



DEFENSE SECURITY COOPERATION AGENCY

WASHINGTON, DC 20301-2800

JUL 24 2006

In reply refer to:
I-06/004555-POL

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Security Cooperation Information Portal (SCIP) Usage (DSCA 06-30)

- Reference: (a) Foreign Military Sales (FMS) Case-Related Manpower Functions and Funding Source (DSCA 06-25) (SAMM E-Change 48)
- (b) Enrollment Process for the Security Cooperation Information Portal (SCIP) (DSCA 03-11)
- (c) Security Cooperation Information Portal (SCIP) Electronic Token Issuance and Replacement Processes (DSCA 05-17)

With the issuance of the revised Security Assistance Management Manual Table C5.T6., Case-Related Manpower Functions and Funding Source (reference (a)), purchasers will be charged case funds for requiring U.S. Government (USG) personnel to provide data already resident in SCIP and available via self-retrieval. Therefore, it is imperative that FMS purchasers and USG security cooperation personnel gain access to SCIP and become familiar with its capabilities. This memorandum serves as a reminder to the security cooperation community that the SCIP is available and its use by both USG personnel and FMS purchasers is strongly encouraged.

SCIP was developed, using FMS administrative surcharge funds, to allow access to purchasers' FMS case data on a tri-Service basis. This would enable purchasers to retrieve case information without having to request it from USG resources. SCIP provides secure access, based on user-specific permissions, to FMS purchasers' financial and logistics information related to case status. For more detailed specifics on SCIP capabilities, refer to the attached document.

Users may register for SCIP using the instructions detailed in reference (b). To access SCIP, purchasers and their freight forwarders are required to use SCIP tokens that are allocated to purchasers in accordance with reference (c). General information on SCIP and the registration process is available on <https://www.scportal.us/portal>. For assistance with gaining access to SCIP, please send an email to SCIPHELP@dsadc.dscamil.

This memorandum should be given wide dissemination. If you have any questions about this memorandum, please contact Ms. Anita Eggleston, DSCA/STR-POL, (703) 601-3843, e-mail: Anita.Eggleston@dscamil. For questions regarding SCIP capabilities,

please contact Mr. Tom Sippel, DSCA/IT, (717) 605-9295, e-mail:
Tom.Sippel@dsadc.dsc.mil.

A handwritten signature in black ink that reads "Freda J. Lodge". The signature is written in a cursive style with a large initial 'F'.

Freda J. Lodge
Principal Director
Strategy

Attachment:

Security Cooperation Information Portal (SCIP) Communities and Capabilities

DISTRIBUTION LIST

DEPUTY ASSISTANT SECRETARY OF THE ARMY
DEFENSE EXPORTS AND COOPERATION (DASA-DEC)
DEPARTMENT OF THE ARMY

DEPUTY ASSISTANT SECRETARY OF THE NAVY
INTERNATIONAL PROGRAMS (NAVIPO)
DEPARTMENT OF THE NAVY

DEPUTY UNDER SECRETARY OF THE AIR FORCE
INTERNATIONAL AFFAIRS (SAF/IA)
DEPARTMENT OF THE AIR FORCE

DIRECTOR, DEFENSE LOGISTICS AGENCY

DIRECTOR, NATIONAL GEOSPATIAL-INTELLIGENCE AGENCY

DIRECTOR, DEFENSE THREAT REDUCTION AGENCY

DIRECTOR, DEFENSE REUTILIZATION AND MARKETING SERVICE

DIRECTOR, DEFENSE CONTRACT MANAGEMENT AGENCY

DIRECTOR, DEFENSE INFORMATION SYSTEMS AGENCY

DIRECTOR, DEFENSE LOGISTIC INFORMATION SERVICE

DEPUTY DIRECTOR FOR INFORMATION ASSURANCE,
NATIONAL SECURITY AGENCY

DEPUTY DIRECTOR FOR SECURITY ASSISTANCE,
DEFENSE FINANCE AND ACCOUNTING SERVICE –
DENVER CENTER

cc: STATE/PM-RSAT
DISAM
USASAC
SATFA TRADOC
NAVICP
NETSAFA
AFSAC
AFSAT

EUCOM
SOUTHCOM
TRANSCOM
PACOM
NORTHCOM
CENTCOM
Chair, International Customers User Group
Chair, Foreign Procurement Group

