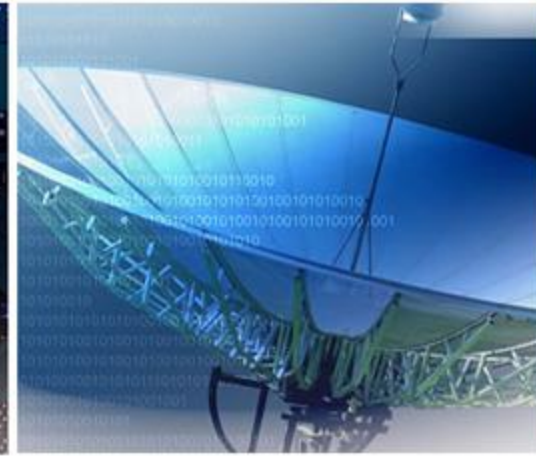




# Step-by-Step Guide Applicant Training



## SAFETY ACT



# Table of Contents

What is the SAFETY Act?

Applicant Training

Help Desk





# What is the SAFETY Act?

As part of the Homeland Security Act of 2002, Public Law 107-296, Congress enacted the SAFETY Act. The SAFETY Act provides incentives for the development and deployment of anti-terrorism technologies by creating a system of “risk management” and a system of “litigation management.” The purpose of the Act is to ensure that the threat of liability does not deter potential manufacturers or sellers of anti-terrorism technologies from developing, deploying, and commercializing technologies that could save lives. The Act thus creates certain liability limitations for “claims arising out of, relating to, or resulting from an act of terrorism” where qualified anti-terrorism technologies have been deployed.





# Applicant Training

- Creating an Applicant Account
- Submitting an Application
- Completion Notice
- Request for Information (RFI)
- Insurance Certification
- Modification Notice
- New Revision of an Application
- Change Password
- Forgot Password
- Help Desk





# Creating an Applicant Account

**Homeland Security**  
Science and Technology

## SAFETY Act

*Support Antiterrorism by Fostering Effective Technologies Act of 2002*

[HOME](#) [ABOUT US](#) [APPROVED TECHNOLOGIES](#) [HELP](#) [FAQs](#) [CONFERENCES](#) [LOGIN / APPLY NOW](#)

Click  
"Login / Apply Now."

---

### What is the SAFETY Act?

The SAFETY Act provides important legal liability protections for providers of Qualified Anti-Terrorism Technologies - whether they are products or services. The goal of the SAFETY Act is to encourage the development and deployment of effective anti-terrorism products and services by providing liability protections.

For more details, see the [SAFETY Act Final Rule](#).

**The SAFETY Act Benefits to Your Company**

Encouraging the DEVELOPMENT and DEPLOYMENT of ANTI-TERRORISM TECHNOLOGIES

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**RECENTLY APPROVED TECHNOLOGIES**

**American Science & Engineering, Inc.**

December 31, 2013 - American Science and Engineering, Inc. provides the Z Portal (the "Technology"). The Technology is an X-ray based cargo and vehicle screening and inspection system. The Technology includes installation; operator, maintenance, and "train the trainer" training; warranty and maintenance services; spare parts; technical manuals and documentation; and the qualifications of the personnel who perform these services. This Designation and Certification will expire on January 31, 2016.

1 of 10 [VIEW ARCHIVE](#)

**PROCUREMENTS AND BLOCKS**

[Active Procurement List](#)  
[Active Block Designations](#)  
[Active Block Certifications](#)

**PRINTER FRIENDLY MATERIALS**

[Step by Step User Guide](#)  
[SAFETY Act 101 Briefing](#)  
[SAFETY Act Fact Sheet](#)  
[See More Materials](#)

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**LATEST SAFETY ACT NEWS**

- » SAFETY Act Webinar
- » New Procurement
- » The Under Secretary's Award 2012
- » Block Designations

**SAFETY Act Webinar**  
 Thursday, January 23, 2014 from 1:00 p.m. to 2p.m., EDT  
[Register Now](#)

The DHS S&T Directorate will present SAFETY Act webinar "Tips for submitting SAFETY Act Developmental Testing and Evaluation (DT&E) Designation Applications." Please join us to discuss the SAFETY Act liability protections available to firms that are developing





# Creating an Applicant Account

The screenshot shows the DHS SAFETY Act website. At the top left is the Homeland Security logo with the text "Science and Technology". The main header features the "SAFETY Act" title and the slogan "Support Antiterrorism by Fostering Effective Technologies Act of 2002". A navigation menu includes links for HOME, ABOUT US, APPROVED TECHNOLOGIES, HELP, FAQs, CONFERENCES, and LOGIN / APPLY NOW. Below the navigation is a green bar with a lock icon and the text "LOGIN/APPLY NOW".

Fields marked with an asterisk ( \* ) are required.

\*USER NAME

\*PASSWORD

**LOGIN**

[FORGOT PASSWORD?](#)

[Register New Applicant](#)

\*\*\*For Government Officials Only\*\*\*

To submit a DHS SAFETY Act Procurement Pre-Qualification Request you may register for a DHS SAFETY Act Procurement Official account. Please click the link below and complete the required (asterisked) fields. Registered Procurement Officials can Login to submit a Procurement Pre-Qualification Request.

[Register New Procurement Official](#)

Click  
"Register New Applicant."





# Creating an Applicant Account

**ACTIONS**

Add more POCs

Submit

Reset

**APPLICANT REGISTRATION**

To submit a DHS SAFETY Act Application you may register for a DHS SAFETY Act Applicant account. Registered Applicants can Login to submit an application.

Fields marked with an asterisk ( \* ) are required.

**REGISTRATION INFORMATION**

**\*USER NAME**

**\*PASSWORD**

**\*CONFIRM PASSWORD**

**DUNS NUMBER**

DO YOU KNOW MORE ABOUT THE SAFETY ACT?

