DOD SAFE

WALKTHROUGH

DROP-OFF & UPLOADING YOUR PACKETS

From this page, you will click "Drop-Off" as shown.

ADDING RECIPIENTS

From this page, you will add OSS Help Desk as the name of the recipient, and place the email address provided below. Click Add & Close.

OSS Help Desk: dha.san-diego.san-diego-nmc.mbx.oss-help-desk@health.mil

ADDING NOTES AND ENCRYPTING

From this page, you may add any pertinent information you think necessary that our staff members need to know. This section can also be used to add other contact information such as phone numbers. After your note, please click "Encrypt every file" and proceed to the next slide.

ADDING PASSPHRASE PROTECTION

From this page, you will need to add a passphrase that is at least 10 characters long.

This passphrase will not be KNOWN to the recipient.

-The sender will need to provide the recipient with the passphrase so that we may open your attachments.

ALMOST FINISHED!

From this page, we recommend placing your passphrase into the notes section, so that the staff members receiving your encrypted message, may open the contents and provide services based on your needs.

Once this completed, please click the box "Click to Add Files or Drag Them Here" and proceed to the next slide.

PLEASE NOTE

NO CLASSIFIED INFORMATION IS ALLOWED ON DOD SAFE

Any files containing PII/PHI must be encrypted prior to uploading or by checking the Encrypt every file box in this form!

Uploaded files are scanned for viruses.

This web page will allow you to drop-off (upload) one or more files 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.

From:

PARSONS.BRANDON.ERIC   <brandon.e.parsons2.mil@mail.mil>   USN

To:

⊕

Short note to the Recipients:

Enclosed are OSS paperwork for Child 1, Child 2, Spouse, etc.

PASSPHRASE: 1234567899 (Example)

905 / 1000 left

☑ **Encrypt every file (REQUIRED FOR PII/PHI)**
☑ **Send me an email when each recipient picks up the files**

Click to Add Files or Drag Them Here

SEND IT!

From this page, you will notice your attachments listed. We kindly ask that each packet be scanned separately to reduce the chances of PII getting mixed up with other family member packets. This will reduce your screening time and allow us to maintain and organized tracking method. Once your packets are uploaded, click "Drop-off Files" and let your files get scanned and encrypted. That's it! An email will be sent to the group, and you will receive a notification when it's opened and completed.

QUESTIONS?

dha.san-diego.san-diego-nmc.mbx.oss-help-desk@health.mil