



**Mission Partner**  
**Identity, Credential and Access Management (MP ICAM)**  
**User Guide**

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**DRAFT**

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## 1 Introduction

This User Guide includes an introduction and description of the Mission Partner Identity, Credential and Access Management (MP ICAM) application. The Guide is a helpful resource in understanding MP ICAM roles and responsibilities, the credential sponsorship lifecycle, and actions MP ICAM Sponsors take to manage this lifecycle daily.

### 1.1 Purpose of MP ICAM

The MP ICAM application allows for the initiation, sponsorship, and management of DoD and non-DoD credentials to DoD Mission Partners for physical and/or logical access or use of DoD systems and facilities, depending on the credential type and sponsorship. Mission Partners are described as other federal agencies and industry partners who have an affiliation with the DoD. MP ICAM replaces the Trusted Associate Sponsorship System (TASS) functionality and creates efficiencies to the credential sponsorship lifecycle.

MP ICAM allows the following types of Applicants to apply and be sponsored for a DoD credential:

- DoD Contractor
- Foreign Affiliate (Military, Civilian or Contractor)
- Non-Federal Agency Civilian and Contractor
- OCONUS Hire
- Other Government Agency Civilian and Contractor
- Presidential Appointee

### 1.2 MP ICAM Components

MP ICAM consists of two portals:

- **Mission Partner Sponsorship (MPS).** The Sponsorship Portal is a secure portal for provisioned Sponsors or DoD Personnel to manage and sponsor a credential. The Sponsorship Portal enables a Sponsor to initiate an application, review, revoke, reject and/or grant a sponsorship to the Applicant. The portal also allows for verification of the continued need of the credential. Additionally, the Sponsorship Portal provides the Mission Partner affiliation information and contract information associated with the Applicant for the purpose of credential sponsorship.
- **Mission Partner Registration (MPR).** The Registration Portal is a secure portal for Mission Partner Applicants to submit required personal identifiable information (PII) to request sponsorship to the DoD for logical access using their non-DoD credential, or sponsorship for a DoD credential for physical and/or logical access.

## 2 MP ICAM Roles and Responsibilities

This section describes each of the roles within MP ICAM and discusses the responsibilities of the individuals assigned to each role. MP ICAM roles are collectively referred to as Sponsors, and this term is used extensively in this Guide if the text does not specifically apply to one of the MP ICAM roles. MP ICAM Sponsors must meet the requirements listed in the following sections to assume their roles and responsibilities and qualify for access to the MP ICAM application.

### 2.1 Defense Manpower Data Center (DMDC)

DMDC operates and maintains the MP ICAM infrastructure. In order to assist with the management of the credential sponsorship lifecycle responsibilities, MP ICAM has multiple Sponsor roles. These roles are Service Point of Contact (SPOC); Mission Partner Affiliation Sponsor Manager (MPASM); Mission Partner Affiliation Sponsor (MPAS) and Mission Partner

Agent (MPA). The MPA (future enhancement) is the industry Mission Partner point of contact who is responsible for coordinating the application process for their employees that are applying for credential sponsorship. The MPA will often be a Human Resources representative involved with coordination with the DoD. The MP ICAM Sponsors must fulfill the responsibilities and comply with the position requirements listed for the role. If any Sponsor does not comply with policies and procedures, the Sponsor's access will be revoked.

DoDM 1000.13 Volume 1 is the DoD Manual that references the implementation regarding the DoD policy for DoD Identification (ID) card issuance to uniformed service members, their dependents, and other eligible individuals that can be used as proof of identity and DoD affiliation.

## **2.2 Service Point of Contact (SPOC)**

The SPOC is the highest level Sponsor (parent). Applications and Sponsorships are owned and managed at the site level (child). SPOCs are unable to input contract and Mission Partner information. SPOC handle day-to-day MP ICAM management and operations. This role is equivalent to TASS' SPOC.

### **2.2.1 SPOC Responsibilities**

SPOC has the following responsibilities:

- Management of Sponsors at their service/agency sites to include provisioning/ updating/removing of Sponsors accounts, communication, troubleshooting, training, and coordination
- Liaison between DMDC and sites
- Management of MP ICAM sites to include establishing, updating, and removing sites and Sponsors
- Perform any required actions with Applicants
- Ensuring that all policy, procedures, and requirements are met by all Sponsors, to include SPOCs at their site/agency
- Create policies, operating procedures, and other supporting documentation in support of service or agency-specific implementation
- Coordinate any requests for new or additional MP ICAM capabilities with DMDC

### **2.2.2 SPOC Position Requirements**

SPOC must meet the following requirements:

- Be a U.S. citizen
- Be a DoD uniformed service member or DoD Civilian
- Be a CAC holder
- Be capable of sending and receiving digitally signed and encrypted email
- Have a working knowledge of service or agency structure, including populations and missions of service or agency posts and sites
- Be familiar with PKI, the CAC issuance process, and the service or agency MP ICAM credential sponsorship lifecycle
- Have not been convicted of a felony offense
- Have had a Federal Bureau of Investigation (FBI) fingerprint check with favorable results
- Have had, at minimum, a National Agency Check with Inquiries (NACI) background investigation completed
- Have completed the required annual MP ICAM Certification Training in JKO
- Have not knowingly been denied a security clearance or had a security clearance revoked

- Be trustworthy
- Must commit for a minimum of 12 months

### **2.3 Mission Partner Affiliation Sponsor Manager (MPASM)**

The SPOC appoints MPASM for each site. The MPASM is responsible for all activities associated with the site to include provisioning MPAS, ensuring Applicants are managed appropriately throughout the credential sponsorship lifecycle, and ensuring all DoD policies and procedures are followed at the site regarding credential sponsorship. The MPASM must meet the same eligibility requirements as an MPAS and may perform the same actions as an MPAS in the management of credential sponsorships. In addition, an MPASM can provision and manage the MPAS role and Sponsors for their site in EMMA.

#### **2.3.1 MPASM Responsibilities**

MPASM has the following responsibilities:

- Troubleshoot questions and issues for their site
- Manage Sponsors at their site to include requests for additional Sponsors
- Provide additional training, if necessary
- Provide communication their site. This can include but not limited to information regarding MP ICAM, meetings with SPOCs and/or Sponsors, emails, newsletters, etc.
- Notification to DMDC of any suspected or known system compromises within four hours
- Ensure all policy, procedures, and requirements are met

#### **2.3.2 MPASM Position Requirements**

An MPASM must meet the following requirements:

- Be a U.S. citizen
- Be a DoD uniformed service member or DoD Civilian
- Be a CAC holder
- Be capable of sending and receiving digitally signed and encrypted email
- Have a working knowledge of the structure of the site under his or her control, including unit populations and missions
- Have had an FBI fingerprint check with favorable results
- Have had, at minimum, a NACI background investigation completed
- 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
- Be trustworthy
- Must commit for a minimum of 12 months

### **2.4 Mission Partner Affiliation Sponsor (MPAS)**

The MPAS is responsible for sponsoring the Applicant for issuance of a DoD credential for physical and/or logical access or non-DoD credential use for logical access. The Sponsor is responsible for managing the complete lifecycle of credential sponsorship. There can be one or more MPAS at a site that manages the Applicants associated with the site.

Note: Per DoDM 1000.13, MPA should not manage more than 100 active Applicants without prior SPOC justification and approval.

#### **2.4.1 MPAS Responsibilities**

MPAS has the following responsibilities:

- Establish sponsorship of Applicants
- Verifies the Applicant's need for logical or physical access to the DoD initially and ongoing with semiannual reverifications
- Notification to other Sponsors of MP ICAM outages
- Notification to DMDC of any suspected/known system compromises within four hours
- Ensure all policy, procedures, and requirements are met

#### **2.4.2 MPAS Position Requirements**

An MPAS must meet the following requirements:

- Be a U.S. citizen
- Be a DoD uniformed service member or DoD Civilian
- Have had an FBI fingerprint check with favorable results
- Have had, at minimum, a NACI background investigation completed
- 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
- Be trustworthy

#### **2.5 Mission Partner Agent (MPA) (future enhancement)**

The MPA is the industry Mission Partner point of contact (POC) who is responsible for coordinating the application process for their employees that are applying for credential sponsorship. The MPA will often be a Human Resources representative involved with providing services to the DoD. This role is a new role in MP ICAM and did not exist in TASS.

