HIGHER COMMAND CODE REQUEST

ARAP Higher Command Code Request Process

➢ Slide 3 – 6 outlines how to request a Higher Command Code. [https://earap.safety.army.mil]

- When the request has been received a records check will be completed to ensure the requestor has been given approval by the *commander to obtain the code.

Note: Approval must be from the commander designated representative (CoS, DCO, XO,CSM/SGM) and must be at the same level as the Higher Command Code request.

➢ 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 provided in the request.

- A separate email will be sent and attached will be the "eARAP Higher Command Code Navigation" document that will provide examples of the charts and data you will be able access with your code.

➢ If an approval is not on file one will be required. Example is on Slide 7.

➢ Ensure to have [usarmy.rucker.hqda-secarmy.mbx.e-arap@mail.mil] in the "cc" line of the email.

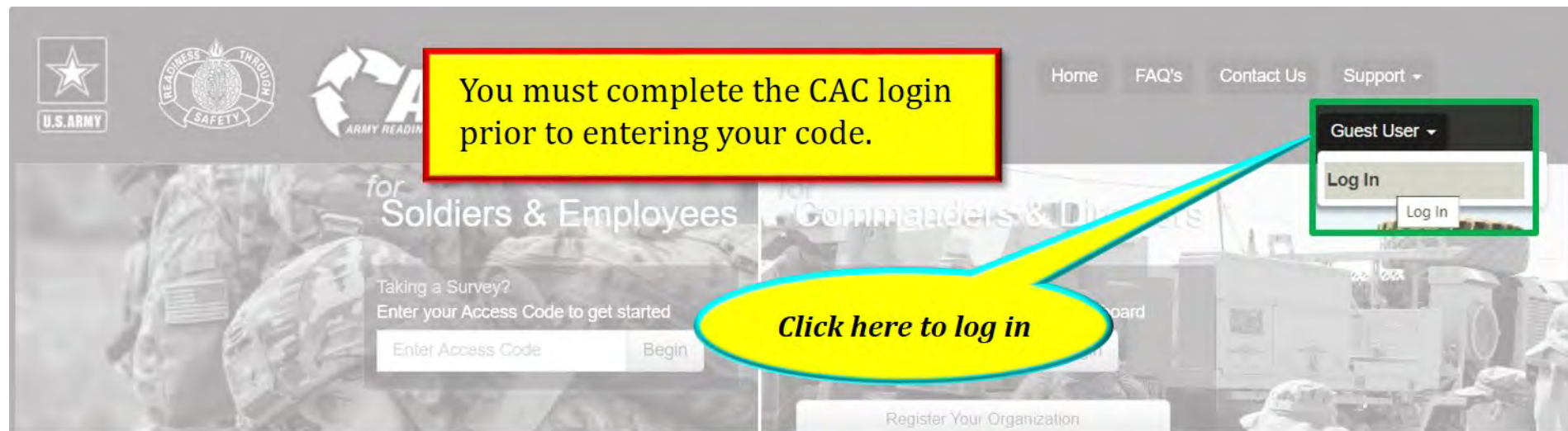➢ Or click on the folder "HCC Email" which will open an email template to send.

Read "DoD Disclaimer"

