

Bellows AFS

Daily Access Request Process

This process is in addition to the trusted traveler process.

Authorized DoD Cardholders are only authorized to sponsor a MAX OF 10 GUESTS.

If you cannot safely and legally fit 10 guests in your car, a Daily Access Request will be required for additional vehicles.

Do not submit passes no earlier than 14 days and no later than 5 days prior to your visit.

Daily Passes are *FOR DAY USE ONLY*
No overnight stays

STEP 1:

Send an email to 18fssdet2bellows.sf@us.af.mil stating:

Subject: Daily Pass

Email Body: "I am requesting access to Bellows AFS on (DD MMM YY)

Do not submit passes no earlier than 14 days and no later than 5 days prior to your visit.



STEP 2:

1. Go To BellowsAFS.com
2. Click on the “Base Access” tab located at the top
3. Then select Daily Access/Trusted Traveler



STEP 3:

1. Under Procedures, click on 5a. Bellows AFS Daily Access Request Form

1. Download and fill out the form.
2. Save it to your drive.
3. Scan/photograph your guest(s) vehicle Registration, Safety Inspection, Proof of Insurance or Vehicle Rental Agreement.

Disclosure is voluntary: Failure to disclose required information will result in access denial.



PROCEDURES:

**NOTE: We recommend that you use a computer to download and submit your forms. Adobe Acrobat is required to fill out the Daily Access Request Form and it may not be compatible with mobile devices.*

1. Please submit your request no earlier than 14 days or later than 3 days prior to the visit. **NO EXCEPTIONS!!**
2. One (1) DoD Card Holder can sponsor up to five (5) guests not riding within the same vehicle. If the number of guests is greater than five (5), another Cardholder must submit a request.
3. Email "I am requesting access to Bellows AFS on [DD MMM YY] to 18FSSDet2Bellows.sf@us.af.mil to initiate the process.
4. Download and complete [this form](#). Sponsor's SSN is required and will be used to validate escort privileges through DBIDS.
5. Once you receive an email from NoReplyTo@mail.mil, follow the steps on this [link](#) to submit the following documents via DoD Safe:
 - a) **Bellows AFS Daily Access Request form**
 - b) A photo of the guest's vehicle
 - Current registration card, safety card, and proof of insurance
 - OR: Car rental agreement
6. Security Forces will vet the members on the list and send you a confirmation if no unfavorable information was found. **Individuals with unfavorable information in their criminal record will be DENIED access. Security Forces is not legally allowed to discuss negative information on an individual's criminal records. See below for most reasons for denial.**
7. Requests are processed Mon – Fri, 0800 – 1630. Please allow for 24 hrs after submitting the access request to receive the drop-off request email.

Bellows AFS Daily Access Request

PRIVACY ACT STATEMENT

AUTHORITY: AFI 31-101, *Integrated Defense*
PURPOSE: Visually access pass to enter Bellows AFS
DISCLOSURE IS VOLUNTARY: Failure to disclose the required information will result in access denial.

PROCEDURES

1. Submit your request no later than 5 days prior to your visit. No exceptions!
2. One (1) DoD ID Card Holder can sponsor up to five (5) guests not riding in the same vehicle.
 - More than five (5) guests require an additional sponsor.
3. Email 18FSSDet2Bellows.sf@us.af.mil stating "I am requesting Daily Passes on [DD MMM YY]."
4. Download and complete this form.
 - Sponsor must annotate SSN in appropriate block in order for Security Forces to validate escort privileges.
5. Once you receive the NoReplyTo@mail.mil email, follow the steps at this link:
 - Failure to follow steps at the link will result in processing delays.
6. Security Forces will background check the guest(s) listed.
 - Individuals with unfavorable information on their criminal record will be DENIED access.
7. Requests are processed daily.
 - If you receive no response within 48 hrs of submitting your request, please contact 805-443-4916.