##### **2.5.1 MPA Responsibilities**

MPA has the following responsibilities:

- Initiates applications to send to the application to the Applicant to fill out
- Ensures the Applicant meets the qualifications for sponsorship

##### **2.5.2 MPA Position Requirements**

An MPA must meet the following requirements:

- Be a U.S. citizen
- Be a DoD Contractor
- Have had an FBI fingerprint check with favorable results
- Have had, at minimum, a NACI background investigation completed
- 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
- Be trustworthy

### **3 Using EMMA to Create Sites and Provision MP ICAM Sponsors**

Prior to Sponsors using MP ICAM, sites must be created and Sponsors must be provisioned in the Enterprise Monitoring and Management of Accounts (EMMA) application. This section describes

the process for creating sites, provisioning Sponsors, and certifying Sponsors in JKO. For more information on using EMMA, see the EMMA Quick Guide.

### **3.1 Create a site**

The SPOC uses the EMMA application (<https://emma-web.dmdc.osd.mil/>) to create a site. A site is a logical collection of Sponsors under the organizational control of an MPASM. Each MPASM will report to their SPOC.

### **3.2 MPASM Registration**

After the site is created, the SPOC can provision a MPASM after verifying requirements and training are met. When a new MPASM is provisioned in EMMA, the account is automatically activated and can log into MP ICAM. A MPASM cannot be registered at more than one site.

### **3.3 MPAS Registration**

When an MPASM is added to a site and has EMMA access, a MPASM can provision a MPAS after verifying requirements and training are met. Each MPAS, in turn, reports to an MPASM. When a new MPASM is provisioned in EMMA, the account is automatically activated and can log into MP ICAM.

### **3.4 Sponsor Certification Training**

All Sponsors (new and current) must complete and pass the annual MP ICAM training via DMDC Learning Management System (LMS) in JKO before getting access to MP ICAM. Sponsors will receive a notification when training is due. If the Sponsor does not meet the annual training requirement, Sponsors will be unable to log into MP ICAM until training is complete. Training courses are available in JKO with the current status of the Sponsor's training requirement. Successful completion of the training updates the Sponsor's profile and allows the Sponsor continued access to MP ICAM.

Sponsors must complete and pass the following training courseware on the JKO site:

- DMDC-US1426-ICAM (All Sponsors)
- DMDC-US1427-ICAM (only SPOCs and MPASMs)

### **3.5 Sponsor's Account Activity**

The MPASM is the MPAS's primary point of contact (POC). If a Sponsor does not login to the MP ICAM application every 30 days, the account will be "Inactive." To reactivate the account, the Sponsor will need to call the DMDC CCC (DSC) at 1-800-372-7437 and request their account to be reactivated. Sponsors will need to know their site ID in order to request for assistance.

## **4 MP ICAM Credential Sponsorship Lifecycle**

The credential issuance process includes the following tenets.

- **Sponsorship & Eligibility** – This step confirms the processes for confirming eligibility of an ID card. The Applicant for a credential shall be sponsored by a DoD Government official or employee. The Sponsor is the person affiliated with the DoD or other Federal agency. This person takes responsibility for verifying and authorizing the Applicants' need for a credential.
- **Registration and Enrollment** – Sponsorship and enrollment information about the credential Applicant shall be registered in the Defense Enrollment Eligibility Reporting System (DEERS) prior to card issuance.

- **Background Investigation** – A background investigation is required for those individuals eligible for a CAC. Sponsored CAC Applicants shall not be issued a CAC without the required background investigation.
- **Identity and Eligibility Verification** – Identity and eligibility verification shall be completed at a Real-Time Automated Personnel Identification Systems (RAPIDS) workstation. Verifying Officials (VOs) inspect identity and eligibility documentation and RAPIDS authenticates individuals to ensure that credentials are provided only to those who are sponsored and who have a current affiliation with DoD.
- **DoD Credential Issuance** – Credentials are issued at the RAPIDS workstation after all sponsorship, enrollment and registration, background investigation and identity and eligibility requirements have been satisfied.
- **Use & Maintenance** – Credentials are used as proof of identify and DoD affiliation to facilitate access to DoD facilities and systems. Additionally, credentials represent authorization for entitled benefits and privileges in accordance with DoD policies.
- **Revocation & Credential Collection** – Credentials shall be retrieved by the sponsor or sponsorship organization when the credential has expired, when it is damaged or compromised, or when the credential holder is no longer affiliated with the DoD or no longer meets the eligibility requirements for the credential. The active status of the credential shall be terminated within the DEERS and RAPIDS infrastructure.

## 5. Using the MP ICAM Application

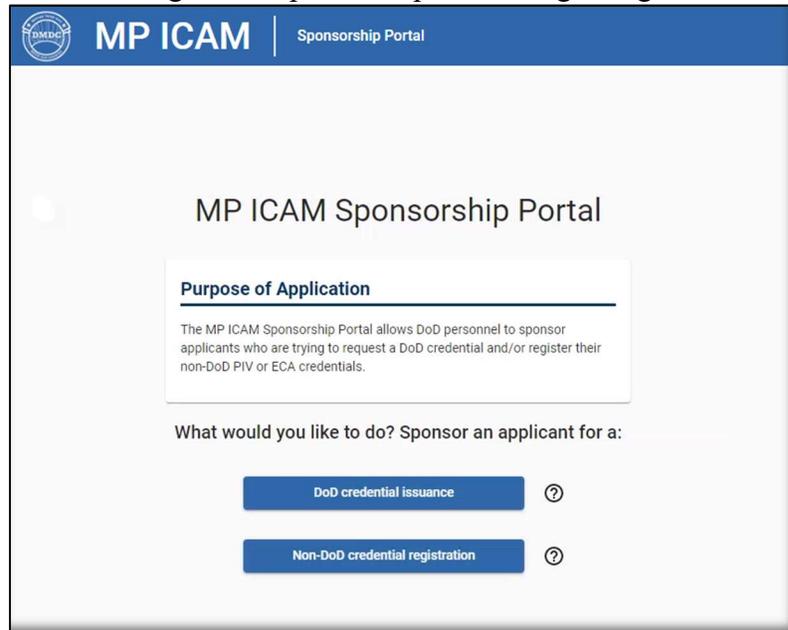
### 5.1 Login to the Sponsorship Portal

When a Sponsor logs in to the MP ICAM Sponsorship Portal, <https://mpartnerspnrweb.dmdc.osd.mil/mpartnerspnrweb/app/>, there are two options:

- **DoD Credential Issuance** - This option enables the Sponsor to manage the lifecycle of the DoD issued credential sponsorship for physical and/or logical access.
- **Non-DoD Credential Registration** - Enables the Sponsor to manage non-DoD PIV credential sponsorships for DoD logical access. The Sponsor can be any DoD Civilian or Active Duty military.

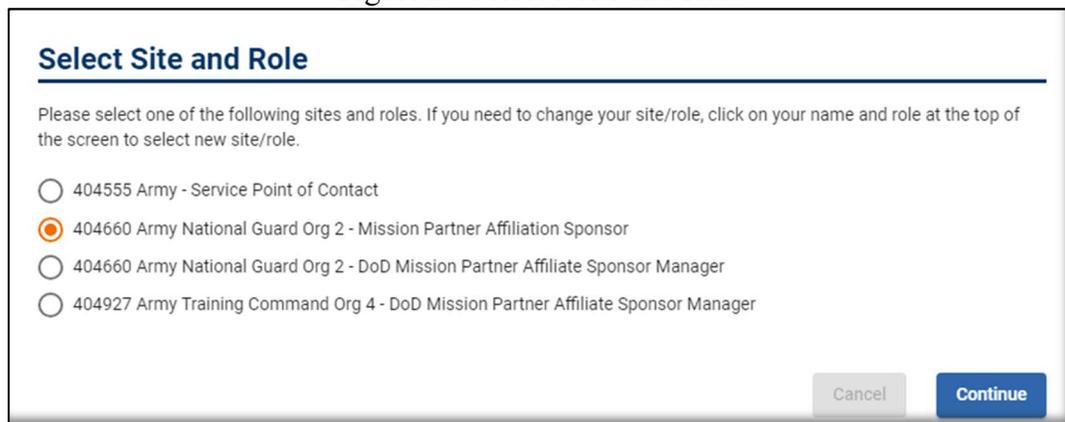
This Guide focuses on and describes the DoD Credential Issuance process. Select the **DoD Credential Issuance** button.

