

Applying for eAFMS

The eArmy Family Messaging System allows you to make phone calls and send emails and text messages directly to your users. In order to use eAFMS, you must apply for a site.

Preliminaries

Before applying for a site on eAFMS, you will need to do the following things first:

- 1) You must have presence on Army FRG. Access to eAFMS is through Army FRG. Therefore, you or your parent Unit must have a site on Army FRG.

This is of special note for Company-level Units. The Army FRG policy is that Companies are to be taken care of by their parent Battalion. However, the way eAFMS is set up, Companies should have their own sites. Therefore, if you are a Company and wish to have access to eAFMS, your parent Battalion must have a site on Army FRG. If your Battalion does not have a site, you will need to coordinate with them to establish a site on Army FRG first.

- 2) Update the **Commander Information** for the Unit the application is being made for. When you submit your site's application, the Commander for the Unit will be asked to confirm. This information is drawn from the Commander Information listed for the Unit. Make sure it is up to date: Go to your site, then into the **Control Panel**. From there, click on the **FRG** module down in the Custom Modules section and then on **Edit FRG**. The Commander Information is at the bottom of the screen.
- 3) Have all the information for your hierarchy. Because of the nature of eAFMS, it is strongly connected to the hierarchy. Rather than just applying for your own site, you should apply for the entire branch for your section of the hierarchy. This usually starts at the Brigade and will include all the Battalions and Companies underneath. We cannot take applications for a Battalion or Company without the parent Brigade. If you are at a Battalion and your parent Brigade hasn't applied, you will want to coordinate with them so that the full branch is established.
- 4) Make sure a Unit does not already exist. If your hierarchy branch has never used eAFMS, then a new application will need to be made. If your hierarchy branch is already in eAFMS, however, make sure that your specific Unit does not already exist in eAFMS. Contact the Message Admins for the Brigade to verify if your Unit is already established. They can set you up as an admin for your Unit.
- 5) Make sure all people who will be Message Admins have subscribed to Army FRG. Access to eAFMS is through Army FRG and the application process will not allow you to establish a Message Admin for someone who doesn't have an account on Army FRG. They do not need to be an FRG Admin, but they must have a username and password on Army FRG in order to be given Message Admin rights.

The Main Application

The structure of eAFMS is strongly tied to the hierarchy. Your Recipients get inherited up the chain. For example, a person is a member of the Company and thus the parent Battalion and Brigade. Rather than entering the person three times for each Unit, the person is only entered once at the Company-level Unit. The parent Battalion and Brigade can then see that person and send message to that person as required.

When you apply for a site on eAFMS, it will be for the highest level in the branch. This is usually the Brigade. But as mentioned in Item 4 of the [Preliminaries](#), if you are a new Unit to a branch that already exists in eAFMS, then you will be applying for yourself and any child Units underneath you.

This means that your application will contain a section for the root of the branch (the Main Application) and then sections for each of the child Units underneath.

- 1) Log into Army FRG: <http://www.armyfrg.org>

You must be logged into Army FRG in order to apply for eAFMS.

- 2) Go to the Site Tools tab and click on **Apply for eAFMS**.



3) You'll be asked to certify that you are the Commander or the Commander's delegate:

eAFMS Registration Request Authorization Affirmation

I certify that I am the Commander or the Commander's delegate for the Unit for which I am requesting access to the eArmy Family Messaging System.

[Continue](#) [Return Home](#)

4) You'll then be asked to indicate which Unit this application is for. You must be subscribed to the Unit you are applying for. Thus, if the Main Application is for the Brigade, you must be subscribed to the Brigade's site in order to apply. If you are applying for a Company and your Unit does not have a site on Army FRG, you will need to be subscribed to your parent Battalion.

Select FRG to Register for eAFMS

Select from the FRGs to which you are subscribed the one for which you are requesting eAFMS access.

Requester Brian Evans

Email brian.evans@catapulttechnology.com

* FRG

[Continue](#) [Cancel](#)

5) You'll then see the form for the Main Application:

Create eAFMS Registration Request for 1st Engineer Brigade

* = Required

Make sure that your Unit's site has accurate Commander Information before filling in this form.

Fill in all required fields.

Save

Home

Status Unsubmitted

Requester Name Brian Evans

Requester Email brian.evans@catapulttechnology.com

FRG Information

FRG 1st Engineer Brigade

Community HQDA

Component Active

Commander LIEUTENANT COLONEL (LTC) Mike Milligan, mike.milligan@email.com, 123-456-7890

eAFMS Unit

* Name 1st Engineer Brigade

UIC WVUTSR

* Unit Level Please Select ▼

* Unit Main Phone

Address

* Street Address

* City

State California ▼

* Zip

* Country United States ▼

Message Admin

Message Admins must be registered users. Their email address for eAFMS must match their user profile email address.