Security Cooperation Information Portal (SCIP) Communities and Capabilities

Case Information Community

1. Country Profile Sub-community – Provides a summary of implemented cases, for all countries, to which the user is authorized access. This sub-community does not include cases, which are pre-implemented or closed. The user is able to select a country, and then click on the View Country Detail button, which will provide the user with two lists of all implemented cases for that country. The first list is sorted by the USG Implementing Agency, and the second list is sorted by International Customer Service. The user is able to drill down to a particular case, and view these reports:
 - a. Case Detail – provides a summary of the case, using Defense Security Assistance Management System (DSAMS) data, which are obtained daily from DSAMS.
 - b. Case Status Detail – provides a summary of the case, relying on DSAMS data, and requisition counts and values from the MILDEP legacy systems, which are obtained daily. Collection data from Defense Integrated Financial System (DIFS) (via DSAMS) are also obtained daily (though DIFS cycles occur only several times during the accounting month).
 - c. Supply Discrepancy Report (SDR) Detail – provides an index of all SDRs relating to a particular selected case. The user is able to drill down to a specific SDR, and gather details obtained daily from the MILDEP legacy systems.
 - d. Active Requisitions – provides the user with an index of active requisitions (i.e. logistically open or completed [shipped or cancelled] within the last 90 days) relating to a particular selected case. The user is able to drill down to a specific requisition, and gather details obtained daily from the MILDEP legacy systems.
 - e. Case Line Detail – provides the user with an index of all Case Lines associated with a particular case, their associated Military Article and Services List (MASL) numbers and values. The user is able to drill down to a specific Case Line to obtain estimated surcharge values, requisition counts and values, Line Item coding (e.g., Delivery Terms Codes, Type of Assistance, etc.) and a variety of other Line Level details.
 - f. Case History Report – provides the user with a history of the Basic and Implemented case versions, and all implemented Amendments and Modifications, based upon information obtained daily from DSAMS. Letter of Request (LOR) receipt date, a reference to the customer LOR,

certain milestone dates, counter signature and State Department Approval Required codes are also provided.

- g. Payment Schedule Report – provides the Quarterly Payment Date, the Quarterly Payment Amount, and the Cumulative Payment Amount from DSAMS, for only those cases with future scheduled payments.
2. Case Status Sub-community – Provides summary information for all cases, for all countries, to which the user is authorized access. Unlike the Country Profile Sub-community, this sub-community includes counts and values for cases which are 1) implemented, 2) pre-implemented or 3) closed (Note: Pre-implemented cases will contain minimal information). The user is able to select a country, and then click on the View Country Detail button, which will provide the user with three lists of all implemented cases for that country. The first list is sorted by Implementing Agency within Case Status Code. The second list is sorted by USG Implementing Agency, and the third list is sorted by International Customer Service. The user is able to drill down to a particular case, and view the same reports listed under the Country Profile Sub-community.
3. Ad Hoc Report Sub-Community – Allows the user to develop ad hoc (i.e. custom) reports against the SCIP database, for the following record types, using information obtained daily from DSAMS, and the MILDEP legacy systems:
 - a. Case
 - b. Case Line
 - c. Active Requisitions
 - d. SDRs (Supply Discrepancy Reports)
 - e. Payment Schedules

Using this feature, the user is able to select: 1) the type of record to be queried from the above drop-down list, 2) the data elements to appear on the report, 3) the “filters” used to select the appropriate information, 4) a detailed or summary report, and 5) a sort sequence. The user can create a report within SCIP, or the user can export the results of the ad hoc query to a spreadsheet for further desktop manipulation. The user can also “name” the query and save it to a list of “Saved Ad Hoc Queries” for subsequent use.

