

AFLCMC/WF

AFSAC Online (AOL)

Department of the Air Force



**Security Cooperation Information Portal (SCIP)
Registration Instructions for AFSAC Online
(AOL) Foreign Customers Needing an RSA
Token**

Document Version: 1.0.0

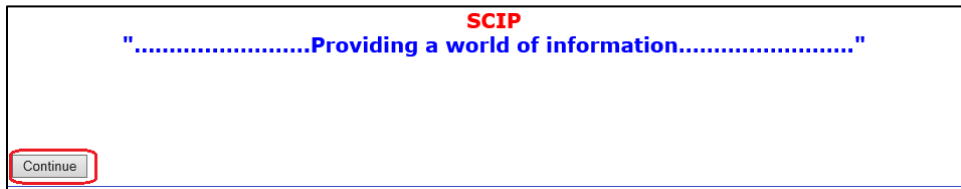
28 May 2019

Prepared by: AFLCMC/WFRC

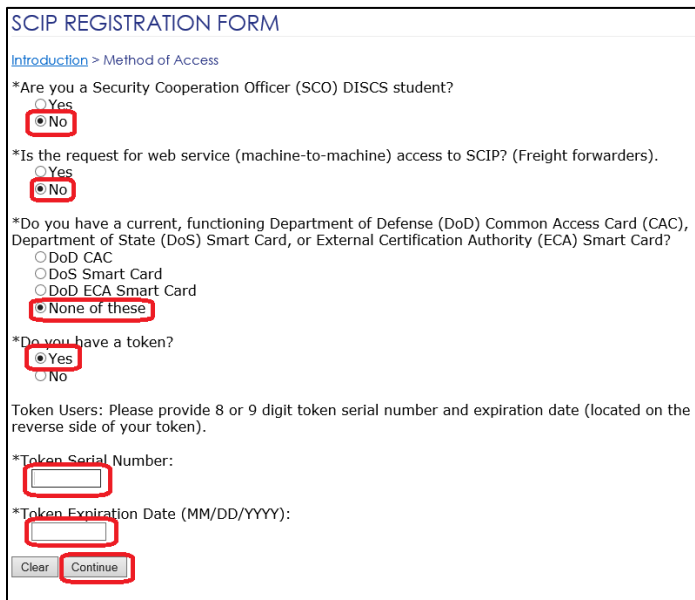
SCIP Registration Instructions for AFSAC Online (AOL) Foreign Customers Needing an RSA Token

These instructions are to be used by non-U.S. users of AFSAC Online (AOL) to register with the Security Cooperation Information Portal (SCIP). These instructions are to be used to create a SCIP account in preparation of AOL moving to 2-factor authentication (2FA). After the transition, all AOL accounts will be required to use 2FA to gain access to AOL. Failure to complete this process ahead of the transition may result in delayed access after the transition is complete.

1. Contact Host Nation Token Administrator (HNTA) to obtain an RSA Token. HNTAs (as of 15 May 2019) are listed at the end of this document.
2. Go to <https://www.scportal.us/SCIPRegistration/introduction.jsp>.
3. Click Continue.



4. Complete the Method of Access section of the SCIP Registration form. Most users with CACs will have the following options:
 - Are you a Security Cooperation Officer (SCO) DISCS student? No
 - Is the request for web service (machine-to-machine) access to SCIP? (Freight forwarders). No
 - Do you have a current, functioning Department of Defense (DoD) Common Access Card (CAC), Department of State (DoS) Smart Card, or External Certification Authority (ECA) Smart Card? None of these
 - Do you have a token? Yes
 - Token Serial Number? Enter the serial number on the back of your token
 - Token Expiration Date (MM/DD/YYYY): Enter the expiration date on the back of your token
 - Click Continue

A screenshot of the "SCIP REGISTRATION FORM" titled "Introduction > Method of Access". It contains several questions with radio button options:

- *Are you a Security Cooperation Officer (SCO) DISCS student?
 Yes
 No
- *Is the request for web service (machine-to-machine) access to SCIP? (Freight forwarders).
 Yes
 No
- *Do you have a current, functioning Department of Defense (DoD) Common Access Card (CAC), Department of State (DoS) Smart Card, or External Certification Authority (ECA) Smart Card?
 DoD CAC
 DoS Smart Card
 DoD ECA Smart Card
 None of these
- *Do you have a token?
 Yes
 No

Below these questions, there is a note: "Token Users: Please provide 8 or 9 digit token serial number and expiration date (located on the reverse side of your token).". There are two input fields:

- *Token Serial Number: [input field]
- *Token Expiration Date (MM/DD/YYYY): [input field]

At the bottom, there are "Clear" and "Continue" buttons.

