



Message from the Director, Commissioned Personnel Center

October 15, 2018

Fellow NOAA Corps officers,

ACTION REQUIRED:

Effective October 1, 2018, NOAA Corps officers can access SOES 24/7 via the DoD milConnect portal, <https://www.dmdc.osd.mil/milconnect>, using their Common Access Card (CAC). Current elections maintained on paper record at CPC should have transcribed into the new system. All officers are required to certify their coverage or verify declination of coverage by accessing milConnect and following the instructions below:

Upon logging into milConnect, members access the SOES application by selecting it from the drop-down menu under the "Benefits" tab. Once in SOES, members must complete four tasks to certify the SOES record including; entering beneficiary name(s), share(s) of proceeds, validating their coverage amount, and using an electronic signature to finalize the elections. Only spouse information will pre-populate in SOES based on data from the Defense Enrollment and Eligibility Reporting System (DEERS). Members who previously declined coverage prior to the SOES implementation will not need to certify their record, but should ensure their coverage in SOES reflects their declination. Members who receive a 'User Ineligibility Notice' from SOES after accessing the application will not be able to certify their record. Individuals receiving this notice should reach out to CPC and will need to continue making any necessary SGLI and FSGLI changes through the paper process until such time they can access SOES. Any member who receives this notice and subsequently wants to make a change to their SGLI and FSGLI coverage should first attempt to login to the application to make the change in SOES.

Thank you for your action to ensure proper coverage with the new system. If you have any questions or concerns please contact LCDR Laura Gibson at laura.gibson@noaa.gov or 301-713-7712.

CAPT Devin Brakob, NOAA

Director, Commissioned Personnel Center