

MIL-CONNECT Update Procedures

Mil-Connect must be updated properly to provide the proper contact information for programs such as OUTLOOK, REMEDY Help Desk, AHLTA/CHCS, and more.

Mil-Connect has Personal Information for you and your family, but has also your work information.

As a bonus some members can select to get TSA Pre-Check privileges.

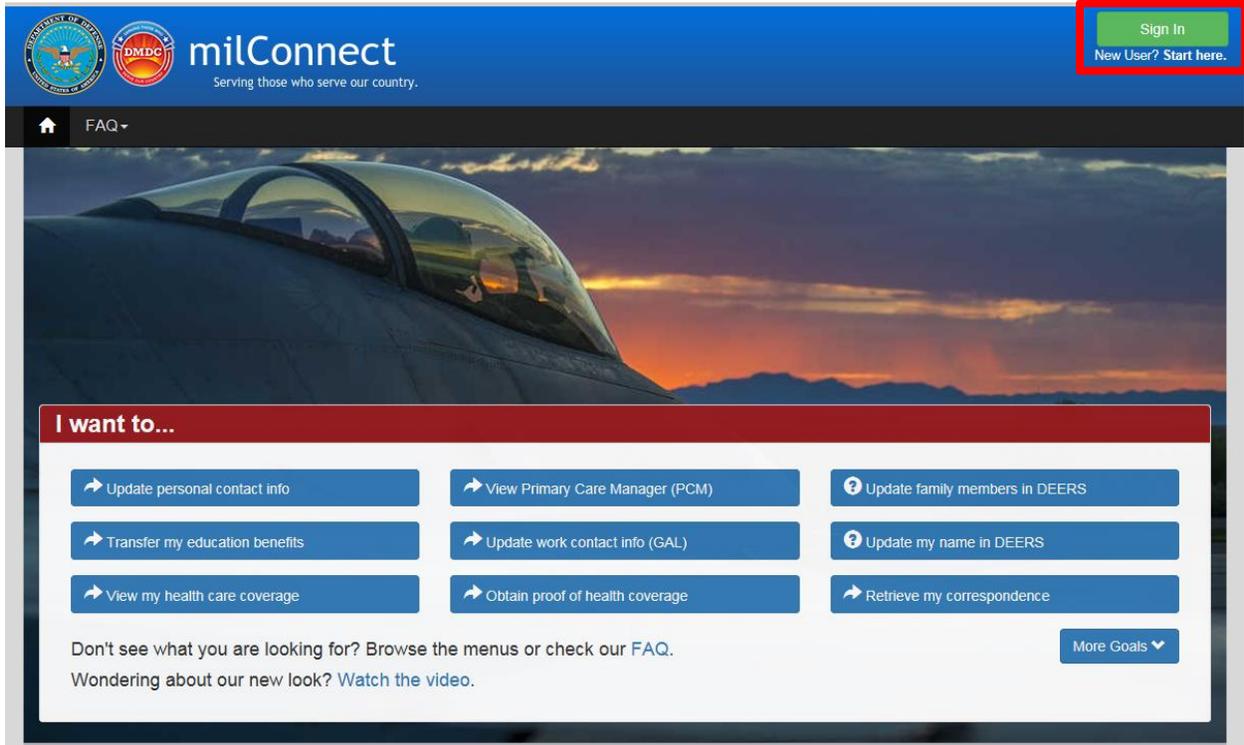
Though this is written for work purposes please complete the information for "personnel information" on yourself and your family members.

Go to next page to begin.

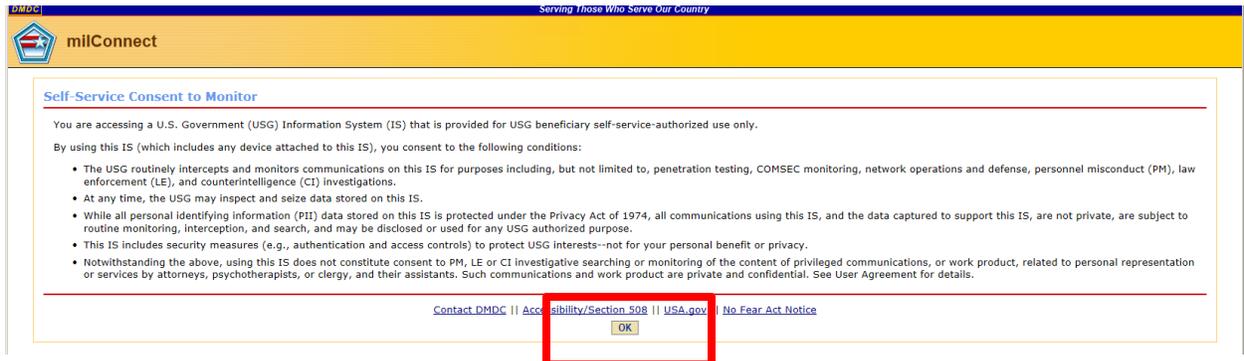
1. Go to the Mil-Connect web page:

