job Title:   
Duty Installation/Location: National Guard Facilities (Army and Air) State of Nebraska  
Building:   
Room:   
Begin Date: 2013-02-25  
Projected End Date: 2014-02-24  
Pay Grade: Enlisted (uniformed service only) 06  
Rank: SSG  
Primary Occupation: 09B30  
Duty Occupation: 25B30  
Persona Username: clifford.j.pierce.mil  
Persona Display Name: Pierce, Clifford J SSG USARMY NG NEARNG (US)

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

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

**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. (Global Address List)

Phone/Fax Numbers	
Fax:	<input type="text"/>
DSN:	<input type="text" value="(312) 279-8216"/>
Commercial/Work:	<input type="text" value="(402) 309-8216"/> Ext. <input type="text"/>
Mobile:	<input type="text" value="(402) 326-4264"/>
Secure:	<input type="text"/>
Pager:	<input type="text"/>

Click Submit. You should see green text at the top of your page stating that the information has been successfully updated to DEERS.



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

Personal Information	MIL	CIV
<b>Personnel Status</b>		
Persona Type:	Civilian	
DoD Association:	DOD/Uniformed Service Civil Service employee	
Administrative Organization:	USA	
Duty Organization:	National Guard	
Duty Suborganization:	--NG - Army National Guard - Nebraska	
Office Symbol:	<input type="text"/>	
Job Title:	System Administrator	
Duty Installation/Location:	National Guard Facilities (Army and Air) State of Nebraska	
Building:	JFHQ	
Room:	NOC	
Begin Date:	2007-07-22	
Projected End Date:	Unknown	
Pay Grade:	General Schedule 11	
Persona Username:	clifford.j.pierce.civ	
Persona Display Name:	Pierce, Clifford J CIV NG NEARNG (US)	

\*indicates required field