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.

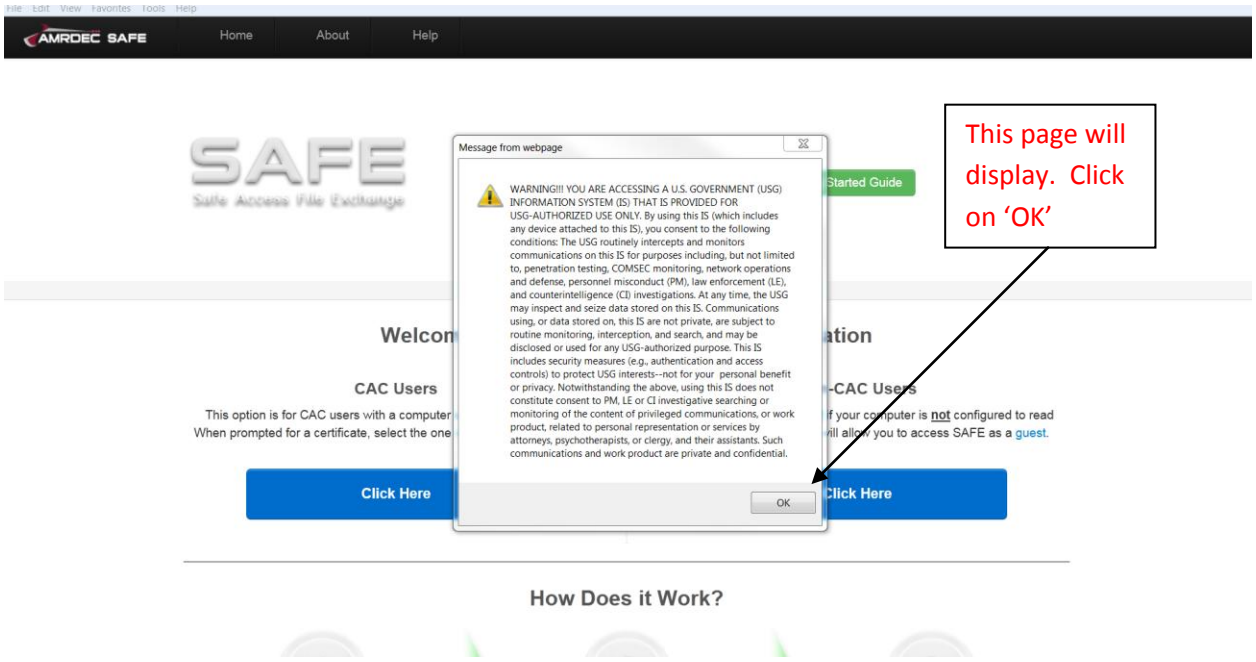
Safe Access File Exchange (SAFE) – This is the most secure means of delivering your request form to the Directorate of Emergency Services.

Below are step-by-step instructions on how to use the SAFE method.
You will start by downloading the access request form at http://gordon.army.mil/visitors/ *via the sidebar* **Visitors Menu >** *click on* **Download 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.

