Security Cooperation Information Portal (SCIP)

Procedure Name: Security Cooperation Information Portal – Initial Registration & Modification Request

Purpose: This procedure defines registration, registration modification, and identifies the circumstances when each type, initial or modification, is required for a Security Cooperation Information Portal account. It also defines other requirements for a SCIP account.

Distribution: Registrants requesting initial accounts and modifications to accounts, SCIP Team

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Implementation of this procedure supersedes all previous Security Cooperation Information Portal Registration and Registration Modification Request procedures.

Registration Types

☐ **Initial Registration** (form required)
☐ **Modification** (form required)

Initial Registration Process

Registrants requesting a new Security Cooperation Information Portal (SCIP) account must register with a fully completed current version of the SCIP registration form, available online at https://scip.dsca.mil/. Save the form as an electronic attachment and e-mail the form to the SCIP Help Desk at dsca.ncr.imt.mbx.dsca-service-desk@mail.mil.

Initial Security Cooperation Information Portal (SCIP) Registration Forms must contain specific signatures prior to acceptance by the SCIP Help Desk for an account request. Digital or written signatures are approved forms of acknowledgement.

Required signatures include:

1. The user (*registrant*) must sign and date the User Agreement.
2. One of the following signatures is required, depending on the type of user:

a. If the registrant is an international user, the Host Nation Token Administrator (HNTA) or Alternate Host Nation Token Administrator (AHNTA) must sign the form.

b. If the requester is the HNTA or AHNTA, then the A/HNTA can sign for themselves.

c. If the registrant is a United States Government employee, which includes the following:

    i. United States Government Employee (Civilian or Military)

    ii. Foreign Service National (FSN) supporting the USG

    iii. Locally Employed Staff (LES) supporting the USG

The signature of a United States Government employee representing the registrant is required (supervisor).

d. If the registrant is a contractor supporting the USG, the United States Government sponsor or Contractor Officer Representative (COR) of the registrant must enter all required information and sign the form.

3. Security Manager of the registrant will review the registration for accuracy (USG Only).

4. Community Information Officers of the applications listed will approve or deny access to their respective applications:

    1. 1000 System
    2. Case Tracking System
    3. Country Financial / Program Manager
    4. Department of State (DoS) – Third Party Transfer
    5. End Use Monitoring (EUM)
    6. Foreign Military Financing – International Military Education and Training (FMF-IMET)
    7. Foreign Military Financing – International Military Education and Training – Building Partner Capacity (BPC)
    8. National Geospatial-Intelligence Agency (NGA)
    9. Security Cooperation Management Suite (SCMS)
    10. United States Air Force International Engine Management Program (IEMP)
    11. United States Air Force T-6 – Texan II
    12. United States Navy (USN)
    13. WebRoR

5. Information Owner (SCIP) is the final approval or denial authority for access to SCIP.

6. Security Cooperation Information Portal (SCIP) Security Officer reviews the registration request for accuracy.

After receiving all required signatures, the creation of the SCIP account is in accordance with existing account creation procedures.

Complete Registration

If a new registration form is required, the new registration form must have all of the required information, including the modification(s) requested, and all required signatures before submitting the new registration to the SCIP Help Desk.

A full SCIP registration form is required if any of the conditions below are true:

> A new registration form is available on the SCIP website at https://scip.dsca.mil/.

1. The SCIP Help Desk deleted the registrant's account. (i.e. the registrant is no longer associated with the organization or company on the initial registration form).
2. 180 days elapsed since last access by a user.
3. The registrant previously worked as a contractor but is now a USG military/civilian employee or vice-versa.
4. The registrant previously worked as a contractor supporting the USG, but now supports a specific foreign nation or vice versa.

Registration Modifications

Registration modifications may be required if the registrant gains additional duties, or the registrant performs other duties.

> *The definition of a modification is when a user requires additional features or changes to communities or functions for their existing SCIP account not requested in the initial SCIP registration form.*

All required signatures must accompany all modification requests, including the reason for the modification, and must follow the same rules as the initial registration process. The required signatures include:

1. The supervisor of the registrant (USG or HNTA)
2. The Contracting Officer Representative (COR), if the registrant is a contractor.
3. Community Information Officer
4. Security Cooperation Information Portal / Program Management Officer (SCIP/PMO) or appointee
5. Security Cooperation Information Portal (SCIP) Security Officer. Examples of when the

   Modification process is applicable includes:

1) Changes to the country/countries selection (user has access to country A, but now also needs access to country B.

2) Changes to the implementing agency selection (user can only see Navy (P) case information, but now needs Air Force (D) case information added to the account).
3) Changes to the In-country Customer Service selection (user can see the customer service for Air Force (D), but now also needs to see the customer service information for Army (B)).
4) Changes to the Combatant Command (COCOM) selection (user can see AFRICOM, but now also needs to see CENTCOM information).
5) Changes to the list of existing cases the user can see (user is only allowed to see a certain set of cases, but now needs to see other cases for his/her country).
6) Requests changes to a list of cases from another viewing option (user can see all information for a country, but now only needs access to certain cases for that same country).
7) Changes to the Building Partner Capacity (BPC) selection (USG Only) – Add this option to the existing account.
8) Requests the creation of a SCIP Development and/or Test environment account that mimics an existing SCIP Production environment account. (USG Only)
9) Changes the authentication type (CAC to token, token to CAC).
10) Requests change in any Community selection or a user needs additional permissions in a community. For example, user currently does not have access to the Navy Community but needs access for business reasons.

User Initiated Updates (within SCIP)

The user can change certain information within the Security Cooperation Information Portal (SCIP) application.

The user does *not* require a registration form or account modification request to make the following changes by clicking on the 'My Profile' link on any SCIP page within the top menu:

- Last Name
- First name
- Title
- Organization
- Phone Number
- Alternate Phone Number
- DSN #
- Official Email Address
- IA or Cyber Security Challenge Date

User 'My Profile' information is unavailable for modification if the user account is in suspended status due to non-use or Cyber Security date expiration (USG only). To remove the suspension on a suspended account due to Cyber Security expiration, the user's supervisor, COR, or HNTA will send an email requesting reactivation of the account to the SCIP Help Desk on behalf of the user.

Email Address Requirement

All personnel who support the United States Government, including civilian, military, and those employed under a USG contract *must* provide a .mil or .gov email address on the Registration Form (Initial or Modification).

This requirement is *not* applicable to foreign government employees (civilian, military) and those employed under a foreign government contract.

Registration and Contact Information

Email the SCIP registration form, with the required signatures (black or blue ink, or digital signature), and any attachments authorizing Communities, systems, applications, or other changes to dsca.ncr.imt.mbx.dsca-service-desk@mail.mil.

Modifications to this procedure to accommodate new functionality or for other reasons may be done at the discretion of the SCIP PMO.