DEFENSE SECURITY COOPERATION AGENCY

WASHINGTON, DC 20301-2800

JUN 25 2003

MEMORANDUM FOR FOR AIG 8797

SUBJECT: Enrollment Process for the Security Cooperation Information Portal (SCIP)

Reference: Message, SECDEF Washington DC//USDP-DSCA, Subject: Security Cooperation Enrollment Process, DTG 091310Z MAY 03 (Policy No 03-11)

This memorandum plus the referenced message (Attachment 1) constitute DSCA's policy position on the SCIP enrollment process for Foreign Military Sales customers. Attachment 2 is a suggested letter that requests each country to designate a Host Nation (HN) Token Administrator and alternate, whose duties will be to receive and account for tokens, distribute them to HN personnel, to identify to DSCA the permissions required by each HN user on the SCIP, and to serve as the authorizing agent if passwords need to be reset. Attachment 3 is a suggested memorandum that may be used as a model for the HN's response and is to be enclosed with Attachment 2.

DSCA requests that each Security Assistance Organization (SAO), Defense Attache (DATT), and Foreign Service Officer (FSO) address and issue Attachment 2 to the HN so that the sender is the Chief of the SAO and the addressee is the appropriate host country representative. This letter should be delivered by 7 July 2003. Please be sure to enclose Attachment 3 with Attachment2.

Your assistance is appreciated. Should you have additional questions, please contact Mr. Brent Pearlstein at brent.pearlstein@dsca.mil, commercial (703) 601-3748, DSN 329-3748.

Mark P. Scher

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Chief Information Officer

Attachments:

1. USDP-DSCA Message, DTG 091310Z May 03
2. DSCA Sample Letter, undated
3. DSCA Sample Memorandum, undated