

HOW TO UPDATE YOUR INFORMATION IN THE GLOBAL ADDRESS LIST (GAL)

Only Individual Users are authorized and can make updates to their milConnect data.

LOG-IN TO THE MILCONNECT WEBSITE

<https://www.dmdc.osd.mil/milconnect/faces/index.jspx>

[Welcome](#)[News](#)[FAQ](#) ▼

DoD Associates and Beneficiaries:

Manage Your Personal Data and Benefits

Sign In to update personal information, like your entry in the DoD's Global Address List (GAL), or to check health care coverage, transfer education benefits, and retrieve correspondence. **Sign Up** to create DS Logon credentials accepted by milConnect as well as eBenefits, RAPIDS, TRICARE, and other DoD sites. **Explore the milConnect FAQ** for fast, accurate answers to your benefits questions, at your convenience 24/7.

Breaking News

- ▶ April 18, 2016: Incapacitation Redetermination process integrated in milConnect
- ▶ February 5, 2016: Attain your goals faster in milConnect
- ▶ February 1, 2016: Request your ACA – Corrected IRS Form in milConnect
- ▶ January 9, 2016: DWC integrated in milConnect
- ▶ January 9, 2016: FSSA integrated in milConnect

Did you receive correspondence about...?

- ▶ Incapacitation Redetermination Deadline
- ▶ Affordable Care Act
- ▶ Medicare and TRICARE
- ▶ Viewing PCM Information
- ▶ Retrieving eCorrespondence



Sign In

If you have a Common Access Card (CAC), DFAS (myPay) Account or DoD Self-Service (DS) Logon, click the button below to sign in.

[Sign In](#)

Sign Up

Sponsors can create a DS Logon by clicking the button below. Please have your CAC or DFAS Account ready.

[Sign Up Now](#)

Quick Links

- Transfer Education Benefits (TEB)
- Update Address
- Update Global Address List (GAL)

**SELECT
"Update
Global
Address
List (GAL)"**



LOG-IN TO THE WEBSITE

[? Help Center](#) [-AA+](#)

DS LOGON [?]

Department of Defense
Self-Service

[Forgot DS Logon Username?](#)

[Forgot DS Logon Password?](#)

Login

CAC [?]

Common Access Card



Login

DFAS myPay PIN [?]

Defense Finance and Accounting
Service

[Forgot DFAS MyPay Login Id?](#)

[Forgot DFAS MyPay Password?](#)

Login

Need a DS LOGON?

Register



Have a DS LOGON activation letter?

Activate



Need to upgrade your DS LOGON?

Upgrade



Need to manage your logon profile settings?

Manage



**CLICK 'OK' TO ENTER WEBSITE**

Self-Service Consent to Monitor

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG beneficiary self-service-authorized use only.

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, penetration testing, COMSEC monitoring, network operations and 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 of 1974, all communications using this IS, and the data captured to support this IS, are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

[Contact DMDC](#) || [Accessibility/Section 508](#) || [USA.gov](#) || [No Fear Act Notice](#)

OK

ENSURE YOUR INFORMATION IS UPDATED ON ALL AVAILABLE TABS THAT ARE APPLICABLE

Update and View My Profile

Family Members

Personal Information RET CIV

Personnel Status

Persona Type: Civilian
DoD Association: DOD/Uniformed Service Civil Service employee
Administrative Organization: USA
Duty Organization: United States Army
Duty Suborganization:
Office Symbol:
Job Title:
Installation/Location:
Building:
Room:
Begin Date:
Projected End Date:
Pay Grade:
Persona Username:
Persona Display Name:

Locate Your Unit Under 'Duty Suborganization'

Fill in all necessary fields. (Unless needed, for security reasons it's not recommended to cite a room number.)

Quick Links

- Transfer Education Benefits
- Update Address
- Update GAL Info
- Read eCorrespondence
- Beneficiary Web Enrollment
- eBenefits (VA Portal)
- Family Subsistence Supplemental Allowance (FSSA)
- Joint Qualification System (JQS)
- Manage DS Logon Account
- RAPIDS Self Service
- RAPIDS Site Locator
- TRICARE Claims
- TRICARE for Guard and Reserve (TRS)
- TRICARE North
- TRICARE South
- TRICARE West
- TRICARE Online
- TRICARE Overseas
- Verification of Military Experience and Training (VMET)



CIV Duty Address

* Address Line 1
Address Line 2
State

Find nearest RAPIDS location

Update and View My Profile ?

Family Members

Personal Information RET CIV

Personnel Status

Persona Type: Civilian
DoD Association: DOD/Uniformed Service Civil Service employee
Administrative Organization: USA
Duty Organization: United States Army
Duty Suborganization: ----599th Transportation Brigade

Everyone must include their DSN and Commercial work phone numbers. Calling DSN to DSN saves DoD funding.

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

 - Beneficiary Web Enrollment
 - eBenefits (VA Portal)
 - Family Subsistence Supplemental Allowance (FSSA)
 - Joint Qualification System (JQS)
 - Manage DS Logon Account
 - RAPIDS Self Service
 - RAPIDS Site Locator
 - TRICARE Claims
 - TRICARE for Guard and Reserve (TRICARE-GR)

Phone/Fax Numbers

Fax:
DSN:
Commercial/Work: Ext.
Mobile:
Secure:
Pager:

Once fields are updated on each tab select the 'Submit' button at bottom of the screen.

It may take 24 hours for updates to appear in the GAL. Check your Outlook properties to ensure the GAL updates.

Message Insert Options Format Text Adobe PDF

Cut Copy Paste Format Painter Clipboard

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To... Last, First, Rank, USARMY Unit (US)

Cc...

Bcc...

Send

Subject:

Last, First, Rank, USARMY Unit (US)

General Organization Phone/Notes Member Of E-mail Addresses

Name

First: Initials: Last:

Display: Alias:

Address: Title:

Component:

City: Department:

State: Duty Installation/Location:

Zip code: Office Symbol:

Country/Region: Employee Type:

Building/Room: Rank/Grade:

Phone:

Add to Contacts

OK Cancel Apply

NAME
Unit
DSN 000-000-0000
Com (000) 000-0000

In Outlook, include DSN and Commercial work phone numbers in your signature block. Calling DSN to DSN saves DoD funding. Ensure your DSN number has the correct prefix at the beginning of it for your location.



In addition, Unit S6's need to ensure Outlook group Distribution Lists (DLs) stay current so all unit personnel receive messages sent.