5. Complete the User Information section of the SCIP Registration form.

- LAST NAME: Your Last Name
- FIRST NAME: Your First Name
- MI: Your Middle Initial
- TYPE OF REQUEST: Initial
- ENVIRONMENT ACCESS REQUEST: Production
- ORGANIZATION (Spell out all acronyms): Your Organization (For example, Air Force Security Assistance and Cooperation Directorate (AFSAC))
- PHONE: Your Commercial Phone Number
- DSN: Your DSN Phone Number
- FAX: Your Commercial Fax Number
- OFFICIAL E-MAIL ADDRESS: Your Email Address
- JOB TITLE AND GRADE/RANK: Your Job Title and Grade or Rank
- OFFICIAL MAILING ADDRESS: Your Mailing Address
- Click Continue

The screenshot shows a web browser window with the URL <https://www.sportal.us/SCIPRegistration/userInformation.jsp>. The page title is "SCIP REGISTRATION FORM". The breadcrumb navigation is "Introduction > Method of Access > User Information".

The form fields are as follows:

- Name:
 - *LAST NAME: [Text Input]
 - *FIRST NAME: [Text Input]
 - MI: [Text Input]
- *TYPE OF REQUEST:
 - Initial
 - Modification
 - Deletion
- *ENVIRONMENT ACCESS REQUEST:
 - Production
 - QA\TEST
 - Development (For SCIP Development Team only)
- *DATE (MM/DD/YYYY): 05/13/2019
- *ORGANIZATION (Spell out all acronyms): [Text Input]
- *PHONE: [Text Input]
- DSN: [Text Input]
- FAX: [Text Input]
- *OFFICIAL E-MAIL ADDRESS: [Text Input]
- *JOB TITLE AND GRADE/RANK: [Text Input]
- *OFFICIAL MAILING ADDRESS: [Text Input]

At the bottom of the form, there are two buttons: "Clear" and "Continue". The "Continue" button is highlighted with a red box.

6. Click Continue.

User Signature field must be signed before you forward your registration form for processing unless otherwise specified.

7. Complete the SCIP Access Role of the SCIP Registration form.
- SCIP Role: 17. International Customer (or appropriate)
 - Click Continue

SCIP REGISTRATION FORM

[Introduction](#) > [Method of Access](#) > [User Information](#) > SCIP Access Role

Name: XXXXXXXXXX

SCIP Access Role Option

SCIP has developed a process that creates a custom registration form based on a specific user role.

Choose **one** of the options below to continue the registration process:

SCIP Role (pre-filled registration form)

The SCIP Role option will auto-fill certain selections of the registration form based on the type of access needed for that particular type of user. Use the drop down below to select a SCIP specific role and have the registration form prefilled.

SCIP Role:
[Description of SCIP Roles](#)

Once a role is selected, continue through the form and confirm the prefilled selections. You may request more access if needed.

--Additional access requests will appear in blue on the .pdf registration form.

Standard Blank Form

Complete the registration form by NOT selecting a role (No Role Selected) and Continue with requesting access on each page.

8. Begin filing in the Citizenship section of the SCIP Registration form.
 - Select your country of citizenship: Select from drop-down menu
 - Select your employment type: Normally Military Personnel, Civilian Employee, or Contractor
 - Are you a United States Government (USG) Employee or USG Contractor? No
 - Please choose and Affiliation/Employment: Select appropriate designation

SCIP REGISTRATION FORM

[Introduction](#) > [Method of Access](#) > [User Information](#) > [SCIP Access Role](#) > Citizenship

Name: XXXXXXXXXX Role: 17. International Customer

PRIVACY ACT STATEMENT	
AUTHORITY:	Executive Order 10450, 9397; and Public Law 99-474, the Computer Fraud and Abuse Act.
PRINCIPAL PURPOSE:	To record names, signatures, and Social Security Numbers for the purpose of validating the trustworthiness of individuals requesting access to Department of Defense (DoD) systems and information. NOTE: Records may be maintained in electronic and/or paper form.
ROUTINE USES:	None.
DISCLOSURE:	Disclosure of this information is voluntary, however, failure to provide the requested information may impede, delay or prevent further processing of this request.

