



How to Update your Information in the Army365 Global Address List (GAL)”

Presented by: Michael J. Danberry

Last Revision / review: 23 February 2024

This guide is here to assist agents [and anyone supporting] the Army Enterprise Service Management Platform(AESMP), SIPR, Pacific, & Korea update their information in the GAL.

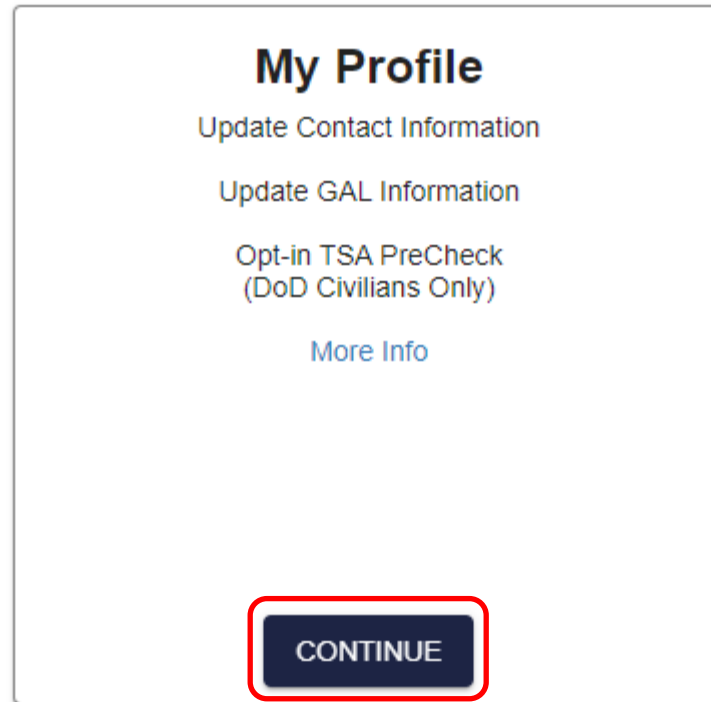
It works for anyone who uses DoD365 & Army365

Defense Manpower Data Center (DMDC) is the database used by Department of Defense (DoD) and updates the Defense Enrollment Eligibility Reporting System (DEERS)

NOTE: This guide assumes you can already access other CAC enabled websites from your computer. If you cannot, please visit: <https://milcac.us/tweaks> for assistance before proceeding.

NOTE2: If both you and your spouse have a DEERS account, you may need to “Change Sponsor” Go to slide 19

