DEFENSE SECURITY COOPERATION AGENCY

Security Through Global Partnerships

ICAM Supervisor Approval Process

Presented by:
SCIP Development Team

Office of Business Operations/IM&T

UNCLASSIFIED



SUPERVISOR APPROVAL

WARNING

- After users submit their DoD E-ICAM SAAR, an email notification is sent to their designated supervisor.
- Fields with a red asterisk must be populated before an application can be approved. These fields should be pre-populated by the submitting user.
- If a required field is not populated and the supervisor does not know the information to populate the fields, the application should be rejected.
- Supervisors must verify all attachments before approving SAAR applications.
- Supervisors are vouching who the individual is and if they have a need for access.

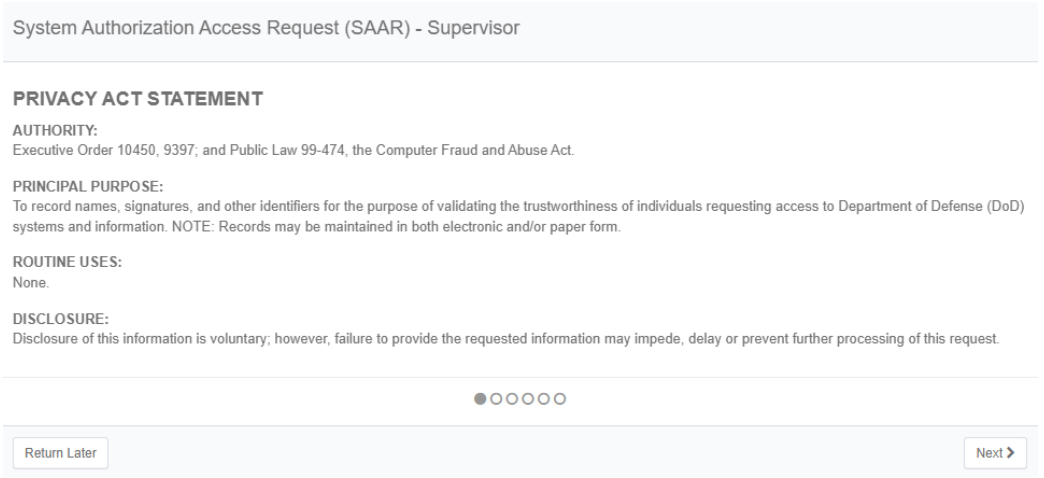
SUPERVISOR APPROVAL

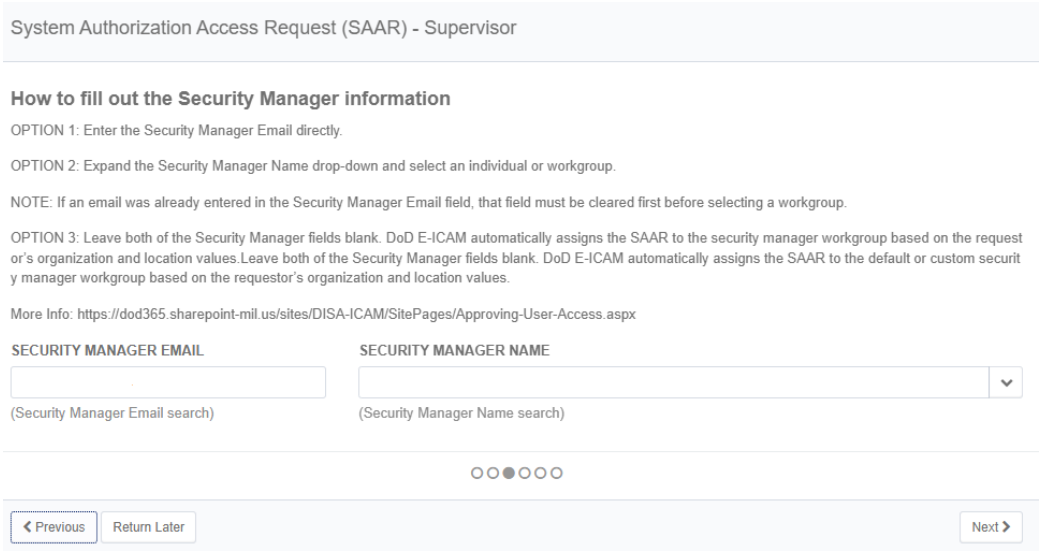
- Supervisors must take the following steps to approve or deny users' SAAR applications.