Figure 1. Sponsorship Portal Login Page



If the Sponsor is provisioned at more than one site or have more than one Role, the Sponsor will need to select a **Site and Role** to log into and manage the applications. If the Sponsor is only provisioned at 1 site and role, the user will go straight to the My Dashboard page. Click the **Continue** button.

Figure 2. Select a site and Role



## 5.2 My Dashboard

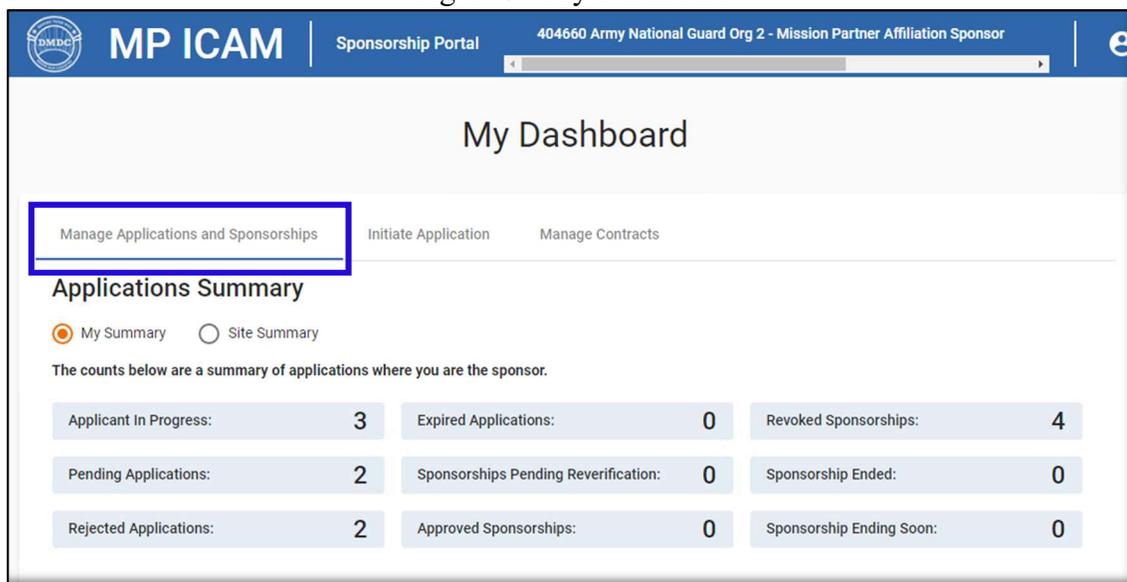
Once logged in to the Sponsorship Portal, the Sponsor lands on **My Dashboard**. My Dashboard contains Tabs to access all functionality within the application. Based on the Sponsor's Role, the available Tabs vary. The image below shows the MPAS view of My Dashboard. We will discuss the Tabs and functionality available to MPASM and SPOC later in the Guide.

### 5.2.1 Manage Applications and Sponsorships

My Dashboard defaults to the **Manage Applications and Sponsorships** tab. See Figure below. This tab contains three sections: The **Applications Summary** section shows a count of Applications by status; The **Filters** section is the interface to search for applications; and the

**Applications List** displays the results of your filtered search where you will then be able to manage those applications. We will discuss the features on this page in following Sections.

Figure 3. My Dashboard



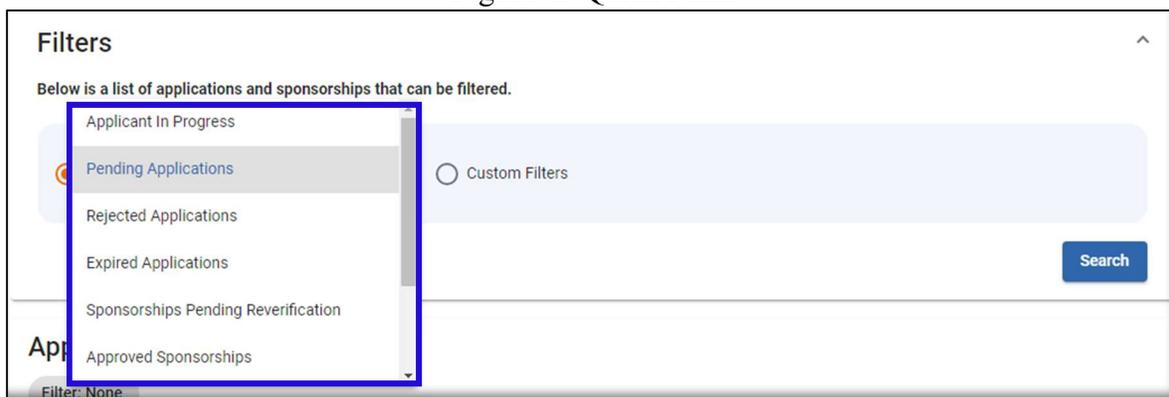
### 5.2.1.1. Applications Summary

The Sponsor's view of the **Applications Summary** section defaults to applications the Sponsor has last touched, when the Sponsor selects the **My Summary** radio button (Figure 3). With MP ICAM, a Sponsor can manage applications across the entire site, not just those assigned to the Sponsor. This feature increases efficiency across the site as there is no need to transfer applications to another Sponsor and allows Sponsor the ability to manage the site, as a whole. To view the application count of the entire site, select the **Site Summary** radio button.

### 5.2.1.2 Filters

To search for and manage the applications displayed in the Applications Summary, the Sponsor can use the **Quick Filter** or **Custom Filters** buttons (Figure 4). The Quick Filter includes a drop-down list of each application status shown in the Applications Summary. Select one from the list and then click the **Search** button to display a list of all those applications.

Figure 4. Quick Filter



The **Custom Filters** (Figure 5) option includes additional search options, including Last Updated By, Application Status, Sponsorship Status, Applicant Last Name, and Application Number. Select any of the options and click **Search** to display a list of applications matching your search criteria.

Figure 5. Custom Filters

The screenshot shows a web interface titled "Filters". Below the title, it says "Below is a list of applications and sponsorships that can be filtered." There are two filter options: "Quick Filter (My Summary)" with a dropdown menu currently showing "Pending Applications", and "Custom Filters" which is selected with a radio button. A blue rectangular box highlights the "Custom Filters" section. This section contains five filter fields: "Last updated by" (with a clear 'X' button), "Application Status" (with a dropdown arrow), "Sponsorship Status" (with a dropdown arrow), "Applicant Last Name", and "Application Number". Below these fields is a toggle switch for "Advanced Filters" which is currently turned off. At the bottom right of the filter section are two buttons: "Clear Filters" and "Search".

For even more detailed search options, the Sponsor can move the slider on **Advanced Filters** (Figure 6) to the right to display many additional search options to find applications. Enter or select any of the options and click **Search** to display a list of applications matching your search criteria. Move the slider to the left to close the **Advanced Filters** options.

Figure 6. Advanced Filters

The screenshot shows the "Advanced Filters" section of the interface. At the top left, there is a toggle switch for "Advanced Filters" which is turned on and highlighted with a blue box. Below this, there are three main sections of filters: "Application Information", "Sponsorship Information", and "Additional Information". The "Application Information" section includes fields for "Application Status Date From", "Application Status Date To", "Applicant Email", "Applicant First Name", "Person ID Type" (with a dropdown arrow), and "Person Id" (with a clear 'X' button). The "Sponsorship Information" section includes fields for "Reverification Date From", "Reverification Date To", "Begin Date From", "Begin Date To", "End Date From", and "End Date To". The "Additional Information" section includes fields for "Mission Partner" (with a clear 'X' button), "Contract Number" (with a clear 'X' button), and "ID Card Collected" (with a dropdown arrow). At the bottom right of the filter section are two buttons: "Clear Filters" and "Search".

### 5.2.1.3 Applications List (Figure 7)

In this section of the page, applications will be displayed that matched the filters. The Sponsor can select a **Quick Filter** search for **Pending Applications**. Relevant details of the application appear in list form. To view the full application, click on it in the list and the application will open.