* First Name Brian

* Last Name Evans

* Email brian.evans@catapulttechnology.com

* Phone

Ext.

Subordinate Units to Also Register in eAFMS

This section will be enabled after the request is saved.

Miscellaneous Notes

Note

0 of 500 characters used

Spell Check

Save

Home

FIELD	INFORMATION
eAFMS Unit	
Name	<p>Name of the Unit. Please note, for Division-level and Brigade-level Units, there is a naming convention:</p> <p>Active: U.S. ARMY- COMMUNITY, Unit Name [Example: U.S. ARMY- FORT BRAGG, 1st Brigade Combat Team]</p> <p>National Guard: U.S. ARMY- NG STATE, Unit Name [Example: U.S. ARMY- NG TEXAS, 1st Engineer Brigade]</p> <p>Reserves: U.S. ARMY- RESERVES, Unit Name [Example: U.S. ARMY- RESERVES, 1st Sustainment Command]</p> <p>For Battalion-level and Company-level Units, you can use any naming convention you wish, but please remember to make the name uniquely identifiable. For example, "Alpha Company" is not sufficient. Instead, "1-111/A CO" would be acceptable.</p>
Unit Level	Set to Division, Brigade, Battalion, or Company.
Unit Main Phone	Contact number for the Unit.
Address	The Street, City, State, Zip, and Country for the Unit.
Message Admin	
First Name	First name of the Message Admin for the Unit.
Last Name	Last name of the Message Admin for the Unit.
Email	Email address of the Message Admin for the Unit. This must be an email address for a current, registered user of Army FRG.
Phone (Ext.)	Phone number (with optional extension) of the Message Admin for the Unit.
Subordinate Unites to Also Register in eAFMS	<p>This section is where you will build the child sites to be created underneath the Main Application.</p> <p>NOTE: This section will not become active until you Save the Main Application.</p>
Miscellaneous Notes	If there is guidance that Support and IMCOM should know regarding this Unit, please indicate it here. For example, if this is a Company that has been reassigned to a new Unit, please let us know what the parent Unit is so that the site can be created at the appropriate position in the hierarchy.

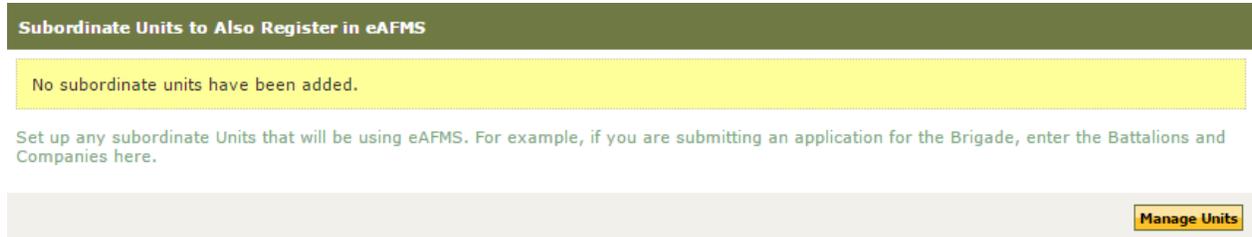
NOTE: Message Admins MUST have an account on Army FRG. Access to eAFMS is through Army FRG. In order to establish someone as a Message Admin, they must have an account on Army FRG. If the email entered does not match the email address of any account on Army FRG, an error will occur.

- 6) Once you have filled in the form, click on **Save**.

Creating Subsites

Once the Main Application is saved, you can create any subsites that should be created along with it. Again, eAFMS is strongly connected to the hierarchy. Your site on eAFMS should include the entire hierarchy tree down to the Company level. These sites can be created later on, but that requires submission of separate applications and will cause trouble when you start adding Recipients. Instead, make sure you create the hierarchy tree underneath you and apply for all sites at the same time.

- 1) Click on **Manage Units** in the **Subordinate Units to Also Register in eAFMS** section.



Subordinate Units to Also Register in eAFMS

No subordinate units have been added.

Set up any subordinate Units that will be using eAFMS. For example, if you are submitting an application for the Brigade, enter the Battalions and Companies here.

[Manage Units](#)

2) The form for setting up subsites will appear:

Subordinate Units to Also Register in eAFMS

Unit Name	UIC	Unit Level	Address	Message Admin
-----------	-----	------------	---------	---------------

Fill in the form below and save it to add units.

[Back To Request](#)

Add New Unit

[Save](#)

* = Required

Enter the hierarchy of subordinate Units. For example, if the original application was for a Brigade-level site, you will enter each Battalion and each of its Companies here.

Make sure that each Unit's name is unique. For example, "Alpha Company" is not sufficient. It should be uniquely identifiable such as "1-1 HBCT, Alpha Company."

