

**Welcome to the
Security Cooperation Information Portal (SCIP)**

**International Users (to include Foreign Nationals, International Representatives)
and Contractors/Freight Forwarders employed directly by the country**

To obtain access to the SCIP, please do the following:

- 1) Ensure that your current Internet Browser (Microsoft Internet Explorer (preferred), Netscape, etc.) can process JavaScript and session "cookies". (Note: If you cannot perform these functions, you will not be able to access portal information effectively!) See your local Network/Security Administrator, if necessary, for help with adjustments to these settings.
- 2) Complete this Cover Sheet and the attached form. Please note that these forms may be completed either electronically, or manually. However, for security reasons, they must be printed after completion, and all must be signed by the authorized representative(s) indicated on the form.
- 3) The completed form sections and this cover sheet should be sent via Fax transmission to the number below, after the information boxes below are filled.

If you have any other questions, or require additional information, please contact the SCIP access administrator at the following e-mail address: sciphelp@dsadc.dsca.mil

Thank You!

Fax To: SCIP ACCESS ADMINISTRATOR DEFENSE SECURITY ASSISTANCE DEVELOPMENT CENTER (DSADC) 5450 CARLISLE PIKE BUILDING 107N MECHANICSBURG, PA. 17055 Voice Phone Numbers: DSN 430-9284 Commercial 001-717- 605-9284 Fax Numbers: DSN 430-9319 Commercial 001-717-605-9319
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Date: _____
Number of pages, including this cover sheet: _____

From: _____ _____ _____ _____ Voice Phone Number: _____ Fax Number: _____
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SECURITY COOPERATION INFORMATION PORTAL (SCIP)

I. USER REQUEST INFORMATION

(To be completed by International Users, to include Foreign Nationals, International Representatives or Contractor/Freight Forwarder personnel employed by the country only!)

1. Surname (Last Name) :	6. Phone:
2. Given Name(s) (First Name) :	
3. Job Title:	7. FAX:
4. Organization/Department:	
5. Rank/Title :	8. E-mail Address:
9. Mailing Address:	
10. Citizenship? U.S. <input type="checkbox"/> Other <input type="checkbox"/> If Other, what country?	
11. User is an agent of, or employed by, a Customer Country? Yes <input type="checkbox"/> No <input type="checkbox"/> If YES, identify country here:	

STATEMENT OF ACCOUNTABILITY

I understand my obligation to protect my password. I assume the responsibility for data and the system to which I am granted access. I will not exceed my authorized access.

12. USER'S SIGNATURE:

STATEMENT OF PERMISSIONS

I certify, on behalf of my country, that the above named user is authorized access to the Security Cooperation Information Portal.

13. NAME OF HOST NATION TOKEN ADMINISTRATOR (HNTA) : (PLEASE PRINT)

14. SIGNATURE OF HOST NATION TOKEN ADMINISTRATOR (HNTA):

15. To ensure SCIP Account Activation, please include the 8 digit number engraved on the reverse side of the Token Card/Fob above the card expiration date. TOKEN CARD SERIAL NUMBER:

16. Today's Date:

II. Case Management Account Options

USER'S NAME (PLEASE PRINT):

A. Select the cases to which your user can have access:

All FMS cases for your country

or

Designate your country's Services for which access is allowed (Choose ONE or MORE):

your Army

your Air Force

your Marines

your Navy

your other Services

or

Specify a list of Cases for which access is allowed (e.g. LT-P-ABC):

____-____-____ ____-____-____ ____-____-____ ____-____-____ ____-____-____
____-____-____ ____-____-____ ____-____-____ ____-____-____ ____-____-____

B. Within the scope of Part A above, you may further restrict access to cases managed by various U.S. Services and Agencies:

All FMS cases, regardless of managing U.S. Service

or

Select the appropriate box (Choose Just ONE):

All cases, except those managed by the National Security Agency (NSA)

All U.S. Army - managed cases in CISIL, including NSA cases

All U.S. Army - managed cases in CISIL, except NSA cases

All U.S. Air Force - managed cases in SAMIS and CMCS, including NIMA cases

All U.S. Air Force - managed cases in SAMIS and CMCS, except NIMA cases

All U.S. Navy - managed cases in MISIL and STARS

USER'S NAME (PLEASE PRINT):

C. For the cases to which the user has access, specify the types of case information that can be viewed:

- All information about permitted cases
or
 No information can be viewed
or
 Select specific information in permitted cases to be viewed
- Case or Payment Schedule level information
 - Line-level information
 - Requisition information
 - Supply Discrepancy Reports (including attachments)
 - Extracts of all requisitions
- and/or
- Country-level summations of all permitted cases

D. For the cases to which the user has access, what types of information can the user submit?

- All types of inputs are permitted
or
 No inputs are permitted
or
 Specify those inputs that can be submitted:
- Individual Requisition
 - Individual Requisitions Cancellation Requests
 - Individual Requisition Modification Requests
 - Individual Requisition Follow-ups
 - Individual Requisition Narrative Messages
 - Batch Transaction Uploads
 - Supply Discrepancy Reports
 - Freight Tracking Receipt and/or Forwarding Transactions
 - Freight Tracking in-country Receipt Transactions
 - Freight Tracking Repairable Receipt and Shipment Transactions

Host Nation Token Administrator's (HNTA) Email Address: _____

Name of Host Nation Token Administrator (HNTA) (Typed or Printed): _____

Signature of Host Nation Token Administrator HNTA: _____