

INFORMATION TO SUBMIT MISSOURI ARMY GUARD STATE TA PACKET USING SAFE

The preferred method of submitting applications is email. State TA Applications contain a small degree of Personal Identifiable Information (PII). You may protect that PII by sending your State TA Application encrypted through SAFE (<https://safe.amrdec.army.mil/SAFE/>). If you cannot email your application you may hand carry or mail it to the address listed below:

The Adjutant General of Missouri
ATTN: NGMO-PER-INC (State TA)
2302 Militia Drive
Jefferson City, MO 65101-1203

*******SEND YOUR ENTIRE APPLICATION IN ONE .PDF FILE TO ng.mo.moarnq.mbx.per-inc-stateta@mail.mil** (SAFE Instructions are below).

SAFE Instructions: Website: <https://safe.amrdec.army.mil/safe>

1. Select accordingly if you are accessing the website from a computer with CAC Access or not. Note: Either option will allow you to send an encrypted file.
2. Enter or confirm your name is entered, then enter email address (all e-mail addresses work with SAFE).
3. Click Browse to attach your .pdf file and once selected it will appear under File(s) (Applications must be submitted as one file).
4. Once you see the file, click the Box next to Privacy Act Data.
5. To the right, in the Box "Description of Files," please enter the following: "State TA Application, Semester, Quarter, Term, or Equivalent, Your Last Name" (ie: State TA Application, Fall 2016, Smith)
6. Under Recipient Information enter the email address: ng.mo.moarnq.mbx.per-inc-stateta@mail.mil and Click Add.
7. Confirm the e-mail address has moved to the Recipients List Box next to where you entered it.
8. Under Email Setting, Click on the following boxes:
 - Encrypt email message when possible.
 - (Optional) Notify me when file(s) downloads are STARTED (system generated email).
 - Notify me when file(s) downloads are COMPLETED (system generated email).
 - Require CAC for Pick-up (all recipients will need to log in with a CAC to download file(s)).
9. Click on FOUO.
10. Click Upload.

For questions concerning the Army Guard State TA Program, contact the State TA Manager at 573-638-9500 extension 37689.

INFORMATION TO SUBMIT MISSOURI AIR GUARD STATE TA PACKET USING SAFE

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For questions concerning the Air Guard State TA Program, contact the State TA Manager at 573-638-9500 extension 37469.