Figure 7. Applications List

The screenshot shows a web interface for managing applications. At the top, there is a 'Filters' section with a dropdown menu currently set to 'Pending Applications' (highlighted with a blue box). Below the dropdown is a 'Search' button. The main area is titled 'Applications List' and shows a table of five pending applications. The table has columns for Application Number, Last Name, First Name, Mission Partner, Last updated by, Application Status Date, Application Status, Application Expiration or Rejected Date, Sponsorship Status, Sponsorship End Date, and Reverification Date. At the bottom right, there is a pagination control showing 'Items per page: 10' and '1 - 5 of 5'.

Application Number	Last Name	First Name	Mission Partner	Last updated by	Application Status Date	Application Status	Application Expiration or Rejected Date	Sponsorship Status	Sponsorship End Date	Reverification Date
1000112166	Erikson	Helen	GOV IT Solutions	Veak, TRACY	06/09/2023	Pending Sponsor Approval	07/09/2023			
1000112167	Franklin	Sharon	GOV IT Solutions	Veak, TRACY	06/09/2023	Pending Sponsor Approval	07/09/2023			
1000112168	Garrett	Charles	GOV IT Solutions	Veak, TRACY	06/09/2023	Pending Sponsor Approval	07/09/2023			
1000112188	Henderson	Charlotte	GOV IT Solutions	Veak, TRACY	06/13/2023	Pending Sponsor Approval	07/13/2023			
1000003767	Martin	Brenda	GOV IT Solutions	Veak, TRACY	05/31/2023	Pending Sponsor Approval	06/30/2023			

### 5.2.2 Initiate Application (Figure 8)

Prior to the Applicant contacting an Sponsor to request a DoD credential, the Applicant must be vetted through their employer and later through their Sponsor that the Applicant meets the following requirements published in the policies below:

- Federal Information Processing Standards Publication 201 -1, "Personal Identity Verification (PIV) of Federal Employees and Contractors"
- DoD Regulation 5200.2-R, "Personnel Security Program"
- Department of Defense Manual (DoDM) 1000.13, Volume 1—"DoD Identification (ID) Cards: ID Card Life-Cycle"

Once the Sponsor has confirmed the requirements have been met for the Applicant, the Sponsor can initiate the application for the Applicant by clicking on **Initiate Application** tab to begin the process of creating an application.

Figure 8. Initiate Application

The screenshot shows the 'My Dashboard' page in the MP ICAM Sponsorship Portal. The 'Initiate Application' tab is highlighted with a blue box. The form contains the following fields and options:

- Applicant Last Name \*
- Applicant First Name \*
- Applicant Middle Name
- Applicant Cadency Name
- Primary Work Email \*
- Is the applicant's phone number international? (toggle switch)
- Applicant Phone Number \*
- Does the applicant have a DoD ID Number? (toggle switch)
- Applicant's DoD ID Number \*
- Is the applicant working on a DoD Contract? (toggle switch)
- Contract \*

Sponsors are required to fill in the Applicant's information, as indicated by a star \* icon within the application (Figure 9):

- Last Name
- First Name
- Primary Work Email address - This is where MP ICAM emails regarding sponsorship are sent for the Applicant.
- Phone Number - If the Applicant has an international phone number, move the slider bar to the right and enter the international phone number.
- DoD ID Number - If the Applicant has a DoD ID number, move the slider bar to the right and enter the DoD ID number.
- Contract Number – If the Applicant is under a DoD contract, move the slider bar to the right and enter the Contract information. .
- Sponsorship Request End Date - The end date must be before the contract end date or whatever date the sponsorship will end, up to 5 years, the maximum length of a DoD contract. The sponsorship begin date is defaulted to today's date.

**BY PROXY:** If the Applicant is unavailable (e.g., in a war zone without internet access and a computer for an extended period of time), a Sponsor can fill out the application by proxy. This feature should **ONLY** be used due to extenuating circumstances and not just on vacation. By proxy, the Sponsor will completely fill out the application to include Applicant’s PII, home/duty locations, and contact information. The Sponsor assumes all responsibility for the accuracy of the inputted data. To complete the application by proxy, move the slider bar to the left, indicating that the Applicant is unable to complete the application on their own.

Once you have entered all information into the application, select the **Continue** button. Review the information you entered. If something is not correct, click the **Cancel** button to return to the previous page and edit as necessary. When all information is correct, click the **Send to Applicant button** (if not by proxy).

Figure 9. Verify and Send Application

**Verify and Send Application**

Verify the application is accurate prior sending to applicant.

**Application Information**

Applicant Last Name:	Tomlinson
Applicant First Name:	Roger
Applicant Middle Name:	
Applicant Cadency Name:	
Applicant Email:	roger.tomlinson.ctr@mail.mil
Applicant Phone Number:	(987) 454-6932
Does the applicant have a DoD ID Number?	Yes
Applicant's DoD ID Number:	.....
Is the applicant working on a DoD Contract?	Yes
Contract:	Contract Number: BX1234567 Description: Technical identity solutions Status: Active Begin Date: 05/31/2023 End Date: 02/01/2025 Service Code: Army Organization: Army National Guard
Sponsorship Begin Date:	06/14/2023
Sponsorship End Date:	02/01/2025

Cancel **Send to Applicant**

An Application Number and a PIN (Figure 10) are generated and sent in two separate emails to the Applicant and Sponsor. The Applicant uses the Application Number and PIN to log into the Registration Portal to complete the application. Click Close or Copy to close the window. The application status will be **Applicant in Progress** in **Applications Summary of My Dashboard**.

Figure 10. Application Number and PIN

### Additional Action Required

You have initiated and sent an application to an applicant. There will be two separate automated emails sent to the applicant. One email will contain the Application Number and the second email will contain the PIN.

The Application Number is: 10001122  
The PIN is: 29842

This PIN is valid for 30 calendar days only. The Applicant will need to go to MP ICAM Registration Portal to complete the application using the Application Number and PIN.

The URL to provide to the applicant is:  
https://

To copy the Application Number, URL and PIN for an email, select the COPY button. This will automatically copy the Application Number, URL, and PIN so you can paste into an email and close the pop-up box. Otherwise select CLOSE.

Close Copy

### 5.2.3 Manage Contracts (Figure 11)

Contracts are managed by MPAS and MPASM roles who can add, edit, and remove contracts from view. Contract information includes Contract Number, Contract Description, Contract Begin Date, Contract End Date, Mission Partner, Contract Status, Service Code, and Organization. A contract must be added for an Applicant to be made available for selection in the application initiation process. A contract data will be validated so Sponsors need to ensure the accuracy of the information inputted or risk the sponsorship getting automatically revoked.

Figure 11. Manage Contracts

## My Dashboard

Manage Applications and Sponsorships
Initiate Application
Manage Contracts

### Manage Contracts

Below are the contracts associated with this site. You may filter the contracts based upon the data elements. Contracts may be added, modified or deleted. Contracts can only be deleted if there are no active applications and/or sponsorships.

**Filters** ▼

Mission Partner	Site ID	Contract Number ↑	Contract Description	Contract Begin Date	Contract End Date	Contract Status	Service Code	Organization	Number of Applications
Federal Mission Supply	404660	1123	Govt training solution	05/08/2023	05/08/2028	Active	Other	Other	5
GOV IT Solutions	404660	47QFMA19F0017	USHRIS	08/04/2021	08/04/2024	Active	Other	DoD/Joint Services	13
Air Tech Partners	404660	BNXBV239484rJJ	Vision innovations	12/06/2022	02/06/2029	Active	Army	Army Reserve	2
GOV IT Solutions	404660	BX1234567	Technical identity solutions	05/31/2023	02/01/2025	Active	Army	Army National Guard	6

