

Security Cooperation Information Portal (SCIP)

Customer Assistance Handbook



Defense Security Cooperation Agency (DSCA)

**5 May 04
Version 1.0**

SCIP Handbook Point of Contact: sciphelp@dsadc.dsca.mil

Table of Contents

1. How to Access SCIP	Page 3-4 (Figures 1 and 2)
2. Logon for Token Users	Pages 4-8 (Figures 3a-3f)
3. Logon for Password Users	Page 9 (Figure 3g)
4. Welcome Page	Page 10 (Figure 4)
5. Country Profile Tab	Page 11 (Figure 5)
6. Country Profile Reports	Pages 12 (Paragraphs a-f)
7. Case Status Tab	Page 13 (Figure 6)
8. Ad Hoc Reports Tab	Pages 14-17 (Figures 7-11)
9. Input Forms Tab	Pages 18-19 (Figures 12-13)
10. Batch Transaction Upload	Page 20 (Figure 14)
11. Requisition Extract (Preview, in Development)	Page 21 (Figure 15)
12. Requisition Summary Tab	Page 22 (Figure 16)
13. Processing Reassignment of Host Nation Token Administrators (HNTAs) or Alternate HNTAs	Page 23 (Figure 17)
14. Processing Reallocation of Host Nation Tokens	Page 24
15. Processing Changes in Permissions of Host Nation Token Users	Pages 24
16. Processing Reassignment of Security Assistance Token Administrators (SAOTAs) or Alternate SAOTAs	Page 25 (Figure 18)
17. Processing Reallocations of SAO Nation Tokens Among Foreign National (FN) Employees of the SAO	Page 26
18. Processing Changes in Permissions of SAO Token Users	Page 26
19. Processing Changes in Permissions of (1) DoD Personnel, (2) Other USG Employees, and (3) certain USG Contractors	Page 27

1. How to Access SCIP

In the address field of your Internet browser, type in the following web address:

<https://www.scportal.us/portal>

The warning banner page in Figure 1 will be displayed.

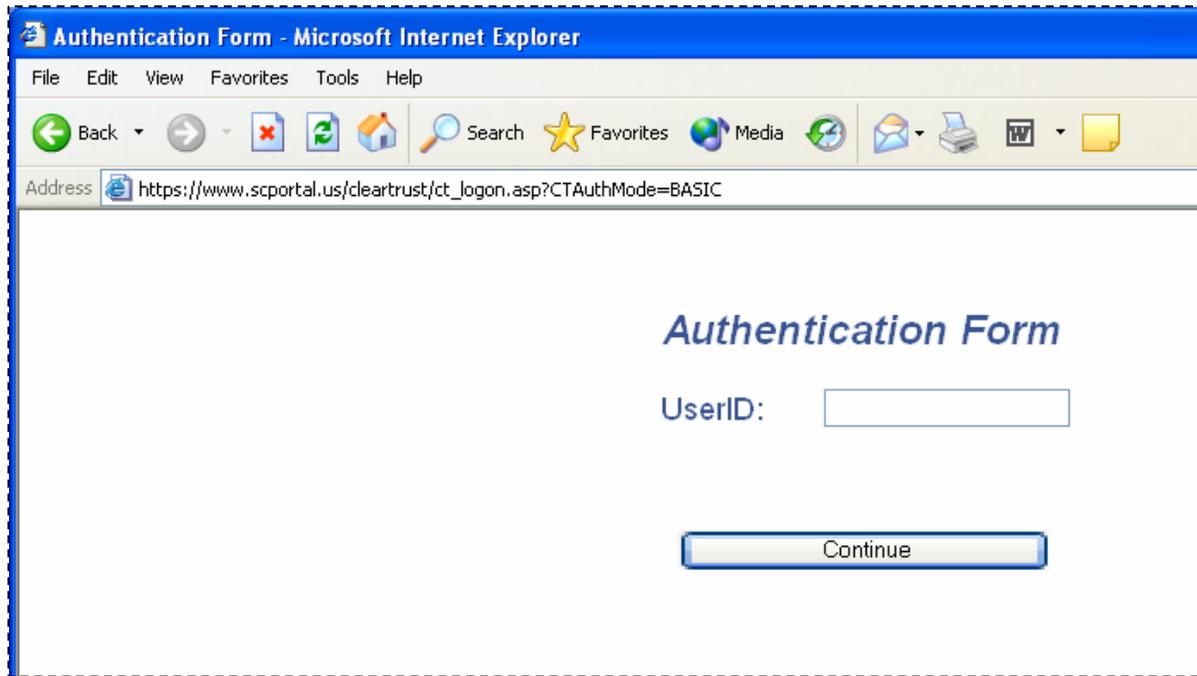
Click on the "Continue" button at the bottom of the page.

Figure 1



The screen in Figure 2 will be displayed next.

Figure 2



If your method of access is via a security **Token** (e.g., a foreign customer must use Tokens), proceed to the **next** page (page 4). If your method of access is via a **Password**, proceed to **page 8**.

2. Logon for Token Users

For **TOKEN** users:

An 8-digit alphanumeric Personal Identification Number (PIN) will be required. Special characters are not allowed. Alpha characters are not case sensitive. An example is P0r7aL01. It must be exactly 8 characters with letters and numbers only. Please remember your 8-digit PIN.

Refer to Figures 3a through 3f and log on as follows:

- a. Input your USERID and then press the "Continue" button.
- b. Input the 6-digit TOKENCODE from the token card and then press the "Authenticate" button.
- c. Enter an 8-digit PIN that you create, reenter your PIN to confirm, and then press the "Go" button.
- d. ***Wait until you see the current TOKENCODE number change to a new 6-digit number.*** Enter the ***next*** 6-digit TOKENCODE from your token card and then press the "Go" button.
- e. You will receive a "Login Unsuccessful" message. Input your USERID and then press the "Continue" button.
- f. Enter your 8-digit PIN ***plus*** the ***next*** 6-digit TOKENCODE from your token card. The combination of a PIN plus a TOKENCODE is called a PASSCODE. Click on the "Authenticate" button and you are in the Portal!

After logging on to the Portal for the first time, subsequent logons are accomplished by entering your assigned USERID, followed by your PASSCODE, which is your personal 8-digit PIN plus 6-digit TOKENCODE (14 characters total) from your token card.

If your logon fails, ***do not*** attempt another until a new 6-digit TOKENCODE is displayed.

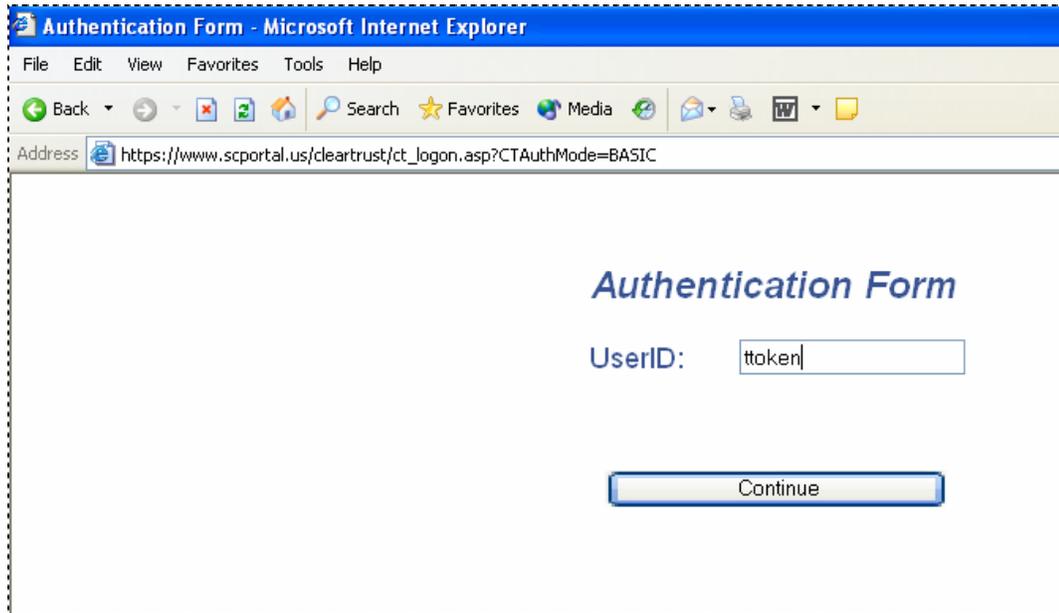
After three (3) consecutive logon failures, you will be prompted to enter the next 6-digit TOKENCODE following the one you just entered.

