

DSCA ECA Playbook: Authorized DoW Employee (ADE) Guide v1.1

1. Introduction & Authority

As an Authorized Department of War (DoW) Employee (ADE) registered with the DoW ECA Program Office, you serve as the critical local point of contact and trusted identity verifier for the Defense Security Cooperation Agency (DSCA).

Your role is vital. Foreign national partners (non-U.S. citizens) require an External Certificate Authority (ECA) credential to maintain mission-critical access to the Security Cooperation Information Portal (SCIP). Your physical in-person verification and cryptographic signature on the submission email are the legal "source of truth" that allows these certificates to be issued.

2. ADE Eligibility & Registration

To serve and remain registered as an ADE, you must meet the following strict criteria established by DoW Certificate Policy (v4.8, Section 11):

1. **U.S. Citizenship:** You must be a U.S. citizen. *(Note: Host Nation personnel and HNTAs are strictly ineligible due to citizenship rules).*
2. **Security Clearance:** You must hold a valid Secret clearance or higher (or be officially adjudicated as "Secret Eligible").
3. **Credential:** You must possess an active, valid DoW Common Access Card (CAC).

How to Register as an Approved DSCA ADE (two-step process):

You cannot perform verifications until your name is officially registered and approved by the DoW ECA Program Office at DISA.

Step 1: DSCA Nomination

You must email the DSCA ECA Program Coordinator and provide the following five crucial data elements:

- **Full Legal Name:** (As it appears on your physical CAC)
- **DoW Email Address:** (Your official .mil email address)
- **Work Phone Number:** (Your direct office or duty station line)
- **Physical Work Location:** (The specific Country, U.S. Embassy, Consulate, or Duty Station where you are assigned)
- **DoW ID Number:** (Your 10-digit EDIPI number located on the back of your CAC)

Once the DSCA ECA Program Coordinator receives this information, he will compile your nomination into the master DSCA roster and submit it to the DISA ECA Office.

Step 2: Individual CAC-Signed Attestation

After you have been nominated, you will receive an email from the DSCA ECA Program Coordinator saying you must complete the registration process by sending a personal attestation email directly to DISA.

- **Action:** Open your DoW email client, copy the appropriate template below (see Template Section), and fill in your details.
- **Action:** You **MUST** digitally sign the email using your CAC before sending. DISA will not process your registration without your personal cryptographic signature.

Once DISA confirms registration, your name will be added to the public ADE directory on <https://scip.dsca.mil> and you will be authorized to begin vetting partners.

3. The Step-by-Step Vetting Workflow

To expedite processing and eliminate international mail-in delays of up to four weeks, IdenTrust has agreed to approve and issue certificates digitally. **You must strictly follow this sequence:**

Phase 1: Initiating the Process (The Voucher Request)

As the in-country representative, you are the **owner** of the ECA Voucher Request Form. You initiate the onboarding upon a foreign national requesting an ECA.

1. **Evaluate Technical Needs:** Determine if the partner's workstation setup requires a Software Certificate (browser-based) or a physical Hardware Token (Smart Card/VDI environment).
2. **Complete the Request:** Fill out the **DSCA ECA Voucher Request Form**.
3. **Sign as Sponsor:** Sign the form in the designated "ADE Signature" block.
4. **Submit to DSCA:** Email the completed form to the DSCA SCIP Program Manager.
5. **Await the Onboarding Package:** Once processed, DSCA will email the requestor (and copy you) their prepaid Voucher Code, the **pre-signed Part 1 Form** (Subscribing Organization Authorization signed by Chad Gandy or Gary Heffern), and the direct link to the IdenTrust online application.

Phase 2: The Pre-Verification Check

Before meeting with the applicant in person, ensure they have:

- Successfully completed the online IdenTrust application.
- Printed the **unsigned "Part 2: In-Person Identification Form."**
- Brought the **pre-signed Part 1 Form** they received from DSCA.
- *Do not proceed if the Part 1 form is missing or unsigned by DSCA.*

Phase 3: The In-Person Vetting Event

1. **Inspect Identity Documents:** The applicant must present **two (2) forms of valid, unexpired identification**. At least one must be a government-issued photo ID (e.g., National Passport). Verify that the names match the application perfectly.
2. **Execute the Wet Signature:** Once you have verified their identity, have the applicant **wet-sign the Part 2 form in your physical presence**.
3. **Sign as the ADE:** Fill out, sign, and date the "Part 2: In-Person Identification Form" as the verifier.
4. **Inform:** Inform the requestor they will need to complete the IdenTrust process within 30-days of wet signature date. *Note: This 30-day clock for the user to retrieve their certificate begins the moment you sign this form. Emphasize this urgency to the applicant.*

Phase 4: Secure Digital Submission (Immediate Issuance)

To expedite the user receiving their ECA certificate, you will submit the Part 1 and Part 2 documents digitally to trigger immediate certificate processing:

1. **Scan the Documents:** Scan BOTH the pre-signed **Part 1** form and the wet-signed **Part 2** form as a single PDF.
2. **Draft a Secure Email:** Copy/paste the email template from the templates section and update accordingly.
3. **Attach the PDF:** Attach the scanned PDF containing both forms.

