ACCOUNT SETUP

Range Facility Management Support System (RFMSS)

What is RFMSS?

The Range Facility Management Support system is a web based application that serves several functions for Ranges, Training Area's, and Facilities aboard Military Installations.

- -All must schedule their training events through RFMSS.
- -Personnel requesting Ranges/Facilities in RFMSS must ensure the range was approved prior to the training date.
- -Your Organization must have a unit account in RFMSS in order to request a user RFMSS account.

REQUESTING A RFMSS ACCOUNT

- Access the following website (Please Note: Your Organization must have a current unit name in RFMSS).
  - https://rfmss.devens.army.mil/devens/Pages/Default.aspx?p=_2383

-Some computers may restrict access to the RFMSS website. This can usually be resolved by contacting your IT Representatives.

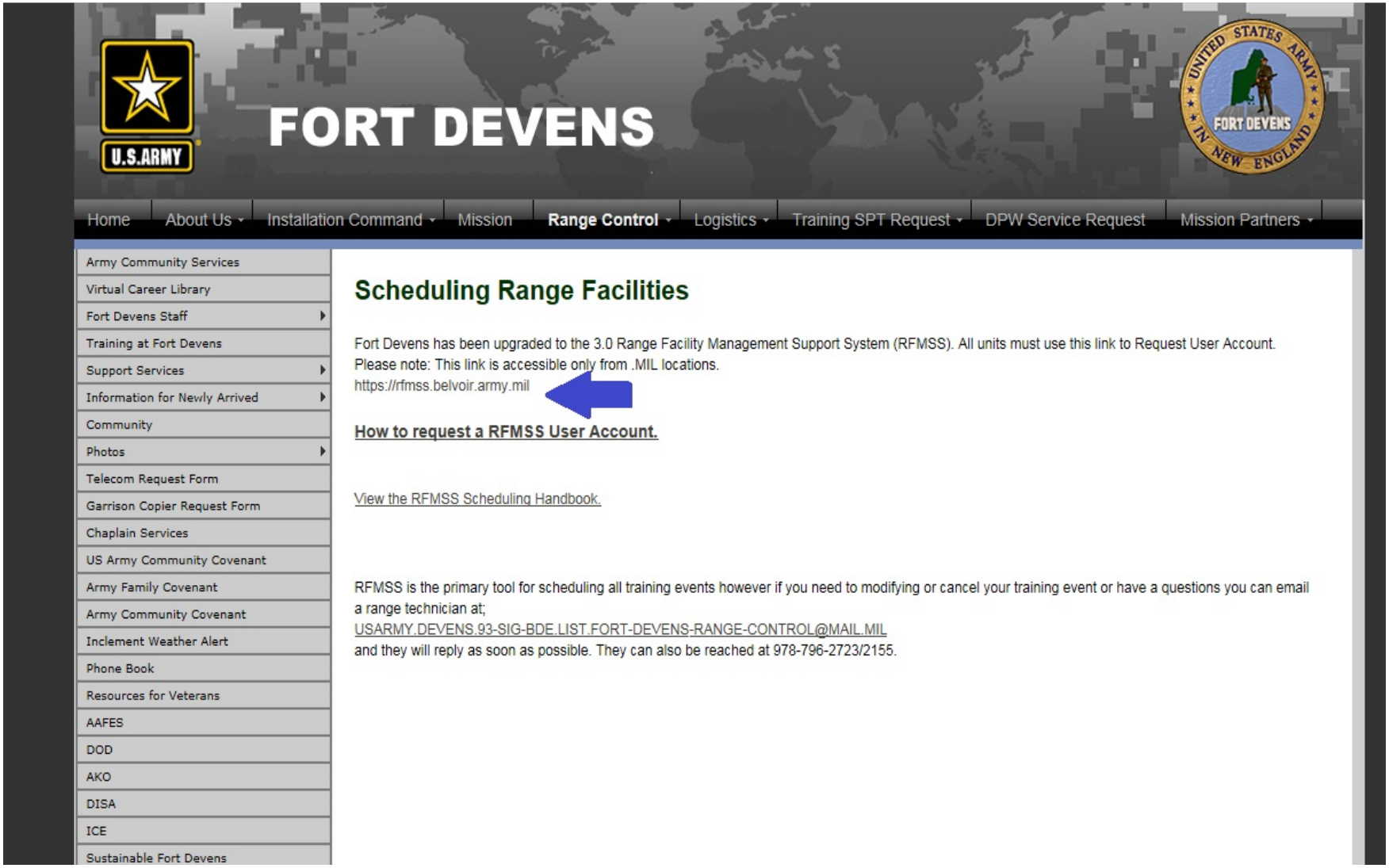
-RFMSS is accessible from any computer including personnel PC's.