Five (5) consecutive failures or attempted logons will cause a lockout of your Portal account. Request a reset of your account through your Host Nation Token Administrator.

If you have any problems or questions, contact: sciphelp@dsadc.dsca.mil

Input your USERID and then press the "Continue" button.

Figure 3a



Input the 6-digit TOKENCODE from the token card and then press the "Authenticate" button.

Figure 3b



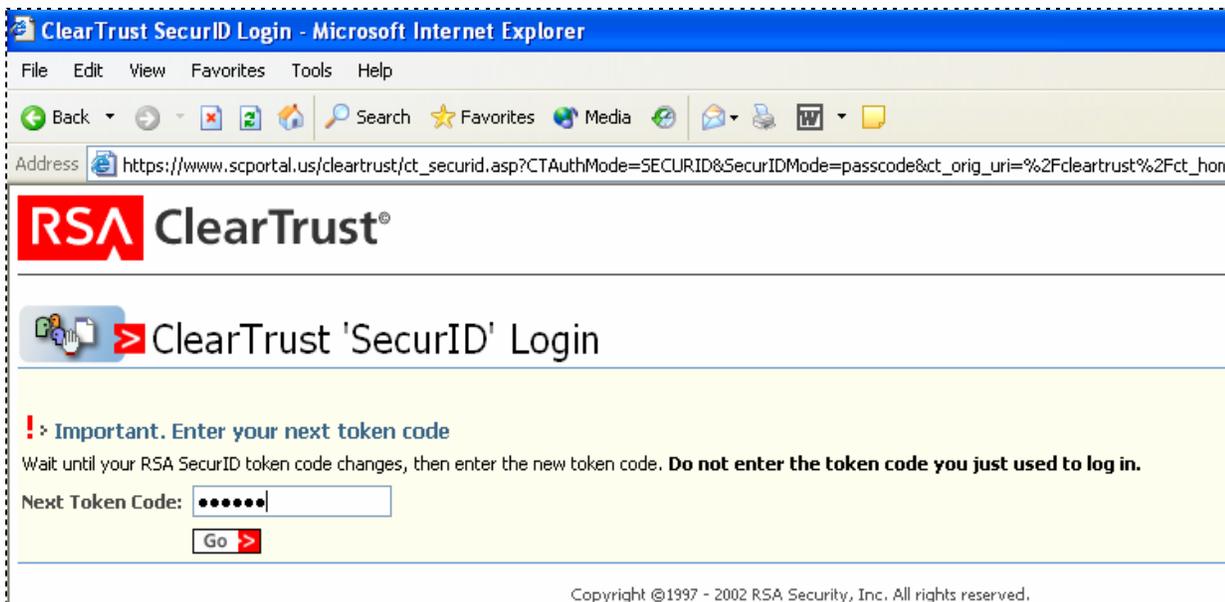
Enter an 8-digit PIN that you create, reenter your PIN to confirm, and then press the "Go" button.

Figure 3c



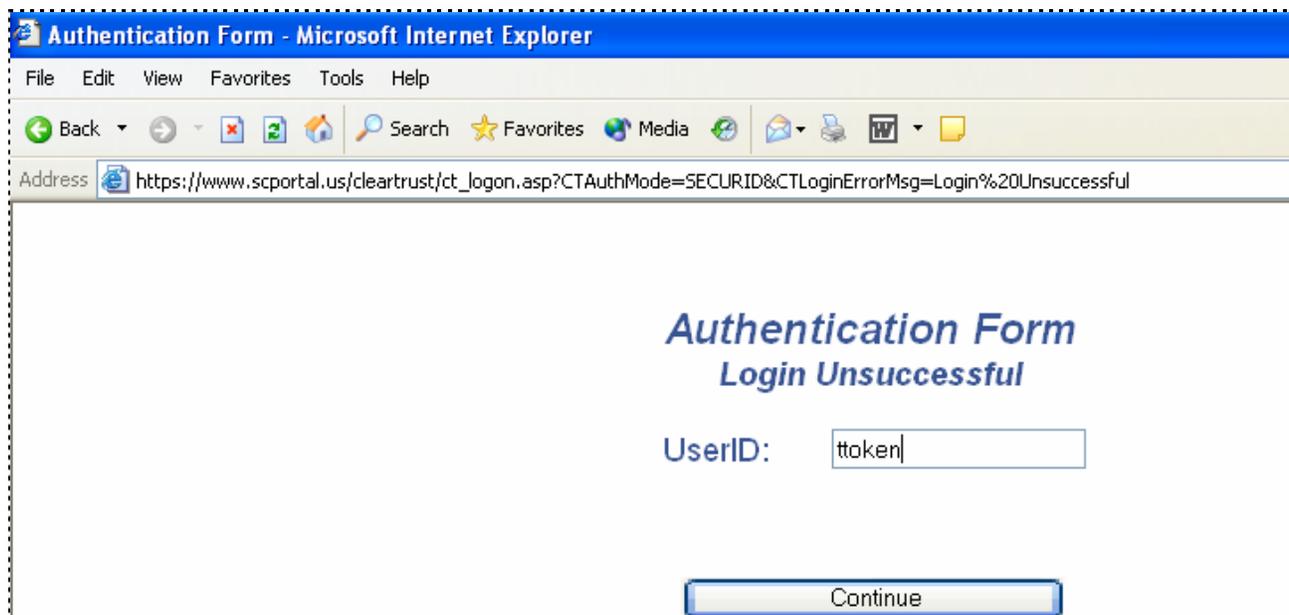
Wait until you see the current TOKENCODE number change to a new 6-digit number. Enter the next 6-digit TOKENCODE from your token card and press the "Go" button.

Figure 3d



You will receive a "Login Unsuccessful" message. Input your USERID and then press the "Continue" button.

Figure 3e



Enter your 8-digit PIN plus the next 6-digit TOKENCODE from your token card. The combination of a PIN plus a TOKENCODE is called a PASSCODE. Click on the "Authenticate" button and you are in the Portal. Proceed to page 9.