1. From the home dashboard, click **My Work > Work Items**.
2. Click **View** to begin reviewing the system access request.
3. Review the Privacy Act Statement and click **Next**.
4. Review the requestor's information and verify it is accurate and click **Next**.
5. Specify the Security Manager (if not DSCA). If the requester is a DSCA employee, the SM email and name can be left blank.

****NOTE** – If you type in an email, click in the white space and wait up to a minute for the security name to display. If the name does not display after a minute, then either the email address is incorrect or that user is not in E-ICAM.

6. Click **Next** to proceed to the next step.

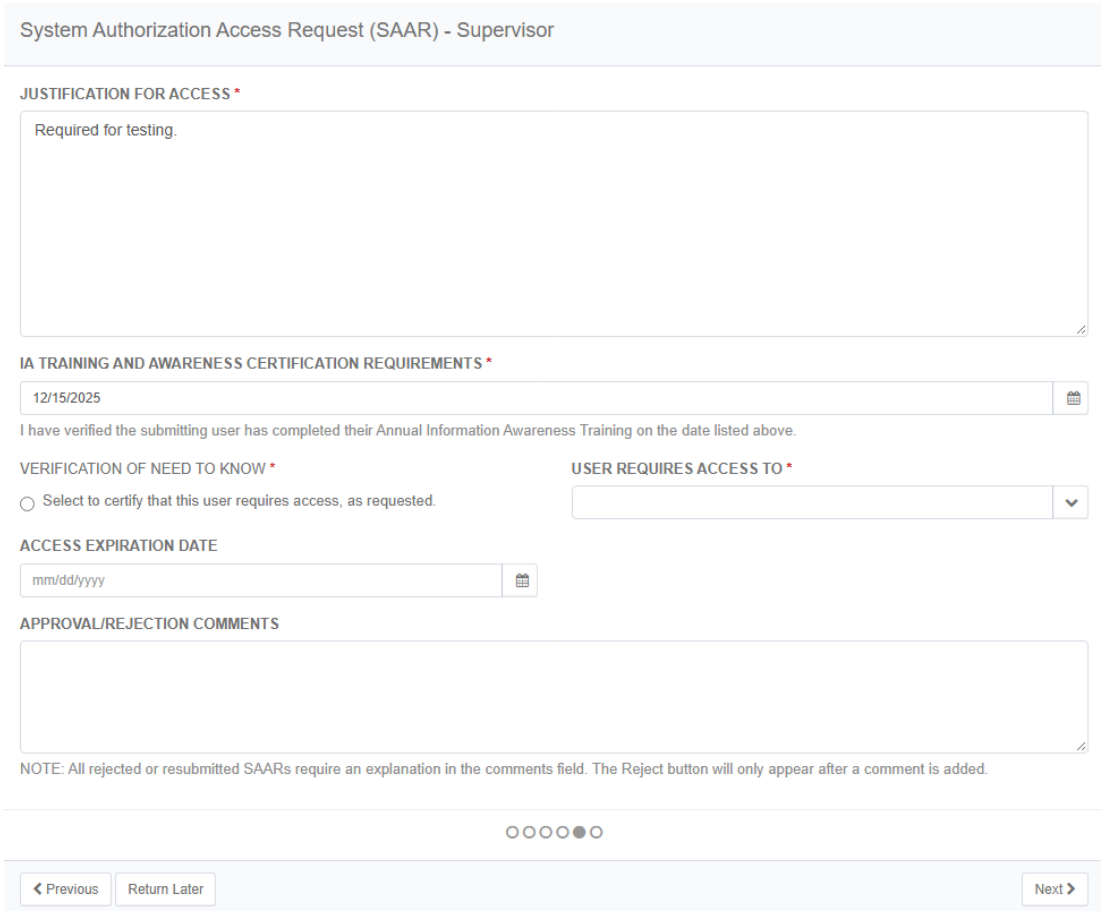




SUPERVISOR APPROVAL – Civilian or Military

****NOTE** – This slide applies to CIVILIAN OR MILITARY personnel only. Please see the next slide for CONTRACTOR personnel instructions.

