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](mailto:usarmy.carson.imcom-central.mbx.dptms-athoc@mail.mil)