Figure 3f



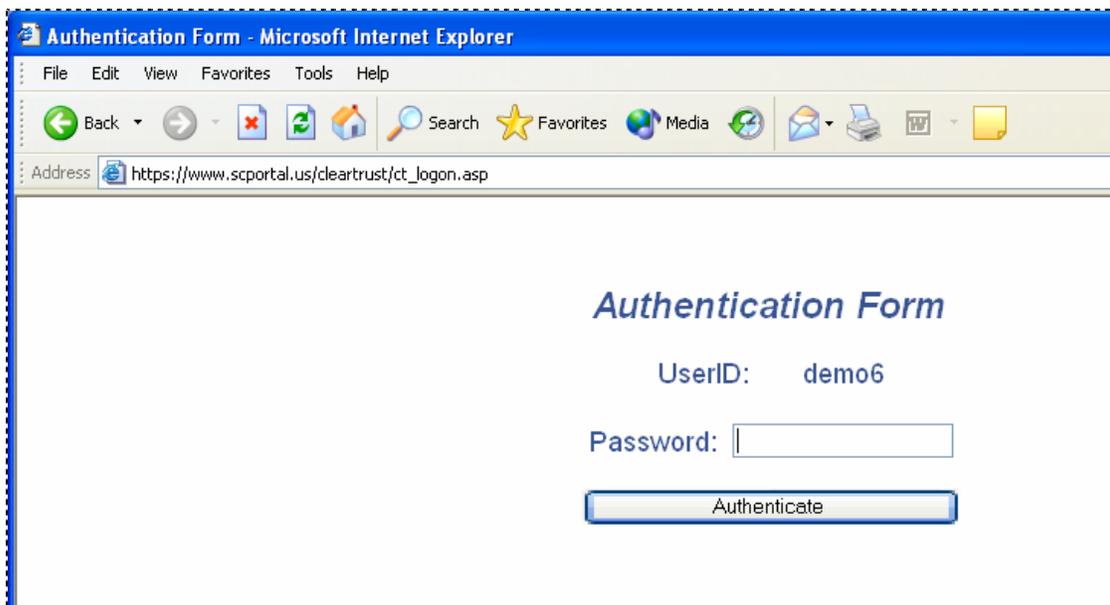
3. Logon for Password Users

For **PASSWORD** users:

Refer to Figure 3g and log on as follows:

- a. Input your USERID assigned by the SCIP Access Administrator and then press the "Continue" button.
- b. Input your PASSWORD assigned by the SCIP Access Administrator and then press the "Authenticate" button.
- c. You are in the Portal!
- d. If you wish, you may change your password using the Change Password option at the top of the Welcome Page (Figure 4).

Figure 3g



The screenshot shows a Microsoft Internet Explorer browser window titled "Authentication Form - Microsoft Internet Explorer". The address bar displays "https://www.scportal.us/cleartrust/ct_logon.asp". The main content area of the browser shows the "Authentication Form" with the following elements:

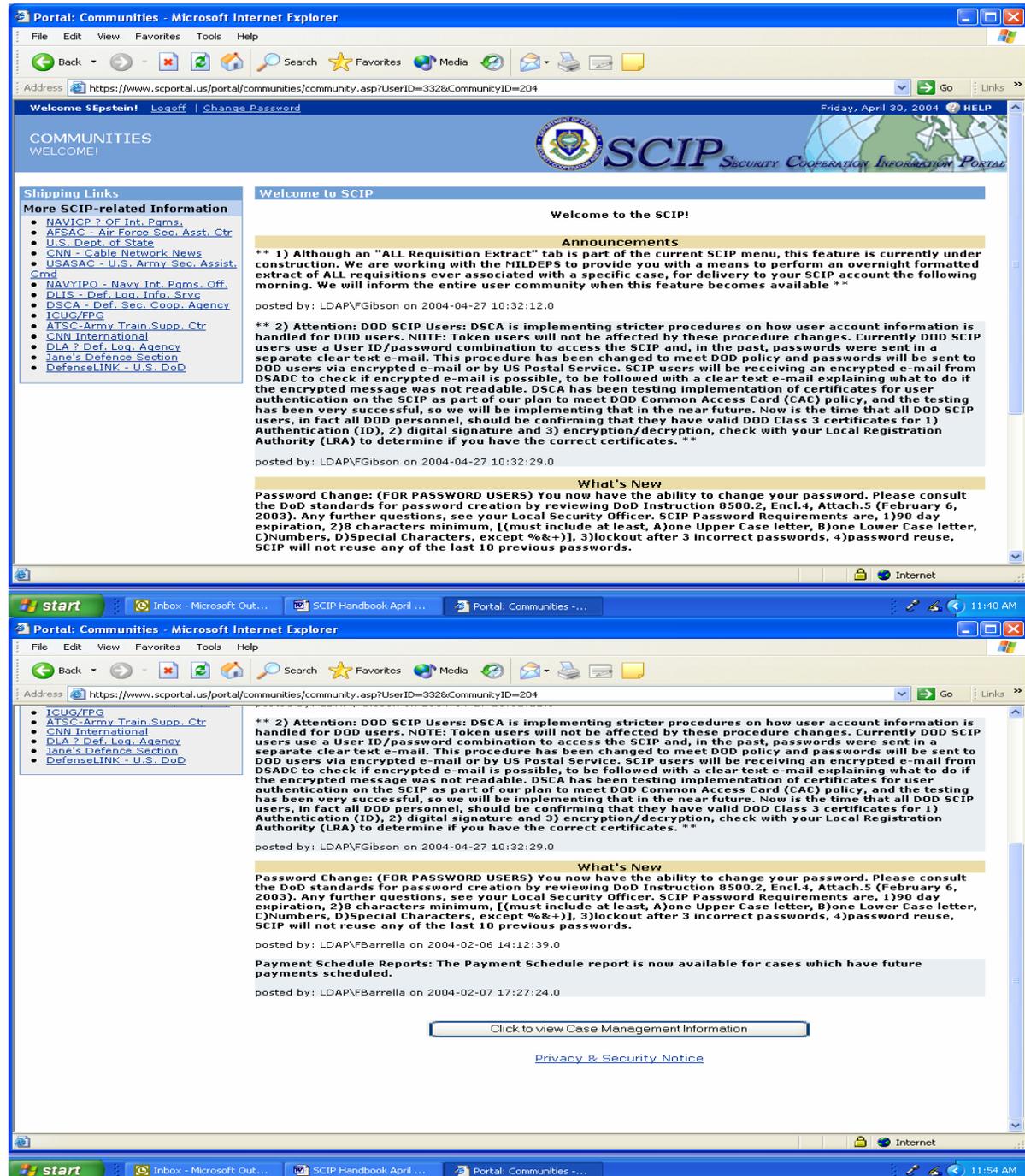
- The title "Authentication Form" in blue italicized font.
- The text "UserID: demo6" in blue font.
- The text "Password:" followed by an empty text input field.
- A blue "Authenticate" button.

4. Welcome Page

A Welcome Page with "Announcements" and "What's New" bulletins (Figure 4) appears next.

Review the Privacy and Security Notice and select the "Click to view Case Management Information" button at the bottom of the page.

Figure 4



A screen with the SCIP logo in the right corner and 6 Tabs entitled “Country Profile”, “Case Status”, "Ad Hoc Reports", “Input Form”, “Requisition Extract”, and “Requisition Summary” (Figure 5) will be displayed next. You may not have been given permission to view all tabs.

5. Country Profile Tab

Select the **Country Profile** Tab, highlight the Country, and then click on the “View Country Detail” button below this tab.

The “Country Profile Summary” box will display all implemented cases for your country (or your "world" if you are authorized more than one Country). The screen is split into two halves. On the left is listed one or more countries with their current open cases and total case values.