**COMMENTS**

**PRIMARY POINT OF CONTACT :**

**\*FIRST NAME**

**\*ADDRESS LINE-1**

**\*CITY**

**\*ZIP CODE**  Zipcode is required only if the country is US.

**\*PHONE NUMBER**  **EXT**

**\*EMAIL ADDRESS**

**\*LAST NAME**

**ADDRESS LINE-2**

**\*STATE**  State is required only if the country is US.

**\*COUNTRY**

**FAX NUMBER**

You may contact me via the e-Mail address above

**Complete the Applicant Registration webpage.**

**Note:** Your User Name must contain 3-12 alphanumeric characters (A-Z, 0-9).

**Note:** Your Password must be 8-12 characters long and contain at least 1 uppercase letter, 1 lowercase letter, and 1 number or special character.





# Creating an Applicant Account

- ACTIONS**
- Add more POCs
- Submit
- Reset

Click "Submit."

## APPLICANT REGISTRATION

To submit a DHS SAFETY Act Application you may register for a DHS SAFETY Act Applicant account. Registered Applicants can Login to submit an application.

Fields marked with an asterisk ( \* ) are required.

### REGISTRATION INFORMATION

*USER NAME	<input type="text" value="JOHNDOE"/>	*PASSWORD	<input type="password" value="....."/>	*CONFIRM PASSWORD	<input type="password" value="....."/>
*AGENCY/SELLER	<input type="text" value="ACME INC."/>	DUNS NUMBER	<input type="text"/>	NAICS CODE	<input type="text"/>

\*HOW DID YOU HEAR ABOUT THE SAFETY ACT?

COMMENTS

### PRIMARY POINT OF CONTACT :

*FIRST NAME	<input type="text" value="John"/>	*LAST NAME	<input type="text" value="Doe"/>
*ADDRESS LINE-1	<input type="text" value="100 Main Street"/>	ADDRESS LINE-2	<input type="text"/>
*CITY	<input type="text" value="Springfield"/>	*STATE	<input type="text" value="Virginia"/>
*ZIP CODE	<input type="text" value="22150"/>	*COUNTRY	<input type="text" value="United States"/>
<small>Zipcode is required only if the country is US.</small>		<small>State is required only if the country is US.</small>	
*PHONE NUMBER	<input type="text" value="703-555-0145"/>	EXT	<input type="text" value="145"/>
*FAX NUMBER	<input type="text"/>		
*EMAIL ADDRESS	<input type="text" value="johndoe@acmeinc.com"/>	<input checked="" type="checkbox"/> You may contact me via the e-Mail address above	







# Creating an Applicant Account

If you have successfully submitted your registration, this message will display.



Click "OK."





# Submitting an Application

You must create an applicant account before you can create an application.





# Submitting an Application

Log in with your User Name and Password.

The banner features the Department of Homeland Security logo on the left, the text "Homeland Security Science and Technology" below it, and "SAFETY Act" in large blue letters in the center. To the right, it says "Support Antiterrorism by Fostering Effective Technologies Act of 2002". A navigation bar at the bottom contains links for HOME, ABOUT US, APPROVED TECHNOLOGIES, HELP, FAQs, CONFERENCES, and LOGIN / APPLY NOW. A red arrow points from the text box above to the LOGIN / APPLY NOW link.

The form is titled "LOGIN/APPLY NOW" and includes a lock icon. Below the title, it states "Fields marked with an asterisk ( \* ) are required." There are two input fields: "\*USER NAME" and "\*PASSWORD". A red arrow points from the text box above to the asterisk on the "USER NAME" label. At the bottom right of the form is a blue "LOGIN" button and a link for "FORGOT PASSWORD?".





# Submitting an Application

**Click the USER HOME link to view your Home page. Click the HOME link to view the public Home page.**

**For the purpose of this guide, training will focus on an Application for Designation. Select "Create New Designation Application."**

**Session Time-out Notice**  
Your session will "time-out" after 20 minutes of inactivity. You can be prompted to restart your session. Applicants are encouraged to...

**Applicant Tools**  
**Create**  
 Application  
 Procurement Application  
 Block Designation  
 Block Certification  
 Renewal  
**View**  
 My Open Applications  
 My Closed Applications

**Account Center**  
 JOHNDOE  
 Edit My Account  
 Change My Password

**Creating an Application**  
 OMB No. 1640-000  
 Persons are not required to register unless it displays a registration icon.

**First Time Applicants:**  
 Applicants are strongly encouraged to consider first submitting a Pre-Application form to request a Pre-Application Consultation. A Pre-Application Consultation is a voluntary means through which the Office of SAFETY Act Implementation (OSAI) provides helpful guidance to potential applicants without requiring the completion and submission of a full SAFETY Act Application. The Pre-Application Consultation is intended to facilitate a process by which a potential applicant may provide OSAI with initial information regarding their Technology, so that OSAI may, in turn, provide potential applicants with guidance regarding the submission of an Application for SAFETY Act Designation. The Pre-Application Consultation is also intended to facilitate discussions regarding the SAFETY Act Application process.

[Create New Pre Application](#) (request for Pre-Application Consultation)  
[Create New Designation Application](#) (full Application for QATT Designation)  
[Create New Designation and Certification Application](#) (full Application for combined QATT Designation and GCD Certification)  
[Create New DT&E Designation Application](#) (full Application for Developmental Testing and Evaluation Designation)  
[Create New Transfer Application](#) (full Application for Transfer Request)

## Notes:

- Designation is a Prerequisite for Certification.
- The Session Time-out Notice reminds you that your session will "time-out" after 20 minutes of inactivity.
- You must disable all popup blockers to successfully submit any application.





