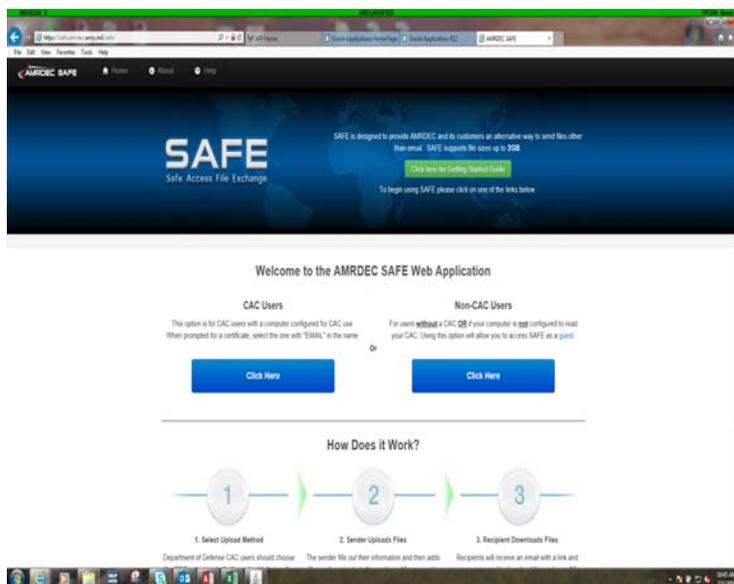


# Instructions for uploading packages into AMRDEC

1. Go to the link <https://safe.amrdec.army.mil/safe/>



2. Click the blue box for CAC Users.
3. Type in your first & last name, and then your email address.
4. Click on 'browse' and find your file that you want to upload into AMRDEC.
5. Double click on the file, and it will show up below the 'Browse' button and select the Privacy Act Data box if there is FOUO within the package.
6. To the right, type in the Description of the File, based on the announcement message of the course/opportunity you are applying for.
7. Scroll down to 'Recipient Information' and enter the email address provided in the announcement message, under submission instructions. It will be an NGB Org Box email.
8. Once the email address is typed in the email address box, click 'add', it will then show the email address in the 'recipients list' box.
9. Under Email settings; click on any of the boxes you desire for the protection of your package. The 'Notify Me' boxes is how you can track if NGB/HRT has received and downloaded your package.
10. Click "upload".
11. You will get the 'SAFE Usage Policy' message – click 'I agree' to submit your package
12. Your screen will show a message that your package was successfully uploaded.
13. You will receive an automatic email stating that your file was uploaded and how long it will be available for NGB/HRT to download.
14. At this point your action is complete. You or whoever uploaded your package will receive an email when one of the staff at NGB/HRT has downloaded your package.

Please remember it is the applicant's responsibility to provide and ensure receipt of a complete application by the required deadline. NGB/HRT highly recommends that organizations or unit members submitting applications on behalf of their members provide those members a courtesy copy of the final submission.