

How to Submit Application

Contractors / Business Vendors / FMWR Patrons:

The Fort Gordon Directorate of Emergency Services (DES), Physical Security Office will accept access request forms from the following method.

Safe Access File Exchange (SAFE) – This is the most secure means of delivering your request form to the Directorate of Emergency Services.

Below are step-by-step instructions on how to use the SAFE method.

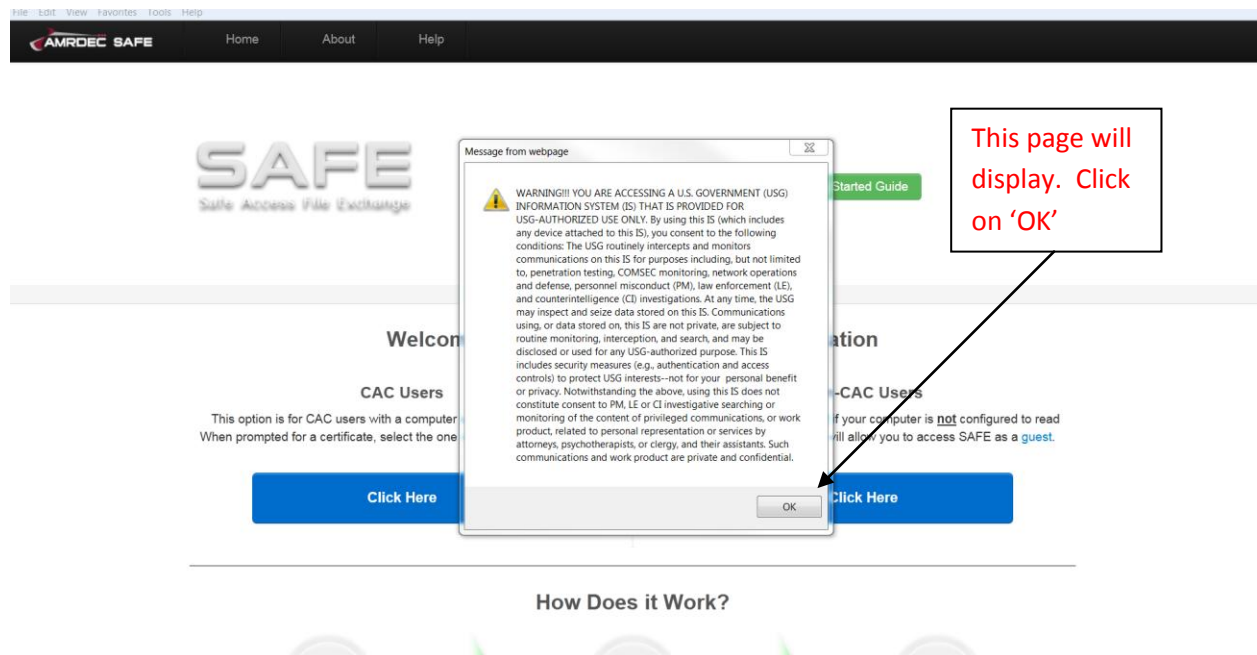
You will start by downloading the [Access Request Form](#).

You can save the form to your computer and fill it out digitally, or print the form and complete it. To send the form digitally via SAFE, use the following steps.

Visitors applying for a **Short Term Pass/Background Check** should visit the Visitor Control Center at McKenna Gate 1.

SAFE:

1. Navigate to SAFE site: <https://safe.amrdec.army.mil/safe/Welcome.aspx>



2. After you click 'OK' this page will display.

The screenshot shows the AMRDEC SAFE Web Application interface. At the top, there's a navigation bar with 'File', 'Edit', 'View', 'Favorites', 'Tools', and 'Help'. Below this is a header with the AMRDEC SAFE logo and links for 'Home', 'About', and 'Help'. The main content area features a large 'SAFE' logo and the text 'Safe Access File Exchange'. A green button labeled 'Click here for Getting Started Guide' is visible. Below the header, there's a section titled 'Welcome to the AMRDEC SAFE Web Application'. This section is divided into two columns: 'CAC Users' and 'Non-CAC Users'. The 'CAC Users' column contains text about CAC users and a blue button labeled 'Click Here'. The 'Non-CAC Users' column contains text about users without a CAC and a blue button labeled 'Click Here'. A red callout box with an arrow pointing to the 'Non-CAC Users' button contains the text: 'If you do not have a Common Access Card (CAC), use the NON-CAC Users 'Click Here''. Below the login options, there's a section titled 'How Does it Work?' with a series of circular icons.