# Submitting an Application

**ACTIONS**

Application Actions

- Save as Draft
- Submit as Final
- Application Instructions

**SECTIONS**

1. Seller Information
2. Application Details
3. Related Links

**QATT APPLICATION**

**SELLER INFORMATION**

Important: Read carefully, and comply precisely with the related [Instructions](#) for completing this form.

After reviewing this Seller Information page, please proceed to the next section by selecting Application Details on the Sections menu located on the

Please ensure the accuracy of the

- Select [Edit My Account Info](#)
- Make the necessary changes to y
- Select Submit

**1. REGISTRATION INFORMATION**

APPLICANT ID:

SELLER NAME: ACME INC.

DUNS NUMBER:

NAICS CODE:

**PRINCIPAL POC**

NAME:

ADDRESS:

TELEPHONE NUMBER: 703-555-0145

[john.doe@acmeinc.com](mailto:john.doe@acmeinc.com)

Yes

NEXT

In the Actions menu, click “Application Instructions” or click the “Instructions” link to view or download instructions to complete the QATT Application.

Verify the Seller Information. If updates are required, click the “Edit My Account Info” link. The Application Registration page displays.

In the Sections menu, click the “Application Details” link to continue...





# Submitting an Application

ACTIONS

**Application Actions**

- Save as Draft
- Submit as Final
- Application Instructions

SECTIONS

1. Seller Information
2. Application Details
3. Related Links

QATT APPLICATION

PREVIOUS
NEXT

APPLICATION DETAILS

APPLICATION DETAILS

**APPLICATION TYPE AND PURPOSE**

**D1. TYPE OF APPLICATION:** Initial Filing

**D1.1. \*PUBLIC WEB SITE LISTING:**

If your Technology is awarded SAFETY Act coverage, you have the opportunity to be listed on the SAFETY Act website as a Designated Seller of a Qualified Anti-Terrorism Technology (QATT). [For example, if you apply for Designation and Certification and receive Designation, your technology will be listed under Designated Technologies. Or, if you are granted DT&E Designation, regardless of which protection you applied for, you will be so listed on the Web site. Note: By statute, all Certified Technologies will be displayed in the Approved Products List for Homeland Security on the Web site.]

I wish to have this technology listed on the public website under the appropriate classification.  
 I do not wish to have this technology listed on the public website under the appropriate classification.

**D2. REQUEST FOR EXPEDITED REVIEW**

In its discretion, the Department may identify categories of anti-terrorism technologies for which expedited processing may be requested. For applications that are the subject of a particular threat, that involve particular types of anti-terrorism technologies, and require expedited review, please specify the basis for such a request, and the basis for the procurement. Such information should include the following:

Request Expedite Processing

**D3. REGISTRATION STATUS**      Refer to the [Seller Information](#) for details.

**D3.1. SELLER NAME**      ACME INC.

Complete the entire webpage. Be sure to fill in all required fields (marked with an asterisk) and upload the required "ATTDetails" file.

UNCLASSIFIED



# Submitting an Application

After completing the application, you have two options in the Actions menu:

- **Save As Draft:** It is strongly suggested that you save as draft regardless of your final selection to prevent the loss of information due to computer failure. A status of “Draft” will allow you to edit and save changes to your application later. “Draft” applications will not be reviewed by the DHS until they are submitted as “Final.”
- **Submit as Final:** This option will submit your application to DHS. Once you submit your application as “Final,” you may not edit your application. Once an application is submitted as “Final,” it cannot return to “Draft” status. The status, whether “Draft” or “Final,” applies to the entire application.

If you are adding attachments and sending a CD of files in the mail, do not click the “Submit as Final” option until the SAFETY Act Help Desk has received your CD and uploaded your files. DHS cannot begin processing your application until all files are submitted. You will be contacted by the Help Desk when the files are uploaded so that you can finalize your application.





# Submitting an Application

The screenshot shows the 'QATT APPLICATION' form. On the left, there is a sidebar with 'ACTIONS' and 'SECTIONS'. The 'ACTIONS' menu includes 'Application Actions', 'Save as Draft', 'Submit as Final', and 'Application Instructions'. A red arrow points from a callout box to the 'Save as Draft' option. The 'SECTIONS' menu includes '1. Seller Information', '2. Application Details', and '3. Related Links'. The main content area is titled 'APPLICATION DETAILS' and contains the following text:

**PREVIOUS** **NEXT**

**APPLICATION DETAILS**

**APPLICATION TYPE AND PURPOSE**

**D1. TYPE OF APPLICATION:** Initial Filing

**D1.1. \*PUBLIC WEB SITE LISTING:**

If your Technology is awarded SAFETY Act coverage, you have the opportunity to be listed on the SAFETY Act website as a Designated Seller of a Qualified Anti-Terrorism Technology (QATT). [For example, if you apply for Designation and Certification and receive Designation, your technology will be listed under Designated Technologies. Or, if you are granted DT&E Designation, regardless of which protection you applied for, you will be so listed on the Web site. Note: By statute, all Certified Technologies will be displayed in the Approved Products List for Homeland Security on the Web site.]

I wish to have this technology listed on the public website under the appropriate classification.

I do not wish to have this technology listed on the public website under the appropriate classification.

If you save your applications in "Draft" status, your application will not be processed until the DHS receives the application as "Final." You will receive an email notification every 30, 60, 90, and 120 days of inactivity to remind you to submit the "Draft" application. Once your application has been in "Draft" status for 150 days of inactivity, you will receive a final email notification stating that the application is "Inactive." Once the application becomes "Inactive," no further email notifications are sent; however, after 150 days, you can contact the SAFETY Act Help Desk to reinstate your application to "Draft" status. Again, you will have 150 days to submit your application as "Final."