*Select your country of citizenship

*Select your employment type:

Military Personnel
 Civilian Employee
 Contractor
 Freight Forwarder

*Are you a United States Government (USG) Employee or a USG Contractor?

Yes
 No

*Please choose an Affiliation/Employment Type:

USG Employee (Civilian/Military)
 USG Employee - Foreign Service National (FSN) or Locally Employed Staff (LES)
 Employed under a USG Contract
 Foreign Government Employee (Civilian/Military)
 Employed under a Foreign Contract

9. Read the User Agreement and User Responsibilities. Click Continue.

I understand that by signing this registration form I consent to adhere to the above guidelines. Failure to do so will result in access privileges being revoked.

10. Begin filling in the Information Section of the SCIP Registration form.

- US Implementing Agency Information - Select ONE of the following: Select U.S. Air Force-managed FMS Case-level Information Only
- Customer Country Service Codes - Select ONE or MORE of the following: Select (Code D) Air Force (You may need to deselect Code A first)

SCIP REGISTRATION FORM

[Introduction](#) > [Method of Access](#) > [User Information](#) > [SCIP Access Role](#) > [Citizenship](#) > Information Access

Name: [REDACTED] Role: 17. International Customer

***US Implementing Agency Information - Select ONE of the following:**

- ALL Foreign Military Sales (FMS) Case-level Information, regardless of the managing U.S. Service. (Code 1)
- ALL FMS Case-level Information, except National Security Agency (NSA) managed cases. (Code 2)
- U.S. Army-managed FMS Case-level Information Only, (Centralized Information System for International Logistics (CISIL) and NSA cases). (Code 3)
- U.S. Army-managed FMS Case-level Information Only, except NSA managed cases. (Code 4)
- U.S. Air Force-managed FMS Case-level Information Only, (Security Assistance Management Information System (SAMIS)/Case Management Control System (CMCS) and National Geospatial Intelligence Agency (NGA)). (Code 5)
- U.S. Air Force-managed FMS Case-level Information Only, except NSA managed cases. (Code 6)
- U.S. Navy-managed FMS Case-level Information Only, (Management Information System for International Logistics (MISIL)). (Code 7)

***Customer Country Service Codes - Select ONE or MORE of the following:**

Note: The Customer Country Service Code represents the international customer service who will be the recipient of the FMS Case articles and services. This code (i.e. B = customer army, D = customer air force, K = customer marine corps, P = customer navy, and T = customer other service) may not necessarily equate to the Implementing Agency code found in the section above. Quite frequently, a US Implementing agency (e.g. P = US Navy) may initiate an FMS case that "crosses" to a different customer country service (e.g. D = customer air force). If you do not select the proper combination of US Implementing agency code(s) and customer country service code(s) on your registration form, you may not be able to access information related to FMS cases of interest to you, based upon your user account settings, and SCIP security software controls.

- (Code A) All Customer Services (Codes B, D, K, P, and T)
- (Code B) Army
- (Code D) Air Force
- (Code K) Marine Corps
- (Code P) Navy
- (Code T) Other

11. Continue filling in the Information Section of the SCIP Registration form.

- Country Permission Settings – Select your country
- Users requesting access to all country records within a COCOM, to multiple country records, or to records for ALL countries, please provide organizational role, as well as justification for request: Provide justification if needed
- User should have access to only a specific FMS case or list of cases. If Yes, list cases below. Please include Country Code, Implementing Agency (IA), and Case Designator Code for each (e.g. BN-B-ABC): Select Yes or No
- Building Partnership Capacity (BPC) Case Option (USG Employees Only): Select Yes or No
- Click Continue

*Country Permission Settings - Select ONE of the following

Access to a single country program (the customary/usual selection).
Select a country:

User should have access to only a specific FMS case or list of cases. If Yes, list cases below. Please include Country Code, Implementing Agency (IA), and Case Designator Code for each (e.g. BN-B-ABC).