<https://www.dmdc.osd.mil/milconnect>

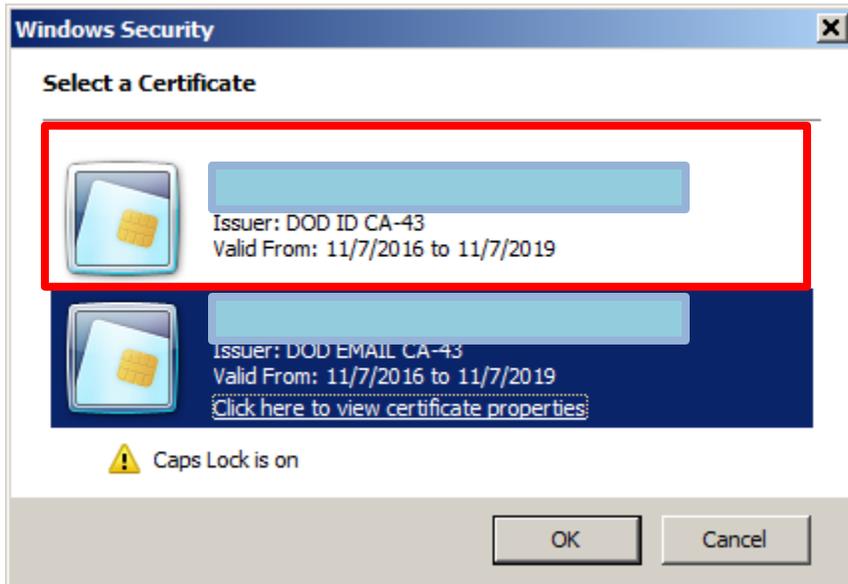
2. Select “Sign In”



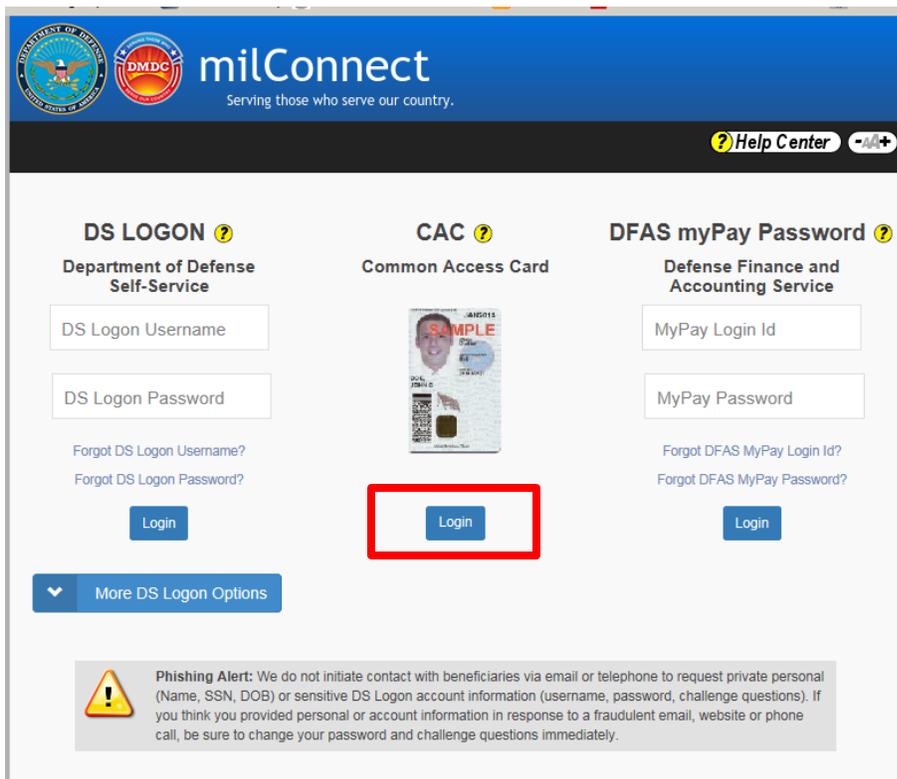
3. Select “OK”



