

Fort Liberty (ONLY)

RFMSS 3.3 User Account Request Information Sheet

Info below updated as of 07 July 2023

These instructions are for CAC users requesting access to the Fort Liberty, NC RFMSS system only. These are not for any other installation. Please contact other installations for their specific requirements for account access.

All Unit Schedulers and those wanting a Read-Only account will need to setup their accounts online for access. Please follow the link below to start the process.

Go to: <https://rfmss.altess.army.mil/> Click on **CAC** under **FORSCOM Sites**, Click on **Fort Liberty** and then click the Request New Account link. The **Request New Account text link** is right below the Certificate Login Button. You should be on the new RFMSS Website Welcome Page.

Now that you are on the Account Application Page, follow the steps below:

- **NOTE: Only 3 scheduler accounts are authorized per unit (Bn and higher).**
 - **Select Your Role: Unit Scheduler or Read-Only Ltd.**
 - **Your Login ID (Username) must be unique and not already used.**
 - **You must include your official office telephone number. (Online applications and required documents with cell phone numbers will not be processed. If your Security Access form includes the correct office phone number we will update the account profile for the requestor).**
 - **Pay particular attention to the CAC section.**
 - **You must click the "Enable My CAC" or "Enable CAC" text/link on the left side of the page.**
- **NON-CAC USER account requests will be disapproved.**
- **Fill in challenge question & answers.**
 - **Make desired notification selections. It is suggested that all users select all available notifications.**
 - **MUST CLICK SAVE at the bottom of the page.**
 - **Once we receive your request from the RFMSS system, we will email you the MFR template & form to be completed and any issues about the number of accounts and who has them in that email.**
 - **To be added as a unit scheduler, submit a memo from the Bn (or higher) S3 listing the disposition of all unit schedulers listed in the email provided by the Range Operations FA's.**
 - **Identify which user(s) to remove, keep, add, change to read-only-ltd, or change from read-only-ltd to unit scheduler role access.**
 - **This is required for all scheduler accounts no matter how many current unit scheduler accounts are in a unit.**
 - **Too many bogus accounts have caused this extra step to be implemented for all account transactions.**
 - **The memo must be included when returning the completed Security Access form via email to Mr. Havens (info below).**
 - **If required documentation is not received within 30 days, the request will be processed for read-only-ltd access and the individual notified via email.**

The Ft Liberty RFMSS FA (Functional Administrator for Accounts) can be reached at (910-643-4385)

Turn-around time for processing of Unit Scheduler application will be 1-3 business days as long as all requirements are met.

If required documents are not submitted within 30 days of account being requested, the account will be modified to a Read-Only-Ltd. account role and then the MFR and form will need to update the request to "Change from Read-Only-Ltd to Unit Scheduler".

Once your account is approved you can login using the same link as above or the direct link for CAC users:

<https://rfmssbackup.altess.army.mil/liberty/pages/login.aspx>.

Please note that we provide a basic RFMSS orientation and user class from 0800-1130 on the 2nd Thursday of each month in our conference room in Range Operations. If it is a Federal Holiday, then that month is skipped.

*****You must log-in every 28 days to keep your account active*****