

How to Submit Application

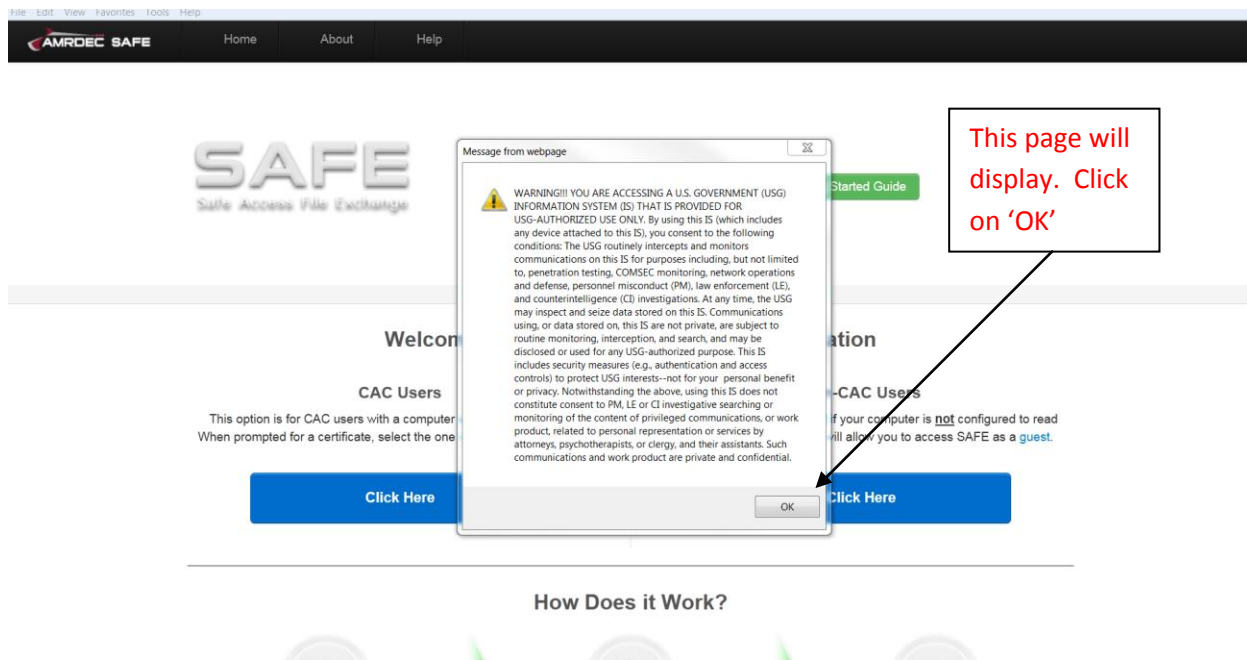
The Fort Benning Directorate of Emergency Services (DES) will accept access request forms from two acceptable methods.

- 1) Safe Access File Exchange (SAFE) – This is the PREFERRED and most secure means of delivering your request form to the Directorate of Emergency Services.
- 2) Facsimile (FAX) – This method is transmitted unsecured, once received by the DES all your information will be protected by DES personnel.