4. Select your EMAIL certificate or DOD ID if you used that before.

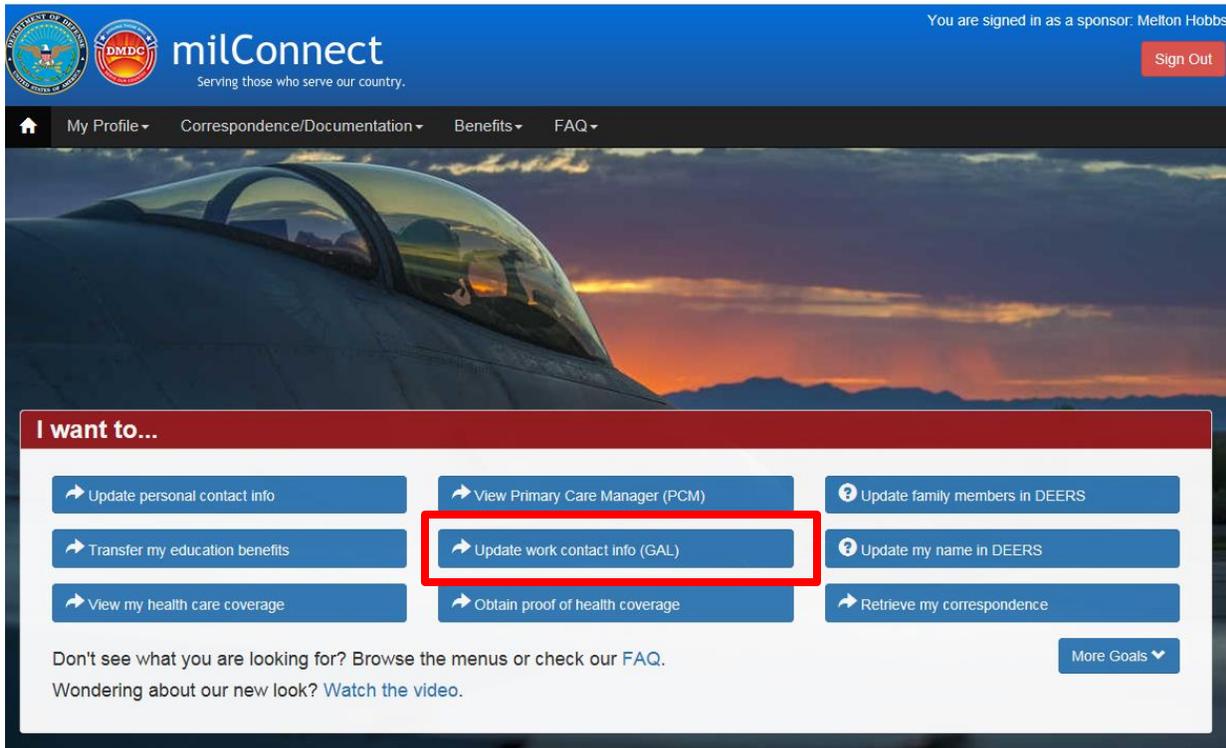


5. Select CAC “Login”



6. Select "Update work contact info (GAL)"

NOTE: This selection will allow you to select Personal Information, and your current status information such as MIL, CTR, CIV, and RET.



7. The tab that applies to you:

CIV for Civilian GS Employees



MIL for Military



CTR for contractor



8. Complete/Verify the Personnel Status fields:

NOTE: If available check the TSA Pre-Check Program to faster boarding on airlines. Benefits include less personal search and a designated line for TSA Pre-Checks.

9. Complete the Address with your work info.

10. Complete the Phone/Fax Numbers, only the DUTY phone is required at minimum.

Phone/Fax Numbers

Duty: (559) 998-4424 Ext.

DFN:

Mobile:

TTY/TDD:

Relay:

Fax:

Secure:

Pager:

If the above information is incorrect then contact Navy Personnel Center

11. Select "SUBMIT"!

Thanks for your cooperation.