Go to the ID Card Office (IDCO) online website: <https://idco.dmdc.osd.mil/idco>

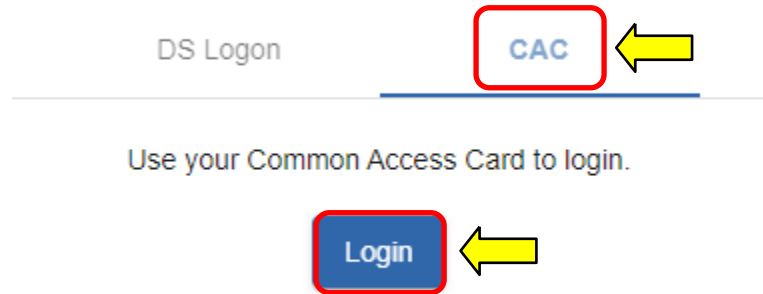


Select *CONTINUE*
under the *My
Profile* section

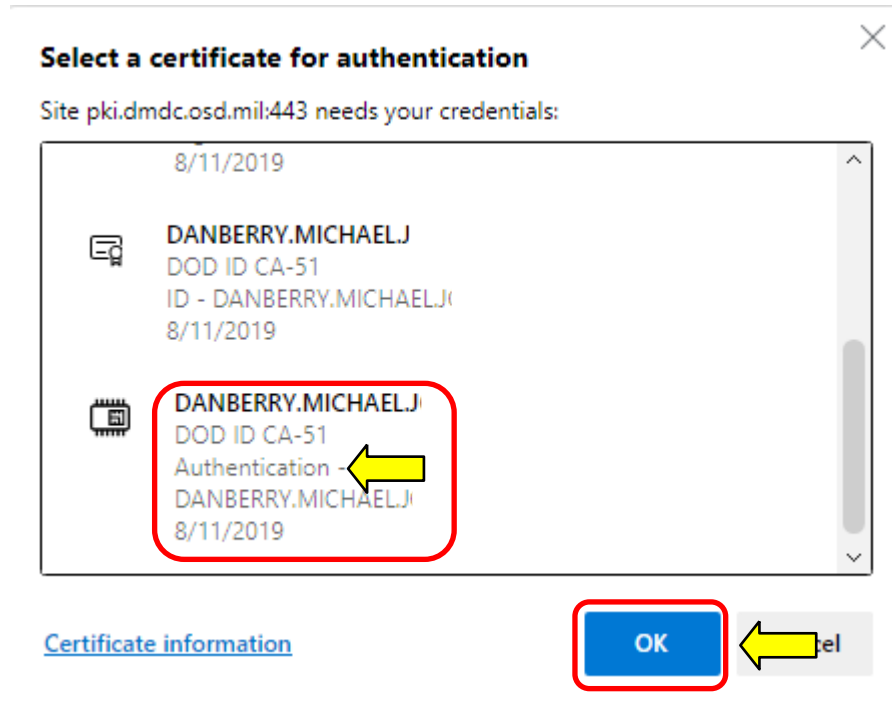


Select *Login* (again) under the CAC tab

NOTE, this page may or may not show up for you



Select your *Authentication* certificate, click *OK*



If you receive an error message / screen after selecting your CAC certificate, please go through this guide.

<https://milcac.us/tweaks>

Enter your 6-8 digit CAC PIN, select *OK*

ActivClient Login

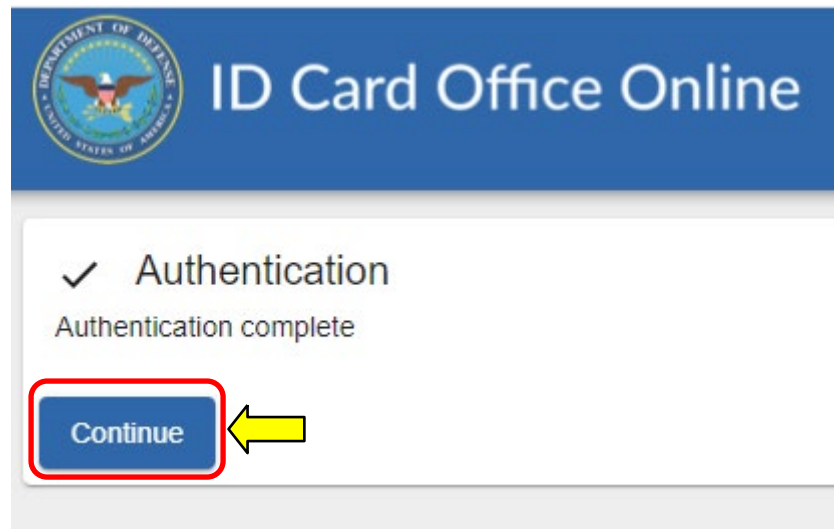
ActivID®
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Please enter your PIN.

PIN *****


OK Cancel

Click *Continue*



Read the *Self-Service Consent to Monitor*, click OK

DMDC Information and Technology for Better Decision Making

 milConnect

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.