# Submitting an Application

<p><b>ACTIONS</b></p> <p>Confirmed Actions Delete</p> <p>Application Actions Save as Draft Submit as Final Change Application Type Application Instructions</p>	<p><b>QATT APPLICATION</b></p> <p><b>Status: Draft</b></p> <p>Q-JOHNDOE-ABC123-1</p> <p>Submission Date: 01/14/2014</p> <p><a href="#">NEXT</a></p>
<p><b>SECTIONS</b></p> <p>1. Seller Information 2. Application Details 3. Related Links</p>	<p><b>SELLER INFORMATION</b></p> <p>Important: Read carefully and comply precisely with the related <a href="#">Instructions</a> for completing this form.</p> <p>After reviewing this Seller Information page, please proceed to the next section by selecting Application Details on the Sections menu located on the right-hand side of this screen.</p> <p>Please ensure the accuracy of the information below. If the information has changed:</p> <ul style="list-style-type: none"> <li>- Select <a href="#">Edit My Account Info</a></li> <li>- Make the necessary changes to your Applicant Registration</li> <li>- Select Submit</li> </ul>
<p>After you have selected "Save As Draft," the application ID displays at the top of the application page. Also, the current status and the anticipated submission date display.</p>	<p>JOHNDOE ACME INC.</p>
<p>NAICS CODE:</p> <p><b>PRINCIPAL POC INFORMATION</b></p> <p>NAME: John Doe 100 Main Street</p> <p>ADDRESS: Springfield, VA 22150 USA</p> <p>TELEPHONE NUMBER: 703-555-0145</p>	





# Submitting an Application

**ACTIONS**

**Confirmed Actions**  
Delete

**Application Actions**  
Save as Draft  
Submit as Final  
Change Application Type  
Application Instructions

**QATT APPLICATION** Q-JOHNDOE-ABC123-1

Status: Draft Submission Date: 01/14/2014

[NEXT](#)

**SELLER INFORMATION**

Important: Read carefully and comply precisely with the related [Instructions](#) for completing this form.

**SECTIONS**

1. Seller Information
2. Application Details
3. Related Links

Application Details on

Message from webpage

Would you like to finalize this application?  
You will not be able to make changes to it once you have finalized it.

OK - Yes I would.  
Cancel - No I would not.

OK Cancel

When you select "Submit As Final," a message displays confirming that you want to submit the application.

Click "OK" to finalize the application or click "Cancel" to continue making changes to your application.





# Submitting an Application

Before you can complete your application submission, you must complete the online declaration.

You must select the “I agree to the terms specified by the Declaration” check box and then click the “Save as Final” button.

The screenshot displays a web application interface for a QATT APPLICATION. On the left, an 'ACTIONS' menu lists options: Confirmed Actions (Delete), Application Actions (Save as Draft, Submit as Final, Change Application Type, Application Instructions). The main form area shows 'QATT APPLICATION' with ID 'Q-JOHNDOE-ABC123-1' and 'Status: Draft'. Below this is the 'DECLARATION' section with the text: 'Under penalty of perjury, I declare, to the best of my knowledge and belief, that all statements made and information provided in this Application and any accompanying documents are true, correct, and complete.' There are input fields for 'Prepared By', 'Title (if applicable)', 'Signature', and 'Date'. At the bottom, there is a checkbox labeled 'I agree to the terms specified by the Declaration' and two buttons: 'Save as Final' and 'Cancel'. Two red arrows originate from the text above: one points to the checkbox and the other points to the 'Save as Final' button.





# Submitting an Application

<b>ACTIONS</b> Confirmed Actions Delete Application Actions Save as Draft Submit as Final Change Application Type Application Instructions	<b>QATT APPLICATION</b> Priority Level: Expedite pending Received Via: Online Form Additional Attachments: 0 <b>Status: Draft</b>	Q-JOHNDOE-ABC123-1 Submission Date: 01/14/2014
<b>DECLARATION</b> Under penalty of perjury, I declare, to the best of my knowledge and belief, that all statements made and information provided in this Application and any accompanying documents are true, correct, and complete.		
Prepared By: <input type="text" value="John Doe"/>		
Title (if applicable): <input type="text" value="CEO"/>		
Signature: <input checked="" type="checkbox"/> (signed electronically via website)		
Date: <input type="text" value="01/14/2014"/>		
<input checked="" type="checkbox"/> I agree to the terms specified by the Declaration		
		<input type="button" value="Save as Final"/> <input type="button" value="Cancel"/>

After you click the “Save as Final” button, the application status changes to “Evaluation.”

<b>ACTIONS</b> Confirmed Actions Clone Application Print	<b>QATT APPLICATION</b> Priority Level: Expedite pending Received Via: Online Form Additional Attachments: 0 <b>Status: Evaluation</b>	Q-JOHNDOE-ABC123-1 Submission Date: 01/14/2014
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# Submitting an Application

Click the [USER HOME](#) link to return to your Home page.





# Completion Notice

After DHS receives your application, they will perform a Completeness Check. You will receive an email notification when this phase is complete. If DHS determines your application to be complete but they require more information in order to perform a full evaluation, you will be asked to submit a Completeness Response. If your application is determined to be Incomplete, you will receive specifics in your email notification and will have the opportunity to resubmit your application.





# Completion Notice

Log in with your User Name and Password.

The banner features the Department of Homeland Security logo on the left, the text "Homeland Security Science and Technology", and the "SAFETY Act" title in large blue letters. To the right, it says "Support Antiterrorism by Fostering Effective Technologies Act of 2002". A navigation bar below contains links for HOME, ABOUT US, APPROVED TECHNOLOGIES, HELP, FAQs, CONFERENCES, and LOGIN / APPLY NOW. A red arrow points from the text box above to the LOGIN / APPLY NOW link.

The form is titled "LOGIN/APPLY NOW" and includes a lock icon. It contains the instruction "Fields marked with an asterisk ( \* ) are required." Below this are two input fields: "\*USER NAME" and "\*PASSWORD". A blue "LOGIN" button is positioned below the fields, with a "FORGOT PASSWORD?" link underneath. A red arrow points from the text box above to the asterisk on the "USER NAME" label.