1. Locate the Fort Devens Website

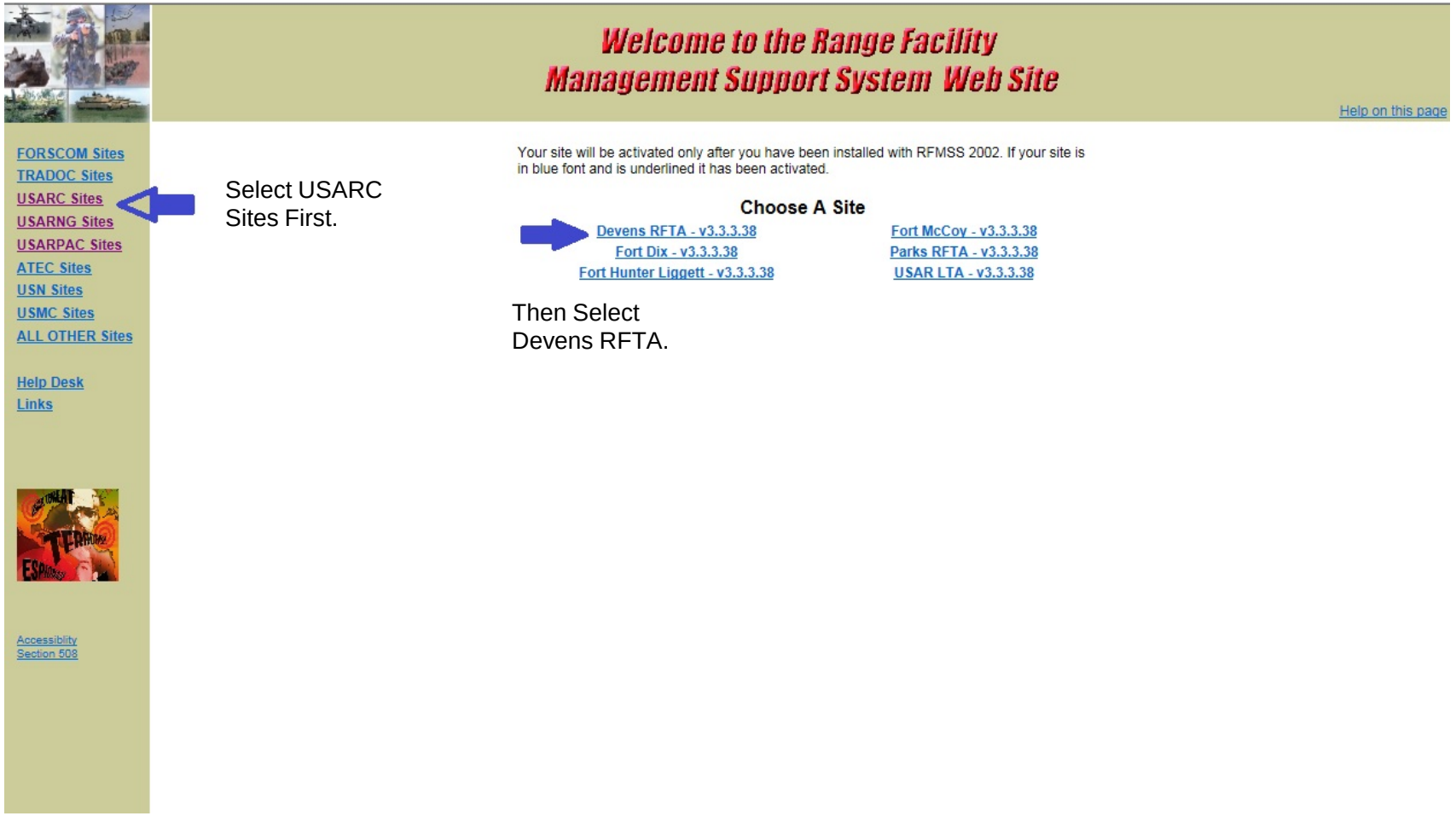
You can access this website either with Internet Explorer 7 or above or Fire Fox.