**User will be restricted to ONLY this defined list of cases as entered below. The above selections will not apply

Yes
 No

Building Partnership Capacity (BPC) Case Option (USG Employees Only)

Yes No

**In addition to the Country programs requested above, I will also require access to all BPC programs associated with those country programs. I understand that my access will be to all BPC cases currently in existence, where at least one Case Line item on that case would benefit a Country to which I have access. I also understand that my account permissions will automatically be updated each time a new BPC country code is assigned in the future, where at least one Case Line item on that case would benefit a Country to which I have access.

Clear

12. Complete Location/Employee Type Information section of the SCIP Registration form.

- Country/International Affiliation: Enter as appropriate
- Location: Select United States, In-Country, or Other
- Are you a Host Nation Token Administrator (HNTA), or Alternate? Usually No
- Click Continue

SCIP REGISTRATION FORM

[Introduction](#) > [Method of Access](#) > [User Information](#) > [SCIP Access Role](#) > [Citizenship](#) > [Information Access](#) > Location/Employee Type Information

Name: [REDACTED]

Foreign Nationals and their Agents: (To be completed by all International Customer Users, Customer Country Agents, their representatives, or employees (e.g. contractors, office employees, etc.), regardless of citizenship).

*Country/International Organization Affiliation:

*Location:
 United States (Complete Assignment below.)
 In-Country
 Other

*Are you a Host Nation Token Administrator (HNTA), or Alternate?
 Yes
 No

13. Click continue.

Supervisor's Signature field must be signed before you forward your registration form for processing unless otherwise specified.

14. Complete the SCIP Communities section of the SCIP Registration form.

- Please select the communities to which you need access: Select appropriate options
- Click Continue

SCIP REGISTRATION FORM

[Introduction](#) > [Method of Access](#) > [User Information](#) > [SCIP Access Role](#) > [Citizenship](#) > [Information Access](#) > [Location/Employee Type Information](#) > SCIP Communities

Name: [REDACTED]

*Please select the communities to which you need access:

- Case Information
- End-Use Monitoring (EUM) Community
- Case Execution Community
- State Department Community
- National Geospatial-Intelligence Agency (NGA) Community
- Partner Information Community
- Navy Community
- USAF Community

15. Complete the Partner Information Community section of the SCIP Registration form.

- Select Security Partner Folders (if needed)
- Click Continue

SCIP REGISTRATION FORM

[Introduction](#) > [Method of Access](#) > [User Information](#) > [SCIP Access Role](#) > [Citizenship](#) > [Information Access](#) > [Location/Employee Type Information](#) > [SCIP Communities](#) > [Case Information](#) > Partner Information Community

Name: [REDACTED] Role: 4. Other DoD user

- Customer Info (All SCIP users have access)
- Security Partner Folders (Restricted to Foreign Liaison Officers at WPAFB)

16. Complete the USAF Community section of the SCIP Registration form (if applicable)

- Check box if needed
- Click Continue

SCIP REGISTRATION FORM

[Introduction](#) > [Method of Access](#) > [User Information](#) > [SCIP Access Role](#) > [Citizenship](#) > [Information Access](#) > [Location/Employee Type Information](#) > [SCIP Communities](#) > [Partner Information Community](#) > USAF Community

Name: [REDACTED]

International Engine Management Program

Note: All registration forms of prospective users requesting access to this community will be submitted to the USAF Information Owner (IO) for review and approval.

Clear Continue

17. Complete the Additional Comments section of the SCIP Registration form.

- Type in "Registering for a SCIP account in preparation of using SCIP to authenticate to AFSAC Online (AOL)."
- Click Continue

SCIP REGISTRATION FORM

[Introduction](#) > [Method of Access](#) > [User Information](#) > [SCIP Access Role](#) > [Citizenship](#) > [Information Access](#) > [Location/Employee Type Information](#) > [SCIP Communities](#) > [Case Information](#) > [Partner Information Community](#) > [Corporate Information Community](#) > Additional Comments

Name: [REDACTED] Role: 17. International Customer

Additional Comments/Information

Registering for a SCIP account in preparation of using SCIP to authenticate to AFSAC Online (AOL)

