

SOP for correcting GAL information

Go to DMDC: <https://milconnect.dmdc.osd.mil/milconnect/>

milConnect
Serving those who serve our country.

New User? [Start Here.](#) [Sign In](#)

Home FAQ Search

While submitting an OMPF request to the Air Force via DPRIS, if you encounter a processing issue, please [send your request by fax or email](#) instead.

I want to...

- Update personal contact info
- Manage health benefits
- Update family members in DEERS
- Transfer my education benefits
- Update work contact info (GAL)
- Manage my SGLI
- View my health care coverage
- Obtain proof of health coverage
- Retrieve my correspondence

Don't see what you are looking for? Browse the menus, search or check our [FAQ](#). [More Goals](#)

Click “Updated work contact info (GAL)”

milConnect's My Profile feature has moved.

May 20, 2021

milConnect's My Profile feature moved on May 20, 2021. To update your work or personal information, please go to [ID Card Office Online](#) and select My Profile.

Note: If you are covered by TRICARE, you might prefer to make changes that affect your coverage options (such as your residence address) in [Beneficiary Web Enrollment \(BWE\)](#). With BWE, you can immediately select coverage options available in your new location. [News Archives](#)

Click “ID Card Office Online”

Home Help Feedback

The DD 1172-2 feature is not functioning and most users must schedule a RAPIDS appointment to add a family member or request reissuance of a family member ID card. New Extension for USID Credentials approved. Visit www.cac.mil/coronavirus for details. No CACs have been extended.

ID Card Office Online

Welcome to the RAPIDS ID Card Office Online. Select an option below to update your CAC, manage sponsor or family member ID card information, or find a RAPIDS ID Card Office.

- ID Card Office Locator & Appointments**
 - Find a RAPIDS ID Card Office
 - Make an Appointment[CONTINUE](#)
- Common Access Card**
 - Update Email Address
 - Activate PIV Authentication Certificate
 - Add Joint Data Model Applet
 - Add Personnel Category Code[CONTINUE](#)
- Family ID Cards**
 - View Sponsor/Family ID Card
 - Add Family Member
 - Renew Family Member ID Card
 - Print Family List[CONTINUE](#)
- My Profile**
 - Update Contact Information
 - Update GAL Information
 - Opt-in TSA PreCheck (DoD Civilians Only)[CONTINUE](#)

Click “continue” for “My Profile”

DS Logon

CAC

CAC



Login

Select "CAC" and click "Login"

Personal

MIL

CIV

Select "MIL"

Persona Type	DoD Association
Military	National Guard member (SEL RES)
Duty Organization	Duty Sub Organization
National Guard	--NG - Army National Guard - Hawaii
Job Title	Duty Install Location
	National Guard Facilities (Army and Air) State of Hawaii

Change the following to reflect:

- Duty Organization: National Guard
- Duty Sub Station: --NG – Army National Guard– Hawaii
- Duty Install Location: National Guard Facilities (Army and Air) State of Hawaii

If you are dual status make sure that both your "MIL" and "CIV" reflect the above information. All information inputted will be reflected on the global address book, so it is optional to input address, phone, or job title. The most important is the drop down menus reflecting what is above.

Once completed scroll all the way to the bottom and select "Submit"