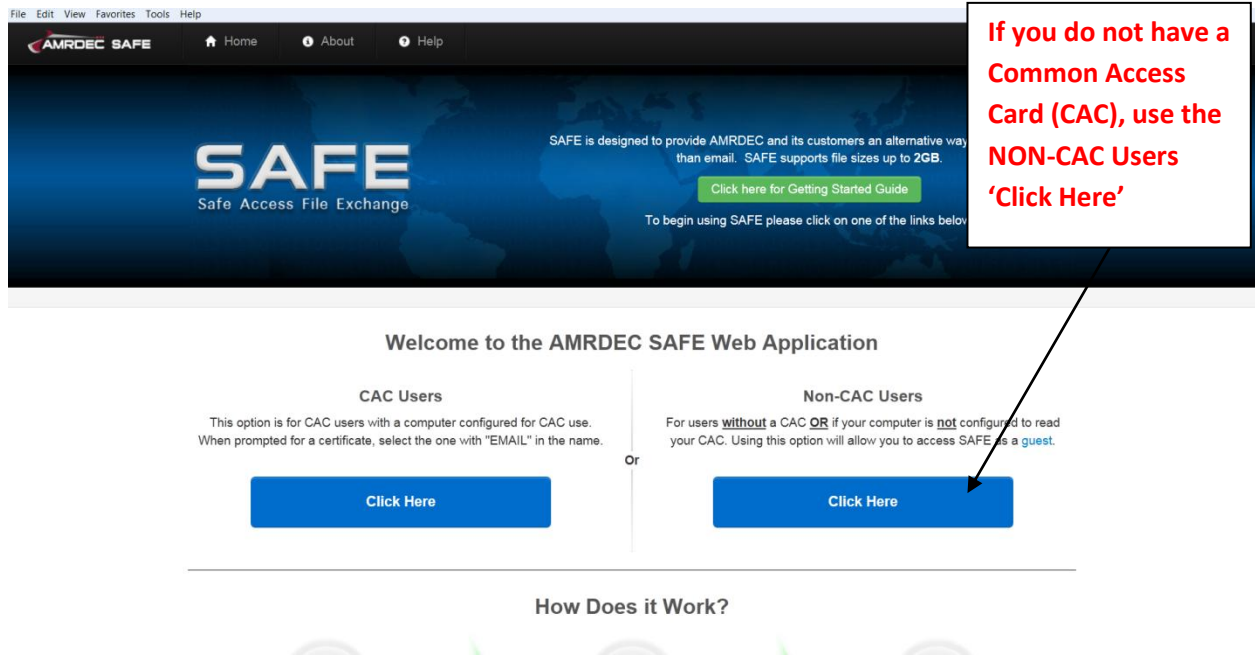
Below are step-by-step instructions on how to use each of these acceptable methods. In both cases, you will start by downloading the access request form at www.benning.army.mil/gateinfo/, under the Visitor Access tab. You can save the form to your computer and fill it out digitally, or print the form and complete it. To send the form digitally via SAFE, use the following steps. For faxing, skip to page 6, which contains the required cover letter and fax number.

SAFE:

