OFFICE SYMBOL DATE

MEMORANDUM FOR DPTMS, Training Division, Range Control

SUBJECT: Authorized Unit Schedulers for **(YOUR UNIT)** RFMSS Account

1. The following personnel are **(YOUR UNIT’S)** designated unit scheduler for utilization of the unit’s Fort Stewart RFMSS Account.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Full Name | Rank | Position | Phone | E-mail |  |
|  |  |  |  |  | Primary |
|  |  |  |  |  | Alternate |
|  |  |  |  |  |  |

2. POC is . . .

SIGNATURE BLOCK OF UNIT S3 OR HIGHER

Notes:

- List as many personnel as you see fit; recommend you limit your list to S3 Personnel.

- Only those personnel listed on the account authorization memo will be given Unit Scheduler access. All other personnel will be granted Read-Only access.

- A new memo must be submitted with a change of personnel or new personnel are added.

- Return signed RFMSS Account Authorization memo to Ms. Karen Sheeran, email: [karen.e.sheeran.civ@mail.mil](mailto:karen.e.sheeran.civ@mail.mil) or Mr. Kevin Harding, email: [kevin.m.harding.civ@mail.mil](mailto:kevin.m.harding.civ@mail.mil).

- To create an account, go to: https://rfmssbackup.belvoir.army.mil/stewart/pages/login.aspx

- On the RFMSS login screen select **“Request New Account”** just below the LOGIN button.

- Refer to the RFMSS account fact sheet to assist in setting up your account.

- You will be notified when your account is active.