Air Force Materiel Command

AtHoc self Service Profile Update
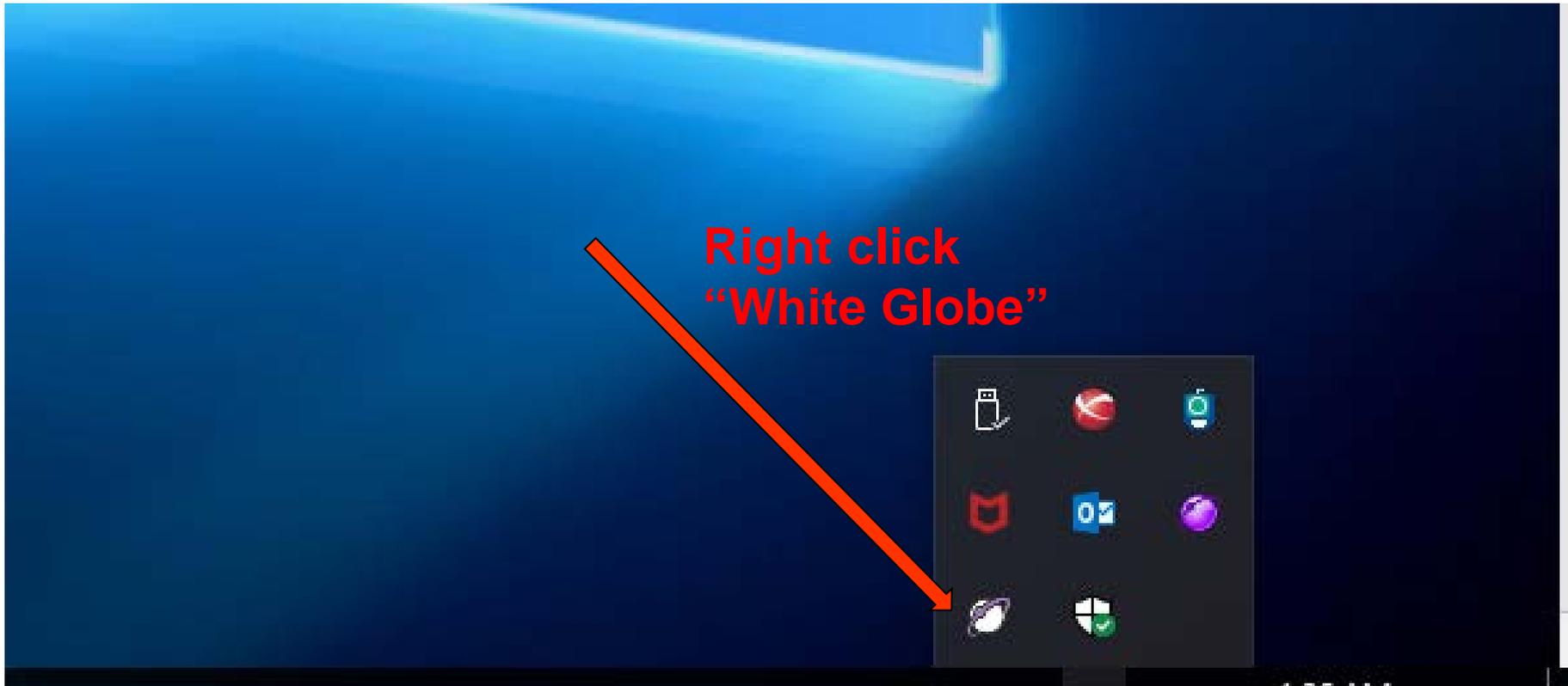
AFMC Command Center

Self-Service Actions

- AtHoc is for official use only and used to disseminate emergency information to assigned personnel IAW AF EMNS CONOP

- Mandatory for all military (active and reserve) and civilians (non-bargaining) to provide an after-hours contact number or personal e-mail emergency notification information.