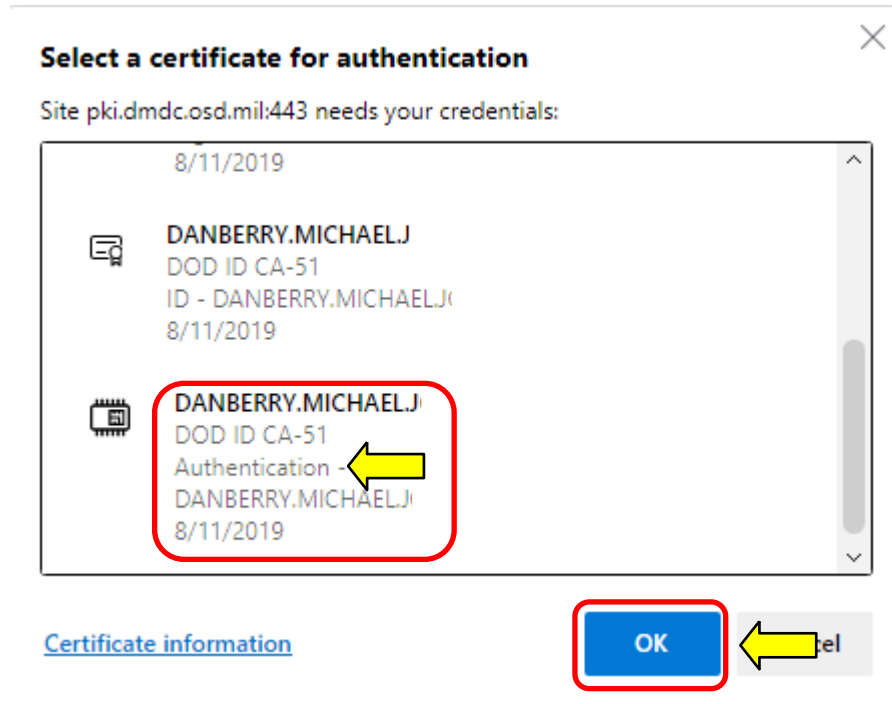
By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- 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.

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Enter your 6-8 digit CAC PIN, select *OK*

ActivClient Login

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Please enter your PIN.

PIN *****

OK Cancel

The **Personal** tab displays first. Your Enterprise User Name (EUN), Primary / Residential Address, Email Address(es), and personal Phone Numbers can be updated on this tab. This information updates your contact information in DEERS.

Update and View My Profile

Edit your **personal** information on your Personal tab and your work information on your work tab (for example, **MIL**, **CIV**, or **CTR**), so that you receive communications promptly. [Tips](#)

Personal ← RET CTR

Name
Danberry, Michael J

Display Name for GAL
Danberry, Michael J

UPDATE GAL NAME

NOTE: Select Update GAL Name to edit how your name is displayed in the GAL. Slides 17-18 provide more information

Update your contact information by selecting the desired persona tab [the example is for a CTR]

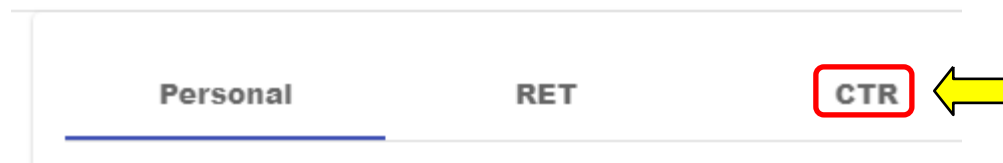
You may see different tabs depending on your persona(s):

CTR is used for Contractor personnel

MIL is used for Military personnel

CIV is used for Civilian personnel

Some people may have more than one persona tab, if you do, update all tabs.



AESD / AESMP personnel are required to change / update these 3 fields (along with Duty phone number on the next slide)

Duty Organization: **United States Army** *

Duty Sub Organization: ----**Army Enterprise Service Desk** *

(located under ARCYBER / United States Army Cyber Command (2nd Army) / --United States Army Network Enterprise Technology Command/9th Signal Command (Army), (see image on next slide)

Duty Install Location: **Fort Eisenhower, GA** * (or closest military base to your location)

* Select the drop down menu to change the fields

NOTE: The next slide will provide an image as to how it will look in the ID Card Office Online

Image of IDCO screen

Personnel Status

Persona Type

Contractor

Administrative Association

USA

Duty Sub Organization

----Army Enterprise Service Desk



- ARCYBER -----
-
- United States Army Cyber Command (2nd Army)
- United States Army Network Enterprise Technology Command/9th Signal Command (Army)
- Army Enterprise Service Desk

DoD Association

DoD and Uniformed Service Contract employee

Duty Organization

United States Army

Duty Install Location

Fort Eisenhower, GA

AESMP / AESD personnel must update your Duty address (based on work location) and **work phone number(s)**

Addresses

CTR Duty Address

Address Line 1 *

Address Line 1 is required.

