

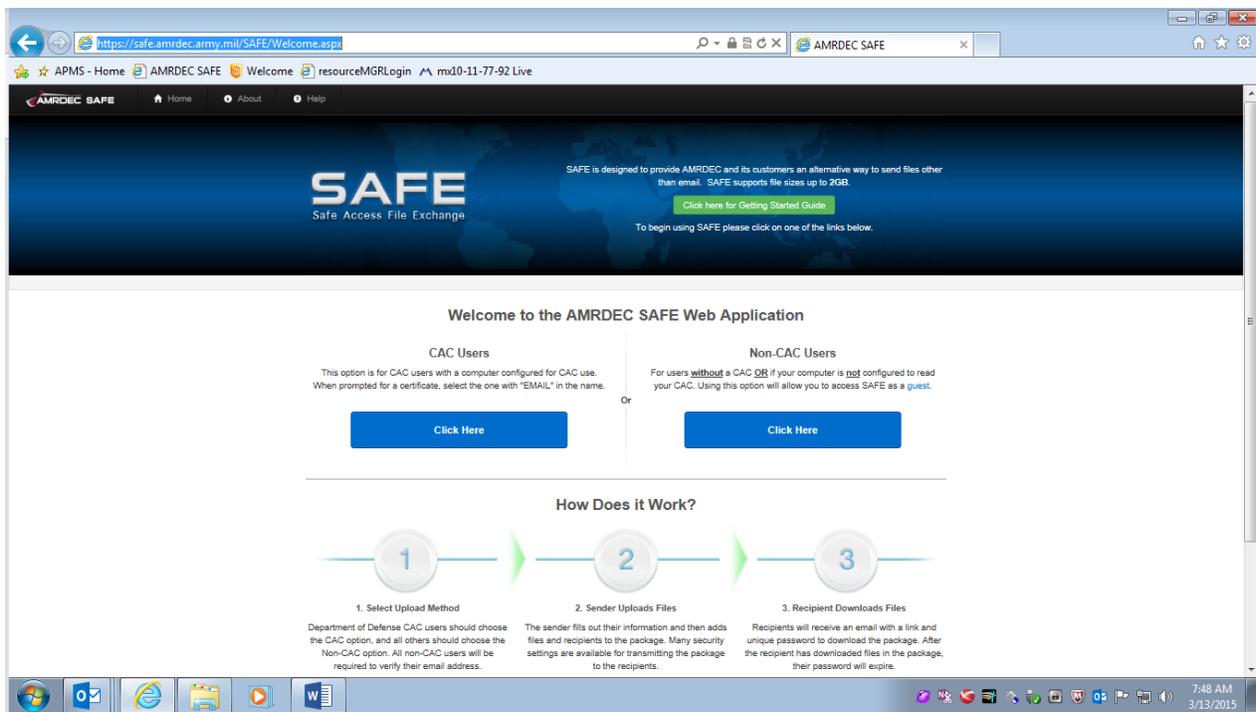
INSTRUCTIONS FOR SUBMITTING SECURE DOCUMENTS FROM NON-DOD EMAIL

The following instructions **MUST** be followed to submit any forms to the VCC that contain Privacy Act information / Personally Identifiable Information (PII).

Any PII that is not submitted through this secure means will be deleted immediately and will not be processed.

