

AtHoc Registration for Inbound Personnel

To meet the intent of DoDI 6055.17, IIIMEF/MARFORJ, and MCIPAC Orders, sponsors can assist inbound personnel with attaining an AtHoc account for mass notifications and alerts while on Restriction of Movement following Permanent Change of Station Orders.

Typically, AtHoc accounts are created as soon as a user signs on to a government computer using a Common Access Card in a given geographic region. However, given the 14 day ROM requirements for inbound personnel, there is a significant gap whereby these individuals do not have accounts which can be targeted for critical emergency or mass notifications and warnings.

An excel spreadsheet has been provided for sponsors to provide the minimum amount of information to create an AtHoc account for inbound personnel. Once this basic account is created, the inbound personnel will be contacted via email and will have the ability to update the remainder of their profiles using a CAC enabled personal computer while on ROM, or once they exit ROM and have access to a government computer.

Informational pamphlets regarding AtHoc will be provided to sponsors and inbound personnel.

<u>Data Fields</u>	<u>Examples</u>
EDIPI:	123456789
First.Last	Rachel.Melton
First Name	Rachel
Last Name	Melton
Device: Email Personal	personal.email@gmail.com
Device: Email Personal #2	optional.dependent.or.additional.email@gmail.com
Unit	MCAS Futenma HHS
Camp/Station:	MCAS Futenma

Sponsors, please complete and return the excel spreadsheets to:

Rachel Melton, MCAS Futenma Emergency Manager rachel.melton@usmc.mil

For Sponsors of Marines arriving to their first duty station – these lists can be sent in bulk as soon as the data for the inbound is gathered.