Address Line 2

City *

City is required.

State *

State is required.

Zip *

Zip is required.

Extension

Country *

United States

**AESD-W Augusta:
One 7th St, Suite A1
Augusta, GA 30901**

**AESD-Pacific:
546 Bonney Loop
Fort Shafter, HI 96858**

**AESD-Korea:
Unit 15228 Box: _____
APO, AP 96271-5228**

**AESD-W-Broomfield:
105 Technology Dive
Suite 100
Broomfield, CO 80021**

**AESD-W-SIPR – Huachuca:
2133 Cushing Street
Fort Huachuca, AZ 85613**

NOTE: Home based employees may use home address or one of the desk locations above

Phone/Fax Numbers

Duty

866-335-2769

SUBMIT

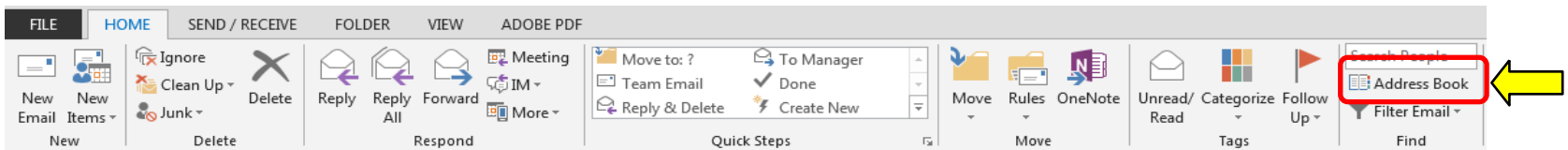
RESET

You must click on **SUBMIT** or it won't save

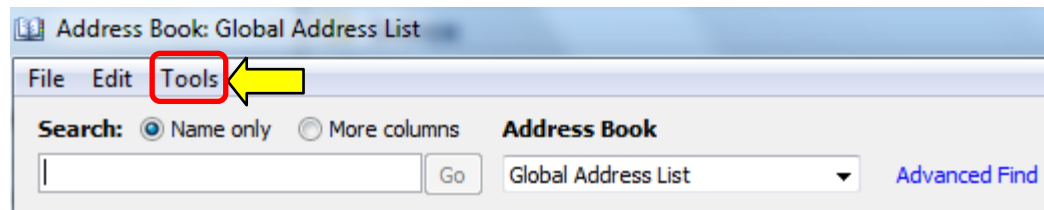
Agents use: 866-335-2769 in the Duty: phone number field, others can use another number

How to make the Global Address List the first list to show up when using Outlook. (Not available when using webmail)