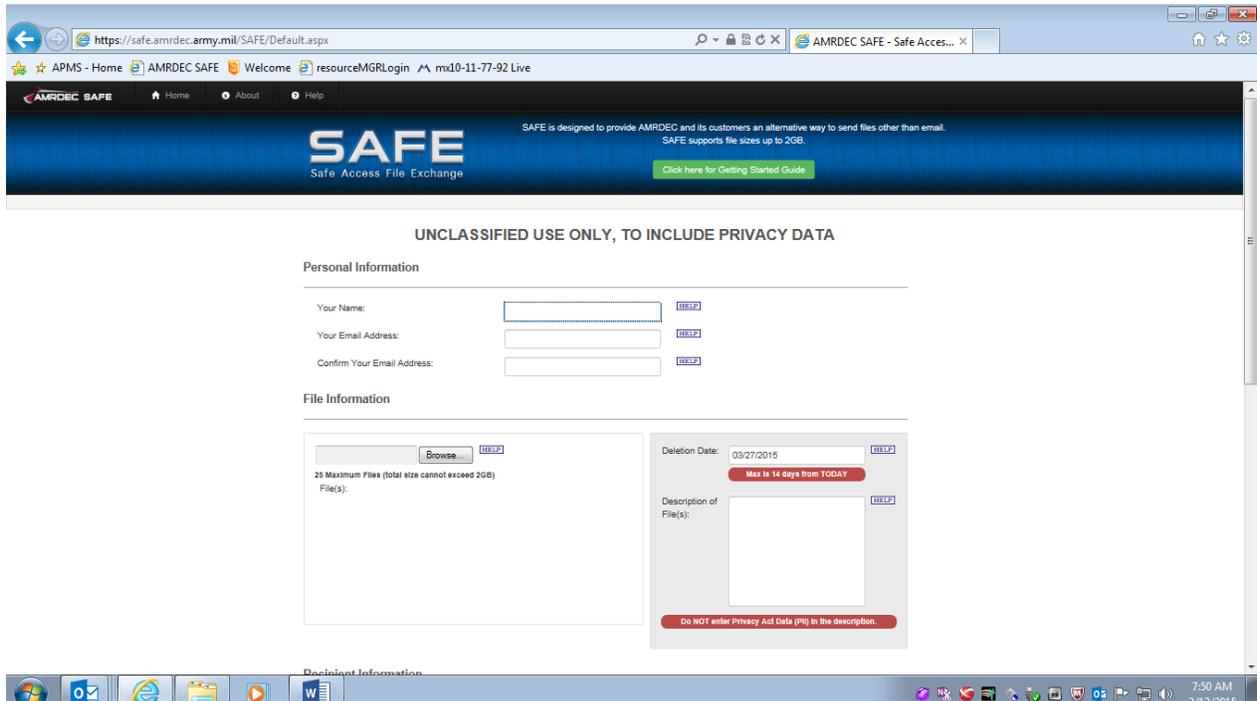
Download and prepare documents as instructed on the Fort Leavenworth Garrison website (<http://garrison.leavenworth.army.mil/Newcomers---Visitors/Gate-Information.aspx>).

Once ready, you may submit the documents to the VCC email by going to the Secure Access File Exchange (SAFE) at <https://safe.amrdec.army.mil/SAFE/Welcome.aspx>. The following instructions will guide you through the process for submittal:

