

## AMRDEC SAFE Instructions

Throughout your accession processing there will be times when you will need to digitally transmit various sensitive documents, forms, and/or medical records to us for processing. Many of those documents and/or forms may contain various levels of Personal Identifiable Information (PII). This can include information such as your social security number, birthdates, and/or medical condition(s). Some of the forms you will complete, as well as, specific documents such as your medical records should not be digitally sent via an unsecured system or email address/server.

The AMRDEC SAFE website is an army site that allows you to securely upload your documents, forms, and records so that we can then securely download them for your accession processing. Here is how it works:

- (1) Go to <https://safe.amrdec.army.mil/SAFE/>
  - (2) Select the "Click Here under Non-CAC Users" button
  - (3) On this page you will:
    - a. Enter your name and email address, then confirm your email address by entering it again.
    - b. Upload the file you wish to send using the Browse function under File Information.
    - c. Select "*Privacy Act Data*" (Because the data you are sending contains private information such as Social Security Numbers, Address, Date of Birth, etc.
    - d. Leave the Deletion Date as generated. This gives us (2) days to pull down your uploaded files.
    - e. Enter the Description of the File. The description needs to contain your name and the file name: Example: USAR Accessions - SMITH, JOHN\_Medical Records.
    - f. Enter the following email address:  
[usarmy.pentagon.hqda-otjag.mbx.jaro@mail.mil](mailto:usarmy.pentagon.hqda-otjag.mbx.jaro@mail.mil)
- Then select "*add*". The email address will then populate in the Recipients List. (You can have multiple recipients). Enter the email addresses of the USAR Accessions team for all other pertinent documentation (see welcome letter), not including medical paperwork.
- g. You can enter the email settings which you prefer. We would suggest selecting "*Notify me when file(s) downloads are COMPLETED*" as this will be the only way for you to confirm that our office has received and downloaded your file.
  - h. Select "*FOUO*" which means For Official Use Only. This marks the documentation as only being transmitted for official use only.
  - i. Select the "*Upload*" button. (You will then receive an email notifying you that the file has been sent).

Once received we will then download the files for processing via a single use password token that is provided. Your files are then automatically deleted from the SAFE system and can no longer be accessed.

Below is a screenshot of an AMRDEC Safe Upload.

### File Information

|  |  |   |
|--|--|---|
| <input type="text"/>                                   | <input type="button" value="Browse..."/>             | <input type="button" value="HELP"/>                                       |
| <b>25 Maximum Files (total size cannot exceed 2GB)</b> |  |   |
| File(s):   |  |   |
| Doe DA Form 61.pdf                                     | <input checked="" type="checkbox"/> Privacy Act Data | <input type="button" value="Delete"/> <input type="button" value="HELP"/> |
| Doe DA Form 160-R.pdf                                  | <input checked="" type="checkbox"/> Privacy Act Data | <input type="button" value="Delete"/>                                     |
| Doe DA Form 3574.pdf                                   | <input checked="" type="checkbox"/> Privacy Act Data | <input type="button" value="Delete"/>                                     |
| Doe DD Form 93.pdf                                     | <input checked="" type="checkbox"/> Privacy Act Data | <input type="button" value="Delete"/>                                     |
| Doe Reserve and Active Duty Declarations.pdf           | <input checked="" type="checkbox"/> Privacy Act Data | <input type="button" value="Delete"/>                                     |
| Doe Restrictions on Personal Conduct.pdf               | <input checked="" type="checkbox"/> Privacy Act Data | <input type="button" value="Delete"/>                                     |
| Doe Certificate of Good Standing.pdf                   | <input checked="" type="checkbox"/> Privacy Act Data | <input type="button" value="Delete"/>                                     |
| Doe Law School Transcripts.pdf                         | <input checked="" type="checkbox"/> Privacy Act Data | <input type="button" value="Delete"/>                                     |
| Doe Undergrad Transcripts.pdf                          | <input checked="" type="checkbox"/> Privacy Act Data | <input type="button" value="Delete"/>                                     |
| Doe Birth Certificate.pdf                              | <input checked="" type="checkbox"/> Privacy Act Data | <input type="button" value="Delete"/>                                     |
| Doe DD Form 368.pdf                                    | <input checked="" type="checkbox"/> Privacy Act Data | <input type="button" value="Delete"/>                                     |
| Doe Security Clearance Worksheet.xlsx                  | <input checked="" type="checkbox"/> Privacy Act Data | <input type="button" value="Delete"/>                                     |

Deletion Date:

**Max is 14 days from TODAY**

Description of File(s):

**Do NOT enter Privacy Act Data (PII) in the description.**

If you have the ability of combining like files, such as combining the PDF files as one, you may certainly do so. AMRDEC Safe has the capacity to send all files at once, as shown above. Please avoid sending multiple AMRDEC Safe downloads. Wait until you have all documents together and send them at once. The exception to this are individuals are not yet members of the bar. You will send all required documents by the deadline specified on the website and then send your Certificate of Good Standing once received.