DoD Disclaimer

Use of this or any other DoD interest computer system constitutes consent to monitoring at all times. This is a DoD interest computer system. All DoD interest computer systems and related equipment are intended for the communication, transmission, processing, and storage of official U.S. Government or other authorized information only. All DoD interest computer systems are subject to monitoring at all times to ensure proper functioning of equipment and systems including security devices and systems, to prevent unauthorized use and violations of statutes and security regulations, to deter criminal activity, and for other similar purposes. Any user of a DoD interest computer system should be aware that any information placed in the system is subject to monitoring and is not subject to any expectation of privacy.
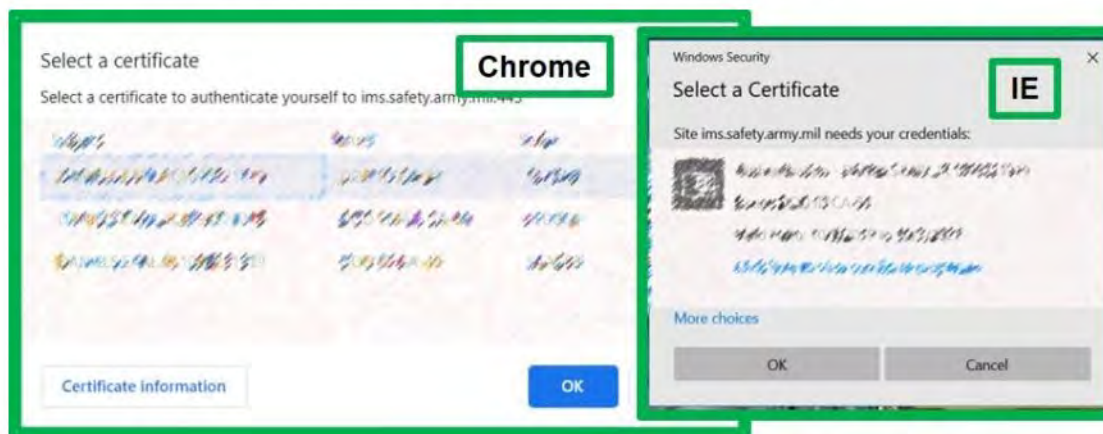
Confirm

Click "Confirm"

You must complete the CAC login prior to entering your code.

Click here to log in

CAC Sign In

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.

To request a higher-level access code, first provide and verify your personal information in the spaces provided. Next, select the organization that is under your purview using the dropdown lists below, then click the Submit button.

Personnel Type*

POC Rank/Grade*

First Name*

Last Name*

MI

E-mail (official .mil address)*

Verify E-mail*

Comm Phone*

DSN Phone

All fields marked with an asterisk * must be completed

Brigade Select a Brigade

Access Code Request Level

Select a Access Code Request Level

Cancel

Submit

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Personnel Type*

POC Rank/Grade*

HQ CMD Select a HQ CMD
Corps Select a Corps
Division Select a Division
Brigade Select a Brigade

First Name*

Last Name*

MI

E-mail (official .mil address)*

Verify E-mail*

"Access Code Request Level" must match the selection above

Access Code Request Level
Select a Access Code Request Level

Comm Phone*

DSN Phone

Cancel   Submit

When completed click "Submit"

EMAIL TEMPLATE

APPROVING AUTHORITY EMAIL

To... ☐ usarmy.rucker.hqda-secarmy.mbx.e-arap@mail.mil
Cc...
Bcc...
Subject: eARAP Higher Command Code Approval

APPROVING AUTHORITY NAME AND RANK,

I am requesting permission to track the aggregate results for the **YOUR HIGHER COMMAND LEVEL** on the Army Readiness Assessment Program (ARAP) participation.

This is an online survey that battalions are required to conduct IAW AR 385-10 dated February 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).

Select "Reply All" when approving.

REQUESTOR SIGNATURE BLOCK

EMAIL EXAMPLE

Tanker, Bradley F COL USARMY 1 AD ABCT (USA)

To... ☐ usarmy.rucker.hqda-secarmy.mbx.e-arap@mail.mil
Cc...
Bcc...
Subject: eARAP Higher Command Code Approval

COL Tanker,

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 February 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).

Select "Reply All" when approving.

Safe T First
Brigade Safety Manager
1st Armored Brigade Combat Team
1st Armored Division

☎ **OFF: 555.555.5555**
☎ **DSN: 312.555.5555**
EMAIL: safe.t.first.civ@army.mil

ONLY the *Commander or designated representative (CoS, DCO, XO,CSM)* can approve the email request and must be at the level requested online.

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@army.mil

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Fort Rucker, AL 36362-5363