- Providing after-duty hours emergency notification information for bargaining unit employees, contractors and non-appropriated personnel is strictly voluntary, but is highly encouraged

- Data is protected under "Privacy Act of 1974" and its information is accessible only by system administrators in the execution of their duties (Command Center/End User Managers)
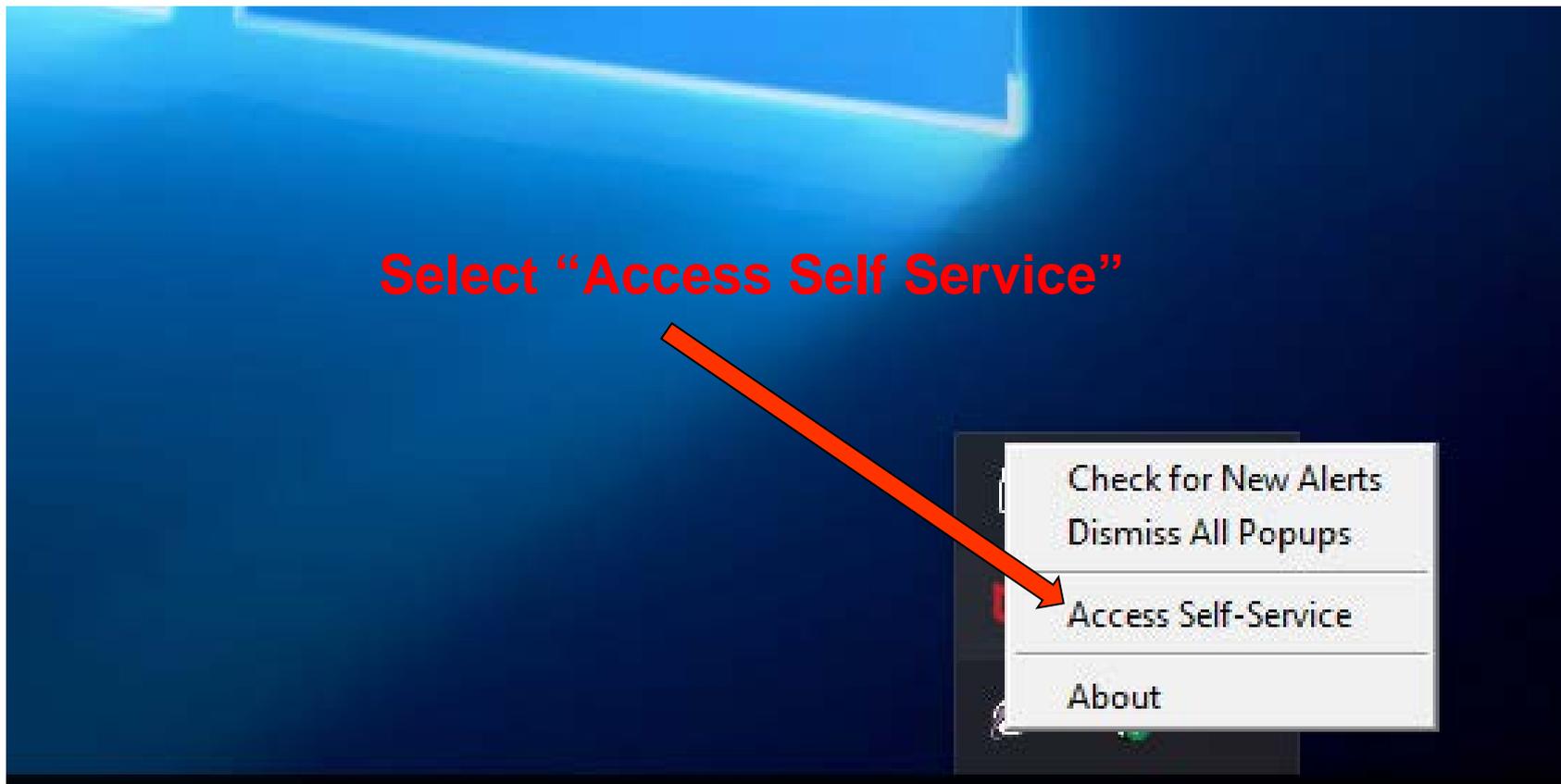
Updating Your Information