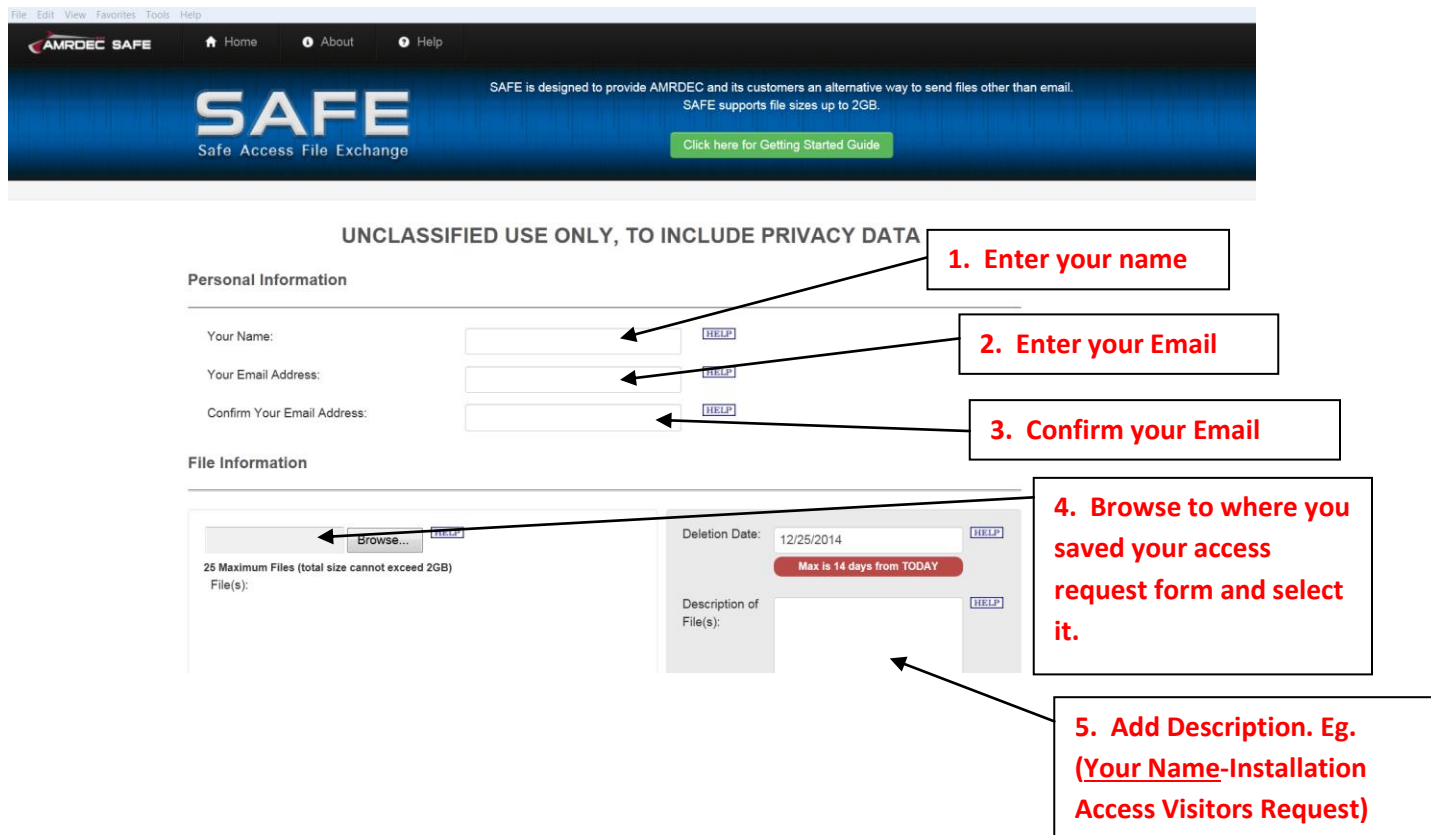
1. Navigate to SAFE site: <https://safe.amrdec.army.mil/safe/Welcome.aspx>



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



3. The following page will display



**6. Enter the following Army email address:
usarmy.benning.imcom.mbx.visitor-control-center@mail.mil**

**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.**

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 Benning 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.

[Learn More](#)

Quick Links

[Home](#)
[About](#)
[Getting Started Guide](#)