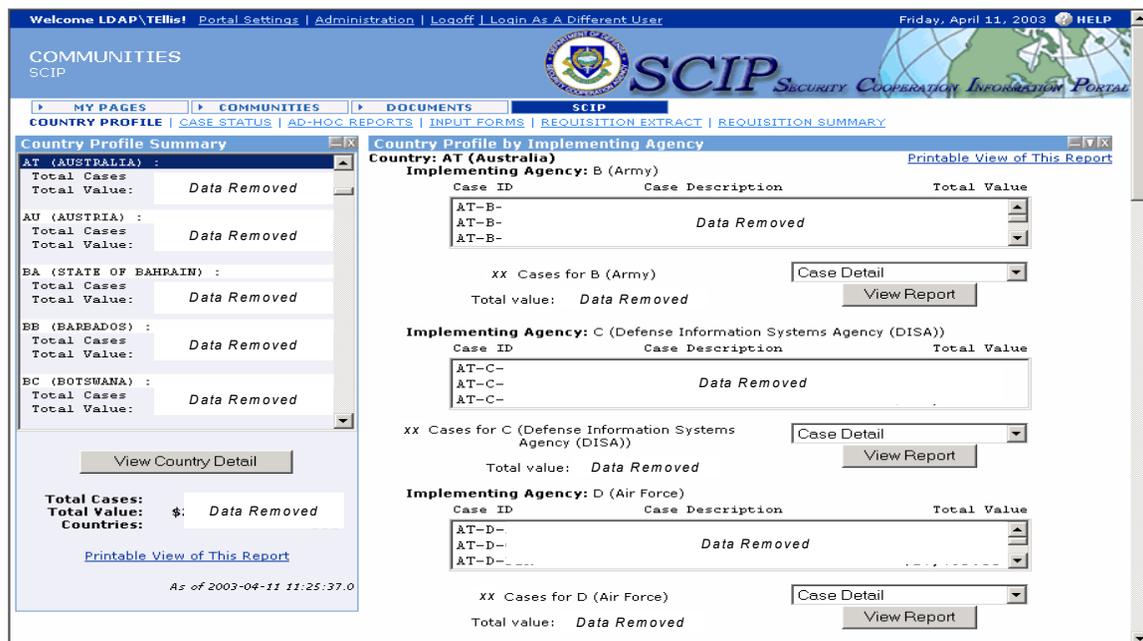
On the right side of the screen, a series of scroll boxes that show cases sorted by the United States Government (USG) Implementing Agency will be displayed.

Further down, below a blue horizontal line, there is a second series of scroll boxes that show cases sorted by International Customer Service.

To retrieve detailed information for any case in each box titled “Case Description”, select and highlight a single case.

Select and highlight a report option from the drop down menu under the Case Description box, then click on the “View Report” button.

Figure 5



6. Country Profile Reports

The following report options may be selected from the drop down menu (no Figure is provided):

- a. Select the **“Case Detail”** option to generate a report with 4 boxes containing various logistical and financial data under the headings “Case Information”, “Case Milestone”, “Case Values”, and “Funding”. Please note that this report includes only Implemented/Open cases, and all data is from the Defense Security Assistance Management System (DSAMS).
- b. Select the **“Case Status Detail”** option to generate a report with 4 boxes containing various logistical and financial data under the headings “Case Information”, “Requisition Information”, “Case Values”, and “Case Status”.
- c. Select the **“Rollup Summary of All Lines”** option to generate a report with 5 boxes containing various logistical and financial data under such headings as “Case Information”, “Case Milestones”, “Funding”, “Case Values”, and “Requisition Information”.
- d. Select the **“Case Line Detail”** option to generate a list with each case line, each line item’s corresponding Military Articles and Services List (MASL) number, and each line item’s total value. The total number and value of all the lines on the case is displayed at the bottom of the screen page. Select and double click on an individual line to display a detailed report for that line. For each individual case line double clicked, this report will display 4 boxes with the headings “Case Information”, “Case Milestones”, “Case Values”, and “Requisition Information”.
- e. Select the **“Active Requisition Report”** option to generate a list of all open requisitions and those requisitions completed within 90 days. Double click on a single Requisition Document Number to generate a report showing important supply status and support date information for that requisition. For each single Requisition Document Number double clicked, this report will display 4 boxes with the headings “Case Information”, “Case Milestones”, “Case Values”, and “Requisition Information”.
- f. Select the **“Supply Discrepancy Report (SDR) Detail”** option to generate a list of all SDRs open or completed within the last year (at a minimum). Double click on an individual SDR number to a view a detailed report on that particular SDR.
- g. Select the **“Case History Report”** option to generate a report of each version of a particular case and the associated case status date of that version. The user is allowed to highlight and select the Basic (identified by a "B") or Implemented ("I") version of the case, as well as Revisions ("R"), Amendments ("A") and/or Modifications ("M"), if applicable. The user will see a “Case History” report detail screen which provides information related to the selected case version.
- h. Select the **“Payment Schedule Report”** option to generate a report of future payments due. If there are no future payments due for the case, a "no data found" message will be displayed.

After viewing each of above reports, remember to select **“close this window”** at the bottom of the page in order to return to the page with the 6 Tabs.

7. Case Status Tab

The **Case Status** Tab (Figure 6) provides a summary report of *all* cases in 8 different Status Categories, from Pre-Implemented through Closed (Development, Proposed, Offered, Accepted, Implemented/Open, Implemented/Supply Service Complete, Interim Closed and Final Closed).

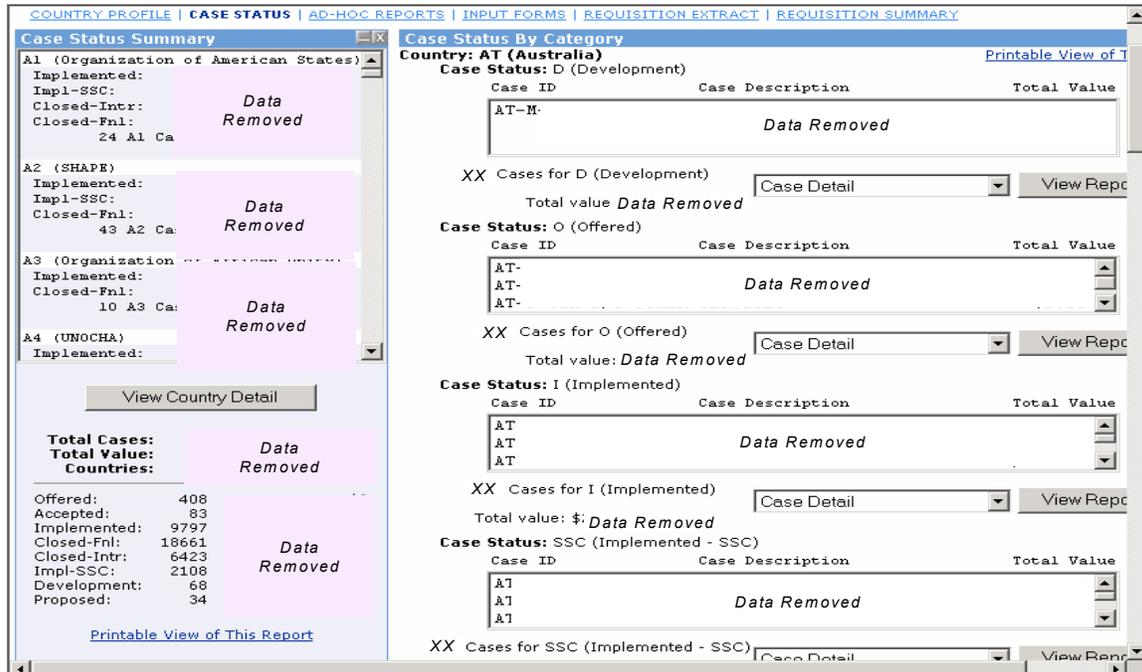
- If the case is in one of the first four categories (Pre-Implemented), the data comes solely from DSAMS. Cases in Pre-Implemented stages do not contain counts or values. The case will be available through the SCIP the first day after it is entered into DSAMS, which confirms that we have received your LOR.
- If the case is in one of the last four categories (Accepted, Implemented, Supply Services Complete, Closed), the data comes from DSAMS and the legacy execution systems (CISIL, MISIL or SAMIS).

The “Case Summary” box summarizes your total cases by Case Status Category.

Under the “Case Status by Category” box, right hand scroll boxes permit you to sort and list cases by Case Status Category, by Implementing Agency and International Customer Service.

Drop down menus are available to select the reports described in the section on the country profile tab.