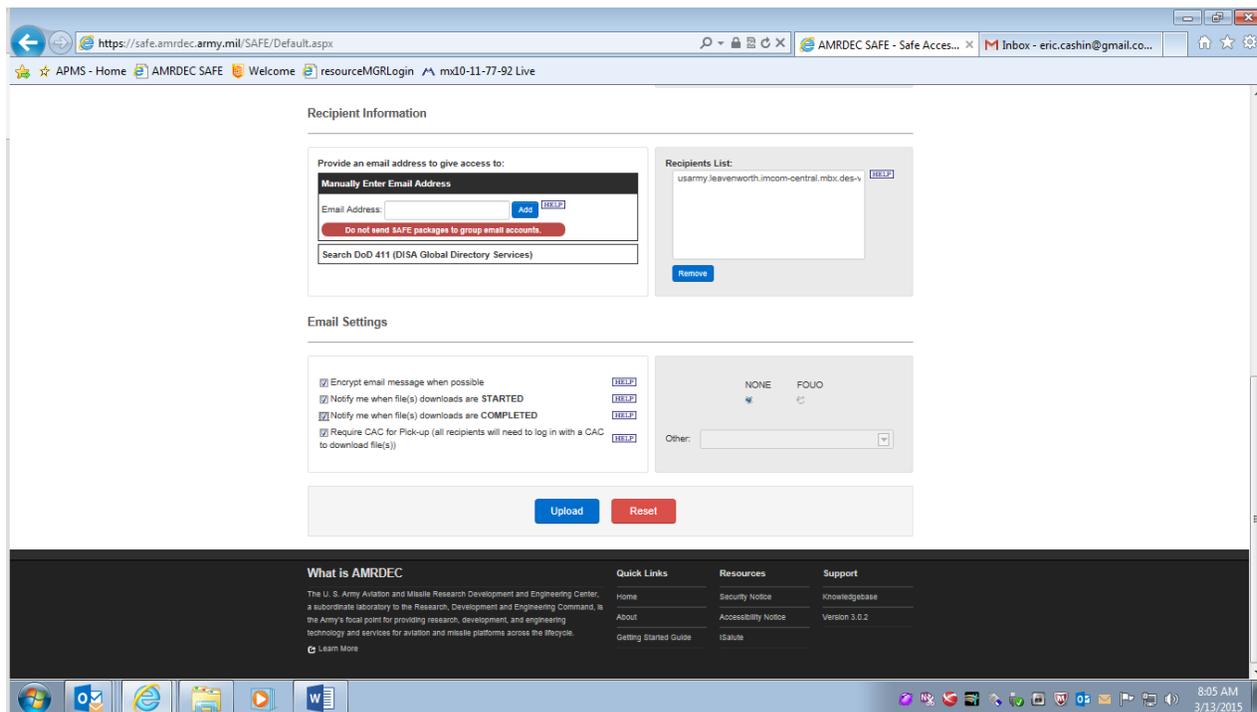


The screenshot shows the AMRDEC SAFE Web Application welcome page. The browser address bar displays <https://safe.amrdec.army.mil/SAFE/Welcome.aspx>. The page features a dark blue header with the "SAFE" logo and the text "Safe Access File Exchange". Below the header, there is a navigation menu with "Home", "About", and "Help" links. The main content area is titled "Welcome to the AMRDEC SAFE Web Application" and offers two user options: "CAC Users" and "Non-CAC Users". The "Non-CAC Users" option is highlighted with a blue button labeled "Click Here". Below this, a "How Does it Work?" section is displayed as a three-step process: 1. Select Upload Method, 2. Sender Uploads Files, and 3. Recipient Downloads Files. The Windows taskbar at the bottom shows the system tray with the date and time: 7:48 AM, 3/13/2015.

On the main page, there are two options, select the Non-CAC Users button.



Fill in your name, email address (email confirmation). Attach files using the browse button (be sure to check Privacy Act Data if PII is included in the files). In the right window you must select an automatic deletion date (all files will be deleted on this date). Type in a description of the files (LAC application, Event Request, etc).



Scroll down to the bottom section of this page. Enter the recipient's information. This will be the Visitor Control Center email address (usarmy.leavenworth.imcom-central.mbx.des-vcc@mail.mil). Click add. This should now list the VCC email in the recipients list.