Find the AtHoc icon on your desktop

Right click "White Globe"

Updating Your Information

3. Select "Access Self Service"

Updating Your Information

User ID

formation

First Name	STEVE
Last Name	SMITH
Display Name	STEVE SMITH
Service *	Please Make a Selection
Affiliation *	Please Make a Selection, Ac...
Grade	None
ilding Number	266
ssigned Unit *	/WPAFB-Tenant-Units/HQ-AFMC/A3/6/A3O/ Select
Office Symbol	
Street Address	
Home-City	

- Text Messaging

| Duty Cell Text | |
| Text Messaging | |

- Email

| Work Email Address | |
| Personal Email Address | |

- Voice

Work Phone Number		ext
DoD Mobile Phone Number		ext
Personal Mobile Number		ext
Home Phone Number		ext

Updating Your Assigned Unit

Affiliation * | Please Make a Selection ⌄

Grade | None ⌄

Building Number |

Assigned Unit * | / Select ← Select Assigned unit (click the fwd slash)

tion must be made.

Office Symbol |

Updating Your Assigned Unit

Select the Organizational Position

Expand All | Collapse All

- ⊿ 88-ABW
  - ▸ 88-Wing-Staff-Agencies-(WSA)
  - ▸ 88-Civil-Engineer-Group-(CEG)
  - ▸ 88-Communications-Group-(CG)
  - ⊿ 88-Mission-Support-Group-(MSG)
    - ▸ 88-Security-Forces-Squadron-(SFS)
    - ⊿ 88-Logistics-Readiness-Squadron-(LRS)
      - LGLO
      - LGRD
      - LGRF
      - LGRM
      - LGRV
    - ▸ 88-Force-Support-Squadron-(FSS)
  - ▸ 88-Medical-Group-(MDG)
  - 88-Operations-Support-Squadron-(OSS)
- ⊿ WPAFB-Tenant-Units
  - ⊿ HQ-AFMC
    - Command-FOG

/

Cancel

Cancel | **Apply**

Select your Organization/Unit/ down to office symbol if possible

Select Apply
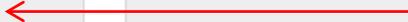
None

Work Phone Number   ext

Updating Your Assigned Unit

Grade | None

Building Number |

Assigned Unit * | /88-ABW/88-Mission-Support-Group-(MSG)/88-Logistics-Readiness-Squadron-(LRS)/LGRV/ Select

Office Symbol |

Home-Street Address |

Home-City |

Home-State | None

Home-Zip Code |

Work Phone Number | 🇺🇸 ▾ | ext |

DoD Mobile Phone Number | 🇺🇸 ▾ | ext |

Personal Mob Numb |

Home Phone Number | 🇺🇸 ▾ | ext |

Updated Assigned Unit

Updating Your Information

Members will only receive SMS texts if a "Text Messaging" block is filled in

- Text Messaging

Duty Cell Text

Text Messaging

- Email

Work Email Address

Personal Email Address

- Voice

Work Phone Number   ext

DoD Mobile Phone Number   ext

Personal Mobile Number   ext

Home Phone Number   ext

Updating Your Information

My Profile

Cancel **Save**

Select save ×

PRIVACY ACT STATEMENT

AUTHORITY: 10 U.S.C. 8013, Secretary of the Air Force; DoDI 5517, AFI 10-2501.

PURPOSE: Information is collected to notify personnel of emergency situations.

DISCLOSURE: Voluntary; however, failure to provide this information may result in our inability to contact you in case of an emergency.

INFO COLLECTED: Work and personal phone, cell phone, and email addresses.

DISPOSITION: Information will be managed in accordance with AFI 33-322, Records Management Program.

Carrier charges may be incurred and are the responsibility of the recipient.

*** TO DISABLE OR DELETE YOUR ATHOC ACCOUNT ***

Click here to send an email request to your Wing Command Post requesting your account be disabled (temporarily) or deleted (permanently). Include the reason for your request (PCS, TDY, Leave, etc.), start and/or end dates, and any other information pertinent to your request.

For questions/assistance, contact the AFMC Command Center