



Special Agent

[FTS]



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Introduction

As a Special Agent your responsibility is to prevent unauthorised personnel from entering the base. We use the Security System to verify each member's motto and authorization.





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FTS Responsibility

As a Special Agent your responsibility is to prevent unauthorized personnel from entering the base by making thorough checks.

We use the Security System to verify each members motto and authorization.

You must use Security Search at ALL times to prevent fired or non-DEA members from entering while filling FTS.

NoT Authorized



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FTS Procedure



When filling FTS, follow these steps:

Check B.U.M. (Badge, Uniform if required, Motto).

-Verify promoter name + tag using Security Search.

-Use !gate to open the gate if verified.



Please ensure you use the correct commands:

!deny – Incorrect or incomplete B.U.M. → Lobby

!base – Correct B.U.M ,badge, and Security check on Portal.

!train- send them to training





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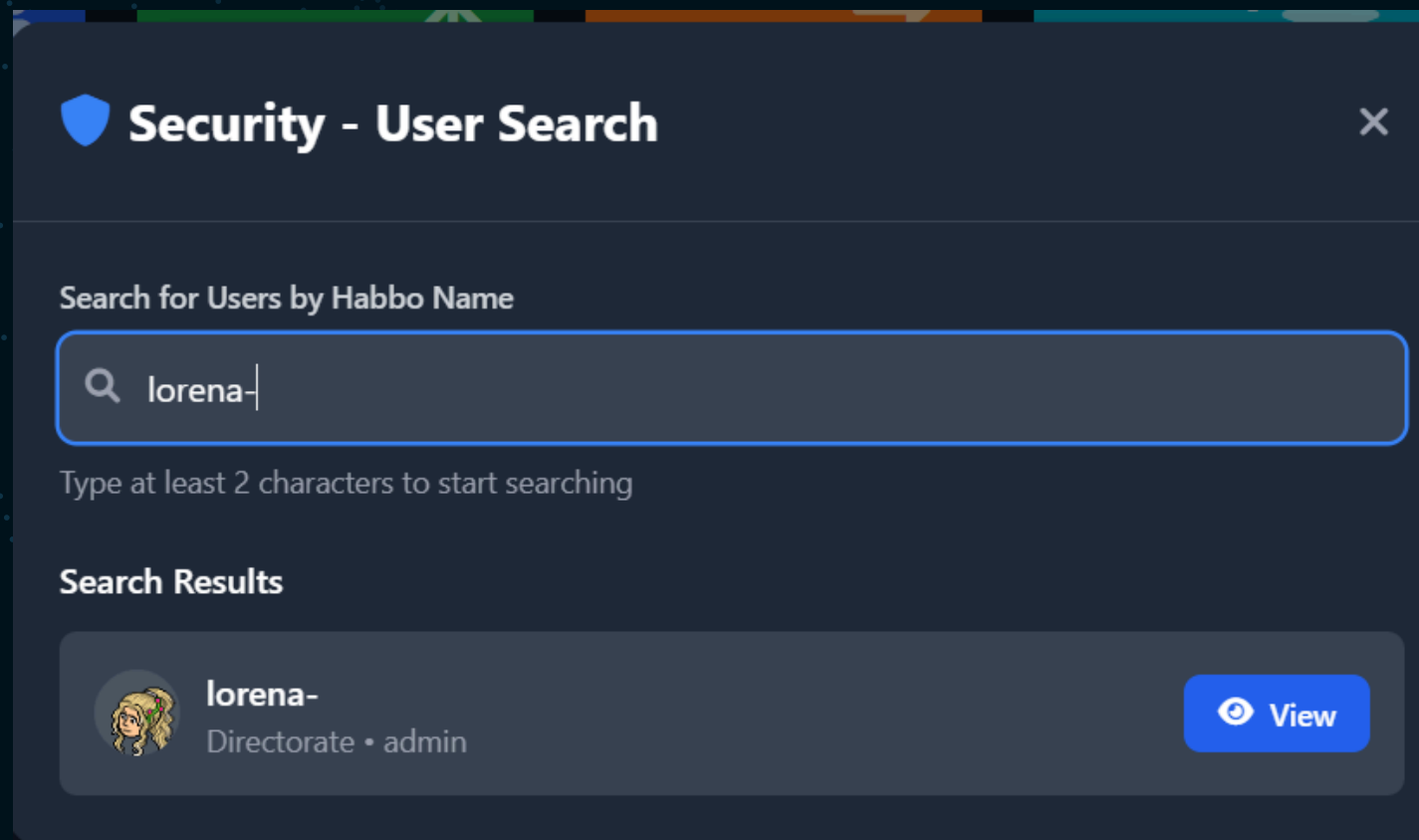
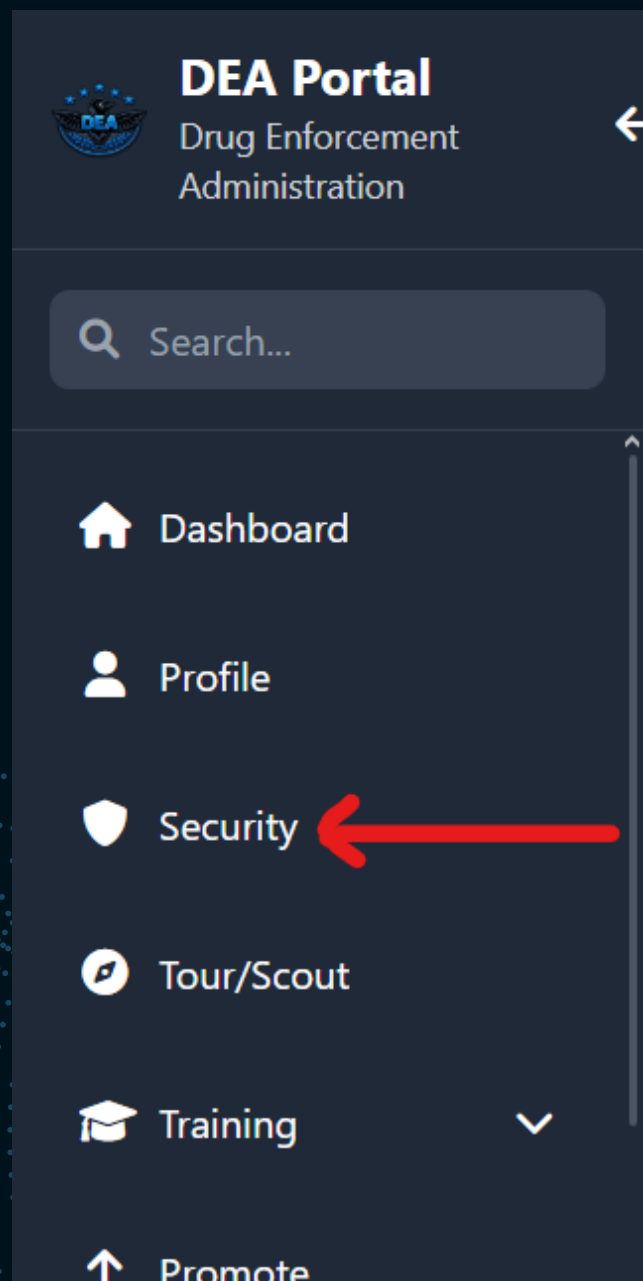
Portal Setup & Verification