# Completion Notice

In the Applicant Tools menu, select "My Open Applications."

### Applicant Tools

**Create**

- Application
- Procurement Application
- Block Designation
- Block Certification
- Renewal

**View**

- My Open Applications
- My Closed Applications

### Account Center

JOHNDOE

- Edit My Account
- Change My Password

### Creating an Application

OMB No. 1640-0001; Expires 03/31/2013  
Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number.

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**First Time Applicants:**  
Applicants are strongly encouraged to consider first submitting a Pre-Application form to request a Pre-Application Consultation. A Pre-Application Consultation is a voluntary means through which the Office of SAFETY Act Implementation (OSAI) provides helpful guidance to potential applicants without requiring the completion and submission of a full SAFETY Act Application. The Pre-Application Consultation is intended to facilitate a process by which a potential applicant may provide OSAI with initial information regarding their Technology, so that OSAI may, in turn, provide potential applicants with guidance regarding the submission of an Application for SAFETY Act Designation. The Pre-Application Consultation is also intended to facilitate discussions regarding the SAFETY Act Application process.

[Create New Pre Application](#) (request for Pre-Application Consultation)  
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[Create New Transfer Application](#) (full Application for Transfer Request)

[Download and review full Application Kit and instructions](#)







# Completion Notice

To complete a completion notice:

1. Select an application from “My Open Applications.”
2. In the Sections menu, click “Related Links.”
3. In the Correspondence section, under “Completion Notice,” click “Completion Notice.”
4. Click “Create a Response.”
5. Enter your comments in the Response field.
6. In the Response Attachments section, attach the appropriate file(s).
  - a. Click the “Browse” button to locate the file(s).
  - b. Click the “Open” button to attach the file(s).
  - c. Click the “Upload” button to upload the file(s).
  - d. Repeat Steps 6a – 6c to attach more files.
  - e. To delete an attachment, select the check box next to the file and then click the “Delete” button.
7. Click the “Save as Draft” button to save the completeness response. You can retrieve it and make changes later. DHS cannot view it until you submit it as “Final.”
8. Click the “Save as Final” button to submit the completeness response as “Final.” DHS can view it and you will not be able to edit your response.





# Request for Information

During the evaluation process, the Office of SAFETY Act Implementation (OSAI) may require more information about your technology before making a final decision. If you receive an email notification referring to an RFI (Request For Information), you will be asked to submit a RFI Response. You must respond to the RFI by the due date. If you do not respond to the RFI by the due date, OSAI will change the application's status to "Closed."





# Request for Information

Log in with your User Name and Password.

The banner features the Department of Homeland Security logo on the left, the text "Homeland Security Science and Technology", and the "SAFETY Act" title in large blue letters. On the right, it says "Support Antiterrorism by Fostering Effective Technologies Act of 2002". A navigation bar below contains links for HOME, ABOUT US, APPROVED TECHNOLOGIES, HELP, FAQs, CONFERENCES, and LOGIN / APPLY NOW. A red arrow points from the text box above to the LOGIN / APPLY NOW link.

The form is titled "LOGIN/APPLY NOW" and includes a lock icon. It contains the instruction "Fields marked with an asterisk ( \* ) are required." Below this are two input fields: "\*USER NAME" and "\*PASSWORD". A blue "LOGIN" button is positioned below the fields, with a "FORGOT PASSWORD?" link underneath. A red arrow points from the text box above to the asterisk on the "USER NAME" label.





# Request for Information

In the Applicant Tools menu, select "My Open Applications."

### Applicant Tools

**Create**

- Application
- Procurement Application
- Block Designation
- Block Certification
- Renewal

**View**

- My Open Applications
- My Closed Applications

### Account Center

JOHNDOE

- Edit My Account
- Change My Password

### Creating an Application

OMB No. 1640-0001; Expires 03/31/2013  
Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number.

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[Create New DT&E Designation Application](#) (full Application for Developmental Testing and Evaluation Designation)  
[Create New Transfer Application](#) (full Application for Transfer Request)

[Download and review full Application Kit and instructions](#)





# Request for Information

To complete a request for information (RFI):

1. Select an application from “My Open Applications.”
2. In the Sections menu, click “Related Links.”
3. In the Correspondence section, click “RFI: <title>.”
4. Click “Create a Response.”
5. Enter your comments in the Response field.
6. In the Response Attachments section, attach the appropriate file(s).
  - a. Click the “Browse” button to locate the file(s).
  - b. Click the “Open” button to attach the file(s).
  - c. Click the “Upload” button to upload the file(s).
  - d. Repeat Steps 6a – 6c to attach more files.
  - e. To delete an attachment, select the check box next to the file and then click the “Delete” button.
7. Click the “Save as Draft” button to save the RFI. You can retrieve it and make changes later. DHS cannot view it until you submit it as “Final.”
8. Click the “Save as Final” button to submit the RFI as “Final.” DHS can view it and you will not be able to edit your RFI.





# Insurance Certification

If you have been granted Designation or Designation & Certification, you will be asked to provide OSAI with insurance information concerning coverage of the anti-terrorism technology. Once you have completed and submitted the insurance information, the status of the application will be "Closed." You can then correspond with OSAI concerning the application's insurance information through insurance information responses.





# Insurance Certification

Log in with your User Name and Password.

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The form is titled "LOGIN/APPLY NOW" and includes a lock icon. Below the title, it states "Fields marked with an asterisk ( \* ) are required." There are two input fields: "\*USER NAME" and "\*PASSWORD". A red arrow points from the text box above to the asterisk on the USER NAME label. At the bottom right of the form is a blue "LOGIN" button and a link for "FORGOT PASSWORD?".