4. **Send Digitally Signed:** Send the email to Registration@IdenTrust.com and Support@IdenTrust.com. **You MUST digitally sign the email using your DoW CAC.**
 - *IdenTrust will NOT process the digital copy if the email itself is not cryptographically signed with your CAC.*

Phase 5: Audit Retention (Mailing the Physical Paper)

As the trusted agent of the DoW, **you are responsible for ensuring the physical, original documents reach IdenTrust or DSCA.** Do not hand the wet-signed forms back to the applicant.

1. **Retain the Originals:** After you have sent the digitally signed email (Phase 4), you must retain physical possession of the wet-signed Part 1 and Part 2 forms.
2. **Mail to IdenTrust or DSCA:** Mail these original documents to the IdenTrust processing center or DSCA to satisfy WebTrust auditing requirements:
 - *Address:*
 1. **Option A (recommended):** IdenTrust, 5225 Wiley Post Way, Suite 450, Salt Lake City, UT 84116.
 - OR**
 - 2. **Options B:** DSCA SCIP PgM, 5450 Carlisle Pike BLDG 107N, Mechanicsburg, PA 17050
- *Note: Because the certificate will be issued based on your digital email submission, you do not need to use expedited/overnight shipping. Standard physical mail (via APO/DPO or diplomatic pouch) is acceptable.*

Phase 6: Post-Issuance Guidance (DMDC Sponsorship)

Once the certificate is issued, the user must link it to the DoD's identity database to gain access to SCIP. Guide them through this final step:

1. **Direct to DMDC:** Instruct the user to plug in their token (or load their soft cert) and navigate to the DMDC Mission Partner Registration Portal (the DSCA ECA En-User Guide has instructions):
<https://mpartnerregweb.dmdc.osd.mil/mpartnerregweb/app/>

2. **Sponsorship:** Ensure the user knows the correct email address for their designated SCIP Application Information Owner **or** another DoW affiliate (must have a DoW CAC) to enter in the "Sponsor Information" section of the portal.

5. Contacts:

- **Primary Coordinator:** Matt Garrison, <matthew.garrison5.civ@mail.mil>
- **SCIP Program Manager:** Chad Gandy, <chad.r.gandy.civ@mail.mil>

Templates:

[Email from ADE to IdenTrust]

To: Registration@IdenTrust.com

Cc: Support@IdenTrust.com

Subject: DSCA ECA Application Digital Submission - [Applicant's Full Name]

To the IdenTrust Registration Team,

As a registered and approved Authorized DoW Employee (ADE), I have successfully conducted the mandatory in-person identity verification for the following applicant:

- Applicant Name: [Applicant's Full Name]
- Assigned Voucher Code: [Voucher Code used]

Attached to this email, please find the scanned, completed, and signed Part 1 (Subscribing Organization Authorization) and Part 2 (In-Person Identification Form) documents.

Per our established agreement with the IdenTrust program management team, please initiate the validation and certificate approval process based on this digitally signed email.

The original physical wet-signed documents have been retained by my office and are being mailed to your Salt Lake City, UT facility within a week for audit retention.

V/r,

[Your signature block]

[TEMPLATE 1: FOR CONUS/HQ NOMINEES]

To: disa.meade.ma.list.pkieca@mail.mil

Cc: matthew.garrison5.civ@mail.mil

Subject: ADE Attestation for DSCA Roster - **[Your Name]**

To the DoW ECA Program Office,

This email serves as my formal attestation for inclusion on the DSCA Authorized DoW Employee (ADE) roster.

I hereby confirm that I meet the three mandatory requirements to serve in the ADE role as outlined in Section 11 of the ECA Certificate Policy:

1. I am a U.S. Citizen.
2. I hold an active SECRET security clearance or higher.
3. I possess a valid DoW Common Access Card (CAC).

My designated location of support will be: CONUS

I understand my responsibilities as a trusted agent of the DoW and am prepared to perform in-person identity verification for our foreign mission partners in accordance with established policy.

(INSTRUCTIONS: Do not alter the text above. Simply fill in your name in the subject line, digitally sign this email with your CAC, and send.)

[TEMPLATE 2: FOR OCONUS/FIELD NOMINEES]

To: disa.meade.ma.list.pkieca@mail.mil

Cc: matthew.garrison5.civ@mail.mil

Subject: ADE Attestation for DSCA Roster (OCONUS) - **[Your Name]**

To the DoW ECA Program Office,

This email serves as my formal attestation for inclusion on the DSCA Authorized DoW Employee (ADE) roster.

I hereby confirm that I meet the three mandatory requirements to serve in the ADE role as outlined in Section 11 of the ECA Certificate Policy:

1. I am a U.S. Citizen.
2. I hold an active SECRET security clearance or higher.
3. I possess a valid DoW Common Access Card (CAC).

My designated location of support will be: OCONUS - **[Name of Country]** *(Example: OCONUS - Japan)*

I understand my responsibilities as a trusted agent of the DoW and am prepared to perform in-person identity verification for our foreign mission partners in accordance with established policy.

(INSTRUCTIONS: Do not alter the text above. Simply fill in your name in the subject line, replace "[Name of Country]" with your assigned country, digitally sign this email with your CAC, and send.)