4. Input Sub-Community – Allows the user to create a variety of standardized MILSTRIP and MILSTRIP-like transactions, which are fed twice daily from SCIP to the MILDEP legacy systems for subsequent processing in their overnight batch program schedule. Inputs which can be processed into SCIP, where minimal validation will be performed before passing to the legacy systems, are as follows:
 - a. A01/A0A Standard Requisitions

- b. A02/A0B Part Number Material Requisitions
- c. A04/A0D Requisitions for Other Material
- d. BMB Army Publication Requisitions
- e. A04/A0D Navy Publication Requisitions
- f. Air Force Technical Order Publications
- g. AC_ Cancellation Requests
- h. AM_ Modification Requests
- i. AFC Improved ESD Requests
- j. AT_ Follow-up/Reinstatement Requests
- k. AF_ Follow-up Requests
- l. XDN SDR Inputs – SF-364 Equivalent
- m. Freight Forwarder Freight Tracking Inputs (XDI, XDS, XDR, XDT)
- n. Customer Country Freight tracking Inputs (XDF, XDC)

The user may also submit “batch transactions” (i.e. more than one) created on a system external to SCIP, for the above document identifiers. SCIP will perform primitive validation on the batch transactions, and forward them to the MILDEP legacy systems for processing. The user can also submit an electronic attachment (e.g., photograph, shipping document, etc.) related to an SDR, which will be stored in SCIP. The user will be able to view them subsequently through another SCIP application on the same input page.

- 5. Requisition Extract Sub-Community – Once this feature is available, it will allow the authorized user to submit a request through SCIP, to the legacy systems, to obtain all requisitions associated with a case, regardless of the status of a particular requisition, or the closure status of the case. Overnight, the legacy systems will process the requests, and provide them back to SCIP for delivery to the user through a conventional Internet download session.
- 6. Requisition Summary Sub-Community – Allows users to obtain a summary of their entire program, by either USG Implementing Agency or International Customer Service. The summary counts and values are derived from the MILDEP legacy systems.

SAO Toolbox Community

In addition to the Case Information Community features noted above, a second community, the SAO Toolbox Community was specifically developed for Security Assistance Officer (SAO) and Combatant Command (COCOM) use on a day-to-day basis.

The two current major features of the SAO Toolbox are the Selective Proxy and End Use Monitoring application.

1. The Selective Proxy – Allows authorized DoD Military/U.S. Government Civilian personnel, and Foreign Service Nationals (FSNs) to access “selective” .MIL sites normally restricted from use by users with non-.MIL accounts. The Proxy feature is “selective”, in that any .MIL website made available through SCIP must be specifically approved by DSCA and DISA Headquarters organizations, before it can be loaded into the SCIP production environment’s access control list. This feature will not allow, “free surfing” through the Internet, nor will it allow access to restricted .MIL sites not appearing on the approved list. Users requiring business-related access to additional .MIL sites should consult the SAO Proxy FAQ button in the SAO Toolbox for further instructions.

2. End Use Monitoring (EUM) Application – Provides a secure, centralized, Internet-based product, which provides both SAO/COCOM and International Customer users with a common standard methodology for performing inventories of items requiring EUM or Enhanced EUM reporting. Material acquired through grant programs, and certain material obtained through FMS programs or under cooperative production programs, requires the performance of a confirmed visual inventory, at the item serial number level, on a periodic basis. Using extracts from DSAMS and DSCA 1000 systems, and information gleaned from manufacturer records, previous in-country inspections, and delivery records, the EUM Program Management Office at DSCA is incrementally populating the SCIP EUM database with item level detail on the various defense articles included under this program. Based upon Planned and Delinquent Inventory Reports (USG only), the in-country USG representative can now perform required inventories and interactively update the respective inventory records in SCIP. In addition, the DSCA EUM Program Manager is now able to programmatically establish inventory inspection frequencies, and readily monitor compliance with the required inventories.