# Insurance Certification

In the Applicant Tools menu, select "My Open Applications."

**Applicant Tools**

**Create**

- Application
- Procurement Application
- Block Designation
- Block Certification
- Renewal

**View**

- My Open Applications
- My Closed Applications

**Account Center**

JOHNDOE

- Edit My Account
- Change My Password

**Creating an Application**  
OMB No. 1640-0001; Expires 03/31/2013  
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# Insurance Certification

To complete an insurance response:

1. Select an application from “My Open Applications.”
2. In the Sections menu, click “Related Links.”
3. In the Insurance section, click “Insurance Certification.”
4. Click “Create a Response.”
5. Enter your comments in the Response field.
6. In the Response Attachments section, attach the appropriate file(s).
  - a. Click the “Browse” button to locate the file(s).
  - b. Click the “Open” button to attach the file(s).
  - c. Click the “Upload” button to upload the file(s).
  - d. Repeat Steps 6a – 6c to attach more files.
  - e. To delete an attachment, select the check box next to the file and then click the “Delete” button.
7. Click the “Save as Draft” button to save the insurance response. You can retrieve it and make changes later. DHS cannot view it until you submit it as “Final.”
8. Click the “Save as Final” button to submit the insurance response as “Final.” DHS can view it and you will not be able to edit your response.





# Modification Notice

The purpose of submitting a Modification Notice is to inform DHS that you have made changes or plan to make changes to your Designated Anti-terrorism Technology description. In order to complete a Modification Notice, your application status must be “Awarded” or “Pending Initial Insurance.”





# Modification Notice

Log in with your User Name and Password.

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The form is titled "LOGIN/APPLY NOW" and includes a lock icon. It contains the instruction "Fields marked with an asterisk ( \* ) are required." Below this are two input fields: "\*USER NAME" and "\*PASSWORD". A blue "LOGIN" button is positioned below the fields, and a "FORGOT PASSWORD?" link is located at the bottom right. A red arrow points from the text box above to the asterisk on the "USER NAME" label.





# Modification Notice

In the Applicant Tools menu, select "My Open Applications."

The screenshot shows a web interface with two main sections: 'Applicant Tools' and 'Account Center'. The 'Applicant Tools' section has a 'Create' sub-section with options: Application, Procurement Application, Block Designation, Block Certification, and Renewal. It also has a 'View' sub-section with options: My Open Applications and My Closed Applications. A red arrow points from the 'My Open Applications' option to a callout box. The 'Account Center' section is for user 'JOHNDOE' and includes options: Edit My Account and Change My Password. The main content area is titled 'Creating an Application' and includes OMB information, a note about OMB control numbers, and a 'First Time Applicants' section with detailed instructions and links to various application types.

**Applicant Tools**

**Create**

- Application
- Procurement Application
- Block Designation
- Block Certification
- Renewal

**View**

- My Open Applications
- My Closed Applications

**Account Center**

JOHNDOE

- Edit My Account
- Change My Password

**Creating an Application**

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# Modification Notice

To complete an modification notice:

1. Select an application from “My Open Applications.”
2. In the Actions menu, click “Create Notice of Mod” and then click “OK” on the confirmation message.
3. In the Sections menu, click “Modification Details.”
4. Update the Modification Details panel.
5. Attach the “proposed modification” file.
  - a. Click the “Browse” button to locate the file.
  - b. Click the “Open” button to attach the file.
  - c. Click the “Upload” button to upload the file.
  - d. Repeat Steps 6a – 6c to attach more files.
  - e. To delete an attachment, select the check box next to the file and then click the “Delete” button.
6. Click the “Save as Draft” button to save the modification notice. You can retrieve it and make changes later. DHS cannot view it until you submit it as “Final.”
7. Click the “Save as Final” button to submit the modification notice as “Final.” DHS can view it and you will not be able to edit your modification notice.





# Modification Notice

Before you can complete your modification notice, you must complete the online declaration.

You must select the “I agree to the terms specified by the Declaration” check box and then click the “Save as Final” button.

**ACTIONS**

- Application Actions
- Save as Draft
- Submit as Final
- Modification Instructions

**MODIFICATION TO DESIGNATION** Q-JOHNDOE-ABC123-1

**DECLARATION**

Under penalty of perjury, I declare, to the best of my knowledge and belief, that all statements made and information provided in this Application and any accompanying documents are true, correct, and complete.

Prepared By:

Title (if applicable):

Signature:

Date:

I agree to the terms specified by the Declaration





# Modification Notice

<b>ACTIONS</b>	<b>MODIFICATION TO DESIGNATION</b>	Q-JOHNDOE-ABC123-1
<b>Application Actions</b> Save as Draft Submit as Final Modification Instructions	<div style="background-color: #d9ead3; text-align: center; padding: 5px;"><b>DECLARATION</b></div> <p>Under penalty of perjury, I declare, to the best of my knowledge and belief, that all statements made and information provided in this Application and any accompanying documents are true, correct, and complete.</p> <p>Prepared By: <input type="text" value="John Doe"/></p> <p>Title (if applicable): <input type="text" value="CEO"/></p> <p>Signature: <input checked="" type="checkbox"/> (signed electronically via website)</p> <p>Date: <input type="text" value="01/14/2014"/></p> <p><input checked="" type="checkbox"/> I agree to the terms specified by the Declaration</p> <p style="text-align: right;"><input type="button" value="Save as Final"/> <input type="button" value="Cancel"/></p>	

After you click the “Save as Final” button, the application status changes to “Pending Modification.”