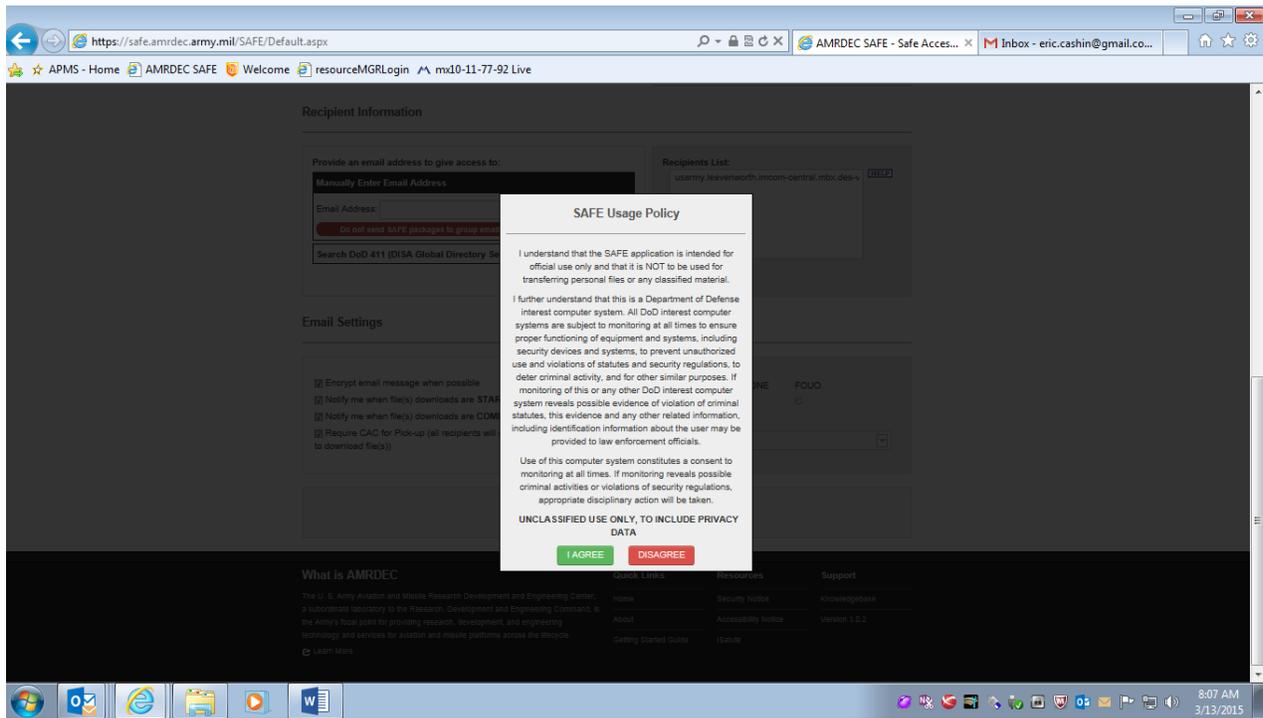
Under Email Settings, place a check mark in the following sections:

Encrypt email message when possible

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

The other two check marks are optional but will provide you feedback when your files are downloaded.

Verify everything is correct, then press the “Upload” button.



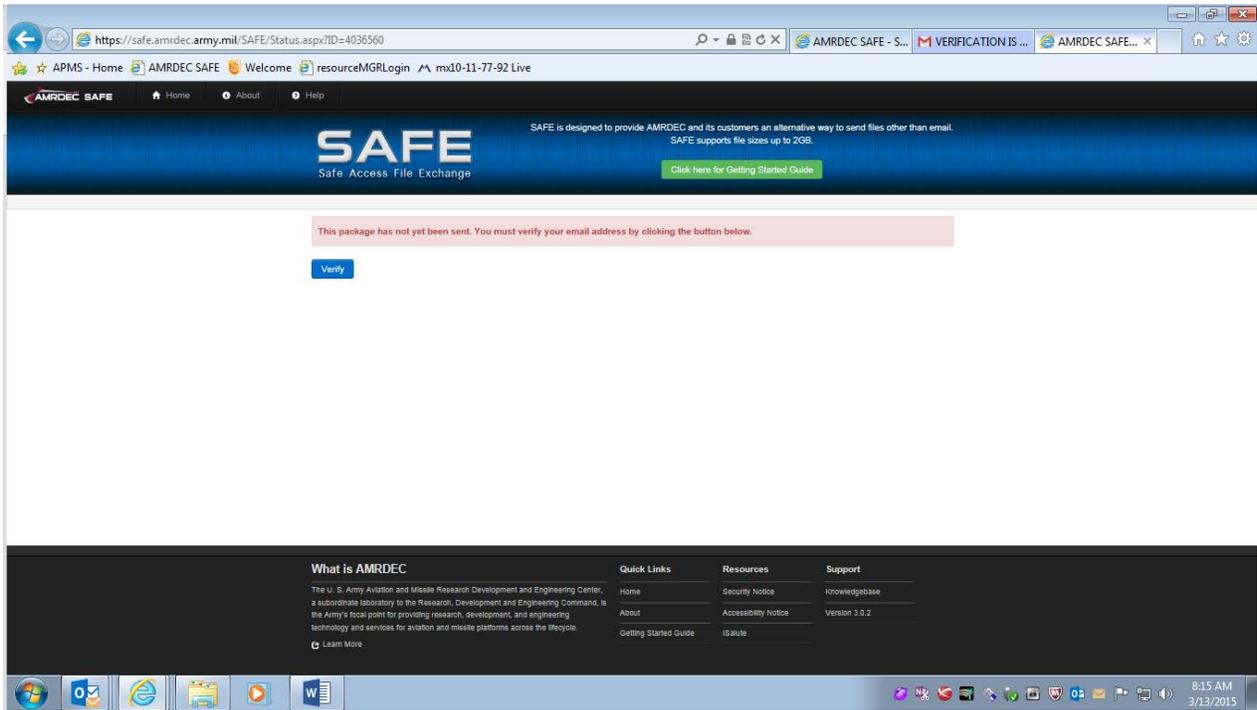
A Usage Policy window will pop up. Please read the terms and select “I Agree” to submit the documents.