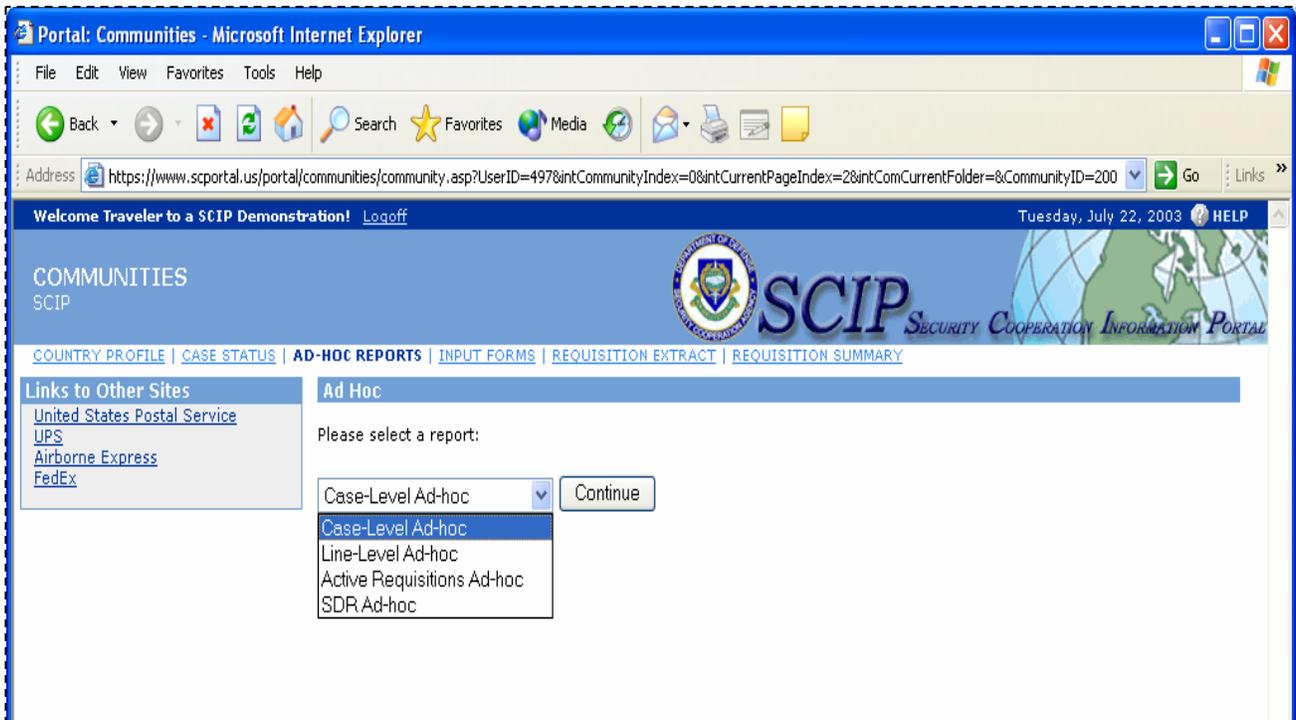
Figure 6



8. Ad Hoc Reports Tab

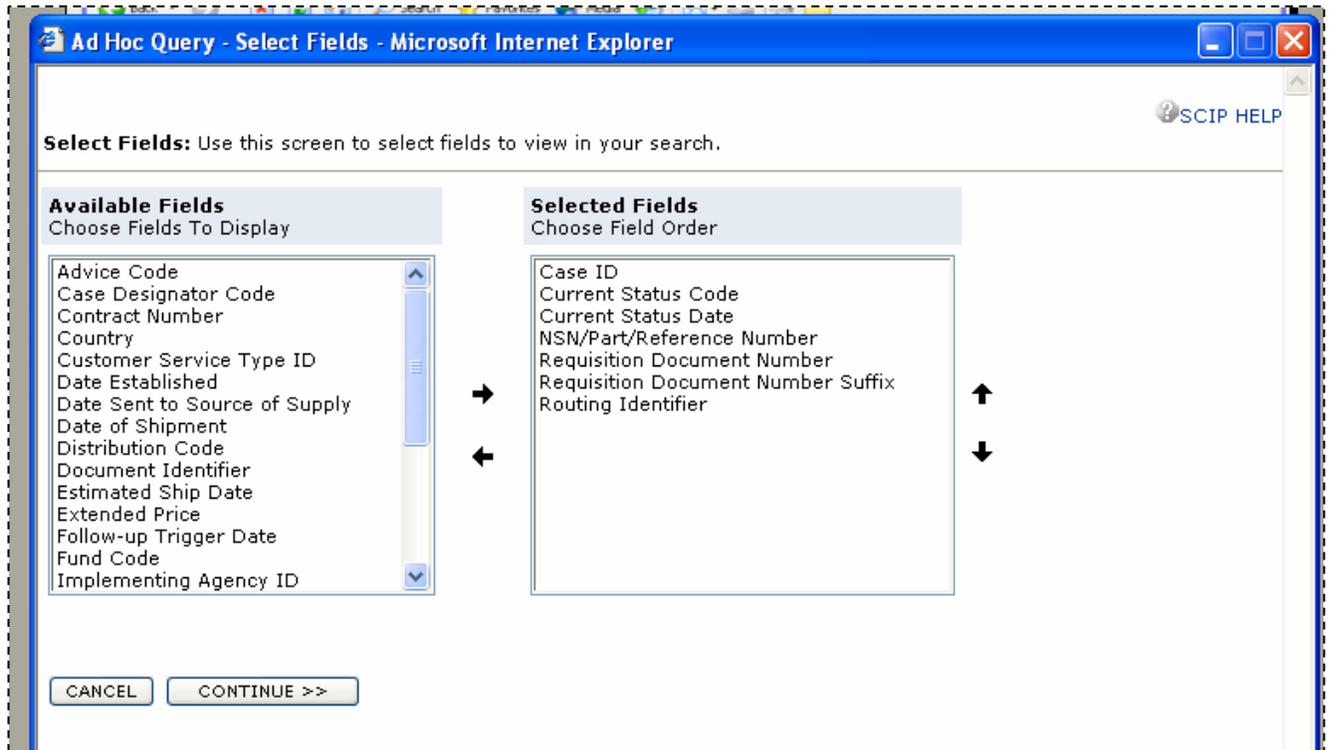
Next, select the **Ad Hoc Reports** Tab which allows you to generate Case-Level, Line-Level, Active Requisition, and SDR Ad Hoc reports (Figure 7). Highlight any one of the four options and select “Continue”.

Figure 7



Highlight each element in the left hand “Available Fields” box that you wish to appear on the report, and click the “arrow” to migrate it to the right hand “Selected Fields” box (Figure 8). In the “Selected Fields” Box, use the Up and Down arrows to reorder elements if desired. Then click “Continue” for the “filter” prompt.

Figure 8



Enter the data elements that you wish to filter. Select an Operator such as “AND” (Figure 9). Then enter specific selection criteria and click the “Detailed Report” (or the "Summary Report") button.

Figure 8

Ad Hoc Query - Select Criteria - Microsoft Internet Explorer

SCIP HELP

Selection Criteria: Use this screen to specify the criteria for your search. You can have up to 8 criteria in your search.

Create Criteria

+ ADD FILTER CRITERIA - REMOVE LAST

Current Status Code Equals BB

AND Routing Identifier Starts With S9

CANCEL DETAILED REPORT >> SUMMARY REPORT >>

For the "Detailed Report", a “sort” screen is then provided, to allow you to sort your records by data element (Figure 10). After selecting a “sort” option (or allowing for an unsorted report), “confirm” your query.

Figure 10

Ad Hoc Query - Sort By Field Selection - Microsoft Internet Explorer

SCIP HELP

Sort Order: To sort the fields, choose ascending or descending. The default is no sorting.