<b>ACTIONS</b>	<b>QATT APPLICATION</b>	Q-JOHNDOE-ABC123-1
<b>Confirmed Actions</b> Clone Application Print <b>Actions</b> Create Revision Create Notice of Mod	<p>Priority Level: Normal          Received Via: Online Form          Additional Attachments: 0  <b>Decision: Designated</b>          Status: <del>Pending Initial Insurance</del>          Substatus: <span style="border: 2px solid red; padding: 2px;">Pending Modification</span>, Pending          Contour, <del>Pending Contour</del>          Awaiting Insurance Certification, Awaiting          Contour Certification, Awaiting Contour          Certification, Awaiting RFI Response</p> <p style="text-align: right;">Submission Date: 12/09/2013          Initial Award Date: 12/10/2013          Expiration Date: 12/31/2014          Insurance Due Date: 01/31/2014          Related to Procurement: test111 - 53w5</p>	





# New Revision of an Application

If you have an application that was denied by DHS, you withdrew or closed, or if you have a Designated Technology and you want to apply for Certification, you may create a “New Revision” application. The status of the application you want to revise must be “Closed” or Designated,” and must not have been previously revised.

The Application ID number of the newly revised application will end with a suffix of “2” (or the subsequent number of the current version, if the application has been revised more than once), indicating that it is a revision of an original application.







# New Revision of an Application

Log in with your User Name and Password.

The banner features the Department of Homeland Security logo on the left, the text "Homeland Security Science and Technology" below it, and "SAFETY Act" in large blue letters in the center. To the right, it says "Support Antiterrorism by Fostering Effective Technologies Act of 2002". A navigation bar at the bottom contains links: HOME, ABOUT US, APPROVED TECHNOLOGIES, HELP, FAQs, CONFERENCES, and LOGIN / APPLY NOW (highlighted in red). A red arrow points from the text box above to the LOGIN / APPLY NOW link.

The form is titled "LOGIN/APPLY NOW" and includes a lock icon. Below the title, it states "Fields marked with an asterisk ( \* ) are required." There are two input fields: "\*USER NAME" and "\*PASSWORD". A red arrow points from the text box above to the asterisk on the USER NAME label. Below the fields is a blue "LOGIN" button and a "FORGOT PASSWORD?" link.





# New Revision of an Application

In the Applicant Tools menu, select "My Closed Applications."

### Applicant Tools

**Create**

- Application
- Procurement Application
- Block Designation
- Block Certification
- Renewal

**View**

- My Open Applications
- My Closed Applications

### Account Center

JOHNDOE

- Edit My Account
- Change My Password

### Creating an Application

OMB No. 1640-0001; Expires 03/31/2013  
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# New Revision of an Application

To complete a new revision:

1. Select an application from “My Closed Applications.”
2. In the Actions menu, click “Create Revision,” select the type of application you want to create, and then click the “Create Revision” button.

**ACTIONS**  
Create Revision

**CREATE REVISION**

Please select the application type

- Designation
- Designation and Certification
- DT&E Designation
- Block Designation

3. Complete the application as you would for that application type. The information in the ATT Details section and the required attachments will be copied from the previous application. Other content is not updated automatically based on the original application. Ensure that the correct information displays in the revised application.
4. Click the “Save as Draft” button to save the revision. You can retrieve it and make changes later. DHS cannot view it until you submit it as “Final.”
5. Click the “Save as Final” button to submit the revision as “Final.” DHS can view it and you will not be able to edit your revision.





# New Revision of an Application

Before you can complete your revision, you must complete the online declaration.

You must select the “I agree to the terms specified by the Declaration” check box and then click the “Save as Final” button.

**ACTIONS**

- Confirmed Actions
- Delete
- Application Actions
- Save as Draft
- Submit as Final
- Change Application Type
- Application Instructions

**QATT APPLICATION** Q-JOHNDOE-ABC123-2

**DECLARATION**

Under penalty of perjury, I declare, to the best of my knowledge and belief, that all statements made and information provided in this Application and any accompanying documents are true, correct, and complete.

Prepared By:

Title (if applicable):

Signature:

Date:

I agree to the terms specified by the Declaration





# New Revision of an Application

<b>ACTIONS</b> Confirmed Actions Delete Application Actions Save as Draft Submit as Final Change Application Type Application Instructions	<b>QATT APPLICATION</b> <span style="float: right;">Q-JOHNDOE-ABC123-2</span> Priority Level: Normal <span style="float: right;">Submission Date: 01/15/2014</span> Received Via: Online Form Additional Attachments: 0 <b>Status: Draft</b>
<b>DECLARATION</b>	
Under penalty of perjury, I declare, to the best of my knowledge and belief, that all statements made and information provided in this Application and any accompanying documents are true, correct, and complete.	
Prepared By:	<input type="text" value="John Doe"/>
Title (if applicable):	<input type="text" value="CEO"/>
Signature:	<input checked="" type="checkbox"/> (signed electronically via website)
Date:	<input type="text" value="01/15/2014"/>
<input checked="" type="checkbox"/> I agree to the terms specified by the Declaration <span style="float: right;"><input type="button" value="Save as Final"/> <input type="button" value="Cancel"/></span>	

After you click the "Save as Final" button, the application status changes to "Evaluation."

<b>ACTIONS</b> Confirmed Actions Clone Application Print	<b>QATT APPLICATION</b> <span style="float: right;">Q-JOHNDOE-ABC123-2</span> Priority Level: Normal <span style="float: right;">Submission Date: 01/15/2014</span> Received Via: Online Form Additional Attachments: 0 <b>Status: Evaluation</b>
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# New Revision of an Application

To view the original application on which the revision application is based, click “Related Links” in the Sections menu. A link to the original application displays in the Original Application panel.

