



**DEFENSE SECURITY COOPERATION AGENCY  
201 12TH STREET SOUTH, STE 203  
ARLINGTON, VA 22202-5408**

OCT - 9 2014

MEMORANDUM FOR DEPUTY ASSISTANT SECRETARY OF THE ARMY FOR  
DEFENSE EXPORTS AND COOPERATION  
DEPUTY ASSISTANT SECRETARY OF THE NAVY FOR  
INTERNATIONAL PROGRAMS  
DEPUTY UNDER SECRETARY OF THE AIR FORCE FOR  
INTERNATIONAL AFFAIRS  
DIRECTOR, DEFENSE CONTRACT MANAGEMENT AGENCY  
DIRECTOR, SECURITY ASSISTANCE, DEFENSE FINANCE AND  
ACCOUNTING SERVICE  
DIRECTOR, DEFENSE INFORMATION SYSTEMS AGENCY  
DIRECTOR, DEFENSE THREAT REDUCTION AGENCY  
DIRECTOR, NATIONAL GEOSPATIAL-INTELLIGENCE AGENCY  
DIRECTOR, MISSILE DEFENSE AGENCY  
DIRECTOR, DEFENSE LOGISTICS AGENCY  
DIRECTOR, DEFENSE LOGISTICS INFORMATION SERVICE  
DIRECTOR, DEFENSE LOGISTICS AGENCY DISPOSITION  
DEPUTY DIRECTOR FOR INFORMATION ASSURANCE,  
NATIONAL SECURITY AGENCY

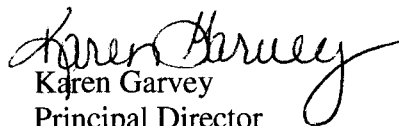
SUBJECT: Security Cooperation Information Portal (SCIP) Electronic Token Distribution and Replacement Policy, DSCA Policy 14-11

Reference: Enrollment Process for the Security Cooperation Information Portal (SCIP) (DSCA 03-11)

Reference policy describes the initial Security Cooperation Information Portal (SCIP) enrollment process for the Purchasers, their agents, and Foreign Service Nationals employed by U.S. DoD Security Cooperation Offices (SCOs) in country.

The attached policy provides the latest guidance on the SCIP electronic token allocation process, identifies the process and costs associated with the Purchaser's procurement of additional electronic tokens beyond the initial quantity issued by DSCA, and defines the process for replacing expiring, lost and inoperable SCIP tokens. Also provided is guidance regarding unused SCIP tokens.

If you have any questions concerning this guidance, please contact Mr. Brent Pearlstein, [brent.pearlstein@dsc.mil](mailto:brent.pearlstein@dsc.mil), (703) 601-3748. If you have questions regarding the Security Assistance Management Manual, please contact Mr. Kent Bell, DSCA STR/SPI, [kent.bell@dsc.mil](mailto:kent.bell@dsc.mil), (703) 604-6612.

  
Karen Garvey  
Principal Director  
Strategy Directorate

Attachment:  
As stated

cc:

AFRICOM  
CENTCOM  
EUCOM  
NORTHCOM  
SOUTHCOM  
PACOM  
TRANSCOM  
SOCOM  
STATE/PM-RSAT  
USASAC  
SATFA  
TRADOC  
NAVSUP WSS  
NETSAFA  
AFSAC  
AFSAT  
DISAM  
MARCOR IP  
SCETC  
USCG International Affairs (G-CI)



# Security Cooperation Information Portal (SCIP) Electronic Token Distribution and Replacement Policy

## **Roles and Responsibilities**

Host Nation Token Administrators (HNTAs) will be responsible for receiving, controlling, and distributing RSA SecurID tokens provided by the DSCA SCIP Program Office. RSA SecurID tokens are the required authentication devices that each international customer must use to access SCIP. A unique token is assigned to each international customer user. In a related role, HNTAs will also be responsible for identifying/approving the user permissions and system capabilities assigned to each international customer or their agent (e.g. freight forwarder), and will also serve as the approving official for resetting and/or modifying existing international customer accounts. All international customer requests for SCIP access, to include international customer users employing RSA SecurID tokens and/or Common Access Cards (CAC), must be coordinated and submitted through the HNTA. Please note that Foreign Service Nationals employed by the United States obtain access to SCIP through a different process. Routing all requests for SCIP access through the HNTA ensures that all international customer token and account requests are coordinated, country data is only made available to authorized users, and information assurance is maintained. This also gives the HNTA:

- 1) The opportunity to consolidate requirements among all token requestors,
- 2) The ability to identify and collect inactive or disabled SCIP tokens, and
- 3) The ability to minimize expense by redistributing SCIP tokens with low usage, rather than ordering new tokens.

## **Base Allocations**

The base allocation or the number of initial tokens issued to the international customer is based upon their total program value and the number of active cases that are currently open. The number of initial tokens made available to each international customer may be discussed between the HNTA and the SCIP token administrator, who may be reached at [dsc.sciphelp@mail.mil](mailto:dsc.sciphelp@mail.mil). The initial token base allocation will be provided at no cost to the international customer as they are funded by the FMS Administrative Surcharge. SCIP tokens have an active life span of five (5) years after date of manufacture, after which time they electronically expire based upon an end-of-service date. DSCA will replace the base allocation quantity, normally contacting the customer 90 days prior to the end of the active token life.