Open Outlook, click on the Address book icon

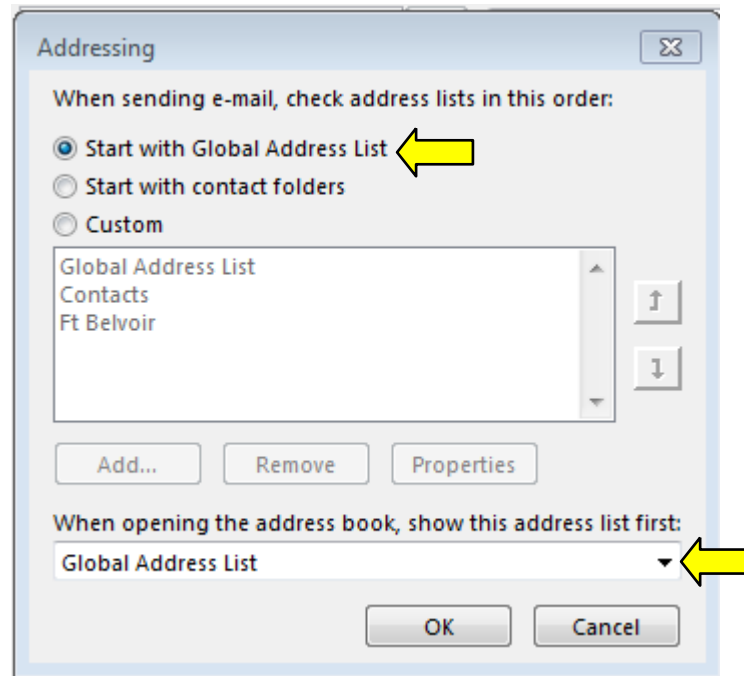


Click *Tools*, select: *Options...*



How to make the Global Address List the first list to show up when using Outlook. (Not available when using webmail)(continued).

Select the circle next to *Start with Global Address List*




NOTE: Select the drop down for “When opening the address book, show this list first:” and change it to “Global Address List.”

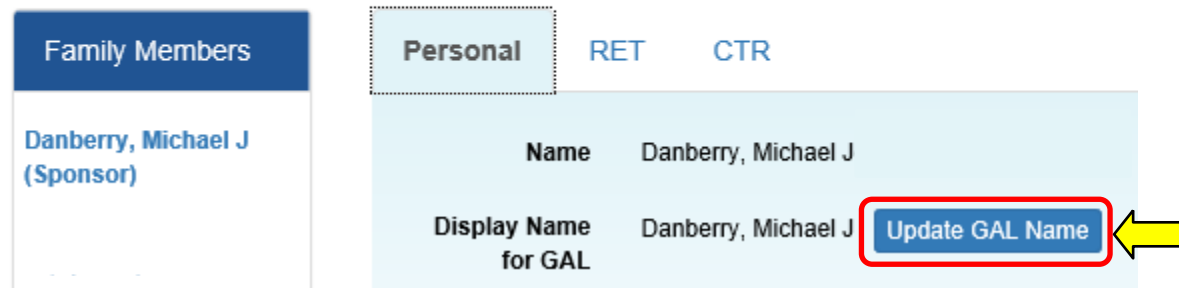
How to change the “name portion” of your display name in the GAL (mentioned on slide 7)

The “name portion” of the display name includes your last name, first name, middle name, and nickname.

Select: Update GAL Name to start making changes

Update and View My Profile

Edit your personal information on your **Personal** tab and your work information on your work tab (**MIL, CIV, CTR, or RET**), so that you receive communications promptly. [Tips](#) 



	Personal	RET	CTR
Name	Danberry, Michael J		
Display Name for GAL	Danberry, Michael J		
			Update GAL Name

How to change the “name portion” of your display name in the GAL (continued)

This screen provides you options to alter parts of the name portion of your display name, including adjusting capitalization, and adding hyphens or apostrophes. The current value of a user’s display name is shown at the top.

To modify your display name, select the desired option(s) and/or enter desired personal information. **Custom** allows the insertion of **special characters** (dots, dashes, and apostrophes) and “camel-case” **capitalization** (i.e., “Mcdonald” to “McDonald”), but the **letters must remain the same**.

Display Name for DoD Global Address List (GAL)

Current Value
Danberry, Michael J

Last Name
Danberry Full Custom Custom Last Name

First Name
Michael Full Initial Custom* Custom First Name

Middle Name
J Full Initial Custom* Custom Middle Name

Cadency
No Cadency Found.

