



# Reserve Action Bulletin



## Mandatory Updates to milConnect

In preparation for the migration off the Commercial Virtual Remote (CVR) work environment, members need to update their information in the milConnect system. All information initially populated in milConnect originates from the Defense Eligibility Reporting System (DEERS) and requires a CAC, LAC, or DoD Self-Service logon account for access.

Select Reserve (SELRES), Individual Ready Reserve (IRR), Active Status List (ASL), and Inactive Status List (ISL) members with a (.mil) account must update their information within six months of the 09 March 2021 release of ALCOAST 095/21.

a. Members and employees are highly encouraged to review and update any additional personal information to aid in the management of other DOD benefits.

b. The initial steps to update your information are:

- (1) Navigate to the milConnect portal: <https://www.dmdc.osd.mil/milConnect>
- (2) Click the “Update Work Contact Info (GAL)” button.
- (3) Sign in with CAC credentials.
- (4) Click the tab “MIL” to the right of the “Personal” tab (it may also be displayed as CIV, CTR, VOL etc., depending on your affiliation).
- (5) Update and/or validate all of the information per the User Guide: [https://cg.portal.uscg.mil/units/C5IKnowledge/PolicyProcessGuides/MilConnect\\_User\\_Profile\\_Update\\_V2.1.pdf](https://cg.portal.uscg.mil/units/C5IKnowledge/PolicyProcessGuides/MilConnect_User_Profile_Update_V2.1.pdf).
- (6) Click the “Submit” button at the bottom of the page

c. Further instructions for utilizing the milConnect portal (including steps to update mandatory fields) can be found in the User Guide link in 3.b.(5) above.

Updated information will be used to populate both the CGOne and SIPRNet DEE GALs. The “Display Name” field in the CGOne GAL will reflect the value(s) contained in the “Display Name in GAL” (in milConnect) which includes the “Rank” value listed in milConnect. As a result, rate and specialty information will no longer be contained in the display name (e.g. YN2, MK3, ISM4, etc.). **Members are required to input their rate/ specialty information in the “Job Title” field** as instructed in the user guide. All users are required to validate unit address information and update (if required) using the Coast Guard Standard Distribution List (SDL), COMDTNOTE 5605. If the address listed in the SDL is not correct, consult with your chain of command for the most appropriate address.

Points of contact: General information, access, and account management for milConnect Defense Manpower Data Center milConnect homepage at: <https://www.dmdc.osd.mil/milConnect>

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R 091838Z MAR 21  
FM COMDT COGARD WASHINGTON DC  
TO ALCOAST  
UNCLAS  
ALCOAST 095/21  
SSIC 5510  
SUBJ: MANDATORY UPDATES TO MILCONNECT

A. DoD CIO 000637-20 Global Directory Services (GDS) Memo dated 25SEP2020 B. USCYBERCOM TASKORD 14-0025 (R 311230Z JAN 14) 1. Background. This message provides direction for all Coast Guard employees to verify and update their unit, location, and personal identity information in the milConnect system within the next 30 days. The reason for this direction is to provide accurate data for military members and employment data for civilian employees in preparation for the migration off Commercial Virtual Remote (CVR) work environment in accordance with REF (A).

2. Context. milConnect is a web application provided by the Defense Manpower Data Center (DMDC) that allows sponsors (and beneficiaries) the ability to review and update personal and work contact information, health care eligibility, personnel records, and other information from one reliable, centralized source, the Defense Enrollment Eligibility Reporting System (DEERS). All information initially populated in milConnect originates from DEERS. milConnect requires the use of a CAC, LAC, or DoD Self-Service logon account (DS Logon) for access.

3. Required Action. All Coast Guard employees including, but not limited to military (Active and Reserve), civilian personnel, members of the US Public Health Service (USPHS) detailed to the Coast Guard, affiliated volunteers (including Auxiliarists) who are issued a Logical Access Card (LAC), and all contractors who are issued a Common Access Card (CAC) while supporting the Coast Guard must log in to milConnect and update their Global Address List (GAL) "MIL," "CIV," "VOL," or "CTR" information within 30 days, with exceptions outlined below in paragraph 4.

a. Members and employees are highly encouraged to review and update any additional personal information to aid in the management of other DOD benefits.

b. The initial steps to update your information are:

(1) Navigate to the milConnect portal:

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

(2) Sign in with CAC credentials.