403 Characters Remaining

Continue

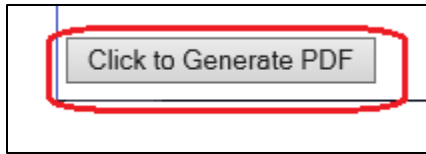
End of Registration Form

18. Click Ok.

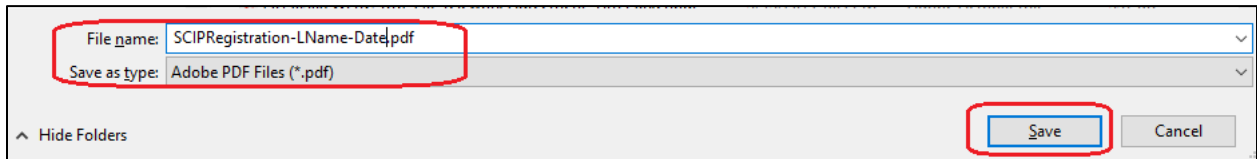
SCIP Registration forms must be submitted to the SCIP Help Desk within 60 days from the date of the user's signature. Forms received after 60 days from the date of the user's signature will not be processed.

OK

19. Click on Click to Generate PDF.



20. A PDF of the registration will open. Save the file.



21. Print the .form.

22. Sign and date the form on page 3.

<ul style="list-style-type: none">- Protect authenticators (e.g., Password and Personal Identification Numbers (PIN)) required for logon authentication at the same classification as the highest classification of the information accessed.- Protect authentication tokens (e.g., Common Access Card (CAC), Alternate Logon Token (ALT), Personal Identity Verification (PIV), National Security Systems (NSS) tokens, etc.) at all times. Authentication tokens shall not be left unattended at any time unless properly secured.- Virus-check all information, programs, and other files prior to uploading onto any DoD IT resource.- Observe all policies and procedures governing the secure operation and authorized use of an information system. <p>I understand that by signing this registration form I consent to adhere to the above guidelines. Failure to do so will result in access privileges being revoked.</p>	
USER SIGNATURE (Mandatory) <input type="text"/>	DATE (MM/DD/YYYY):(Mandatory) <input type="text"/>

23. Have the authorizing official (e.g. Host Nation Token Administrator, SCO Token Administrator, USG Supervisor, etc.) sign on page 5.

TYPE OF ACCESS REQUIRED <input checked="" type="checkbox"/> AUTHORIZED <input type="checkbox"/> PRIVILEGED		
USER REQUIRES ACCESS TO: <input checked="" type="checkbox"/> UNCLASSIFIED <input type="checkbox"/> RESTRICTED		
VERIFICATION OF NEED TO KNOW <input checked="" type="checkbox"/> I certify that this user requires access as requested.		
SUPERVISOR'S NAME (See Instruction Sheet)	SUPERVISOR'S SIGNATURE (Mandatory)	DATE (MM/DD/YYYY)
SUPERVISOR'S ORGANIZATION/DEPARTMENT	SUPERVISOR'S E-MAIL ADDRESS (Mandatory)	PHONE NUMBER
SIGNATURE OF INFORMATION OWNER/OPR (DSCA Use Only)	PHONE NUMBER	DATE (MM/DD/YYYY)
SIGNATURE OF IAO OR APPOINTEE (DSCA Use Only)	ORGANIZATION/DEPARTMENT	
PHONE NUMBER	DATE (MM/DD/YYYY)	

24. Have your local information security manager sign on page 6.

PART III - SECURITY MANAGER VALIDATES THE BACKGROUND INVESTIGATION OR CLEARANCE INFORMATION (Mandatory for USG users)	
TYPE OF INVESTIGATION	DATE OF INVESTIGATION (MM/DD/YYYY)
CLEARANCE LEVEL	LEVEL DESIGNATION
VERIFIED BY (Print name)	SECURITY MANAGER TELEPHONE NUMBER
SECURITY MANAGER SIGNATURE	SECURITY MANAGER EMAIL
DATE (MM/DD/YYYY)	
CASE INFORMATION COMMUNITY	

25. Scan the document and send a digitally signed email with the document to dsca.sciphelp@mail.mil.

List of Host Nation Token Authorities (HNTAs)

