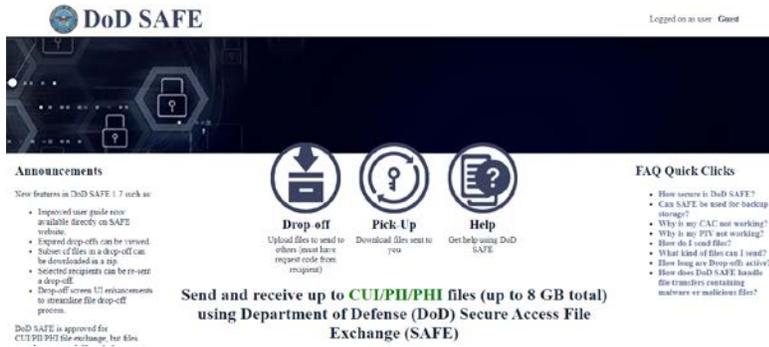


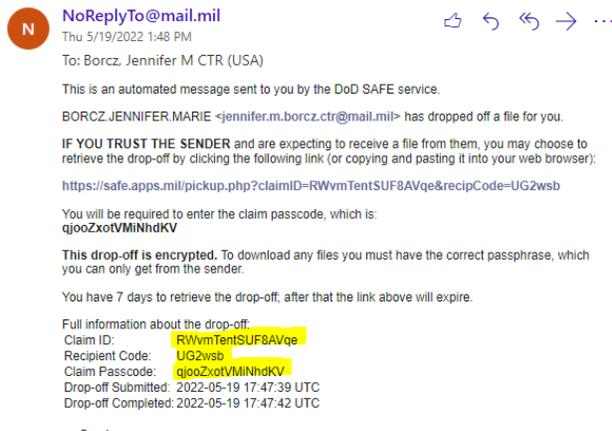
DoD Safe Instructions for Pick Up and Drop Off

DoD Safe Main Page (<https://safe.apps.mil/>)

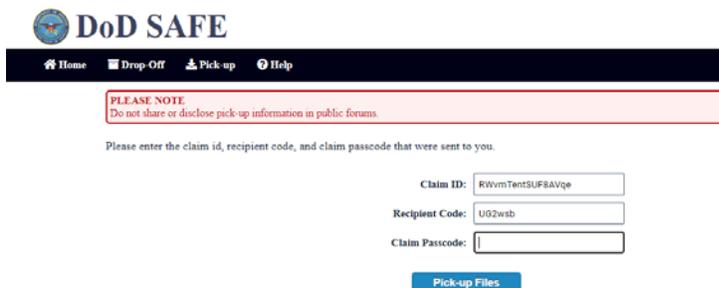


Pick Up (Downloading Files)

You will receive an email that will look like the example below, with some differences based on the Specialist sending the request:



The important pieces here are highlighted above. If you are unable to use the link exactly as is, you may go to the DoD Safe site (<https://safe.apps.mil/>), select the Pick-Up button and enter the highlighted information. If you do use the link you will go directly to the DoD Safe pick up page with the Claim ID and Recipient Code already pre-filled, as shown here:



To access the file, simply enter the Claim Passcode as shown in the email (you can copy and paste the passcode) and click “Pick-Up Files”

The next screen shows the file (s) to pick up. You can select each file as shown below or click Download All Files:

Drop-Off Details

[Print Details](#)

Click on a filename to download that file.

Sender:

BORCZ.JENNIFER.MARIE <jennifer.m.borc.ctr@mail.mil> DCSA

Submitted:

2022-05-19 17:47:39 UTC

Comments:

Completed:

2022-05-19 17:47:42 UTC

Files

[Download All Files](#)