SPONSORSHIP RULES

By submitting this request you understand that you are solely responsible for your guest(s) and must ensure they follow all rules and regulations on the installation.

| | |
|--|---|
| Will not leave guest(s) unattended | Alcohol consumption on the beach is prohibited |
| Speed Limit 25 mph (unless otherwise posted) | Do not enter off-limit areas, restricted areas, or controlled areas |
| Pets allowed during designated times (cannot remain overnight except service animals) | Seatbelts/safety restraints must be utilized when operating a vehicle |
| Drivers are not authorized | Electronic devices are not authorized while driving unless in hands-free |
| Child on ages 15 and under do not need to be on the list as long as they are with a vetted adult. (Children who appear to be 16+, parents will bring either SSN card, passport, birth certificate to verify age) | |

WARNING: CONSENT TO SEARCH, VEHICLE TOWING, REIMBURSEMENT & IMPOUNDMENT
 Upon access, your guest(s) is/are giving consent to search their vehicle anytime it is entering, departing or while on the installation. If their vehicle is towed or impounded, they must agree to reimburse the towing agent.

| | | | | | | |
|-----------------|-----------------|-----------|--------------|---------------|-----|--------------------|
| Visit Date: | Sponsor's Name: | | | | | |
| Sponsor's Cell: | Sponsor's SSN: | | | | | |
| First Name | MI. | Last Name | ID Number/ST | Date of Birth | SSN | U.S. Citizen (Y/N) |
| | | | | | | |
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STEP 4:

1. You should receive an email from Security Forces within 48hrs from completing STEP 1.
 1. Will be from a NoReplyTo@mail.mil email address.
2. Upon receiving this email, click on the hyperlink to the DoD Safe website .
 1. It will look like the blue font and email below.

NoReplyTo@mail.mil
[DoD SAFE] Daily Pass Request

██████████ This is a request from

This is a request from ██████████

Please click on the link below and drop off the file or files I have requested.

The link is only valid for 14 days from the time of this email and can only fulfill the request once. The link is expired after the drop-off has been completed.

<https://safe.apps.mil/req.php?req=xR2jyWYQbWSv>

Click this link for DoD Safe

STEP 5:

1. Once you open the link in the email, it will take you to the DoD Safe Drop-Off screen.
2. Ensure the **FROM** is **YOUR EMAIL**
3. Ensure **TO** email is for: 18fssdet2bellows.sf@us.af.mil
 1. Click on green plus to add recipients.
 2. **Name** will be: Bellows SF

The screenshot shows the DoD SAFE Drop-Off web interface. At the top, it says "DoD SAFE" and "Logged on as user: [redacted]". The navigation bar includes "Drop-Off", "Request a Drop-Off", "Pick-up", "Outbox", "Help", and "Logout". A red box highlights a "PLEASE NOTE" section with the following text: "NO CLASSIFIED INFORMATION IS ALLOWED ON DOD SAFE. Any files containing CUI/PII/PHI must be encrypted prior to uploading or by checking the 'Encrypt every file' option. It is the user's responsibility to only send files containing CUI to authorized CAC users. Uploaded files are scanned for viruses. Do not share or disclose drop-off information in public forums." Below this, there is a description of the service and a "From:" field with a red arrow pointing to it. The "To:" field has a green plus icon and a red arrow pointing to it. A "Short note to the Recipients:" text area is also present. On the right, there are checkboxes for "Encrypt every file (REQUIRED FOR CUI, PII, AND PHI)" and "Send me an email when the Drop-Off is completed". At the bottom, there is a confirmation checkbox and two buttons: "Click to Add Files or Drag Them Here" and "Send Drop-off".

PLEASE NOTE

NO CLASSIFIED INFORMATION IS ALLOWED ON DOD SAFE

Any files containing CUI/PII/PHI must be encrypted prior to uploading or by checking the "Encrypt every file" option. It is the user's responsibility to only send files containing CUI to authorized CAC users. Uploaded files are scanned for viruses. Do not share or disclose drop-off information in public forums.

This web page will allow you to drop-off (upload) one or more files (up to 8 GB total) for anyone (either a DoD user or others). The recipient will receive an automated email containing the information you enter below and instructions for downloading the file.

DoD SAFE does not guarantee delivery of documents within a specified time period under 4 hours. File transfers of malware or malicious files are not supported.

From:

To:

Short note to the Recipients:

Encrypt every file (REQUIRED FOR CUI, PII, AND PHI)

Send me an email when the Drop-Off is completed

Confirm that the files in this upload do NOT contain classified information. By checking this box, you are confirming that the files do not contain classified information and are aware that your organization will be held accountable for non-compliant data sent through the system.

Click to Add Files or Drag Them Here Send Drop-off

Your email will display here

Insert: 18fssdet2bellows.sf@us.af.mil

STEP 6:

1. In the bottom right of the screen, check the box next to: “Encrypt every file (REQUIRED FOR CUI, PII AND PHI)”
2. In the Encryption Passphrase Box **ENSURE YOU TYPE:** **BellowsAFS**
 1. Passphrase will be typed in both boxes and then select OK
 2. **Passphrase is case sensitive** so ensure it is typed out as shown above.