Sort Option

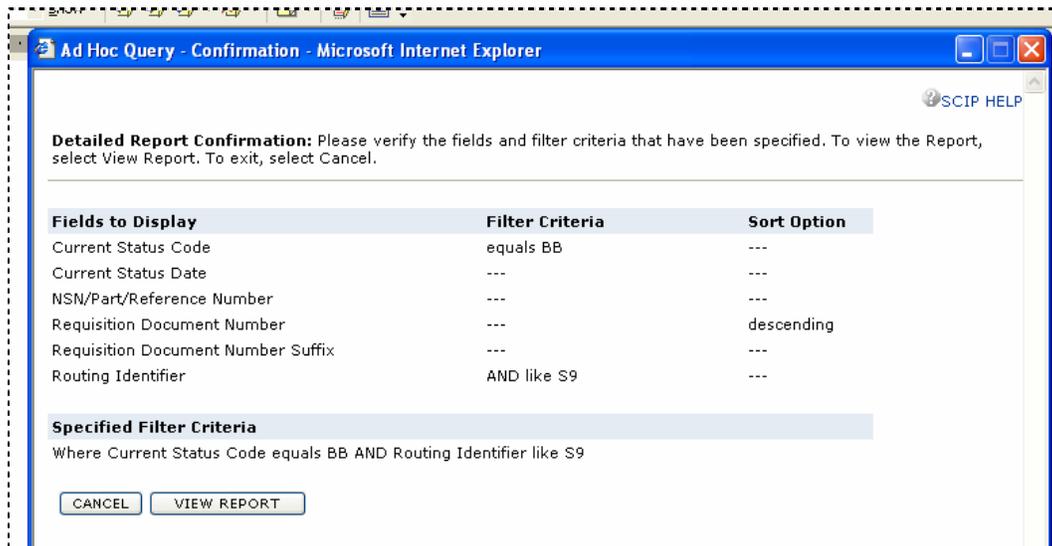
Current Status Code	None
Current Status Date	None
NSN/Part/Reference Number	None
Requisition Document Number	Descending
Requisition Document Number Suffix	None
Routing Identifier	None

CANCEL CONFIRM >>

The query confirmation screen will display the filter criteria and the sort options. An “English Language” re-statement of the extract criteria appears (Figure 11).

Select “View Report”. The report will provide the elements selected by the user, for those records meeting the selection criteria. The report can be converted to a Microsoft Excel spreadsheet format and exported for further manipulation.

Figure 11



Additional guidance for preparing Ad Hoc queries can be found by clicking on the SCIP HELP button in the upper right corner of any of the Ad Hoc query screens.

9. Input Forms Tab

To submit requisitions, other Military Standard Requisition and Issue Procedures (MILSTRIP) transactions, and Supply Discrepancy Reports (SDRs) in addition to Freight Forwarder inputs, select the **Input Forms** Tab (Figure 12).

Select a transaction from the Main Input Menu on the left and either double click on it or click on “View” at the bottom of the menu.

On-screen prompts, suggested data entries, drop down menus and minimal validation is available for each input screen. Some requisition fields are completed automatically by the SCIP.

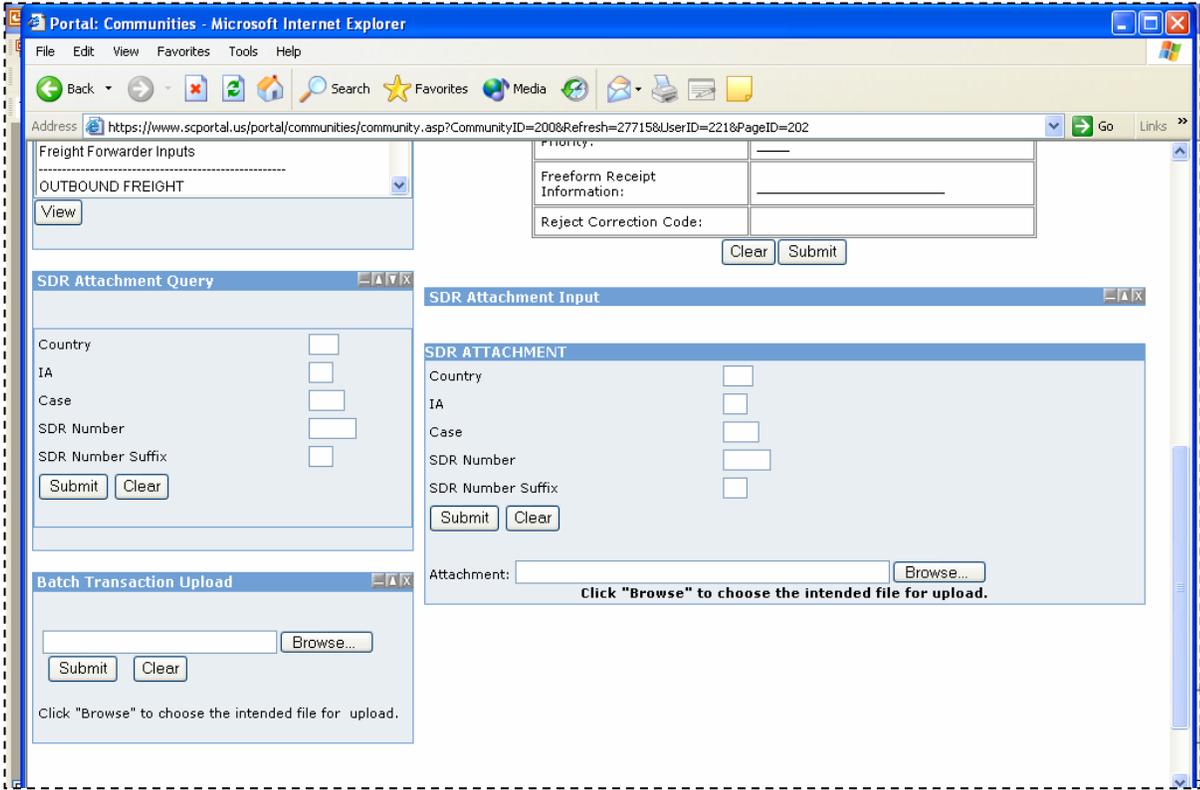
Figure 12

The screenshot shows a web browser window titled "Portal: Communities - Microsoft Internet Explorer". The address bar shows the URL: <https://www.scportal.us/portal/communities/community.asp?CommunityID=200&Refresh=67189&UserID=225&PageID=202>. The page header includes navigation links: COUNTRY PROFILE | CASE STATUS | AD-HOC REPORTS | **INPUT FORMS** | REQUISITION EXTRACT | REQUISITION SUMMARY. The main content area is divided into two sections: "Main Input Menu" on the left and "Data Input" on the right. The "Main Input Menu" lists various requisition and transaction types, with a "View" button at the bottom. The "Data Input" section is titled "A01/A Requisition - Standard NSN Material" and contains a form with the following fields:

Document Identifier:	A01
Routing Identifier Code:	
Media and Status Code:	__
National Stock Number:	_____
Unit of Issue:	EA - Each
Order Quantity:	00001
Requisition Document Number:	3217
Demand:	<input checked="" type="radio"/> Non-Recurring <input type="radio"/> Recurring
Supplementary Address:	_____
Signal Code:	L
Fund Code:	__
Distribution Code:	__
USA USAF Line Item/USN COG:	_____

Authorized users can attach documents to SDRs and view those SDR Attachments. Only users with the ability to create SDR inputs are permitted to attach a file to an SDR. Only users with the ability to query SDRs are allowed to query and view SDR attachments (Figure 13).

Figure 13

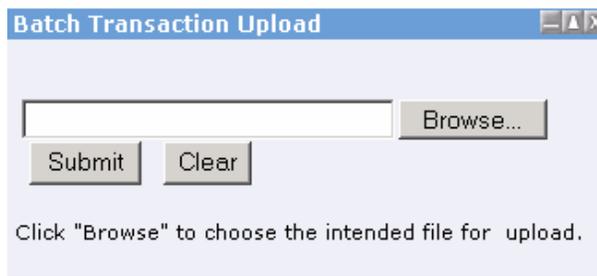


10. Batch Transaction Upload

In order to enter groups of transactions, authorized users can select **Batch Transaction Upload** to bring up the prompt below (Figure 14). Click on "Browse" to find the file of transactions you wish to upload. This file must be created in 80 column MILSTRIP format. The batch transactions are forwarded to the military departmental (MILDEP) case execution legacy systems.