3. The following page will display

The screenshot shows the AMRDEC SAFE registration form. At the top, there's a navigation bar with 'File', 'Edit', 'View', 'Favorites', 'Tools', and 'Help'. Below this is a header with the AMRDEC SAFE logo and links for 'Home', 'About', and 'Help'. The main content area features a large 'SAFE' logo and the text 'Safe Access File Exchange'. A green button labeled 'Click here for Getting Started Guide' is visible. Below the header, there's a section titled 'UNCLASSIFIED USE ONLY, TO INCLUDE PRIVACY DATA'. This section is divided into two main parts: 'Personal Information' and 'File Information'. The 'Personal Information' section contains three text input fields: 'Your Name:', 'Your Email Address:', and 'Confirm Your Email Address:'. Each field has a 'HELP' button next to it. The 'File Information' section contains a 'Browse...' button, a 'Deletion Date' field (set to 12/25/2014), and a 'Description of File(s):' field. A red callout box with an arrow pointing to the 'Browse...' button contains the text: '4. Browse to where you saved your access request form and select it.' Another red callout box with an arrow pointing to the 'Description of File(s):' field contains the text: '5. Add Description. Eg. (Your Name-Installation Access Visitors Request)'. A third red callout box with an arrow pointing to the 'Your Name:' field contains the text: '1. Enter your name'. A fourth red callout box with an arrow pointing to the 'Your Email Address:' field contains the text: '2. Enter your Email'. A fifth red callout box with an arrow pointing to the 'Confirm Your Email Address:' field contains the text: '3. Confirm your Email'.

File Edit View Favorites Tools Help

Recipient Information

Provide an email address to give access to:

Manually Enter Email Address

Email Address: **Add** **Remove**

Do not send SAFE packages to group email accounts.

Search DoD 411 (DISA Global Directory Services)

Recipients List:

6. Enter the following Army email address:
usarmy.gordon.imcom-atlantic.mbx.des-access-control@mail.mil

Email Settings

☐ **Encrypt email message when possible** **HELP**

☐ Notify me when file(s) downloads are **STARTED** **HELP**

☐ Notify me when file(s) downloads are **COMPLETED** **HELP**

☐ Require CAC for Pick-up (all recipients will need to log in with a CAC to download file(s)) **HELP**

NONE FOUO

Other:

7. Please select 'Encrypt email message when possible.' OPTIONAL: If you would like to receive email notifications from start to complete you may select the next two blocks.

Upload **Reset**

4. Clicking on the 'Upload' button is considered your digital signature and authorizes the DES to process your request form.

5. You will receive an email informing you your packet has not yet been sent and you must verify your email address. Verify your email address by entering the password provided in the email, and then clicking on the 'Submit' button.

To the right is an example of the email you will receive. You must verify your email address by entering the password provided and then clicking 'Submit.'

DO NOT FORWARD

Please note, IAW Para 4-5.a(8) and 4-12.c, AR 25-2, it is a violation of SAFE security policy to share/forward Package passwords.

You must contact the Package originator to have the Package re-sent via SAFE (<https://safe.amrdec.army.mil/safe/>) to other users.

Your Package has not yet been sent.

You MUST verify your email address in order for your recipients to download the file(s). Please use the link below to login and verify that you are the sender of this package:

<https://safe.amrdec.army.mil/safe/StatusLogIn.aspx?PackageID=3562867>

If you did not send these files, please notify SAFE.Team@amrdec.army.mil ASAP.

You have uploaded the following file(s): Fort Gordon Request

Package ID: 3562867

The file will be available until 12/24/2014

You can check the status of the files uploaded at:

<https://safe.amrdec.army.mil/safe/StatusLogIn.aspx?PackageID=3562867>

The Password is: 8R92U%t!2G4G2!?a

NOTICE: This e-mail message is intended solely for the use of the addressee. If the reader of this message is not the intended recipient, you are hereby notified that any reading, dissemination, distribution, copying, or other use of this message or its attachments is strictly prohibited. If you have received this message in error, please notify the sender immediately.

Package Status

To check the status of your package, enter your password:

Submit

[Where is my Password?](#)

Note: This page is only for checking the package status. You cannot download files from this page.

This password is located in the notification email you received from SAFE in the location below:

Enter password
that was
provided in the
email and then
click 'Submit'

What is AMRDEC

The U. S. Army Aviation and Missile Research Development and Engineering Center, a subordinate laboratory to the Research, Development and Engineering Command, is the Army's focal point for providing research, development, and engineering technology and services for aviation and missile platforms across the lifecycle.

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[Version 3.0.2](#)