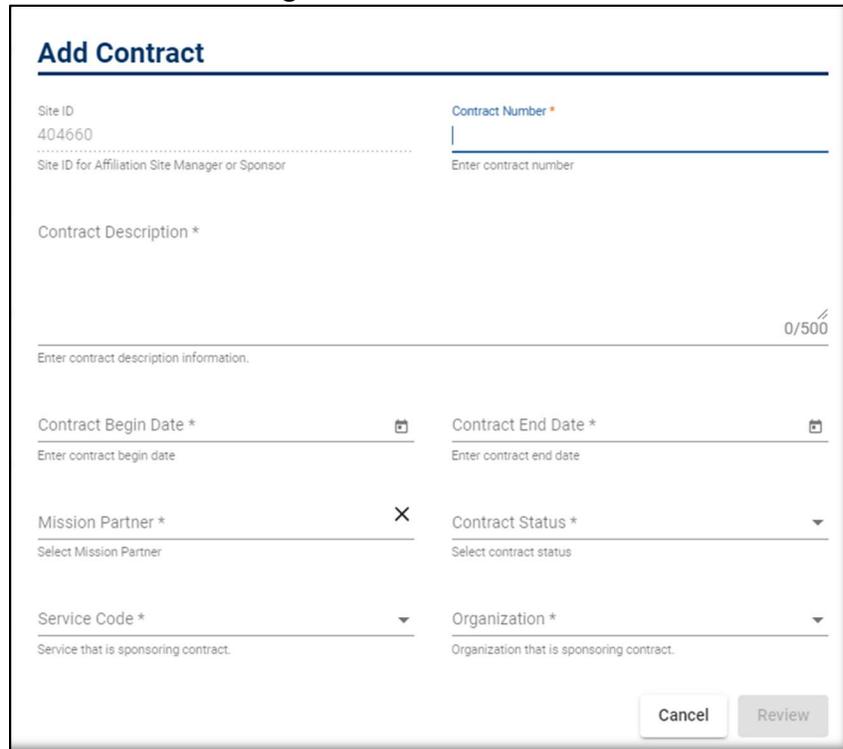
If an applicant is associated with a contract in MP ICAM, the Sponsor need to add it. Select the **Add Contract** (Figure 12) button at the bottom of the Manage Contracts page.

Figure 12. Add a Contract



In the Add Contract (Figure 13), fill in all fields. Once filled in, select **Review** then **Submit** to input the contract so the contract can appear in the list of available contracts. Contracts can only be viewed at the site created.

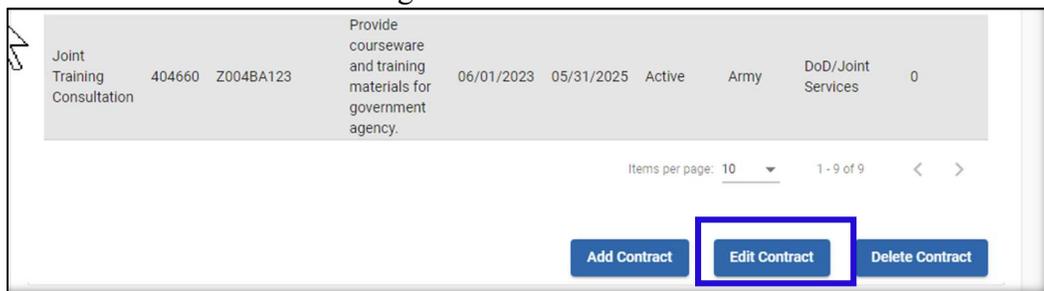
Figure 13. Contract Details



The screenshot shows the 'Add Contract' form. The title 'Add Contract' is at the top left. The form contains several fields: 'Site ID' (404660), 'Contract Number \*' (empty), 'Site ID for Affiliation Site Manager or Sponsor', 'Contract Description \*' (0/500 characters), 'Contract Begin Date \*' (calendar icon), 'Contract End Date \*' (calendar icon), 'Mission Partner \*' (X icon), 'Contract Status \*' (dropdown), 'Service Code \*' (dropdown), and 'Organization \*' (dropdown). At the bottom right, there are 'Cancel' and 'Review' buttons.

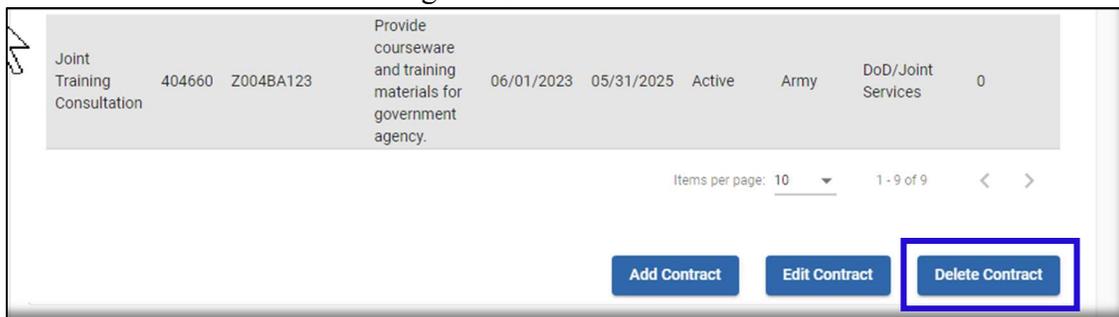
To edit a contract, click **Edit Contract** (Figure 14), make changes, click **Review** then **Submit**.

Figure 14. Edit Contract



To **Delete** (remove from view) a contract, select contract to delete and click **Delete Contract** (Figure 15) then **Submit**. A contract cannot be deleted from view if it has any open/in-progress sponsorships applications.

Figure 15. Delete Contract



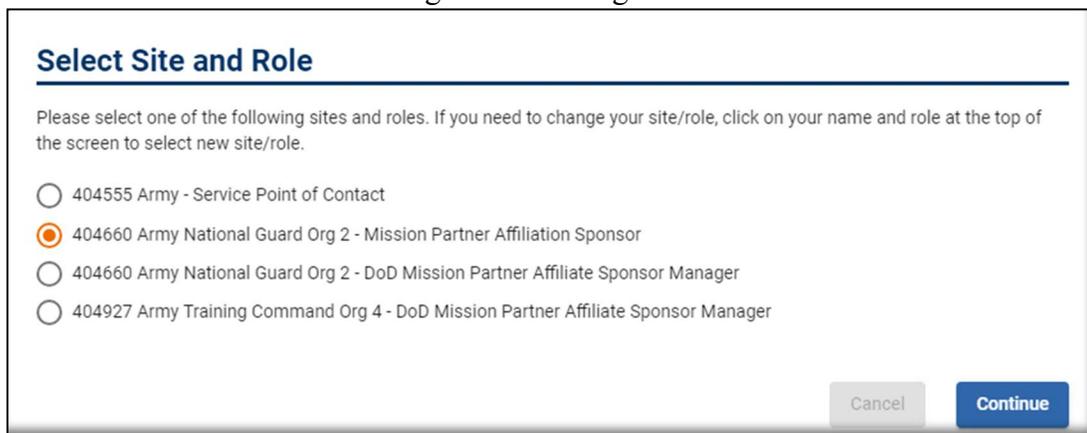
### 5.2.4 Site and Role

If you are provisioned in more than one role or site, click the header **Site and Role information** (Figure 16). A pop-up box with additional roles will be displayed (Figure 17). Select the new site and role and press Continue.

Figure 16. site and Role in Header Bar



Figure 17. Change Roles



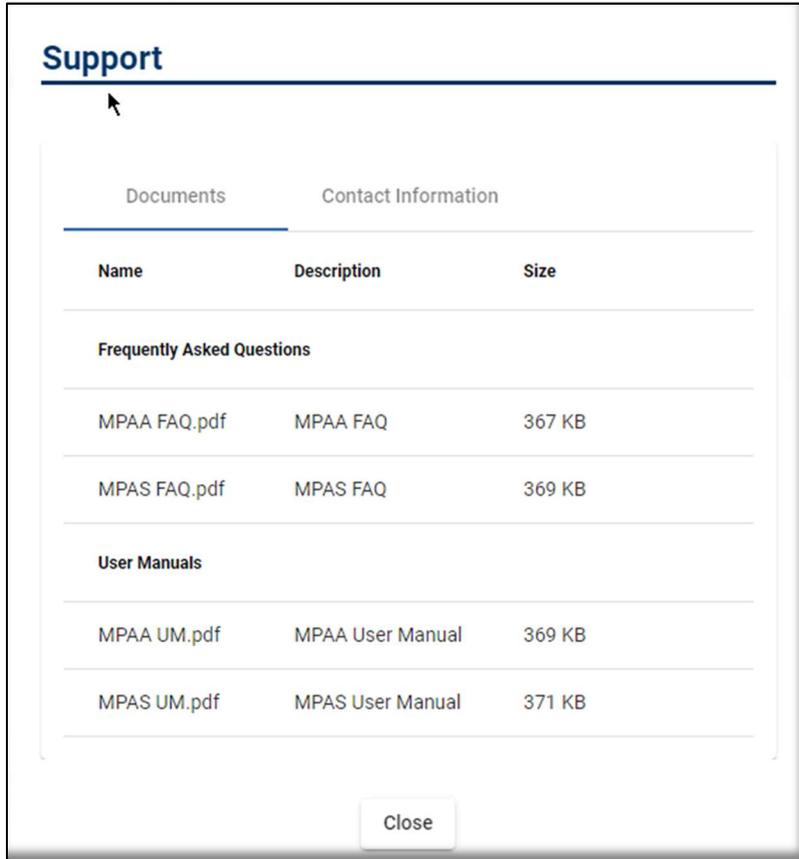
### 5.2.5 Need Support?