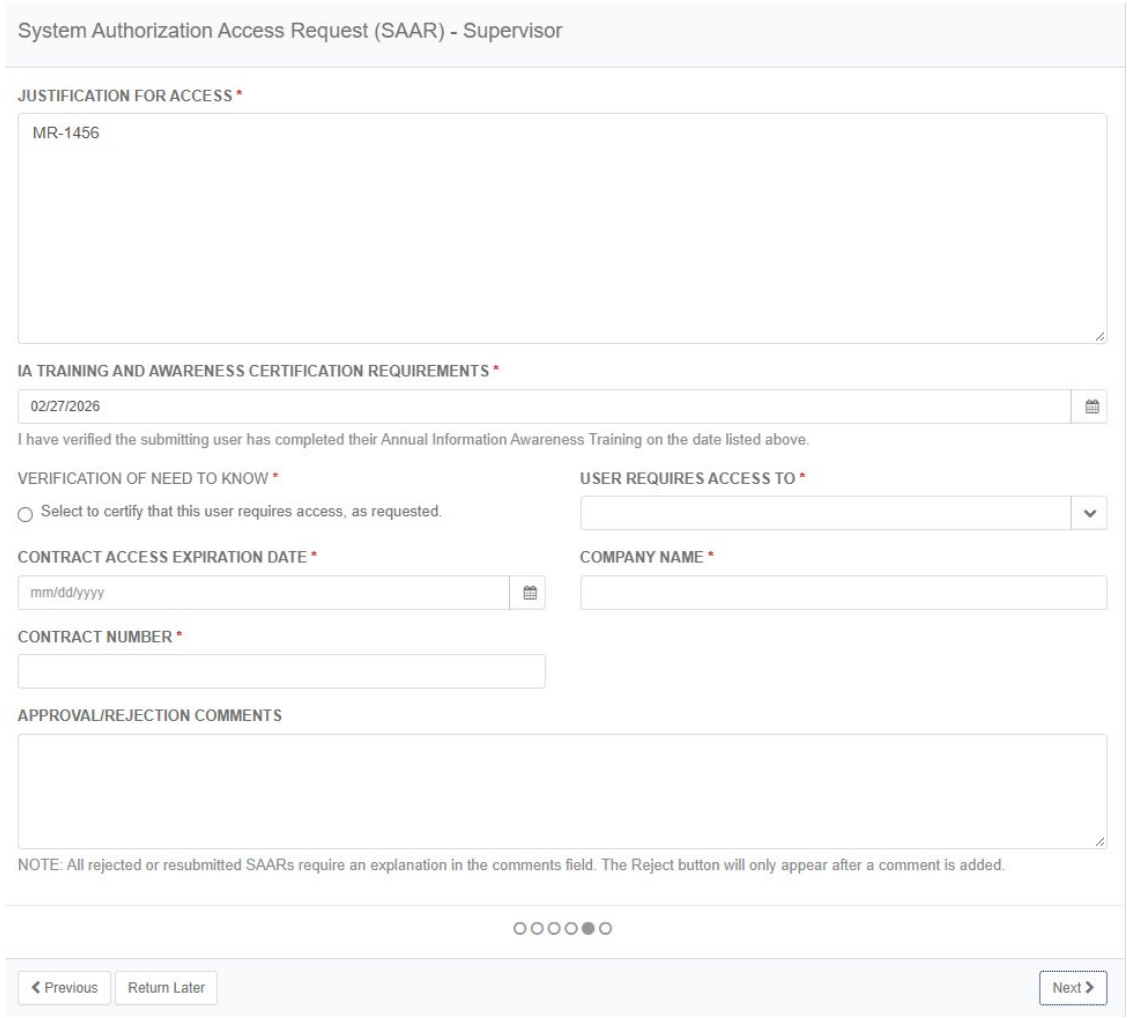
7. Review the selected roles, associated attributes, and click **Next**.
8. Review the **Justification for Access**.
9. Verify the **IA Training and Awareness Certification Requirements** date is accurate.
10. Select the **Verification of Need-to-Know** radio button to certify the requestor requires the access as requested.
11. Select value(s) from the **User Requires Access To** dropdown list. Single or multiple values can be selected.



