





# HIGHER COMMAND CODE REQUEST







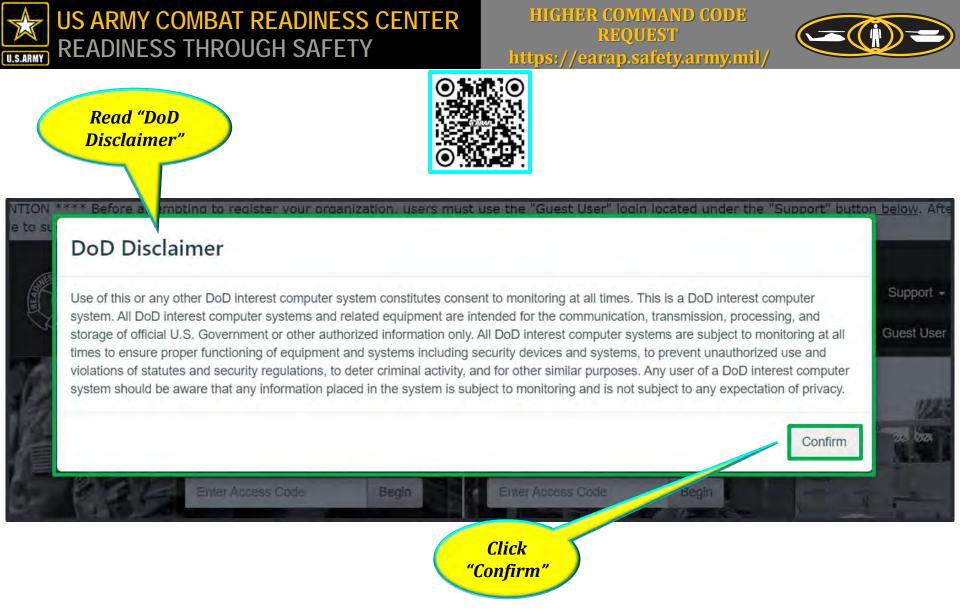


ARAP Higher Command Code Request Process

- Slide 3 6 outlines how to request for a Higher Command Code by going to <u>https://earap.safety.army.mil</u>
  - When the request has been received a records check will be completed to ensure the requestor has been given approval by the commander or designated representative (CoS, DCO, XO) to obtain the code.

Note: The approving commander or designated representative (CoS, DCO, XO) must be at the same level as the Higher Command Code request level

- If an approval email is on file then the request will be approved in the system which will send the Higher Command Code to the email address you provided in the request.
- If there is not an approval email on file an approval will be required. Example is on Slide 7
  - Forward the Commander's approving email to: <u>usarmy.rucker.hqda-secarmy.mbx.e-arap@mail.mil</u>



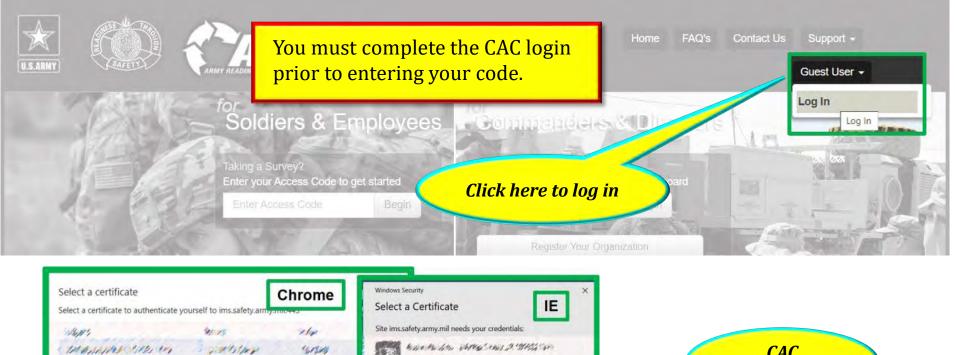


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US ARMY COMBAT READINESS CENTER READINESS THROUGH SAFETY HIGHER COMMAND CODE REQUEST https://earap.safety.army.mil/







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HIGHER COMMAND CODE REQUEST https://earap.safety.army.mil/



ARAP Home / Higher Level Access Code Request

Higher Level Access Code Request

This console allows you to enter your demographics and submit a request for a higher level access code.

Personnel Type*	POC Rank/Grade*		All fields marked with an	
First Name*	Last Name*	MI	asterisk * must be	-
			completed	-
E-mail (official .mil addr	ess)*		Brigade Select a Brigade	
Verify E-mail*			Access Code R	equest Level



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Personnel Type*	POC F	Rank/Grade*			
First Name*	▼ Last Name*	- MI	HQCMD	Select a HQ CMD	· · ·
First Name"	Last Name"		Corps	Select a Corps	-
			Division	Select a Division	
E-mail (official .mil a	iddress)*		Brigade	Select a Brigade	
	"Access Code Request Level"		5	Access Code Reques	NAME OF TAXABLE PARTY.
Comm Phone*	must match th	e selection above		Cancel	Sub
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**ONLY** the **Commander or designated representative (CoS, DCO, XO)** can approve the email request and be at the level requested online.

### **Email Template**

#### Your Commander's Name,

I am requesting permission to track the aggregate results for the *ARCOM / CORPS / Division/ Brigade (based on level requested online)* on the Army Readiness Assessment Program (ARAP) participation. This is an online survey that battalions are required to conduct IAW AR 385-10 dated March 2017. Once permission has been granted I will be able to track the organizations progress and/or when commanders have received their briefing on the results from the United States Army Combat Readiness Center (USACRC).

## **Email Example**

#### **COL Readiness**,

I am requesting permission to track the aggregate results for the *Brigade* on the Army Readiness Assessment Program (ARAP) participation. This is an online survey that battalions are required to conduct IAW AR 385-10 dated March 2017. Once permission has been granted I will be able to track the organizations progress and/or when commanders have received their briefing on the results from the United States Army Combat Readiness Center (USACRC).



CONTACT INFORMATION



PRI: (334) 255 - 0632 / 3759 ALT: (334) 255 - 9579/ 2643 / 9362 / 3585 DSN: 558 - XXXX DSN OCOUNS: 312 - 558 - XXXX

usarmy.rucker.hqda-secarmy.mbx.e-arap@mail.mil

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