For help, click **Need Support?** (Figure 18). Support Documentation will be available.

Figure 18. Need Support?



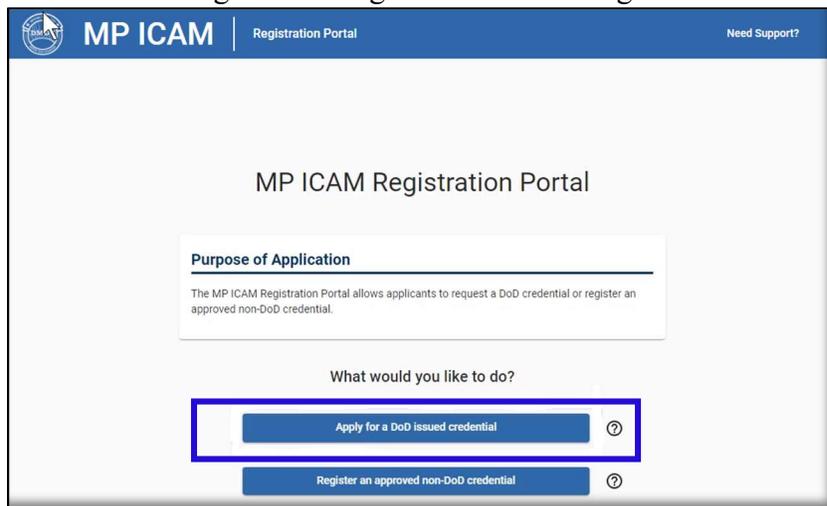
Figure 19. Help Documents and Contacts



### 5.3 Applicant Completes an Application

After the Applicant has the Application Number and PIN, the Applicant can log into the Registration Portal to complete the application by selecting “**Apply for DoD issued credential**” (Figure 20). The Applicant has 30 days to complete the application, or it will be automatically revoked. The Applicant must complete the application in one sitting. There is no save option.

Figure 20. Registration Portal Login



Enter the Application Number and PIN (Figure 21). Select the **Continue** button.

Figure 21. Application Number and PIN

The screenshot shows the 'MP ICAM Registration Portal' header with a 'Need Support?' link. The main content area is titled '1 Begin Application' and contains the instruction: 'Enter the Application Number and PIN that was provided to you by your Mission Partner Affiliation Sponsor.' Below this are two input fields: 'Application Number \*' and 'Applicant's Provided PIN \*'. Red arrows point to the input areas of both fields. To the right of each field is a help icon (question mark in a circle). At the bottom right, there are 'Cancel' and 'Continue' buttons.

The Applicant will then be able to enter all required information such as PII, contact information, home address, and duty location (Figure 22).

Figure 22. Application Details

The screenshot shows the 'MP ICAM Registration Portal' header with a 'Need Support?' link. The main content area is titled '1 Applicant Information' and contains the instruction: 'Please provide information about who you are.' Below this are several input fields: 'Last Name \*', 'First Name \*', 'Middle Name', 'Applicant Cadency Name' (a dropdown menu), 'Person Identifier Type Code \*' (a dropdown menu), 'Do you have a DoD ID Number?' (a toggle switch), 'Date of Birth \*' (with a calendar icon), 'Gender \*' (a dropdown menu), 'Country of Citizenship \*' (a dropdown menu), and 'Country of Birth \*' (a dropdown menu). Each field has a help icon (question mark in a circle) to its right. At the bottom, there is a toggle switch for 'Use International Phone Number?' with a help icon.

Click the **Continue** button at the bottom of the page to review the application. In the **Verify and Submit Application** window, if the information is not correct and needs to be changed, click the **Cancel** button to return to the application. Once the information is verified as accurate, click on the **Submit Application** button.

Figure 23. Verify and Submit Application

The screenshot shows the 'Verify and Submit Application' page in the MP ICAM Registration Portal. The page header includes the MP ICAM logo, 'Registration Portal', and a 'Need Support?' link. The main content area is a form titled 'Verify and Submit Application' with the application number 1000112188. Below the title, there is a message: 'Please verify the information you entered is correct and submit application.' The form is divided into three sections: 'Applicant Information', 'Home Address', and 'Duty Location'. The 'Applicant Information' section includes fields for Last Name (Henderson), First Name (Charlotte), Middle Name, Applicant Cadency Name, Person Identifier Type Code (Social Security Number), Person Identifier (masked with dots and an eye icon), Foreign National Identifier, Foreign National Identifier Country, DoD ID Number, Date of Birth (9/9/1989), Gender (Female), Country of Citizenship (United States), and Country of Birth (United States). The 'Home Address' section includes Street Address Line 1 (625 Lemon Lane), Street Address Line 2, City (Randolph), State (Indiana), Zip Code (98541), and Country (United States). The 'Duty Location' section includes City (Perry), State (Indiana), and Country (United States). At the bottom right of the form, there are two buttons: 'Cancel' and 'Submit Application', with the 'Submit Application' button highlighted by a blue box.

Once the Applicant submits a completed application, the system automatically sends an email notification to the Sponsor. The Sponsor will make a determination to approve or reject the application.

## 5.4 Manage Applications

The Sponsor is responsible for managing the complete lifecycle of credential sponsorship, including the determination for sponsorship, reverification and the collection of the credential. Sponsors manage applications by selecting them from the **Applications List** in the **Manage Applications and Sponsorships** tab. Based on the Sponsor's role and the status of the application, there are different options available to manage applications.

### 5.4.3. Approve an Application

Once the Applicant has completed and submitted the application, it will appear in the **Pending Applications** count in the **Applications Summary** section (Figure 24). To approve an application, select **Pending Applications** from the Quick Filter, or select a Customs Filter option to display applications. The Sponsor can click on an application from the list to open it.

Figure 24. Approve an Application

**Applications Summary**

My Summary    Site Summary  
 The counts below are a summary of applications where you are the sponsor.

Applicant In Progress:	5	Expired Applications:	0	Revoked Sponsorships:	0
Pending Applications:	1	Sponsorships Pending Reverification:	0	Sponsorship Ended:	0
Rejected Applications:	3	Approved Sponsorships:	1	Sponsorship Ending Soon:	1

**Filters**

Below is a list of applications and sponsorships that can be filtered.

Quick Filter (My Summary)  
 Pending Applications    Custom Filters

**Applications List**

Filter: Pending Applications

Application Number	Last Name	First Name	Mission Partner	Last updated by	Application Status Date	Application Status	Application expiration or rejected Date	Sponsorship Status	Sponsorship End Date	Reverification Date
1000003450	Smith	Jon	GOV IT Solutions	Veak, TRACY	05/12/2023	Pending Sponsor Approval	6/11/2023			

The application displays showing Applicant and Contract Information (Figure 25).

Figure 25. Application

Applicant Name: **Smith, Jon Mark**   Application Status: **Pending Sponsor Approval**   Status Date: **05/12/2023**  
 Application Date: **05/12/2023**   Mission Partner Affiliation Sponsor (MPAS): **Veak, TRACY**

**Applicant Information**

Last Name:	Smith
First Name:	Jon
Middle Name:	Mark
Person Identifier Type:	Social Security Number
Person Identifier:	.....
Date of Birth:	08/05/1981
Gender:	Male
Country of Citizenship:	United States
Country of Birth:	United States
Birth State:	Alaska
Primary Work Email:	john.smith.ctr@mail.mil
Phone Number:	(854) 546-9652
US Citizenship Status:	Yes
Sponsorship Request Begin Date:	05/12/2023
Sponsorship Request End Date:	08/04/2024
Application Number:	1000003450
Proxy Application:	No

**Contract Information**

Contract Number:	47QFMA19F0017
Contract Description:	USHRIS
Contract Status:	A
Contract Organization:	DoD/Joint Services
Contract Service Code:	Other
Contract Begin Date:	08/04/2021
Contract End Date:	08/04/2024

**Sponsorship Information**

No Sponsorship Information Available

**Personnel Information**

No Personnel Information Available

**Home Address**

Street Address Line 1: 254 Orchard Grove Dr.