The screenshot displays a web interface for a QATT application. On the left, there are two panels: 'ACTIONS' with options like 'Clone Application', 'Print', and 'Edit'; and 'SECTIONS' with a list including '1. Seller Information', '2. Application Details', and '3. Related Links'. The main content area shows 'QATT APPLICATION' details for ID 'Q-JOHNDOE-ABC123-2', including 'Priority Level: Normal', 'Received Via: Online Form', and 'Status: Draft'. Below this is a 'PREVIOUS' section with a 'RELATED LINKS' button. A red arrow points from the 'Related Links' button to the 'ORIGINAL APPLICATION' section, which contains a link to 'Q-JOHNDOE-ABC123-1'. Another red arrow points from the application ID 'Q-JOHNDOE-ABC123-2' to a text box explaining that the ID is incremented by 1.

**ACTIONS**  
Confirmed Actions  
Clone Application  
Print  
Actions  
Edit

**SECTIONS**  
1. Seller Information  
2. Application Details  
3. Related Links

**QATT APPLICATION** Q-JOHNDOE-ABC123-2  
Priority Level: Normal  
Received Via: Online Form  
Additional Attachments: 0  
Status: Draft  
Submission Date: 01/14/2014  
Related to Procurement: test111 - 53v5

**PREVIOUS**  
**RELATED LINKS**  
No Related Links

**ORIGINAL APPLICATION**  
[Q-JOHNDOE-ABC123-1](#)  
**EDIT HISTORY** ▶

The application ID number of the revision application is incremented by 1 (i.e., “2”).





# Change Password

Log in with your User Name and Password.

The banner features the Department of Homeland Security logo on the left, the text "Homeland Security Science and Technology" below it, and "SAFETY Act" in large blue letters in the center. To the right, it says "Support Antiterrorism by Fostering Effective Technologies Act of 2002". A navigation bar at the bottom contains links: HOME, ABOUT US, APPROVED TECHNOLOGIES, HELP, FAQs, CONFERENCES, and LOGIN / APPLY NOW (highlighted with a red arrow).

The form is titled "LOGIN/APPLY NOW" and includes a lock icon. It contains the instruction "Fields marked with an asterisk ( \* ) are required." Below this are two input fields: "\*USER NAME" and "\*PASSWORD". A blue "LOGIN" button is positioned below the fields, with a "FORGOT PASSWORD?" link underneath it. A red arrow points from the text above to the asterisk on the "USER NAME" label.





# Change Password

### Applicant Tools

**Create**

- Application
- Procurement Application
- Block Designation
- Block Certification
- Renewal

**View**

- My Open Applications
- My Closed Applications

### Account Center

JOHNDOE

- Edit My Account
- Change My Password

### Creating an Application

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Click "Change My Password."







# Change Password

### Applicant Tools

**Create**

- Application
- Procurement Application
- Block Designation
- Block Certification
- Renewal

**View**

- My Open Applications
- My Closed Applications

### Account Center

**JOHNDOE**

- Edit My Account
- Change My Password

## CHANGE PASSWORD

Fields marked with an asterisk ( \* ) are required.

**\*USER NAME** JOHNDOE

**\*OLD PASSWORD**

**\*NEW PASSWORD**

**\*CONFIRM NEW PASSWORD**

**CHANGE PASSWORD**

Complete this page and then click "Change Password."





# Change Password

Your DHS SAFETY Act password has been changed.  
You are now being logged out of the system. You  
may login using your new password now.

OK

When you click “OK,” the login page displays.





# Forgot Password



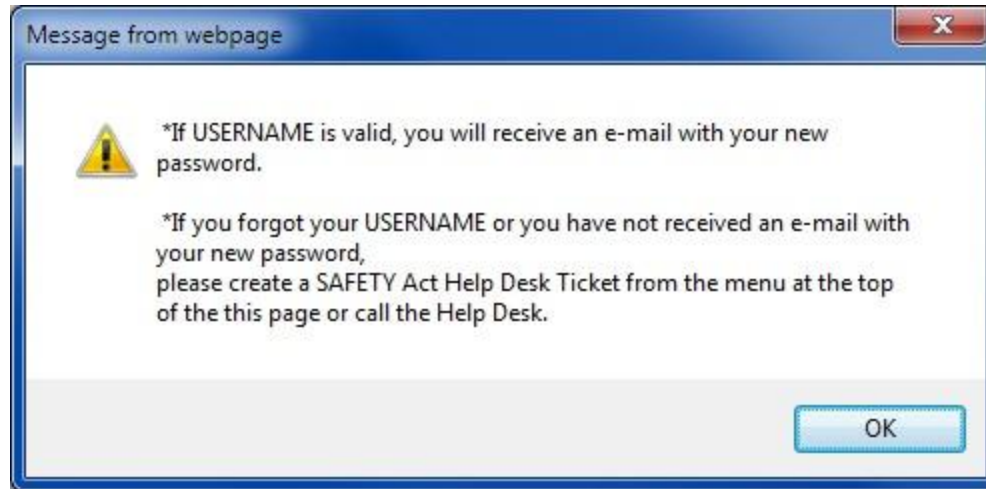
The screenshot shows a login form with a green header bar containing a logo and the text "LOGIN/APPLY NOW". Below the header, a red message states "Fields marked with an asterisk ( \* ) are required." There are two input fields: "\*USER NAME" and "\*PASSWORD". A blue "LOGIN" button is positioned below the password field. A red arrow points from the "FORGOT PASSWORD?" link below the button to the explanatory text box below the form.

If you forget your password, enter your User Name and then click "Forgot Password?"





# Forgot Password



The message above indicates that if your user name is valid, you will receive an email with a new, temporary password. If your email is valid, check your inbox for the email with your temporary password. Your password will be automatically reset to a random password with at least one uppercase letter, one lowercase letter, and one number or special character. You will be prompted to change your password the next time you log into the SAFETY Act website.

If you forgot your user name as well as your password, you must contact the help desk, i.e., complete a Help Desk Ticket.



# Help Desk

To contact the Help Desk:

Phone: 1-866-788-9318

Email: [SAFETYActHelpDesk@DHS.gov](mailto:SAFETYActHelpDesk@DHS.gov)



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