2. Access RFMSS from Range Control Tab.

3. Select Fort Belvoir Site



4. Select appropriate sites.

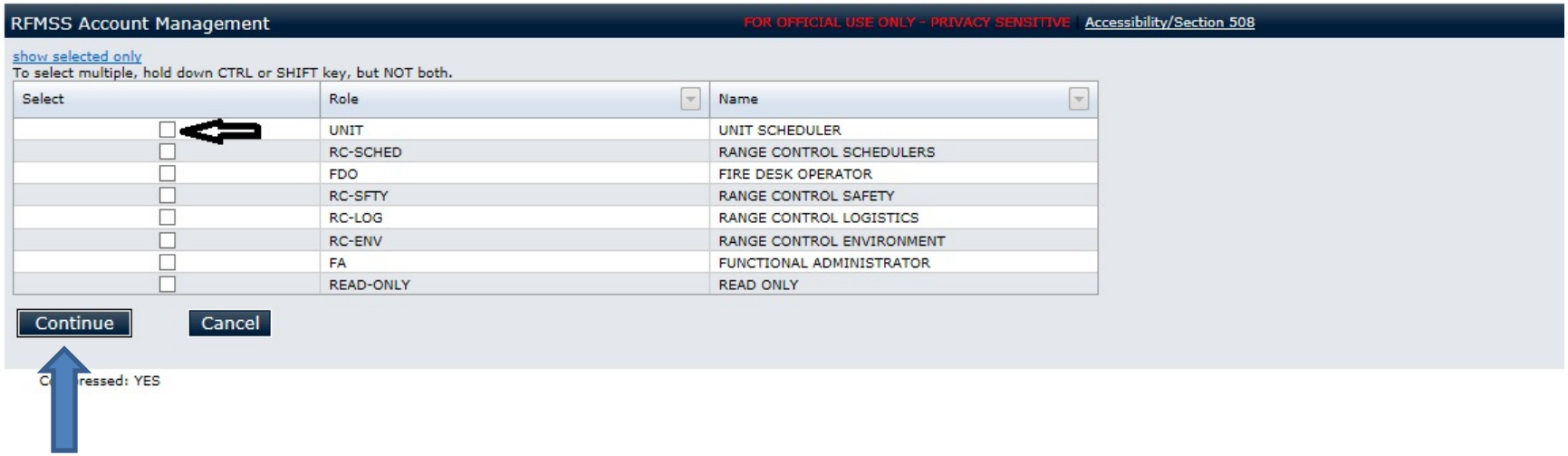


Select USARC Sites First.

Then Select Devens RFTA.

5.Request New Account

6. Select UNIT only and Continue



Role	Name
UNIT	UNIT SCHEDULER

Edit Roles

Unit*

Last Name*

First Name*

Official Email*

Middle Name

Phone Number*

Rank

Purpose for Account*

Enable My CAC

Username*

Password*

Confirm Password*

Challenge Question*

Answer*

Confirm Answer*

1. Hit the magnify glass to search for Unit.
2. Fill out all appropriate fields.
3. Username should be Last name, 1st initial.
4. Password must be 16 characters long and include two lower case, two upper case, two special characters, and two numbers.
5. Hit save. Your account could take up to 24 hours to be approved.

Email Notification Type Selection

show selected only

To select multiple, hold down CTRL or SHIFT key, but NOT both.

Select	Recipient	Email Notification Type	Enabled for these Installations
☑	USER ASSOCIATED WITH ACCOUNT	NOTIFICATIONS SENT TO THE USER REGARDING ACCOUNT CHANGES TO INCLUDE INITIAL REQUESTS, APPROVALS, DISAPPROVALS AND LOCKED OR UNLOCKED ACCOUNTS.	ALL
☑	UNIT ON REQUEST	NOTIFICATIONS FOR WHEN AN ACTIVITY IS SUBMITTED (AS HOLD OR NOT), CANCELED, DISAPPROVED, DELETED, MODIFIED (INCLUDING COMMUNICATION), PROMOTED TO NEXT LEVEL OR HOLD TO REQUEST.	NONE
☑	CHAIN OF COMMAND FOR UNIT ON REQUEST	NOTIFICATIONS FOR WHEN AN ACTIVITY IS SUBMITTED (AS HOLD OR NOT), CANCELED, DISAPPROVED, DELETED, MODIFIED (INCLUDING COMMUNICATION), PROMOTED TO NEXT LEVEL OR HOLD TO REQUEST.	NONE
☑	CHAIN OF COMMAND FOR UNIT ON REQUEST	NOTIFICATIONS FOR WHEN AN ACTIVITY REACHES A USERS QUEUE FOR APPROVAL (VIA SUBMIT, MODIFY REINITIATE OR APPROVE).	NONE
☑	UNIT ON CO-USE REQUEST	NOTIFICATIONS FOR CO-USE REQUEST SUBMISSIONS, MODIFICATIONS, DELETIONS AND COMMENTS.	NONE
☑	CHAIN OF COMMAND FOR CO-USE UNITS	NOTIFICATIONS FOR CO-USE REQUEST SUBMISSIONS, MODIFICATIONS, DELETIONS AND COMMENTS.	NONE

Save Cancel

Compressed: YES

Questions

- Please contact the Fort Devens RFMSS Functional administrator for any questions.

RFMSS FA
Daniel Sanchez
(978) 796-2155
Daniel.j.sanchez76.ctr@mail.mil