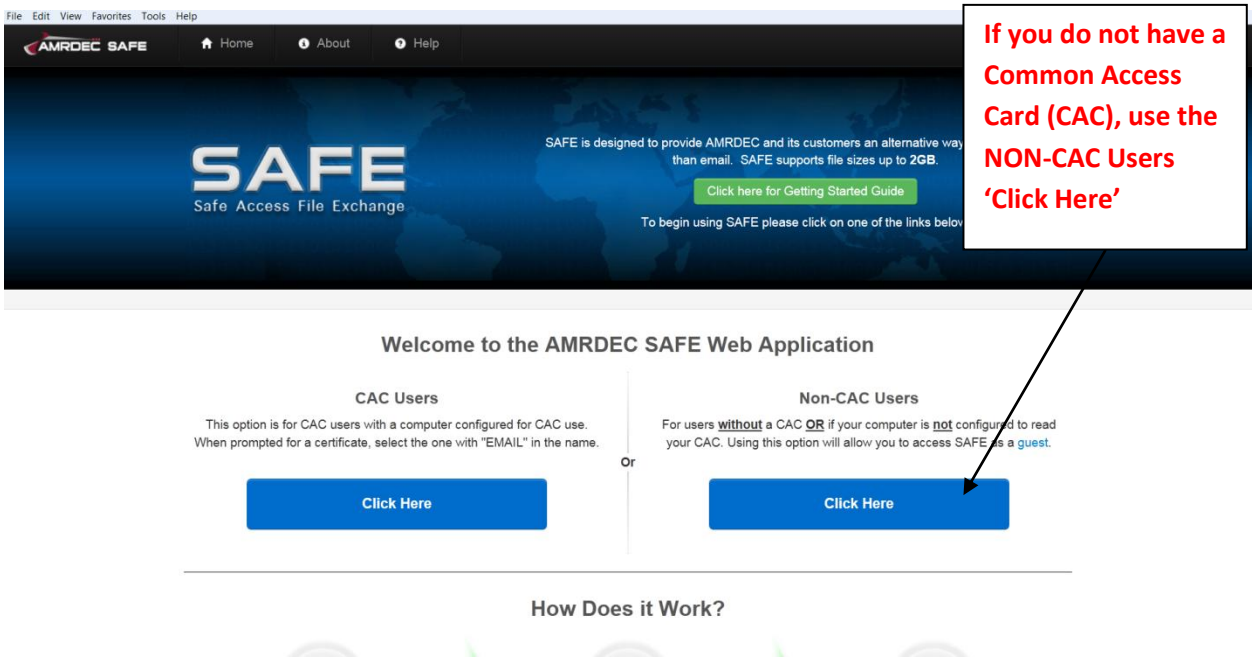
Visitors applying for a **Short Term Pass/Background Check** should visit the Visitor Control Center at McKenna Gate 1.

SAFE:

