

Bellows AFS

Special Function Agreement Process

STEP 1:

1. Make a Reservation for an area at Turtle Cove located on Bellows AFS
2. Complete the Special Function Agreement Form
 1. Located on the Bellows AFS website under the Base Access Tab, then Special Function Forms Tab



REAL ID ACT

DAILY ACCESS/TRUSTED TRAVELER

FOREIGN NATIONALS

SPECIAL FUNCTIONS FAQ

SPECIAL FUNCTION FORMS (circled in red)

STEP 2:

1. Submit the Special Functions Agreement Form to Security Forces at the Law Enforcement Desk located inside Reservations adjacent to the lobby.
 - On Island Requests must be submitted in person.
 - Off Island Requests call (808) 448-4916 for instructions.

NOTE: Ensure emails are correct and legible so Security Forces can send you the DoD Safe Drop off Request for your guest list.



ELIGIBILITY: Those with an authorized DoD ID cardholder; Active Duty, Reservists, National Guard, military retirees, current/reired DoD civilian employees, military family members with a DoD ID card, and gold star families. **Veteran Health Identification Cardholders (VHIC) & Non-DoD ID cardholders cannot sponsor or hold an event.**

SPECIAL FUNCTION AGREEMENT

DATE OF FUNCTION: _____ LOCATION OF EVENT: _____

TOTAL # OF GUESTS: _____

Mass Gathering (100+ guests) contact Security Forces/55 for additional requirements.
Security Forces/55: 808-448-4922 Law Enforcement Desk: 808-448-4916
Hours of Operation: 08:30 - 1600 Hawaii Standard Time Hours of Operation: 24 hours

SPONSOR LIST

(50 Guests per sponsor)

#1 SPONSOR'S FULL NAME: _____ RANK: _____ UNIT: _____

PHONE #: _____ E-MAIL ADDRESS: _____

SPONSORS DODI/SSN: _____

#2 SPONSOR'S FULL NAME: _____ RANK: _____ UNIT: _____

PHONE #: _____ E-MAIL ADDRESS: _____

SPONSORS DODI/SSN: _____

#3 SPONSOR'S FULL NAME: _____ RANK: _____ UNIT: _____

PHONE #: _____ E-MAIL ADDRESS: _____

SPONSORS DODI/SSN: _____

#4 SPONSOR'S FULL NAME: _____ RANK: _____ UNIT: _____

PHONE #: _____ E-MAIL ADDRESS: _____

SPONSORS DODI/SSN: _____

SFA_V2

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2. SPECIAL FUNCTION AGREEMENT

Submit a completed [Special Function Agreement](#) in-person to Security Forces at the Base Defense Operations Center (Bldg. 220) **NO LATER THAN 5 days** prior to your event. *Note: Due to fire code restrictions Special Functions Agreements for events in the cabin/condo area will not be accepted.

STEP 4:

1. You should receive an email from Security Forces within 48hrs from completing STEP 2 for you to submit your completed Guest List.
 - Will be from a NoReplyTo@mail.mil email address.
 - **DO NOT SEND GUEST LISTS or SFA'S FROM PERSONAL EMAIL DUE TO PII!!!**
2. Upon receiving this email, click on the hyperlink to the DoD Safe website .
 - 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
 - Click on green plus to add recipients.
 - **Name** will be: Bellows SF

DoD SAFE Logged on as user: [REDACTED]

me Drop-Off Request a Drop-Off Pick-up Outbox Help Logout

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 appropriate options below.
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:
[REDACTED] +

Short note to the Recipients:
[REDACTED]

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](#)

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**
 - Passphrase will be typed in both boxes and then select OK
 - **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 instructions: "NO CLASSIFIED INFORMATION IS ALL...", "Any files containing CUI/PII/PHI must be enc...", "It is the user's responsibility to only send files...", "Uploaded files are scanned for viruses.", and "Do not share or disclose drop-off information...". Below this, there is a "From:" field with a redacted name, a "To:" field with a plus sign, and a "Short note to the Recipients:" text area. At the bottom, there are three checkboxes: "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 "Encrypt every file" checkbox.

Encryption Passphrase

This passphrase will not be sent to the recipients.
You need to do this yourself.

Passphrase:

And again:

OK

From:

To:

Short note to the Recipients:

* Note should not contain CUI, PII, PHI, or the Encryption Passphrase

1000 / 1000 left

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

Encryption Box Location

STEP 7:

Upload your Guest List and/or SFA by doing one of the following:

1. Dragging your saved Guest List/SFA file or
2. Click the tab: “Click to Add Files or Drag Them Here”
3. Once your Guest List/SFA 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:
+

Short note to the Recipients:
[Text Area]

Encrypt every file (REQUIRED FOR CUI, PII, AND PH)
 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
	Claim Passcode: G5N-6R3XurE8Bdw	Deleted By: Active

Recipients

Show 10 entries

Recipient	Download URL	Action
[REDACTED]	https://safe.apps.mil/pickup.php?claimID=YqJlBwmeP7M6QCU&recpCode=DaGRt	[Icon]

Showing 1 to 1 of 1 entries

Files

Show 10 entries

Filename	Description	File Size	SHA-256 Checksum
Bellows-Guest-List-2021pack311.xlsx		26.6 KB	F6C4B8748EFC485D08A3F7E38CF9806 D96C8D9348EC3EE38FBDA6C77AF6E3

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