Air Force Materiel Command

AtHoc self Service Profile Update

AFMC Command Center

Deliver and Support Agile War-Winning Capabilities
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

NOTES:
Fill in all mandatory information
Display name should be First Name, Last Name

NOTES:
Fill in all applicable device fields

**User ID**

**Information**

**First Name**
STEVE

**Last Name**
SMITH

**Display Name**
STEVE SMITH

**Service** *
Please Make a Selection

**Affiliation** *
Please Make a Selection, Ac...

**Grade**
None

**Building Number**
266

**Assigned Unit** *
/WPAFB-Tenant-Units/HQ-AFMC/A3/6/A30/ 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**

**DoD Mobile Phone Number**

**Personal Mobile Number**

**Home Phone Number**
Updating Your Assigned Unit

Select Assigned unit (click the fwd slash)
Updating Your Assigned Unit

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

Select the Organizational Position

Select 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

Select Apply

Cancel

Apply

Work Phone Number
### Updating Your Assigned Unit

<table>
<thead>
<tr>
<th>Grade</th>
<th>None</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Number</td>
<td></td>
</tr>
<tr>
<td>Assigned Unit</td>
<td>/88-ABW/88-Mission-Support-Group-(MSG)/88-Logistics-Readiness-Squadron-(LRS)/LGRV/</td>
</tr>
<tr>
<td>Office Symbol</td>
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</tr>
<tr>
<td>Home-Street Address</td>
<td></td>
</tr>
<tr>
<td>Home-City</td>
<td></td>
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<tr>
<td>Home-State</td>
<td>None</td>
</tr>
<tr>
<td>Home-Zip Code</td>
<td></td>
</tr>
</tbody>
</table>

### Updated Assigned Unit
- Work Phone Number
- DoD Mobile Phone Number
- Personal Mobile Number
- Home Phone Number

**Updated Assigned Unit**
Members will only receive SMS texts if a “Text Messaging” block is filled in.
Updating Your Information

My Profile

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