SUPERVISOR APPROVAL – Contractor

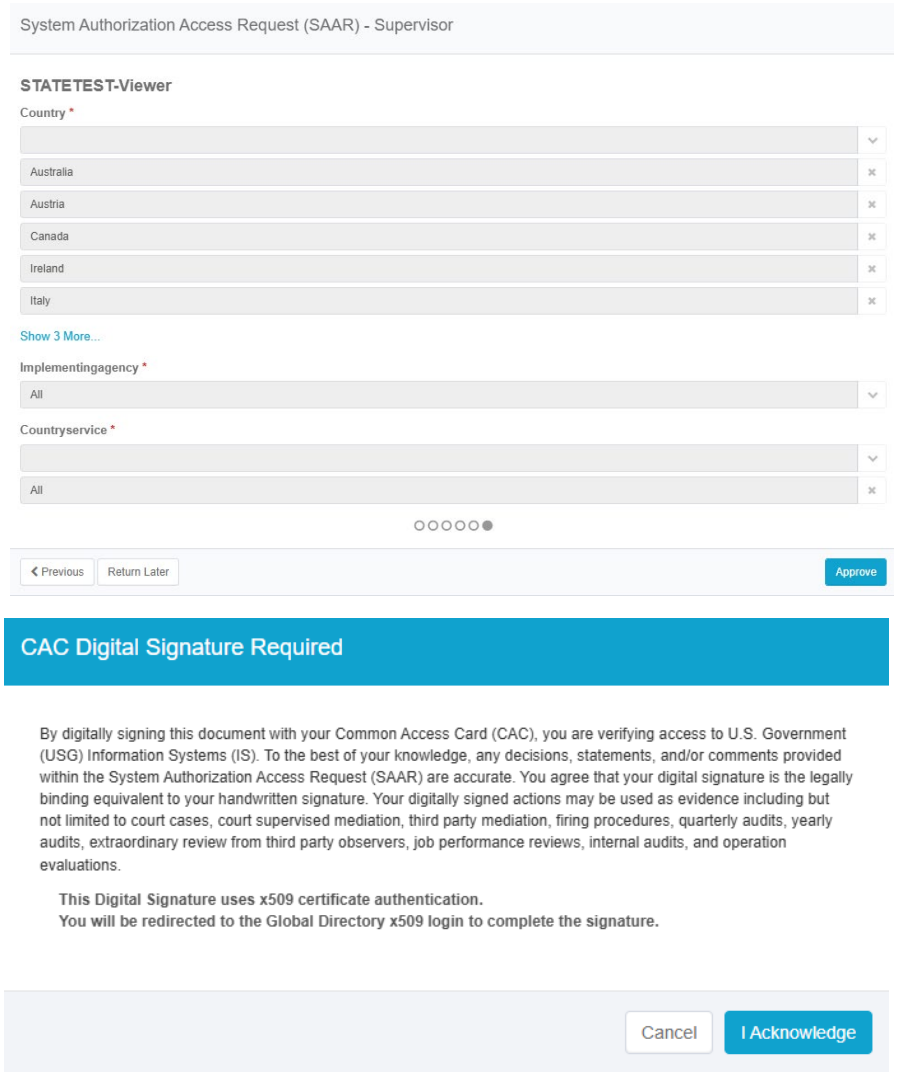
****NOTE** – This slide applies to CONTRACTORS ONLY. Please see the previous slide for CIV or military personnel instructions.

12. Select a value from the **User Requires Access To** dropdown list.
13. If not already populated, enter a date for the **Contract Access Expiration Date** field. This **MUST** be aligned to the contract dates.
14. Verify the **Company Name** is populated. If not, enter it.
15. Verify the **Contract Number** is populated. In not, enter it and click **Next**.



SUPERVISOR APPROVAL

16. Review the requested countries, implementing agencies, and country services, and click **Approve**.
17. Review the **Digital Signature** message.
18. Enter any relevant comments, if applicable, in the **Comments** field, and then click **I Acknowledge**.





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