To verify someone through the Portal during FTS:
Click Security on the left dashboard.

Enter the exact username.

(It is highly recommended to copy and paste the username
from whisper to avoid typos.)

Ensure the Habbo details match the Portal information



This verification ensures:

1. The member is not fired or banned.
2. The member is not double jobbing
3. The member has not self-promoted. You must check every person before granting entry.



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Portal Setup & Verification

To register on the portal
Go to: portal.habbodea.com
click "sign up here"

DEA Portal
Drug Enforcement Administration

Welcome Back

Habbo Name
Enter your Habbo Name

Password
Enter your password

Sign In

Don't have an account? [Sign up here](#)

DEA Portal
Drug Enforcement Administration

Create Account

Habbo Name *
Zarelle

Motto Verification Code *
DEA-2310
Copy this code to your Habbo motto

Password *
password

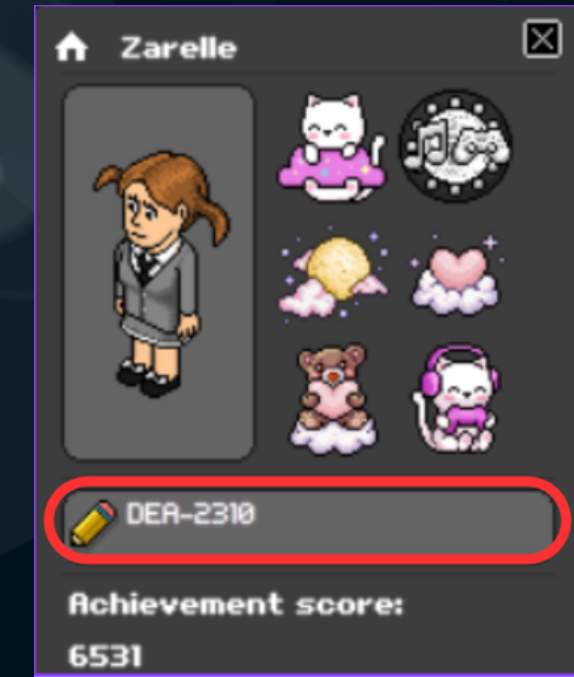
Confirm Password *
password

Current Motto
DEA-2310
This will be automatically filled when you enter your Habbo Name

Create Account

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- When registering please remember to:
- Use your EXACT habbo name
 - Use a password different to the one you use for habbo
 - Change motto to the authenticator code till it's linked



[@Portal Admin](#) > verification lorena-

Note: Request @portaladmin in Discord for verification under #portal-request



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LOA

Leave of Absence Policy (LOA)

Members who expect to be inactive for an extended period must submit an LOA request to remain in good standing within the agency.

If a member remains inactive for more than 15 days without an approved LOA, their agency badges will be removed due to inactivity.

To request an LOA, members must submit their request through the official DEA portal.

The request must include the reason for the leave and the expected duration, and it should be submitted at least 72 hours in advance whenever possible.

Please note that LOAs exceeding two (2) months require approval from a Command member or higher.

While on an approved LOA, members are not permitted to perform any agency duties, including promotions, tasks, or receiving pay, until their leave has concluded.