The Sponsor can click the **Approve Application** button at the bottom of the page (Figure 26). The Sponsor can also edit the application. Click the **Edit Application** button, make necessary changes to Contract or Applicant Information and save. The Sponsor can then continue with their determination of sponsorship with the application. The system is also conducting a search to determine if the Applicant's identity already exists in DEERS:

- If the Applicant's identity does exist, the Sponsor is presented with the DEERS data.
- If the Applicant does not exist, a new identity is created within DEERS once the application is approved.
- If there are closely matching identities, the sponsor will be able to select the correct Applicant's identity.

The Sponsor should use the Comments section to annotate any unusual circumstances, important notes, or other details pertinent to the Applicant's sponsorship.

Figure 26. Approve Application Button

The screenshot displays the MP ICAM Sponsorship Portal interface. At the top, the header includes the MP ICAM logo, the text 'Sponsorship Portal', and the user's role '404660 JKO Site (Test 1) - Mission Partner Affiliation Sponsor'. The main content area is divided into several sections:

- Sponsorship Request:** A table with fields for Begin Date (05/12/2023), End Date (08/04/2024), Application Number (1000003450), and Proxy Application (No).
- Home Address:** A form with fields for Street Address Line 1 (254 Orchard Grove Dr.), City (Martinsville), State (Florida), Zip Code (63254), and Country (United States).
- Duty Location:** A form with fields for City (Jupiter), State (Florida), and Country (United States).
- History:** A section with a caret icon and instructions to expand and view historical information.
- Comments:** A section with a caret icon and instructions to expand and view comments.

At the bottom of the page, there is a row of buttons: 'Cancel', 'Approve Application' (highlighted with a blue box), 'Edit Application', 'Reject Application', and 'DEERS Compare'.

After approving the application, the Sponsor must annotate several data fields (Figure 27):

- **Personnel Category** - Select one of the eight options in the drop-down list and any subsequent data fields
- **Contractor Type** – Select the Contractor Type
- **Service** – Select which Service
- **Foreign Affiliate Type** - Required if Foreign Affiliate is the selected Personnel Category
- **Volunteer Type Code** - Required if Non-Federal Agency Personnel Category is selected
- **Government Agency** - Required if Other Government Agency Contactor, Other Government Agency Employee, or Presidential Appointee is the selected Personnel Category
- **Non-US Government Agency/Sub-Agency** - Required if Non Federal Agency Civilian

Figure 27. Approve Application

**MP ICAM** | Sponsorship Portal | 404660 JKO Site (Test 1) - Mission Partner Affiliation Sponsor | My I

### Approve Application

Applicant Name: **Smith, Jon Mark**      Application Status: **Pending Sponsor Approval**      Status Date: **05/12/2023**  
Application Date: **05/12/2023**      Mission Partner Affiliation Sponsor (MPAS): **Veak, TRACY**

The following fields need to be completed and/or updated prior to sponsoring an applicant for a DoD-credential.

Personnel Category \*  
DoD Contractor

Contractor Type \*  
All Other

Service \*  
Army

Contract \*  
47QFMA19F0017 - USHRIS

Contract Information  
Status: Active  
Description: USHRIS  
Begin Date: 08/04/2021  
End Date: 08/04/2024  
Service Code: Other  
Organization: DoD/Joint Services

Primary Work Email \*  
john.smith\_ctr@mail.mil

Country of Duty Location \*  
United States

The Sponsor must verify and select the applicable background investigation/vetting status based on the type of credential being requested (Figure 28). Click the drop-down arrow and select one of the two options.

Figure 28. Vetting Options

Other Credential or DEERS Enrollment (No background vetting required)

CAC Issuance (NACI, Tier 1, or equivalent background investigation)

The Sponsor must now click the checkbox certifying the personnel vetting status is accurate and verified.

Figure 29. Confirm Vetting

MP ICAM Sponsorship Portal 404660 JKO Site (Test 1) - Mission Partner Affiliation Sponsor My I

47QFMA19F0017 - USHRIS

Contract Information  
Status: Active  
Description: USHRIS  
Begin Date: 08/04/2021  
End Date: 08/04/2024  
Service Code: Other  
Organization: DoD/Joint Services

Primary Work Email \*  
john.smith.ctr@mail.mil

Country of Duty Location \*  
United States

City of Duty Location \*  
Jupiter

State of Duty Location \*  
Florida

Sponsorship End Date \*  
8/4/2024

Personnel Vetting Status \*  
CAC Issuance (NACI, Tier 1, or equivalent background investigation)

By clicking this checkbox, I am certifying that the personnel vetting status is accurate and has been verified in the system of record.

Cancel Review Application Approval

The Sponsor can now click the **Review Application Approval** button to review the application for accuracy (Figure 30). Scroll to the bottom to the Verification Statement section. In this section, you must review the statements and agree to them by clicking the checkbox. If the Applicant has no record in DEERS, the New Identity Acknowledgment option appears. Click it to see details of the Acknowledgement. If you are not able to agree to any of the applicable verification statements, cancel the application until any issues are resolved. When ready to approve the application, click on the **Approve Application** button. The button is only activated once the Sponsor clicks any applicable vetting checkboxes.

Figure 30. Vetting Acknowledgments

The screenshot shows a web application interface for 'MP ICAM Sponsorship Portal'. A modal window titled 'Review and Approve Application' is open. It contains a table with the following data:

Contractor Type:	All Other
Service:	Army
Sponsorship End Date:	08/04/2024
Vetting Information:	CAC Issuance (NACI, Tier 1, or equivalent background investigation)
Duty Country:	United States
Duty City:	Jupiter
Duty State:	Florida

Below the table is a section titled 'New Identity Acknowledgments' with three items, each with a checked checkbox:

- [I agree to the New Identity Acknowledgement](#)
- DoD Affiliation Credential Sponsorship Applicants:** I verify that an FBI fingerprint check with favorable results has been completed and a National Agency Check with Inquiries (NACI), or a DoD determined equivalent investigation, or greater, has been submitted to the Office of Personnel and Management (OPM). For Non-U.S. Persons - a successfully adjudicated NACI or equivalent has been completed.
- Volunteer Logical Access Credential (VoLAC) Applicants:** I verify that an FBI fingerprint check with favorable results has been completed and a National Agency Check (NAC) has been submitted to the OPM.

Below these items is a text block for **USID Card Applicants:** I verify that the appropriate level of identity and/or background vetting has been completed consistent with the organizational mission.

At the bottom of the modal are two buttons: 'Cancel' and 'Approve Application'. The 'Approve Application' button is highlighted with a blue border.

#### 5.4.4 Credential Issuance

Once the Sponsor approves the application, the Applicant may obtain a DoD credential. For CAC issuance, the Applicant must go to a RAPIDS Issuing Facility by the Applicant locates a RAPIDS Issuing Facility and makes an appointment online on the ID Card Office Online at <https://idco.dmdc.osd.mil/idco/>. For issuance of a NEATS Token, Applicant should contact their respective Service/Agency PKI office for the nearest location of a NEATS workstation, or for more information on the credential.

#### 5.4.5 Reject an Application

The Sponsor may reject an application by selecting the application and clicking the **Reject Application** button (Figure 31). The Sponsor will be required to provide the reason the application was rejected and any Comments, if desired. Upon rejection, an email will be sent to the Applicant with the reason for rejection. The rejected application is included in the **Rejected Applications** section of the **Applications Summary**. Available reasons for rejection include:

- Applicant does not require sponsorship
- Applicant has a data issue in the PDR
- Applicant's requirement is unknown
- Sponsor does not know applicant

Figure 31. Reject Application

**Reject Application**

Select the reason for rejecting the application and type any additional comments.

Reason \* ?