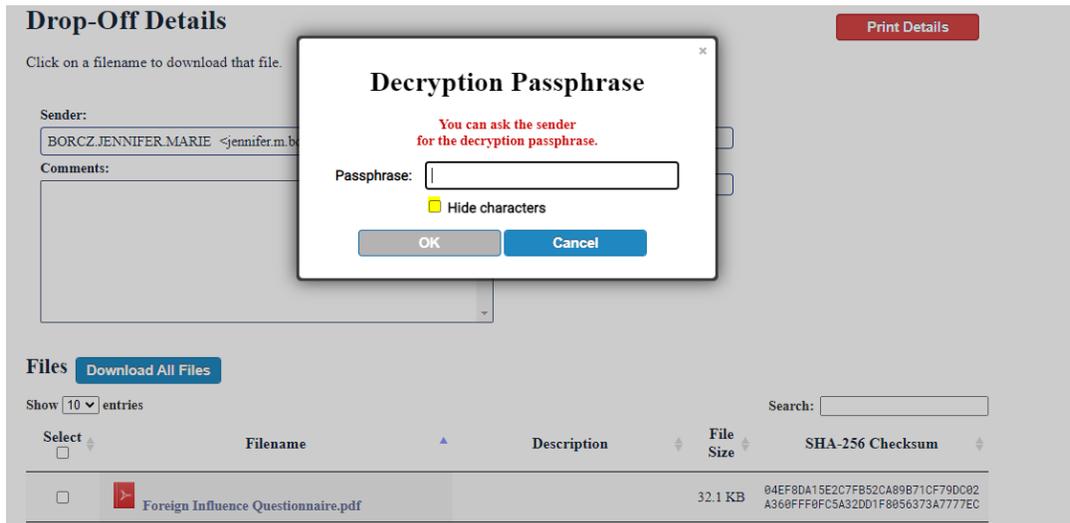
Show 10 entries

Search:

Select	Filename	Description	File Size	SHA-256 Checksum
<input type="checkbox"/>	 Foreign Influence Questionnaire.pdf		32.1 KB	04EF8DA15E2C7FB52CA89B71CF79DC02 A360FFF0FC5A32DD1F8056373A7777EC

Showing 1 to 1 of 1 entries

Since the files contain Subject PII, it will be encrypted. Please refer to the initial email you received which included the passphrase. You will need to enter the passphrase (or CTRL V) into the below box as shown when downloading the file(s):



Drop-Off Details [Print Details](#)

Click on a filename to download that file.

Sender: BORCZ.JENNIFER.MARIE <jennifer.m.borc.ctr@mail.mil> DCSA

Comments:

Files [Download All Files](#)

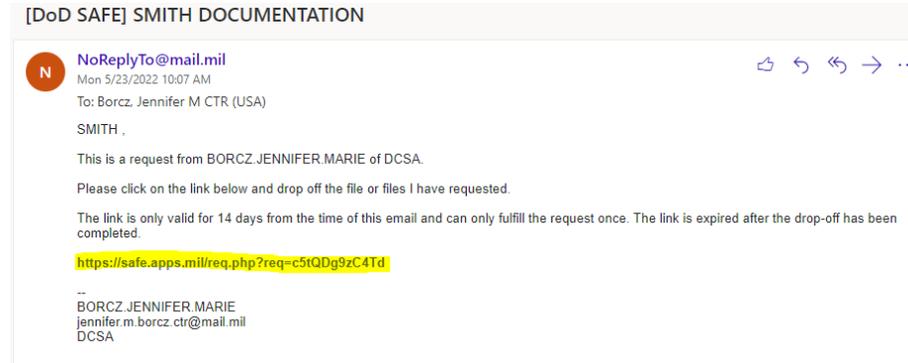
Show 10 entries Search:

Select	Filename	Description	File Size	SHA-256 Checksum
<input type="checkbox"/>	 Foreign Influence Questionnaire.pdf		32.1 KB	04EF8DA15E2C7FB52CA89B71CF79DC02 A360FFF0FC5A32DD1F8056373A7777EC

You can also uncheck the box to show characters so you can check your passphrase before clicking the OK button.

Drop Off (Uploading Files)

You will receive an email with a Subject line similar to the following: [DoD Safe] Smith Documentation/Record, with Subject's last name (Ex Smith) and the type or Release/Document being requested:



As before, you can click the link (as highlighted above) copy and paste the link, or simply go to the DoD Safe site as outlined in the first page of this document and select the Drop-Off button.

This web page will allow you to drop-off (upload) one or more files (up to 8 GB total) for anyone (either a DoD user or others). The recipient will receive an automated email containing the information you enter below and instructions for downloading the file.

DoD SAFE does not guarantee delivery of documents within a specified time period under 4 hours. File transfers of malware or malicious files are not supported.

From: SMITH <jennifer.m.borcz.ctr@mail.mil>

To: BORCZ.JENNIFER.MARIE <jennifer.m.borcz.ctr@mail.mil>

Short note to the Recipients:

Encrypt every file (REQUIRED FOR CUI, PII, AND PHI)

Send me an email when the Drop-Off is completed

Send me an email when each recipient picks up the files

* Note should not contain CUI, PII, PHI, or the Encryption Passphrase

1000 / 1000 left

Confirm that the files in this upload do NOT contain classified information. By checking this box, you are confirming that the files do not contain classified information and are aware that your organization will be held accountable for non-compliant data sent through the system.

[Click to Add Files or Drag Them Here](#) [Send Drop-off](#)

For the "To:" field, please do not make any changes.

When you upload the file(s), there is the top right box highlighted that says "Encrypt every file (REQUIRED FOR CUI, PII, AND PHI)" you MUST select this top box as DoD Safe will not prompt you to check the box and create a unique passphrase that you will need to provide us separately so that we can retrieve the files.

Encryption Passphrase

This passphrase will not be sent to the recipients.
You need to do this yourself.