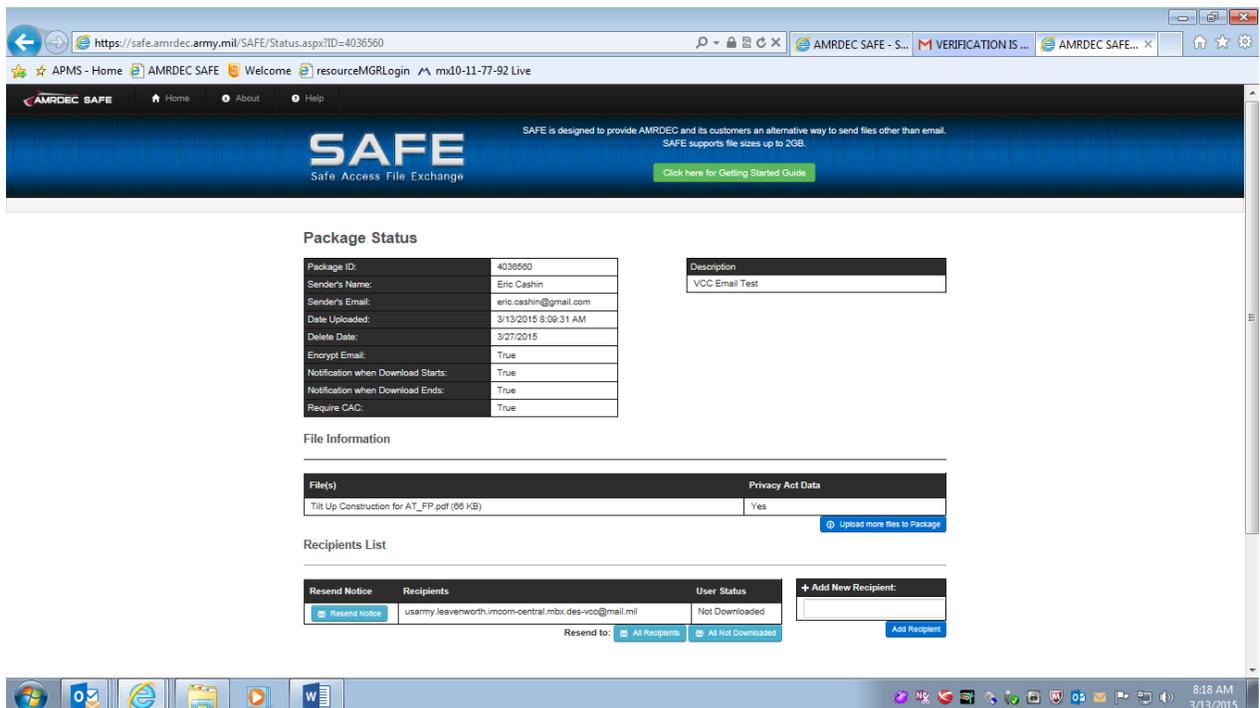
A confirmation email will be sent to the “sender” email you typed in the previous screen. You will need to follow the instructions provided in that email to verify the documents you have submitted.



In the email, there is a link to the Package Status page. Click on that link. It will bring you to the above page. Then return to the email. Near the bottom will be a password. Copy and paste the password into the field provided and click submit.



The verification page will then display. Click verify. The page will then confirm your verification. Press continue.



You will now see the package status page. You may close your browser at this point. If you selected to be notified when the files are downloaded, this will be confirmed via email.