Each transaction within the file is examined to determine if it is 80 characters in length and the Document Identifier is validated against a list of allowable input transactions. In addition, the Country Code is checked to determine that the user, who submits these transactions, does indeed have permission to create transactions for that given country.

Figure 14



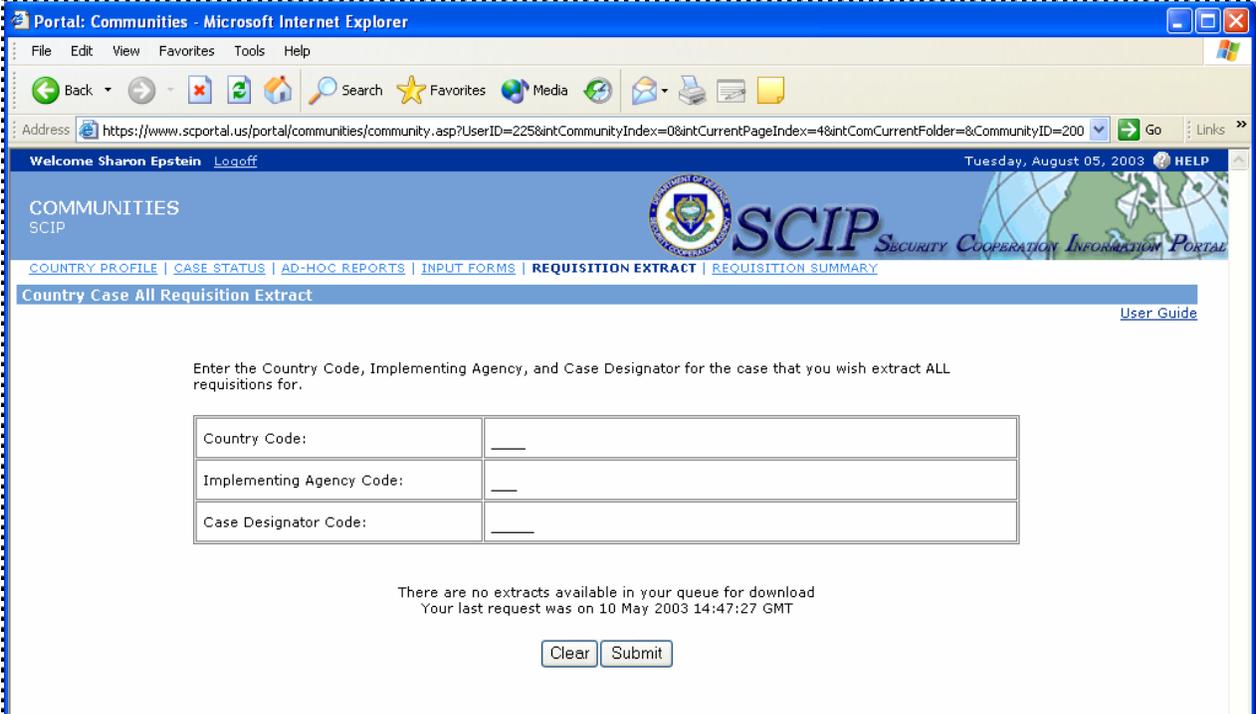
11. Requisition Extract Tab

In the near future, but not currently, authorized users will be able to select the **Requisition Extract** Tab to obtain *all* requisitions associated with a case, regardless of the current logistics or financial posture of those requisitions (Figure 15). On the screen, you will enter the Country Code (two positions), U.S. Department of Defense Implementing Agency Code (one position), and the Case (three position FMS Case Designator) and submit your request.

When you log onto the portal the following day, you will receive a notification on the screen that your extract is available, and you may then “retrieve” your data, based upon your request from the previous day. The extract file name on the downloaded file will be your USERID, followed by the two position Country Code, followed by the one position Implementing Agency Code, followed by the three position Case Designator Code, followed by .TXT.

You will be able to transfer your file from the portal using normal file download capabilities. We do have some restrictions, in addition to any password restrictions you may already have on your account: You can only input one ALL Requisition extract request into the SCIP in any one 24-hour period. There will be NO attempt to “push” completed files to you. You must “pull” the extract to your machine, after successful logon to the SCIP. Only you can retrieve your extract, as your USERID is embedded in the file name.

Figure 15



The screenshot shows a Microsoft Internet Explorer browser window displaying the SCIP Security Cooperation Information Portal. The browser's address bar shows the URL: <https://www.scportal.us/portal/communities/community.asp?UserID=225&intCommunityIndex=0&intCurrentPageIndex=4&intComCurrentFolder=&CommunityID=200>. The page title is "Portal: Communities - Microsoft Internet Explorer". The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The address bar also shows a "Go" button and a "Links" button. The page content includes a navigation menu with links for COUNTRY PROFILE, CASE STATUS, AD-HOC REPORTS, INPUT FORMS, REQUISITION EXTRACT, and REQUISITION SUMMARY. The main content area is titled "Country Case All Requisition Extract" and includes a "User Guide" link. Below the title, there is a text prompt: "Enter the Country Code, Implementing Agency, and Case Designator for the case that you wish extract ALL requisitions for." This is followed by a form with three input fields: "Country Code:" (with a two-character input field), "Implementing Agency Code:" (with a one-character input field), and "Case Designator Code:" (with a three-character input field). Below the form, there is a message: "There are no extracts available in your queue for download. Your last request was on 10 May 2003 14:47:27 GMT." At the bottom of the form, there are two buttons: "Clear" and "Submit".

12. Requisition Summary Tab

Select the **Requisition Summary** Tab to generate a report (Figure 16), which subtotals requisition category information by Implementing Agency or International Customer Service, and totals it by Country. Requisition data is grouped by Unshipped, Shipped/ Unbilled, Shipped/Partial Billed, Shipped/Expended, and Cancelled group code categories.

Figure 16

Requisition Group Code Summary

BN (Bandaria)	
UnshippedRequisitions:	3,744
	\$76,982,023.65
ShippedUnbilledRequisitions:	559,170
	\$938,720,308.09
ShippedPartialBilledReqs:	196
	\$20,987,647.29
ShippedExpendedRequisitions:	1,245,158
	\$5,221,539,093.98
CancelledRequisitions:	645,319
	\$1,559,421,209.98
EU (Euphoria)	
UnshippedRequisitions:	248
	\$6,716,588.36

[View Country Detail](#)

Summary:

Total Reqs:	39,359,828
Total Cases:	34,553
Total Value:	\$127,910,313,734.38
Countries:	198

Unshipped: 155,779 \$8,096,204,036
Shipped: 38,804,053 \$119,814,109,700

Requisition Summary By Implementing Agency

Country: BN (Bandaria)

Implementing Agency: B (Army)

Requisition Group Code	Total Requisitions	Total Value
Unshipped	512	\$37,687,354
Shipped Unbilled	525	\$1,661,401
Shipped Partial Billed	0	\$0
Shipped Expended	36,588	\$103,549,386
Cancelled	1,307	\$0

39,554 Requisitions for Implementing Agency B (Army) totalling \$150,659,416.29

Implementing Agency: C (Defense Information Systems Agency (DISA))

Requisition Group Code	Total Requisitions	Total Value
Unshipped	0	\$0
Shipped Unbilled	0	\$0
Shipped Partial Billed	0	\$0
Shipped Expended	0	\$0
Cancelled	0	\$0

