MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Security Cooperation Information Portal (SCIP) Electronic Token
Issuance and Replacement Processes (DSCA 05-17)

Reference: Enrollment Process for the Security Cooperation Information Portal
(SCIP) (DSCA 03-11)

This memorandum provides detailed guidance on the Security Cooperation
Information Portal (SCIP) electronic token allocation process, identifies the process
and costs associated with the Purchaser's procurement of additional electronic
tokens beyond the initial quantity issued by DSCA, and defines the process for
replacing expiring SCIP tokens.

DSCA Policy Memorandum 03-11 describes the initial SCIP enrollment
process for the Purchasers, their agents, and Foreign Service Nationals employed by
U.S. DoD Security Assistance Officers (SAOs) in country. Specifically, the
attached includes procedures for addressing initial and supplemental allocations,
purchasing additional tokens and replacing expiring tokens.

As SCIP continues to incorporate additional functionality, DSCA seeks to
ensure the attached SCIP token issuance and replacement processes are understood by
both the Purchasers and U.S. Government sponsored users required to employ SCIP
tokens.

If you have any questions regarding this matter, please contact Ms. Anita
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Attachment
As Stated

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Security Cooperation Information Portal (SCIP) Electronic Token

Roles and Responsibilites. The Security Assistance Officers (SAOs)/Host Nation Token Administrators (HNTAs) will be responsible for receiving and accounting for SCIP tokens, distributing tokens to personnel, identifying to DSCA the permissions required for each user of SCIP, and serving as the authorizing agent for resetting passwords. This is necessary because all requests for SCIP tokens <u>must</u> be coordinated and submitted through them. Routing all requests for SCIP tokens through the SAO/HNTA ensures that all country token requests are coordinated, country data is only available to authorized users, and information assurance is maintained. This also gives the SAO/HNTA 1) the opportunity to consolidate requirements among all token requestors, 2) the ability to identify and collect inactive or disabled SCIP tokens, and 3) redistribute SCIP tokens with low usage, as opposed to ordering new tokens, to minimize expense. Any requests that come directly from the purchasing agents or representatives must be coordinated with the SAO/HNTA, who is responsible for account authorizations and token management and control.

Initial Allocations. The initial allocations of SCIP tokens issued to the Purchaser are based upon their total program value (total value of open implemented FMS cases) and are provided at no additional costs to the Purchaser. SCIP tokens normally have an active life of three or five years. As the tokens expire (automatically, based upon an electronic date entry on the SCIP token database server), DSCA will replace the initial allocation quantity at no additional costs to the Purchaser, normally 90 days prior to the end of the active token life. DSCA will review SCIP token initial allocation quantities for each country on an annual basis, to determine if any significant program value changes have occurred, necessitating an increase in the initial allocation quantity. Any changes to the initial allocation quantity will be discussed with the Purchaser prior to the issuance of additional tokens.

In addition, for countries that are not currently using their SCIP tokens and do not plan to use them in the future please notify your Country Program Director (CPD) or send an e-mail to <u>SCIPHELP@dsadc.dsca.mil</u> to advise.

Supplemental Allocations. Supplemental allocations of SCIP tokens may be made by DSCA based upon demonstrated usage of the base allocation. DSCA will issue the supplemental SCIP tokens at no additional costs to the Purchaser. Supplemental SCIP tokens must 1) be requested by the HNTA, and 2) approved by the DSCA CPD and/or Country Finance Director (CFD).

The quantity of supplemental SCIP tokens issued will equal the initial allocation times 2 or initial allocation plus 10, <u>whichever is less</u>. (For example, if the initial allocation = 5, then the supplemental SCIP token allocation would be 5 x 2 = 10, or 5 + 10 = 15, <u>whichever is less)</u>. Employing this example, up to ten total tokens would be issued

based upon an HNTA request. The total quantity of <u>supplemental</u> SCIP tokens issued will be reviewed annually, taking into consideration any minor supplemental increments, which may have been issued during the year. The supplemental quantity <u>may or may not</u> be replaced at no additional costs to the Purchaser, based upon SCIP utilization/token activation, changes in program value, or other circumstances warranting an increase/decrease.

<u>Customer Purchased Tokens.</u> The Purchaser may also purchase quantities of SCIP tokens in excess of the sum of the initial allocation and supplemental allocation. Currently, there are two types of electronic tokens available for the Purchaser to purchase, with the two having either a three (3) or five (5) year active life, which is controlled electronically on the SCIP token server. Although a token may continue to generate random numbers after the token active life has expired, SCIP access requests will be denied, as the server will disallow access by an expired token. The <u>estimated</u> average cost for a 3 or 5 year SCIP token is as follows:

> 3 year SCIP tokens (RSA Part No. SD600-6-60-36) = $55.00 ea.

> 5 year SCIP tokens (RSA Part No. SD600-6-60-60) = $74.00 ea.

The quantity of SCIP tokens to be purchased by the Purchaser must be approved by DSCA CPD/CFD and the SCIP Program Manager, in advance of the purchase, due to SCIP hardware constraints and limitations. The Purchaser may purchase SCIP tokens by employing one of two different acquisition methods – 1) Requisitioning via an open active FMS Case, or 2) a Direct Commercial Sale (DCS) from RSA, Inc., or one of its resellers. All newly purchased RSA tokens are delivered with "seed software", which allows the Defense Security Assistance Development Center (DSADC) to establish and activate "skeleton" accounts for each individual token, and electronically define the token expiration date. Regardless of the acquisition method used, the "seed software" must be delivered <u>directly</u> to DSADC, to minimize the chance of software modification, and will reside within DSADC for security purposes.

If the Purchaser uses an FMS case to procure SCIP tokens, a non-standard requisition against a blanket order case using the part numbers shown above is the preferred requisitioning option. In addition, a defined line case can be used for requisitioning SCIP tokens, at the discretion of the Purchaser if a blanket order case is not available, and the International Logistics Control Office business process can accommodate the purchase. In either case, special shipping instructions should be provided to the vendor, to ensure that the "seed software" is delivered directly to DSADC. SCIP tokens purchased by the Purchaser will be replaced at the expense of the Purchaser.

Replacement of Tokens:

As noted above, tokens expire at 3 or 5 year intervals, depending upon which version was issued by DSCA or purchased by the Purchaser. Approximately 90 days prior to the expiration of a token, the SCIP access administrator will alert the HNTA of expiring tokens, providing the serial numbers of those tokens soon to expire. (Note: The token expiration date is also engraved on the back of the token, and can be readily viewed by the token holder or HNTA). As indicated above, the initial allocation quantity will routinely be replaced by DSCA at no additional costs and may actually be increased, based upon program expansion. The supplemental allocation quantity will be reviewed, addressing such factors as program size and token usage patterns, and may or not be replaced at no additional costs depending upon the results of the review. Customer purchased tokens may be replaced at the Purchaser's expense at any time, on a one-for-one basis, without seeking DSCA approval, unless a quantity increase is desired, at which time the approval should be sought to avoid system stress. In the case of Customer purchased tokens, the DSCA 90 day token expiration notice only serves as a reminder that tokens are due to expire.