

SF52 REQUEST FOR PERSONNEL ACTION SUBMISSION INSTRUCTIONS

SF52 Submission: Submit your SF52's to: Missouri National Guard Headquarters, ATTN: NGMO-HRD-Z, 2302 Militia Drive, Jefferson City, MO 65101- 1203 or using SAFE (<https://safe.amrdec.army.mil/SAFE/>) in one .pdf file to ng.mo.moarng.mbx.jfmo-hr-technician-sf-52s@mail.mil [TECH] or ng.mo.moarng.mbx.jfmo-hra-agr-sf-52s-only@mail.mil [AGR]

SF52'S SUBMITTED AS AN UNENCRYPTED E-MAIL ATTACHMENT WILL NOT BE ACCEPTED.

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) (Documentation 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:
"Action Requested", "Position Title", "Last Name and Unit"
(ie: Request to Fill, Human Resources Assistant (Military) GS-06, vice Smith, HSC 935th ASB)
6. Under Recipient Information enter the email address:
ng.mo.moarng.mbx.jfmo-hr-technician-sf-52s@mail.mil [TECH] or
ng.mo.moarng.mbx.jfmo-hra-agr-sf-52s-only@mail.mil [AGR] 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.