Preferred First Name^

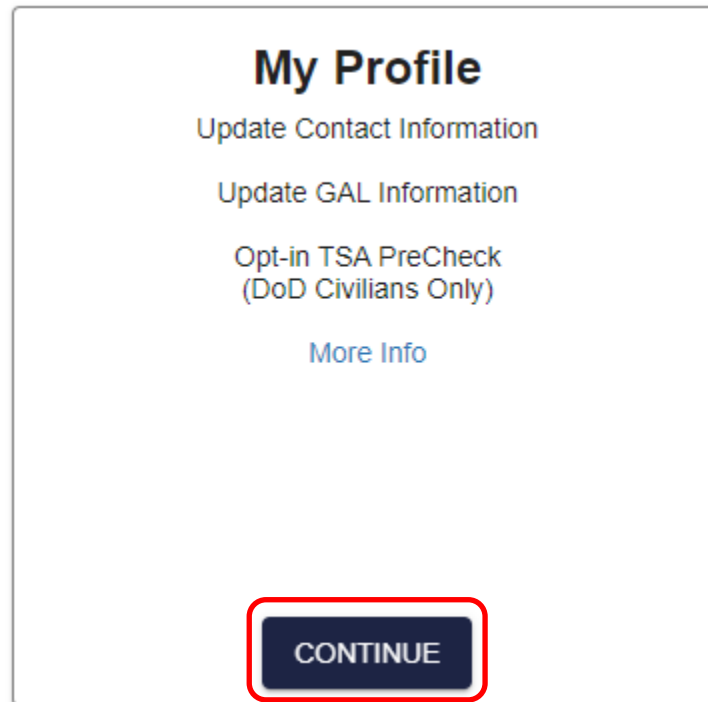
PREVIEW

Preview: Danberry, Michael J

SUBMIT AND CLOSE **RESET** **CANCEL**

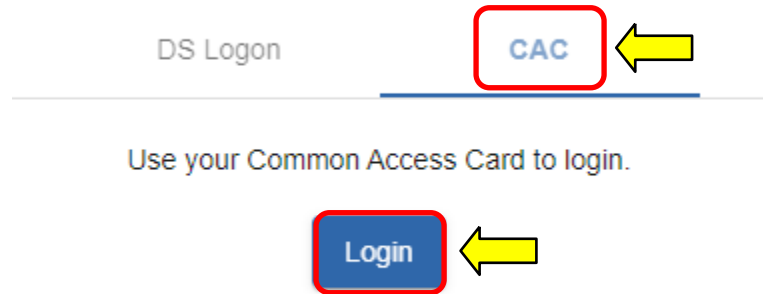


If both you and your spouse have a DEERS account, you may need to go to the DMDC ID Card Office Online website: <https://idco.dmdc.osd.mil/idco> select *Continue* under *Family ID Cards*