Parent Unit 1st Engineer Brigade

* Unit Level

* Unit Name

* UIC

* Unit Main Phone

Address

* Street Address

* City

State

* Zip

* Country

Message Admin

Message Admins for subordinate Units are optional, but all fields are required if any field has an entry. They must be a registered user and their email address for eAFMS must match their Army FRG profile email address. If not designated at this time, admins can be created later through eAFMS directly.

First Name

Last Name

Email

Phone Ext.

[Save](#)

Fill in the information needed for the subsite:

FIELD	INFORMATION
Parent Unit	For the first subsite, this will be the Main Application's Unit. But once a subsite has been entered, you can put in sites underneath it by selecting the appropriate parent from the dropdown.
Unit Level	Set to the appropriate level for this Unit. Make sure you set the hierarchy structure correctly.
Unit Name	Name of the Unit.
UIC	The UIC of the Unit.
Unit Main Phone	Contact number for the Unit.
Address	The Street, City, State, Zip, and Country for the Unit.
First Name	First name of the Message Admin for the Unit.
Last Name	Last name of the Message Admin for the Unit.
Email	Email address of the Message Admin for the Unit. This must be an email address for a current, registered user of Army FRG.
Phone (Ext.)	Phone number (with optional extension) of the Message Admin for the Unit.

NOTE: The Message Admin information is not required for subsites. For example, some Units have decided that the only person authorized to send messages using eAFMS are personnel at the Brigade. Any messages for the Battalions or Companies underneath must go through the Brigade's Message Admin. As such, there is no Message Admin for the Battalion-level and Company-level sites underneath. Other Units, however, have decided that each Unit will have its own Message Admin. If that is the structure for your branch of the hierarchy, then indicate who the admin for each Unit will be.

This can be a mixed structure. For example, your branch may decide that the Brigade and the Battalions will have their own Message Admins but Companies will be managed by the Battalion Message Admins.

NOTE: Message Admins MUST have an account on Army FRG. Access to eAFMS is through Army FRG. In order to establish someone as a Message Admin, they must have an account on Army FRG. If the email entered does not match the email address of any account on Army FRG, an error will occur.

- 3) Click **Save**.
- 4) Repeat this process for all subsites in the hierarchy.

Subordinate Units to Also Register in eAFMS

Unit Name	UIC	Unit Level	Address	Message Admin	
1st Engineer Battalion, 1st Engineer Brigade	WVUTAA	Battalion	123 Main San Diego, California 92109	Terry Travers tze.wo@uosb.net 1234567890	Edit
1-1 ENG, Alpha Company	WVUTA1	Company	123 Main San Diego, California 92109		Edit
1-1 ENG, Bravo Company	WVUTB1	Company	123 Main San Diego, California 92109		Edit
1-1 ENG, Charlie Company	WVUTC1	Company	123 Main San Diego, California 92109		Edit

[Back To Request](#)

Add New Unit

[Save](#)

* = Required

Enter the hierarchy of subordinate Units. For example, if the original application was for a Brigade-level site, you will enter each Battalion and each of its Companies here.

Make sure that each Unit's name is unique. For example, "Alpha Company" is not sufficient. It should be uniquely identifiable such as "1-1 HBCT, Alpha Company."

* Parent Unit

* Unit Level

* Unit Name

* UIC

* Unit Main Phone

Address

* Street Address

* City

State

* Zip

* Country

Message Admin

Message Admins for subordinate Units are optional, but all fields are required if any field has an entry. They must be a registered user and their email address for eAFMS must match their Army FRG profile email address. If not designated at this time, admins can be created later through eAFMS directly.

First Name

Last Name

Email

Phone Ext.

[Save](#)

5) When finished, click on **Back To Request**.

Submit the Application

Once the application is filled in, set the **Status** dropdown at the top of the page to **Submitted** and click on **Save**.

When the application is submitted, the Commander listed on the application will be sent an email to confirm the application. That email will contain a URL to follow that will take the Commander to the site to look over the application. Edits to the application can be made if necessary.

If the application is good, the Commander will set the Status dropdown at the top of the page to **Commander Approved** and click on **Save**. If the Commander does not wish to use eAFMS, set the dropdown to **Commander Denied** and click on **Save**.

Once the Commander confirms, the application then goes to Technical Support for review. If there are any questions regarding the application such as clarification of the hierarchy structure or if we determine that there is already a site on eAFMS for the Unit, we will contact you.

Once Technical Support approves the application, it goes to IMCOM for policy review. Once IMCOM approves, the site will be built and the Commander as well as any admins listed on the application will be notified. Access to eAFMS is immediate at that point: Log into Army FRG, go into the **Featured Links** tab in the top navigation, and click on the link for the **eArmy Family Messaging System**. This will open a new tab and automatically log you into eAFMS.

For further guidance on applying for a site, please use the [Contact Us](#) link on Army FRG.

For further information on eAFMS including the manual for using eAFMS as well as the training schedule, please visit:

<http://www.armyfrg.org/eAFMS>