Process for sending files with

DoD Safe

No need to send documents to DIRAUX by US Mail

Send scanned documents electronically to DIRAUX through **DoD Safe**

DoD Safe is a secure file exchange site for the DoD



Simple Process

- Send an email to (<u>d05-smb-d5-diraux@uscg.mil</u>) DIRAUX shared inbox requesting a "DoD Safe Drop"
- DoD Safe then sends you an email with instructions

Click on the link sent





INSTRUCTIONS

- After clicking the link in the email, you will be taken to DoD Safe
- Check the box at the bottom to confirm that the file does NOT contain classified information
- If the file being sent has Personal Identity Information (PII) then check the first box so that it gets encrypted
- It will then prompt you to enter a passphrase



INSTRUCTIONS

- Enter and re-enter a passphrase and select OK
- Remember to send this passphrase you created to the DIRAUX shared inbox after you get through these slides
- Then select "Click to Add Files or Drag Them Here"

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Favorites	Name	Date Modified V Si	ze	Kind				
🛅 Dropbox	🔹 Enrollment Form - Asher Chaudry (Flotilla 054-23-04).pdf	Today at 8:11 PM	32.9 MB	PDF Docum	ment			
Ownloads	DoD Safe.pptx	Yesterday at 10:18 PM	5.8 MB	PowerPoint	t Presentat	tion (.pptx)		
🛅 On My Mac	a7007_Rev 11_23-04 (SOUTH RIVER).pdf	Yesterday at 8:41 PM	671 KB	PDF Docum	nent			

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INSTRUCTIONS

- File Explorer (PC) or Finder (MAC) will open automatically
- Find the file(s) you want to upload
- Click on the file(s) that you need to send
- Click "Open" at the bottom right of the screen (not shown here)
- Note: MULTIPLE files can be sent on this one Safe drop. Make sure each file is in its own separate PDF

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	This information system is approved for CUI and PII/PHI data	_	
	Do not share or disclose drop-off information in public forums.		
	his web page will allow you to drop-off (upload) one or more files (up to 8 GB total) for a DoD user. The recipient will receive an automated email containing the formation you enter below and instructions for downloading the file.		
	oD 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.		
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	Paul Feinberg <feinbergp2000@yahoo.com></feinbergp2000@yahoo.com>		
	0:	_	
	REVIS.JOANNE.LUCUS <joannel.revis@uscg.mil></joannel.revis@uscg.mil>		
	hort note to the Recipients:		
	Here is the request for the drop you requested. Please ensure that you check the block to indicate that there is PII on the attachment. You will not be prompted for this, you will have to check the block from the screen. When it's done, please send the pass phrase you created to the DIRAUX shared inbox. This will allow for me to open the document when I receive the notification. Thank you.	II)	INSTRUCTIONS If previous steps done
	Note should not contain CUI, PII, PHI, or the Encryption Passphrase		
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	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.		the file name appear
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	Filename Size File Description		
	1: Enrollment Form - Asher Chaudry (Flotilla 05, 31.4 MB Enrollment Form and Birth Certificate &		
	31.4 MB / 8192 MB		
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	WARNING! This Department of Defense internet computer system is subject to monitoring at all times.		
ver: WEB01	Unauthorized access is prohibited by Public Law 99-474 (The Computer Fraud and Abuse Act of 1986). Users are advised to read and agree to the Security Notice.		

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	Short note to the Recipients:				_									
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			WARNING! This Depar	tment of Defense internet comp	uter system is subject t	to monitoring at all times.								
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- Once the upload completes, you will see this screen
- Says "Your files have been sent successfully
- You'll see your file or files listed below
- Select "Print Details" (upper right) for your records

Email Confirmation will automatically be sent to you from NGSafe

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This information system is approved for CUI and PII/PHI data





Announcements

New features in DoD SAFE 1.7 such as:

- Improved user guide now available directly on SAFE website.
- · Expired drop-offs can be viewed.
- Subset of files in a drop-off can be downloaded in a zip.
- Selected recipients can be re-sent a dropoff.
- Drop-off screen UI enhancements to streamline file drop-off process.

DoD SAFE is approved for CUI/PII/PHI file exchange, but files must be encrypted. How do I encrypt files?



• File size, custom the performance of files are factors in the total upload/download time of files. DoD SAFE is not recommended for time sensitive file transfers.



Backup

	U.S. Depa United	States Coas	and Security	DIRECTORATES	LINITS	AUX ASSOC	COAST GUARD			
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 About Division Staff List 	23	INQUIRIES:								
Our Mission		Division Commande Margaret J. Butler	r (DCDR)							
What's New		- mbutier@usa.com C: (301) 466-4299, W: (571) 227-3966								
Training Caler	ndar	Division Vice Comm Mark Stephen Camp	ander (VCDR) obell							
Division Caler	ndar	Human Resources (SO-HR)							
Boating Cours	ses	David Richard Keys	er							
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Join Us!										
Navigation Sy	stems									
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 Contact email needs to be Margaret's; this is John Leben's email