The screenshot shows the DoD SAFE web interface. At the top, it says "DoD SAFE" and "Logged on as user: DILLON.ST". Below the header, there are navigation links for "Drop-Off" and "Request a Drop-Off". A "PLEASE NOTE" section contains important information: "NO CLASSIFIED INFORMATION IS ALLOWED", "Any files containing CUI/PII/PHI must be encrypted", "It is the user's responsibility to only send files that are encrypted", "Uploaded files are scanned for viruses.", and "Do not share or disclose drop-off information." Below this, there is a "Short note to the Recipients:" text area. In the bottom right corner, there are three checkboxes, all of which are checked: "Encrypt every file (REQUIRED FOR CUI, PII, AND PHI)", "Send me an email when the Drop-Off is completed", and "Send me an email when each recipient picks up the files". A red arrow points from the "Encryption Box Location" label to the first checkbox. An "Encryption Passphrase" dialog box is open in the center, with the text "This passphrase will not be sent to the recipients. You need to do this yourself." and two input fields for "Passphrase:" and "And again:". An "OK" button is at the bottom of the dialog box.

Encryption Box Location

STEP 7:

Upload your Daily Pass by doing one of the following:

1. Dragging your saved Daily Pass file ***or***
2. Click the tab: “Click to Add Files or Drag Them Here”
3. Once your Daily Pass File and vehicle documents are uploaded into the DoD Safe Drop Off page, check the box next to:

“Confirm that the files in this upload do NOT contain classified information.....”

4. Once you check the box next to “Confirm that the files...” **click Send Drop-off.**

Check Box to confirm

Drag files to screen or click to add files.

It is the user's responsibility to only send files containing CUI to authorized CAC users.

Uploaded files are scanned for viruses.

Do not share or disclose drop-off information in public forums.

This web page will allow you to drop-off (upload) one or more files (up to 8 GB total) for anyone (either a DoD user or others). The recipient will receive an automated email containing the information you enter below and instructions for downloading the file.

DoD SAFE does not guarantee delivery of documents within a specified time period under 4 hours. File transfers of malware or malicious files are not supported.

From:
[Redacted]

To:
[Green Plus Icon]

Short note to the Recipients:
[Text Area]

Encrypt every file (REQUIRED FOR CUI, PII, AND PHI)
 Send me an email when the Drop-Off is completed
 Send me an email when each recipient picks up the files

* Note should not contain CUI, PII, PHI, or the Encryption Passphrase. 1000 / 1000 left

Confirm that the files in this upload do NOT contain classified information. By checking this box, you are confirming that the files do not contain classified information and are aware that your organization will be held accountable for non-compliant data sent through the system.

[Click to Add Files or Drag Them Here](#) [Send Drop-off](#)

Click Send Drop off when documents are loaded

STEP 8

1. Once all steps are completed you will be taken to the Drop-Off Completed screen.
2. Security Forces will send you an email of approval or disapproval once background checks are completed or if there are any issues with your documents.

Drop-Off Completed Print Details

Your files have been sent successfully.
This drop-off is encrypted with a passphrase known only to the sender.

| | | |
|--------------------------------|--|-----------------------------------|
| Sender: [Redacted] | Submitted: 2022-11-02 00:26:20 UTC | Picked Up: No |
| Comments: [Redacted] | Completed: 2022-11-02 00:26:23 UTC | Expired On: Not Expired |
| | Chain Passcode: 05N4H5c0rE8B8w | Deleted By: Active |

Recipients

Show entries

| Recipient | Download URL | Action |
|------------|---|--------|
| [Redacted] | http://na1.usps.mil/packup.php?name=Vg/BName/PM/GC01/entryCode=2aC2H | [Icon] |

Showing 1 to 1 of 1 entries

Files

Show entries

| Filename | Description | File Size | SHA-256 Checksum |
|-------------------------------------|-------------|-----------|--|
| Bellows-Drop-List-202211021111.xlsx | | 20.8 KB | F6C4B074BEE3C48C000CF7E3B0F48866 D9C000F44E3CCE38F604C77AF5E3 |

Showing 1 to 1 of 1 entries

Pickup History

None of the files have been picked up yet.

QUESTIONS:

If you have questions or concerns, please contact:

Law Enforcement Desk: (808) 448-4916

Email: 18fssdet2bellows.sf@us.af.mil