Passphrase:

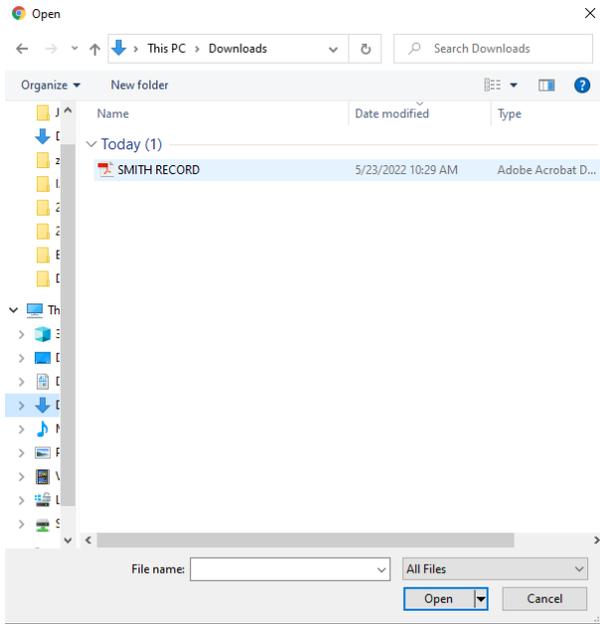
And again:

OK

Encrypt every file

The second box (which is checked by default) means that you will get an email notification when your documentation/record has successfully sent. The third box (also checked by default) is when you will get a notification when we have picked up the documentation/record.

To upload the file you have two options. You can simply click and drop the files from your computer storage to the blue button at the bottom of the screen that reads “Click to Add Files or Drag Them Here”, or click that same button to open a dialog box to upload. Selecting files here will add them to the upload section as well:



You may enter a description for each file, but you do not need to do so.

SMITH <jennifer.m.borcz.ctr@mail.mil>

To:

BORCZ.JENNIFER.MARIE <jennifer.m.borcz.ctr@mail.mil>

Short note to the Recipients:

Encrypt every file (REQUIRED FOR CUI, PII, AND PHI)

Send me an email when the Drop-Off is completed

Send me an email when each recipient picks up the files

* Note should not contain CUI, PII, PHI, or the Encryption Passphrase
1000 / 1000 left

Confirm that the files in this upload do NOT contain classified information. By checking this box, you are confirming that the files do not contain classified information and are aware that your organization will be held accountable for non-compliant data sent through the system.

[Click to Add Files or Drag Them Here](#) [Send Drop-off](#)

Files are not uploaded until **Send Drop-off** is clicked.

Filename	Size	File Description
1: SMITH RECORD.pdf	190.0 KB	<input type="text" value="Enter a file description"/> ✘
190.0 KB / 8192 MB		

Once you have uploaded all requested files, you will have to check the above box highlighted by confirming the files you have uploaded do NOT contain classified information. Once this box is checked and you have confirmed you have encrypted the documentation/record, you will be able to click the button "Send Drop-off"



Logged on as user: BORCZ.JENNIFER.MARIE

[Home](#)
[Drop-Off](#)
[Request a Drop-Off](#)
[Pick-up](#)
[Outbox](#)
[Help](#)
[Logout](#)

Drop-Off Completed

[Print Details](#)

Your files have been sent successfully.

This drop-off is encrypted with a passphrase known only to the sender.

Sender:	Submitted:	Picked Up:
SMITH <jennifer.m.borcz.ctr@mail.mil> DCSA	2022-05-23 14:41:47 UTC	No
Comments:	Completed:	Expired On:
<div style="border: 1px solid #ccc; height: 60px;"></div>	2022-05-23 14:41:51 UTC	Not Expired
	Claim Passcode:	Deleted By:
	snMQkf9uXazmkeTD	Active
	Request Code:	
	c5tqdg9zc4td	

Recipients

Show 10 entries

Search:

Recipient	Download URL	Action
BORCZ.JENNIFER.MARIE <jennifer.m.borcz.ctr@mail.mil>	https://safe.apps.mil/pickup.php?claimID=9QzAnVMo8vBobDjw&recipCode=6yPeUZ	

Showing 1 to 1 of 1 entries

« < 1 > »

Files

Show 10 entries

Search:

Filename	Description	File Size	SHA-256 Checksum
SMITH RECORD.pdf		190.0 KB	6C6FAB24643CAB1839B3564C86EF2384 145F8EEB02E99C1EBE512E276214BA19

Showing 1 to 1 of 1 entries

« < 1 > »

Pickup History

None of the files have been picked up yet.

Once you reach this screen above showing that the Drop-Off was completed, you can safely leave the DoD Safe web site.

After you have completed the upload, please respond to the email you received from the Investigator to provide them the passphrase you used to encrypt the files.