DSCA will review token base allocation quantities for each international customer on an annual basis, to determine if any significant program value changes have occurred, necessitating an increase or decrease in the base allocation quantity. Any changes to the base allocation quantity will be discussed with the international customer prior to the issuance of additional tokens. The SCIP Program Manager is the final decision authority on issuance of initial tokens, replacement tokens, customer purchased tokens, or allocation changes.

## **Supplemental Allocations**

Supplemental allocations of SCIP tokens may be made by DSCA based upon “demonstrated usage” of the tokens provided in the base allocation. Supplemental SCIP tokens must:

- 1) be requested by the HNTA, and
- 2) approved by the DSCA SCIP Program Manager.

The quantity of supplemental SCIP tokens issued to an international customer will equal twice the base allocation or base allocation plus 10, whichever is less. (For example, if the international customer base allocation is 6, then the supplemental token calculation would be  $6 \times 2 = 12$ , or  $6 + 10 = 16$ , whichever is less). Using this example, up to twelve (12) total tokens (base allocation + supplemental allocation) could be issued at no cost, based upon an HNTA request.

The total quantity of supplemental SCIP tokens issued will also be reviewed annually, taking into consideration any minor token increments which may have been issued during the year. The supplemental quantity is not added to the base quantity for replacement purposes. The SCIP Program Manager will determine whether an international customer will be charged for supplemental tokens based upon SCIP utilization/token activation, changes in program value, or other circumstances.

## **International Customer Purchased Tokens**

The international customer may also purchase a quantity of SCIP tokens in excess of the sum of the base allocation and the supplemental allocation, when the international customer has determined that existing token numbers are outpacing SCIP access demands. The quantity of SCIP tokens to be purchased by the international customer must be approved by the SCIP Program Manager, in advance of the purchase, due to SCIP hardware constraints and licensing limitations. The current estimated cost for a 5 year SCIP token is between \$65.00 to \$71.00 each. The HNTA must contact the SCIP token administrator at [dsca.sciphelp@mail.mil](mailto:dsca.sciphelp@mail.mil) to purchase new token models.

The international customer may purchase SCIP tokens by employing one of two different acquisition methods:

- 1) Requisitioning via an active FMS Case, or
- 2) A Direct Commercial Sale (DCS) from RSA, Inc., or one of its authorized resellers, which can be identified by the SCIP token administrator

All newly purchased RSA SecurID tokens are delivered with preloaded software, which allows DSCA to establish and activate accounts for each individual token, and electronically define the token expiration date. Regardless of the acquisition method used, the preloaded software must be delivered directly to the SCIP Help Desk by RSA or its reseller, to minimize the chance of software modification. The software will reside with the SCIP Help Desk for security purposes while the tokens will be provided to the international customer.

If an international customer uses an FMS case to procure SCIP tokens, the preferred method is to issue a non-standard requisition against a blanket order case using the part numbers obtained from the SCIP token administrator. A defined line case can also be used for requisitioning SCIP tokens as long as the Implementing Agency can support the effort. In either case (FMS or DCS), special shipping instructions should be provided to the vendor, to ensure that the software is delivered directly to the SCIP Help

Desk. SCIP tokens purchased directly by the international customer, through FMS or DCS, will be replaced at the expense of the international customer.

### **Replacement of Tokens**

Approximately 90 days prior to the expiration of a token, the SCIP token administrator will alert the HNTA of expiring tokens, providing the serial numbers of those tokens soon to expire. (Note: The token expiration date is engraved on the back of the token, and can be readily viewed by the token holder or HNTA). The base allocation quantity will be replaced by DSCA at no additional cost to the customer and may actually increase. The supplemental allocation quantity will be reviewed, addressing such factors as program size and token usage patterns, and may or not be replaced at no additional cost, depending upon the results of the review. Customer purchased tokens may be replaced at the international customer's expense at any time, on a one-for-one basis, without seeking DSCA approval, unless a quantity increase is desired, at which time the approval should be sought to avoid overtaxing the SCIP servers. In the case of international customer-purchased tokens, the DSCA 90 day token expiration notice will also be provided, but only serves as a reminder that tokens to be replaced at international customer expense are due to expire.

If a token is lost or becomes inoperable, the HNTA will immediately notify the SCIP Helpdesk at [dsca.sciphelp@mail.mil](mailto:dsca.sciphelp@mail.mil). The Help Desk will de-activate the affected token and send a replacement to the proper HNTA should replacement be warranted according to SCIP review of usage and allocation records. This replacement token will be posted to the supplemental tokens count for the affected country. Upon receipt of the new token, normal activation and accounting procedures will be followed.

International customers that are not currently using their SCIP tokens, and do not plan to use them in the future, are requested to notify their Country Program Director (CPD) or send an e-mail to [dsca.sciphelp@mail.mil](mailto:dsca.sciphelp@mail.mil) to retrieve the unused tokens.