(3) Click the "Update Work Contact Info (GAL)" button.

(4) Click to the tab to the right of "Personal". It will display MIL, CIV, CTR, VOL etc., depending on your affiliation.

(5) Update and/or validate all of the information per the User Guide:

[https://cg.portal.uscg.mil/units/C5IKnowledge/Policy/ProcessGuides/MilConnect\\_User\\_Profile\\_Update\\_V2.1.pdf](https://cg.portal.uscg.mil/units/C5IKnowledge/Policy/ProcessGuides/MilConnect_User_Profile_Update_V2.1.pdf).

(6) Click the "Submit" button at the bottom of the page

c. Further instructions for utilizing the milConnect portal (including steps to update mandatory fields) can be found in the User Guide link in 3.b.(5) above.

4. Timeline. The deadline for commands and members to comply is 30 days after the release of this message with exceptions noted below.

a. Members currently deployed must update their information within 30 days upon return to homeport or their permanent duty station.

**Mandatory Updates to milConnect**



# Reserve Action Bulletin



b. Select Reserve (SELRES), Individual Ready Reserve (IRR), Active Status List (ASL), and Inactive Status List (ISL) members with a (.mil) account must update their information within 6 months of release of this message.

c. Any other employees who do not possess a (.mil) account are not required to update information in milConnect.

5. Systems Impact. To meet the immediate requirements identified in REF (A), all Coast Guard member information within milConnect will be used to populate CGOne internal directories and the Global Address List (GAL) also known as "Global" in Microsoft Outlook. DMDC data is currently extracted to update user profile information contained in DoD Enterprise Email (DEE) GAL on the Secure Internet Protocol Routing Network (SIPRNet) and CVR Teams.

6. Data Impact. All members should be aware that after they have updated their information via milConnect, that information will be used to populate both the CGOne and SIPRNet DEE GALs. The "Display Name" field in the CGOne GAL will reflect the value(s) contained in the "Display Name in GAL" (in milConnect) which includes the "Rank" value listed in milConnect. As a result, rate and specialty information will no longer be contained in the display name (e.g. YN2, MK3, ISM4, etc.). Members are required to input their rate/ specialty information in the "Job Title" field as instructed in the user guide. Civilians GS-12 and above will use their GS Grade value (e.g. GS12). Civilians GS-11 and below, may use their GS Grade value (e.g. GS9), but it is not required (e.g. GS). Auxiliarists may use the abbreviated designator "AUX". Unit address is now a free type field. All users are required to validate unit address information and update (if required) using the Coast Guard Standard Distribution List (SDL), COMDTNOTE 5605. If the address listed in the SDL is not correct, consult with your chain of command for the most appropriate address.

7. Account requirements. C5ISC's existing self-service portal that is used for managing user profiles, the Enterprise Directory Management System (EDMS), will be retired for end user attribute edits and no longer available for general use after 31 MAR 2021. All users will continue to be prompted at logon each month to validate and update their account profiles on CGOne. When selecting the option to update profile information, users will be directed to the milConnect portal to accomplish this task. New users will be prompted to update their profile at first logon. All users have the option to update profile information via milConnect at any time using the link provided in paragraph 3.

8. Questions regarding general information, access, and account management for milConnect may be directed to the Defense Manpower Data Center milConnect homepage at: <https://www.dmdc.osd.mil/milConnect>.

9. Policy related questions may be addressed to CAPT Lawrence D. Gaillard, COMDT (CG-1B1) at [Lawrence.D.Gaillard@uscg.mil](mailto:Lawrence.D.Gaillard@uscg.mil).

10. Technical questions related to compliance with REF (A) may be addressed to LT Stephen Macomber (C5ISC), [Stephen.Macomber@uscg.mil](mailto:Stephen.Macomber@uscg.mil).

11. RADM J. M. Nunan, Assistant Commandant for Human Resources, (CG-1), sends.

12. Internet release is authorized.