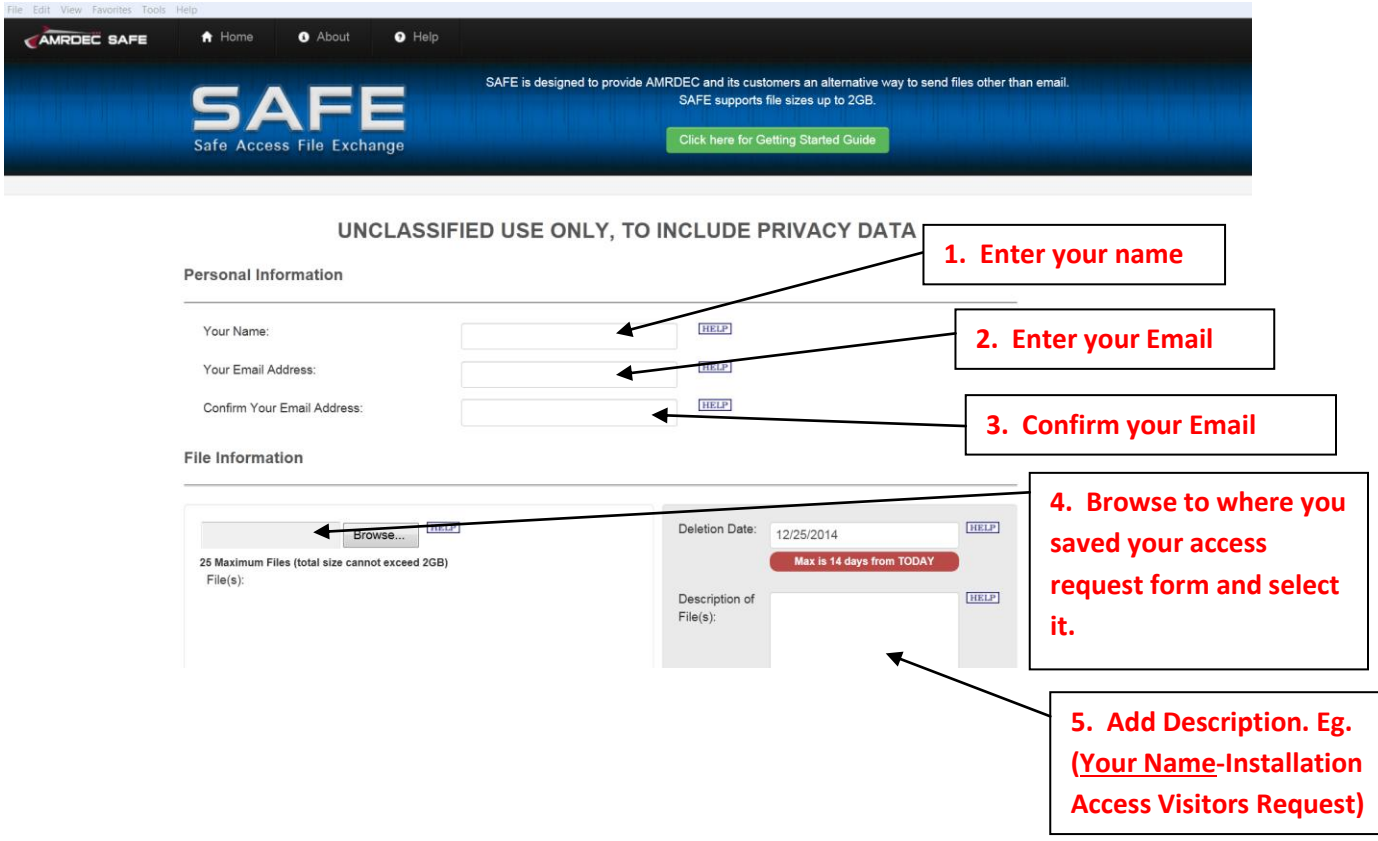
1. Navigate to SAFE site: https://safe.amrdec.army.mil/safe/Welcome.aspx