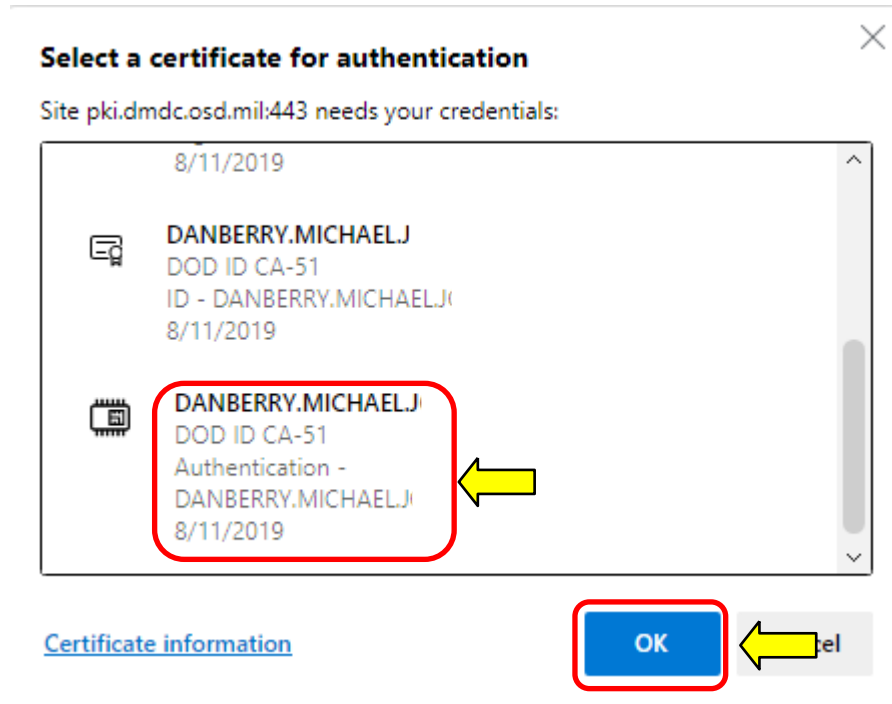


Select *Login* (again) under the CAC tab

NOTE, this page may or may not show up for you



Select Authentication, click *OK*



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<https://milcac.us/tweaks>

Enter your 6-8 digit CAC PIN, select *OK*

ActivClient Login

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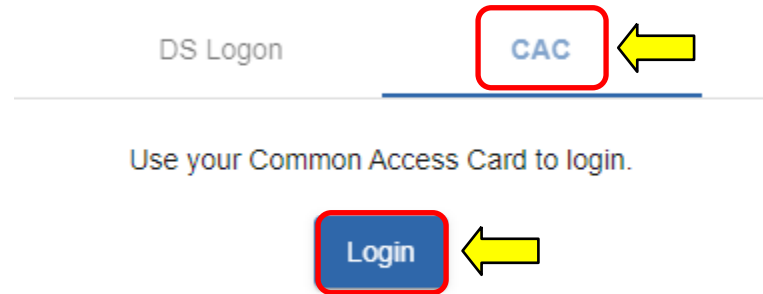
Please enter your PIN.

PIN *****

OK Cancel


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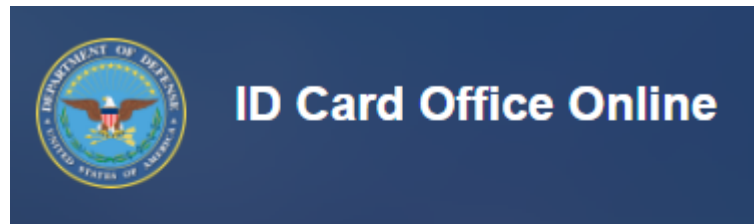
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- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative 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.

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Dual DEERS personnel specific page

If you are married to a current or retired military member and cannot get your information to show you as being the Sponsor, you may be showing up as a family member.



Update and View My Profile

Edit your **personal** information on your Personal tab and yo

Logged on as Sponsor: MICHAEL DANBERRY. Last succes

[Change Sponsor](#)



Click *Change Sponsor*

Dual DEERS personnel specific page

Select your name from the Sponsor drop down menu, click *Save*

Sponsor

Choose the sponsor under which you

Current sponsor is: SELF

Select a Sponsor



Now you can
return to slide 2
to continue with
this guide
updating your
GAL Information

Abbreviations, Acronyms, and Terms

Acronym / term	Definition
CAC	Common Access Card
CVS	Contractor Validation System, replaced by TASS
DECC	Defense Enterprise Computing Center
DEERS	Defense Enrollment Eligibility Reporting System
DISA	Defense Information Systems Agency
DMDC	Defense Manpower Data Center
DoD	Department of Defense
GIG	Global Information Grid
GAL	Global Address List
IASO	Information Assurance Security Officer
IMO	Information Management Officer
MP ICAM	Mission Partner Identity, Credentialing, Access Management (replaced TASS)
NETCOM	(Army) Network Enterprise Technology Command
RAPIDS	Real-Time Automated Personnel Identification System
SPOC	Service / Agency Point of Contact
TA	Trusted Agent
TASS	Trusted Associate Sponsorship System (replaced CVS)
TTP	Tactics, Techniques, and Procedures

Changes can take between 4 to 48 hours to
show

Presentation created and maintained by:
Michael J. Danberry

If you have questions, email:
Michael.j.danberry.ctr@army.mil