Country	Name	Email
AE	CPT Abdulla Rashed Ahmed Alhebsi	abdulla.alhebsi@milmail.ae
AE	1LT Nasser Salem Nasser Alkaabi	alkaabi.nasser@milmail.ae
AR	Graciela Susana Villata	villata.graciela@mindef.gov.ar
AR	Adriana Carmen Miskulin	adrimisk@mindef.gov.ar
AT	Ken Sittler	Ken.Sittler@defence.gov.au
AT	Richard Heaney	richard.heaney@defence.gov.au
AU	Guenter Laager	ka.fms@bmlvs.gv.at
AU	Harald Krogner	ka.fms@bmlv.gv.at
BA	Jasim Abdulla AlJowder	jaljowder@bdf-dc.org
BE	Philippe Loots	philippe.loots@mil.be
BE	Maarten Oyen	maarten.oyen@mil.be
BR	Marcelo Bezerra	marcelo.bezerra@marinha.mil.br
BR	Joao Pereira	joao.pereira@marinha.mil.br
BR	Alessandro Pego	flobrwo@kascable.com
BR	Silvio Bradaschia	flobrsy@kascable.com
CI	Tirsolino Paulino	tirsolino.paulino.civ@mail.mil
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CN	WO Dwayne Hopko	slo@1cflu.org
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DE	Niels Ulrik Plesner Olsen	nupols@um.dk
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EC	Martha Plumley	plumleyma@state.gov
EC	Rommel Rene Rivera Llivisaca	rrivera@fae.mil.ec
EC	SGT Edwin Patricio Encalada	pnico202@hotmail.com
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JO	BG Amjad Badi Al-Rudaini	pdrd@jaf.mil.jo
JO	BG Abdullah Hasan Al-Huneiti	plan@jaf.mil.jo
K7	Hans-Josef Bischof	hbischof@e3a.nato.int
K7	Paolo Albanese	palbanese@e3a.nato.int
K8	Gabriella Soos	gabriella.soos@nspa.nato.int
K8	Maja Fisnar	mfisnar@heavyairliftwing.org
KE	Sandy Van den Mooter	vandenmooterse@state.gov
KE	Fiona Pham	phamfm@state.gov
KS	LTC Hongjung Yong	yhj01@korea.kr
KS	Myoungyul Nam	mynam64@korea.kr
KU	LTC Rashid Al Shanfa	foreignprocurement@mod.gov.kw
KU	COL Khaleefah AlSabah	apa-fms@mod.gov.kw
MF	Joshua P. Taylor	taylorjp@state.gov
MF	Mr. Senin bin Yusof	senin@mod.gov.my
MF	Mdm. Hamidah Binti Abdul Hamid	hamidah.hamid@mod.gov.my
MO	Lt. reda Abenboutaieb	dlp-4b@far.ma
MO	Brahim Abid	dlp-4b@far.ma
MO	Abdelmjid El Mouhaddib	dlp-4b@far.ma
MU	Captain Abdullah Said Mubarak Al-Burtamani	abdomodoman@hotmail.com
MU	LT. Said Salim Abdullah Al-Ghaithi	said_ghethi@yahoo.com
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NZ	Jennifer Lucas	jennifer.lucas@nzdf.mil.nz
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SR	CDR Talal Alharbi	dofe@moda.gov.sa
SR	LCDR Khaled Almehrf	kaimeshrff@gmail.com
SR	CPT Mohammed Alenazi	dofe@moda.gov.sa
SR	Khalid Mohammed Alsheri	al_kokab_1@hotmail.com
SR	Ali Ayeadh-Alamri	abu.hatemoo@hotmail.com
SR	Commander Mohammed Alshamrani	mohammed.alshamra.sa@navy.mil
SW	Linda Strandberg	linda.strandberg@fmv.se
SW	Bjorn Waara	bjorn.waara@fmv.se
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SZ	Francesca Von Grebmer	francesca.vongrebmer@eda.admin.ch
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TH	CDR Edward T. Watkins	watkinset@state.gov
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TW	Chun Hung Lu	bryan.lu.dm@mail.mil.tw
TW	Tao Pen Hsu	bryan.hsu.dm@mail.mil.tw
UA	Louis Sekuba	sekuba.1@gmail.com
UA	Hanlie Lundie	hanlie.lundie@sita.co.za
UK	Jacinta Bartholomew	bdsus-dat-fmssco2@mod.uk
UK	William MacMillan	bdsus-dat-fmscasemgr@mod.uk
UK	Ron Johnstone	bdsus-dat-fmsco1@mod.uk