0 Requisitions for Implementing Agency C (Defense Information Systems Agency (DISA)) totalling \$0.00

Implementing Agency: D (Air Force)

Requisition Group Code	Total Requisitions	Total Value
Unshipped	507	\$3,500,873
Shipped Unbilled	556,745	\$934,748,458
Shipped Partial Billed	0	\$0
Shipped Expended	562,877	\$951,202,545
Cancelled	562,346	\$941,416,613

13. Processing Reassignment of Host Nation Token Administrators (HNTAs) or Alternate HNTAs

A new HNTA or Alternate HNTA must be designated when the current HNTA or Alternate HNTA is reassigned. The host nation must ensure that the letter (Figure 17) is completed with the signatures of the host country’s designating official, the new HNTA, and alternate HNTA. Please note that the individuals who sign the letter must be authorized to represent all of the Host Nation’s military departments. A copy of the letter needs to be faxed to 001-703-602-7836 to the attention of Mr. Brent Pearlstein and the original mailed to the following address:

Defense Security Cooperation Agency
 Information Technology Directorate
 2800 Defense Pentagon
 Washington, DC 20301-2800 USA

Figure 17

Host Nation Letterhead GOVERNMENT OF _____ Address	
Defense Security Cooperation Agency Information Technology Directorate 2800 Defense Pentagon Washington, DC 20301-2800 USA	
SUBJECT: Designation of Host Nation Token Administrator and Alternate	
1. The personnel listed below have been designated by the Government of _____ to act as Token Administrator and Alternate Token Administrator for the Security Cooperation Information Portal.	
2. Should you have any additional questions, please contact (printed name, title, phone number, fax number, email, and address of the Designating Official)	
Signature of the Designating Official Signature Block of the Designating Official	
1. Token Administrator:	Name (Printed) _____ Title _____ Telephone Number _____ Fax Number _____ Address _____ Email Address _____ Signature _____
2. Alternate Token Administrator:	Name (Printed) _____ Title _____ Telephone Number _____ Fax Number _____ Address _____ Email Address _____ Signature _____

14. Processing Reallocation of Host Nation (HN) Tokens

HN tokens will be reallocated over time from current token recipients to new recipients. An e-mail should be sent to the below e-mail address requesting the deactivation of any current HN SCIP user's account whose token is slated for reallocation to a new recipient. For each new HN token recipient, a new SCIP International Registration Form needs to be completed, signed by the new recipient's supervisor, signed by the HNTA, and then forwarded by both fax and mail to the following address:

E-mail: sciphelp@dsadc.dsca.mil
SCIP Access Administrator
Defense Security Assistance Development Center (DSADC)
5450 Carlisle Pike
Building 107N
Mechanicsburg, PA 17055
U.S.A.
Fax Number: 001-717-605-9319

15. Processing Changes in Permissions of Host Nation Token Users

When changes need to be made to an existing HN Token User's permissions to access country/case/line data, the HNTA must ensure the following actions are taken to process the changes:

- a. Pages 3 and 4 of the SCIP International Registration Form need to be redone and signed by the same supervisor who signed the original registration form **if possible**.
- b. Page 4 of the registration form must be signed by the HNTA.
- c. Pages 3 and 4 of the completed form must be faxed to following address:

E-mail: sciphelp@dsadc.dsca.mil
SCIP Access Administrator
Defense Security Assistance Development Center (DSADC)
5450 Carlisle Pike
Building 107N
Mechanicsburg, PA 17055
U.S.A.
Fax Number: 001-717-605-9319

16. Processing Reassignment of Security Assistance Token Administrators (SAOTAs) or Alternate SAOTAs

A new SAOTA or Alternate SAOTA must be designated when the current or Alternate SAOTA is reassigned. The SAO Chief must ensure that the letter (Figure 18) is completed with the signatures of the host country's designating official, the new SAOTA and alternate SAOTA. Please note that all three of the individuals who sign the letter must US citizens. A copy of the letter needs to be faxed to 001-703-602-7836 to the attention of Mr. Brent Pearlstein and the original mailed to the following address:

Defense Security Cooperation Agency
 Information Technology Directorate
 2800 Defense Pentagon
 Washington, DC 20301-2800 USA

Figure 18

Security Assistance Organization (SAO) Letterhead	
NAME OF SAO	
Address	
Defense Security Cooperation Agency Information Technology Directorate 2800 Defense Pentagon Washington, DC 20301-2800 USA	
SUBJECT: Designation of SAO Token Administrator (SAO TA) and Alternate	
1. The personnel listed below have been designated by the Government of _____ to act as Token Administrator and Alternate Token Administrator for the Security Cooperation Information Portal.	
2. Should you have any additional questions, please contact (printed name, title, phone number, fax number, email, and address of the Designating Official)	
Signature of the Designating Official Signature Block of the Designating Official	
1. SAO Token Administrator (must be a US citizen):	
Name (Printed)	_____
Title	_____
Telephone Number	_____
Fax Number	_____
Address	_____
Email Address	_____
Signature	_____
2. Alternate SAO Token Administrator (must be a US citizen):	
Name (Printed)	_____
Title	_____
Telephone Number	_____
Fax Number	_____
Address	_____
Email Address	_____
Signature	_____

17. Processing Reallocations of SAO Nation Tokens Among Foreign National (FN) Employees of the SAO

Within the SAO, tokens will be reallocated over time from current FN national token holders to new FN employees. An e-mail should be sent to the below e-mail address requesting the deactivation of any current FN SCIP user's account whose token is slated for reallocation to a new FN recipient within the SAO. For each new SAO FN token recipient, a new SCIP US Government Registration Form needs to be completed, signed by the new recipient's supervisor, signed by the SAOTA, and then forwarded by both fax and mail to the following address:

E-mail: sciphelp@dsadc.dsca.mil

SCIP Access Administrator

Defense Security Assistance Development Center (DSADC)

5450 Carlisle Pike

Building 107N

Mechanicsburg, PA 17055

U.S.A.

Fax Number: 001-717-605-9319

18. Processing Changes in Permissions of SAO Token Users

When changes need to be made to an existing SAO FN Token user's permissions to access country/case/line data, the SAOTA must ensure the following actions are taken to process the changes:

- a. Pages 1 and 2 of the SCIP US Government Registration Form need to be redone and signed by the same supervisor who signed the original registration form **if possible**.
- b. Page 2 of the registration form must be signed by the SAOTA.
- c. Pages 1 and 2 of the completed form must be faxed to the following address:

E-mail: sciphelp@dsadc.dsca.mil

SCIP Access Administrator

Defense Security Assistance Development Center (DSADC)

5450 Carlisle Pike

Building 107N

Mechanicsburg, PA 17055

U.S.A.

Fax Number: 001-717-605-9319

19. Processing Changes in Permissions of (1) DoD Personnel, (2) Other USG Employees, and (3) certain USG Contractors

The following steps need to be taken when processing changes in permissions for accessing country/case/line data for (1) DoD personnel, (2) Other USG Employees, and (3) certain USG contractors-*who have received or are both eligible and scheduled to receive CACs and are either (a) Non-US Citizens Within the 50 States and US Territories or (b) US Citizens:*

- a. A new SCIP USG Registration Form needs to be completed by the SCIP user and the SCIP user's supervisor that lists the permission changes.
- b. The SCIP user must complete those fill-in, date, and signature boxes, which pertain to him.
- c. The original supervisor, who signed the SCIP user's most recent registration form, if possible, or the SCIP user's current supervisor must complete those fill-in, date, and signature boxes, which pertain to him.
- d. The completed form with the required signatures must be forwarded by both fax and mail to the following address:

E-mail: sciphelp@dsadc.dsca.mil

SCIP Access Administrator

Defense Security Assistance Development Center (DSADC)

5450 Carlisle Pike

Building 107N

Mechanicsburg, PA 17055

U.S.A.

Fax Number: 001-717-605-9319