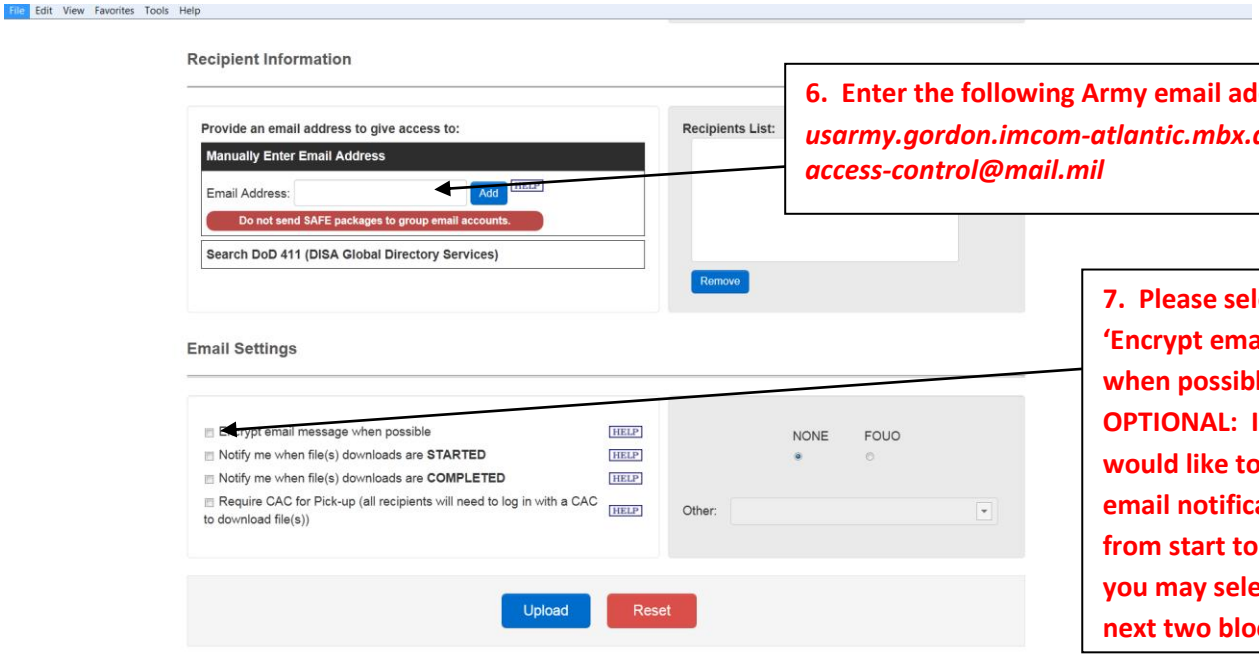


2. After you click ‘OK’ this page will display.



3. The following page will display





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 verifiy 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

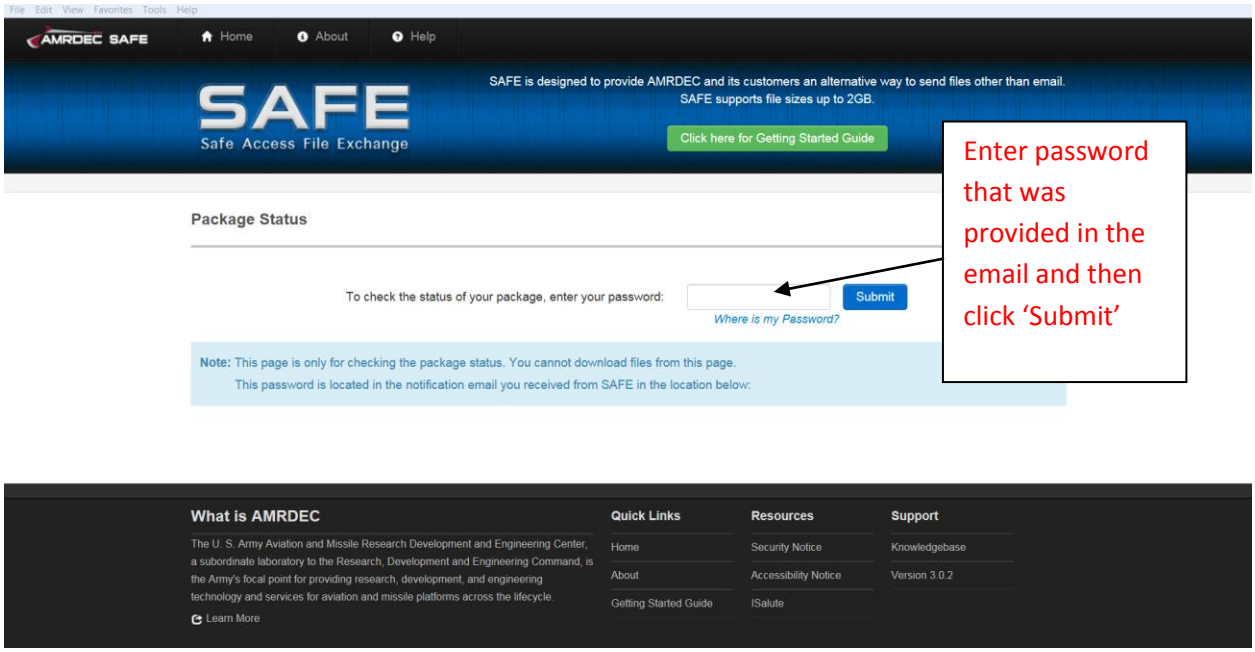
The file will be available until 12/24/2014

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.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SAFE
Safe Access File Exchange
SAFE is designed to provide AMRDEC and its customers an alternative way to send files other than email.
SAFE supports file sizes up to 2GB.
Click here for Getting Started Guide
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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