Resources

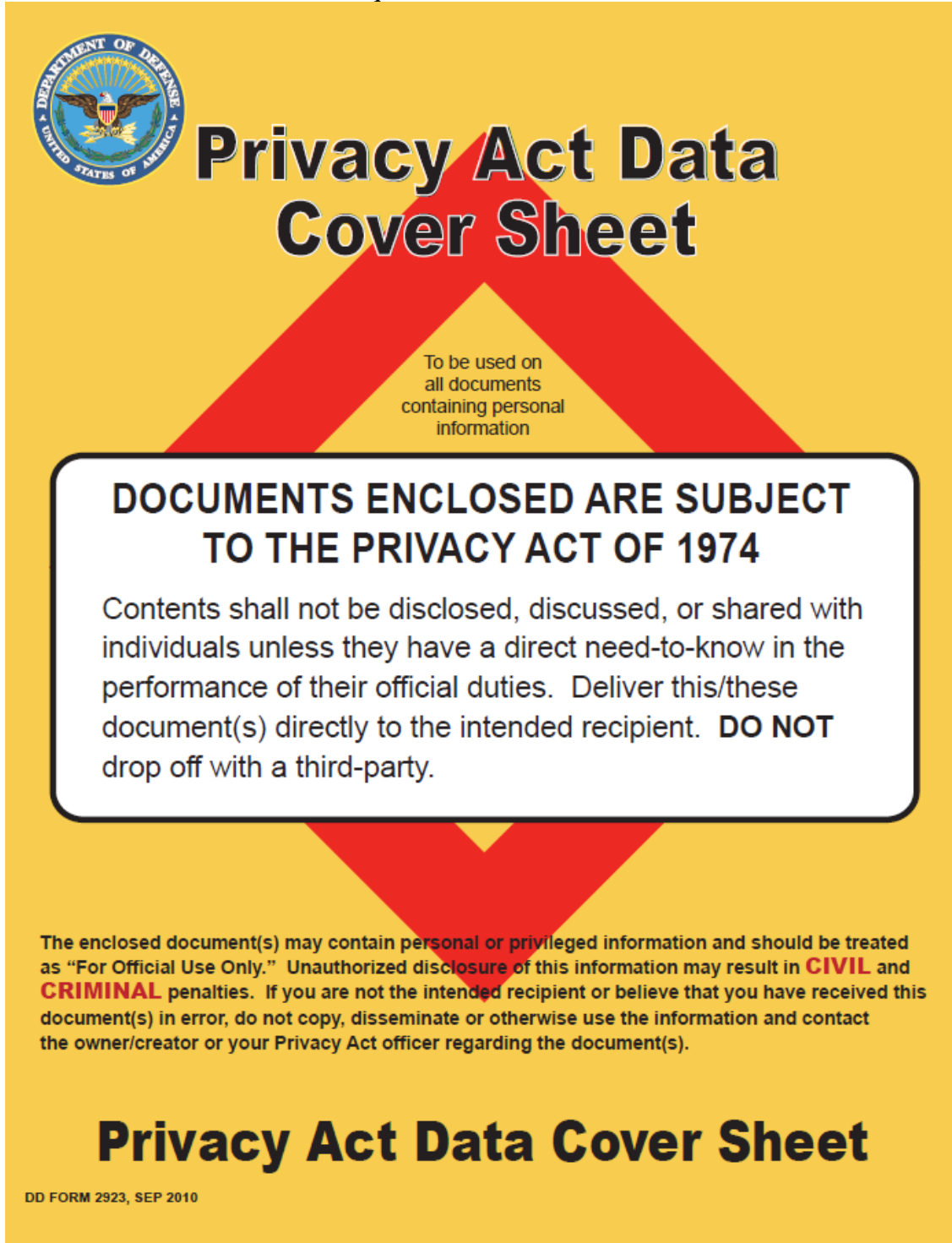
[Security Notice](#)
[Accessibility Notice](#)
[ISalute](#)

Support


[Knowledgebase](#)
[Version 3.0.2](#)

FAX

1. Download FAX cover sheet at: <http://www.dtic.mil/whs/directives/forms/eforms/dd2923.pdf>
2. FAX cover sheet and access request form should be sent to: **706-544-9152**



The image shows a yellow cover sheet for a Privacy Act Data request. At the top left is the Department of Defense seal. The title 'Privacy Act Data Cover Sheet' is prominently displayed in the center. Below the title, a red arrow points downwards towards a white box containing instructions. The instructions state that documents are subject to the Privacy Act of 1974 and should not be shared with third parties. At the bottom, there is a warning about unauthorized disclosure and the form number 'DD FORM 2923, SEP 2010'.

 **Privacy Act Data
Cover Sheet**

To be used on
all documents
containing personal
information

**DOCUMENTS ENCLOSED ARE SUBJECT
TO THE PRIVACY ACT OF 1974**

Contents shall not be disclosed, discussed, or shared with individuals unless they have a direct need-to-know in the performance of their official duties. Deliver this/these document(s) directly to the intended recipient. **DO NOT** drop off with a third-party.

The enclosed document(s) may contain personal or privileged information and should be treated as "For Official Use Only." Unauthorized disclosure of this information may result in **CIVIL** and **CRIMINAL** penalties. If you are not the intended recipient or believe that you have received this document(s) in error, do not copy, disseminate or otherwise use the information and contact the owner/creator or your Privacy Act officer regarding the document(s).

Privacy Act Data Cover Sheet

DD FORM 2923, SEP 2010