

Steps to become a Mission Partner Affiliation Sponsor – Site ID 477349

Step 1: Meet the Requirements

A MPAS must meet the following requirements:

- Be a U.S. citizen
- Be a DoD uniformed service member or DoD Civilian working for the service or agency
- Have had an FBI fingerprint check with favorable results
- Have had, at minimum, a NACI background investigation performed
- Be a CAC holder
- Be capable of sending and receiving digitally signed and encrypted email
- Have completed the required annual MP ICAM Certification Training
- Have not been convicted of a felony offense
- Have not knowingly been denied a security clearance or had a security clearance revoked
- Not enrolled in MP ICAM as a Contractor
- Be trustworthy

NOTE 1: MPAS may not be Contractors. If a MPAS who is also a Contractor attempts to log in to MP ICAM as a MPAS, MP ICAM will lock him or her out of the system and send an email notification to his or her SPOC, MPASM, and MPAS.

NOTE 2: Currently our office is only sponsoring MPAS who fall under the below criteria:

1. MPAS who sponsor contractors with NATO SOFA Status (obtained through DOCPER for Germany, Italy)

Step 2: Provide Proper Documentation

Provide your DD2875 to the below MP ICAM MPASM Organizational Inbox for Site ID 477349. We will add you to the system using your DoD ID number and then

MP ICAM MPASM Organizational Inbox for Site ID 477349 -- usarmy.wiesbaden.usareur-af.mbx.odcs-g1-mp-icam@army.mil

Step 3: Complete Training

Complete the following courses on JKO only **AFTER** you have been added to MP ICAM by your MPASM:

DMDC-US1426-ICAM (all sponsors)

JKO Training Websites: <https://jkodirect.jten.mil/Atlas2/page/login/Login.jsf?ORG=DMDC> or
(Alternate) <https://jkodirect.jten.mil/Atlas2/page/login/Login.jsf>; help desk - DSN: 312-668-5186

NOTE: DO NOT complete the training before DOCPER has added you to the system – this will cause problems with your account! Also - this training is an annual requirement.

Step 4: Login to MP ICAM

MP ICAM Website - <https://mpartnerspnrweb.dmdc.osd.mil/mpartnerspnrweb/>

Ensure that you have access to MP ICAM. Sometimes this can take up to 24 hours after completing training.

Step 5: Get Going!

If you have access, you may now begin to create applications. Let us know if you need specific individuals transferred to you within the system.

**Additional resources and guidance can be found on under the “need support?” tab in the MP ICAM dashboard.