ATHOC ENROLLMENT SPREADSHEET INSTRUCTIONS

Column A & B will be the same: The sponsors (back of ID Card) or family members DODI number (front of ID card). Family members now have their own DODI number.

Column C is the Individuals First Name

Column D is the Individuals Last Name

Column E is the Individuals First and Last Name put together

Column F is Device Work-Mandatory information if you work on the installation

Column G is Mobile Phone (if they want calls to their personal cell phone)

Column H is Home Phone (if they want calls to their personal cell phone)- Not recommended if an alert comes in at 2am, can wake family up

Column I is work email- .mil account Mandatory information if you have a government email address

Column J is home email- if they want email to their home account

Column K text messaging- this is a preferred method, do not put 1 before the area code please

Column L- email for family member that wants to be enrolled in email messages

Column M- Phone number for family member to be called on with ATHOC message

Column N- text messaging- this is a preferred method- if family members want a text message, do not put 1 in front of area code please

Column O- you can put in BDE. BN if you want.

Column P- Rank. If a family member please put CIV

Column Q- Put NO.

Column R- Mission Essential? If you don’t know put NO

Column S- ORG, please see examples. Will follow the same as Column O.

Column T- mandatory- work address. Please follow example. Must all be in one box/column.

Column U- Home address. Must all be in one box/column, like the work address.

\*\*Please do not alter columns, add or delete. Leave blank if you don't want to fill in or don’t have the information to fill in.

Send the completed spreadsheet to usarmy.carson.imcom-central.mbx.dptms-athoc@mail.mil