Comments

Cancel Reject Application

#### 5.4.6 Revoke a Sponsorship

A Sponsor may revoke the Applicant's DoD credential at any time for several reasons. The reasons include:

- Applicant needs a new sponsor
- Applicant terminated relationship
- Sponsor no longer has oversight
- Sponsor terminated DoD relationship
- Sponsorship Expired not Reverified
- Sponsorship no longer required
- Sponsorship Transfer Request Expired
- Sponsorship Transferred

After the sponsorship is revoked, the system terminates the personnel record and updates the Certificate Authority (CA) to revoke the Applicant's credential certificates. The Applicant and Sponsors receive notification of the revocation by email. The Sponsor is required to coordinate the collection and return of the DoD credential in accordance with established DoD policies, guidelines, and procedures within the regulated timeline. The Sponsor must coordinate with Security personnel when Applicants does not return credentials. The contracting officer may delay final payment under the contract if the Applicant (Contractor) fails to comply with these requirements. Contractors must return the DoD credential to the issuing agency as soon as one of the following occurs, unless otherwise determined by the service or agency:

- When credential is no longer needed for contract performance
- Upon completion of employment
- Upon contract completion or termination

To revoke a sponsorship, select an Approved Sponsorship from the Applications List. At the bottom of the page, select the **Revoke Sponsorship** button (Figure 32).

Figure 32. Revoke Sponsorship

The screenshot shows a web form titled "Revoke Sponsorship". It is divided into several sections:

- Application Details:** Sponsorship Request End Date: 06/07/2028, Application Number: 1000003782, Proxy Application: No.
- Timeline:** Sponsorship Created Date: 06/07/2023, Sponsorship Last Updated Date: 06/07/2023, Reverify Date: 12/07/2023.
- Home Address:** Street Address Line 1: 2145 Lemon Ln., City: Burton, State: Arkansas, Zip Code: 56321, Country: United States.
- Duty Location:** City: Burton, State: Arkansas, Country: United States.
- Personnel Information:** Personnel Category: DoD Contractor, Organization: DEERS Population: Eligible and post-eligible personnel with DEERS online as the sole source (e.g., foreign national, foreign military), Government Agency: Coast Guard, Service: Coast Guard, Foreign Affiliate Type: Unknown, Personnel Vetting Status: Other Credential or DEERS Enrollment (No background vetting required), Contractor Type: All Other, DoD Credential/CAC Eligibility Expiration Date: 06/07/2026.
- History:** Click the caret (^) on the right hand side to expand and view the historical Applicant's information.
- Comments:** Click the caret (^) on the right hand side to expand and view any comments associated with the Applicant.
- Action Buttons:** Cancel, Revoke Sponsorship (highlighted with a blue box), Edit Sponsorship, DEERS Compare.

In the window that opens, enter the Revoke Reason, when the credential was collected, and any Comments (Figure 33). Any comments entered here will appear in the Comments section of the application. Click the **Submit** button.

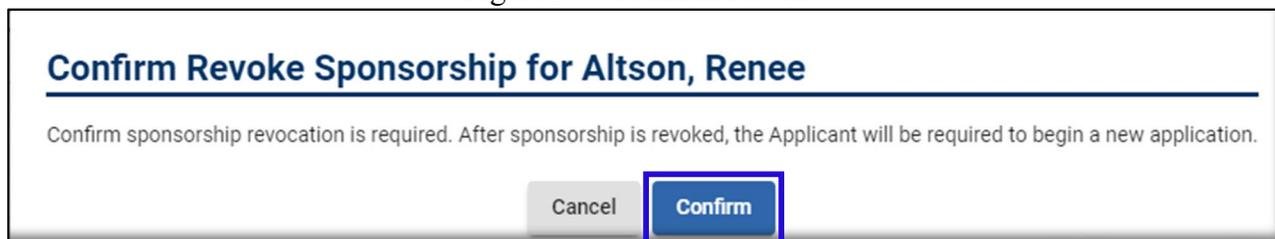
Figure 33. Revoke Details

The screenshot shows a form titled "Revoke Sponsorship" with the following fields:

- Revoke Reason: \*** Applicant terminated relationship (dropdown menu with a question mark icon).
- ID Card Collected: \*** Yes (dropdown menu with a question mark icon).
- ID Card Collection Date: \*** 6/14/2023 (calendar icon and question mark icon).
- Comments:** (text input field with a question mark icon).
- Action Buttons:** Cancel, Submit (highlighted with a blue box).

A confirmation page will display indicating that once the sponsorship is revoked (Figure 34), the Applicant will require a new application if a credential is needed again. Once the Revoke Sponsorship action is complete, an email will be sent to the Applicant with the reason for revocation.

Figure 34. Confirm Revoke

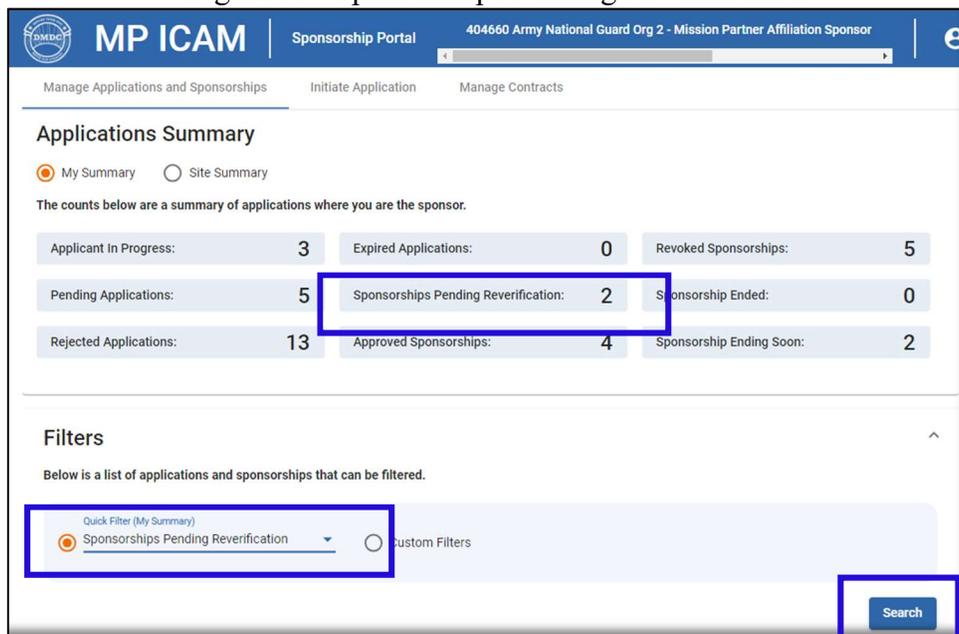


### 5.4.7 Reverify a Sponsorship

Once the Applicant receives the DoD credential, DoD requires the Sponsor to reverify the Applicant's sponsorship every 6 months (180 days). The Sponsor must confirm the Applicant has a continued need for a DoD credential, personal information and contract information. MP ICAM automatically notifies the Sponsors and Applicant by email when reverification is due. If the application is not reverified in 180 days, the application will be automatically revoked. This will terminate the personnel category and credential.

Sponsorships pending reverification display in the **Applications Summary** section in the **Sponsorships Pending Reverification** count (Figure 35). To reverify an application, select **Sponsorships Pending Reverification** from the Quick Filter, or use the Custom Filters button to find an application. Click on an application to open it.

Figure 35. Sponsorships Pending Reverification



At the bottom of the application, select the **Reverify Application** button. Confirm reverification in the popup window (Figure 36). Reverification is successful.

Figure 36. Reverify Application

The screenshot shows the MP ICAM Sponsorship Portal interface. The header includes the logo, 'MP ICAM', 'Sponsorship Portal', and '404660 JKO Site (Test 1) - Mission Partner Affiliation Sponsor'. The main content area is divided into several sections:

- Personal Information:** Phone Number: (757) 333-2525; US Citizenship Status: Yes; Sponsorship Request Begin Date: 05/12/2023; Sponsorship Request End Date: 07/04/2023; Application Number: 1000003447; Proxy Application: Yes.
- Home Address:** Street Address Line 1: 123 Main St.; City: Atlanta; State: Georgia; Zip Code: 30051; Country: United States.
- Duty Location:** City: Atlanta; State: Georgia; Country: United States.
- Personnel Information:** Personnel Category: DoD Contractor; Organization: DEERS Population: Eligible and post-eligible personnel with DEERS online as the sole source (e.g., foreign national, foreign military); Government Agency: ; Service: Army; Foreign Affiliate Type: Unknown; Personnel Vetting Status: CAC Issuance (NACI, Tier 1, or equivalent background investigation); Contractor Type: All Other; DoD Credential/CAC Eligibility Expiration Date: 07/04/2023.
- History:** Click the caret (^) on the right hand side to expand and view the historical Applicant's information.
- Comments:** Click the caret (^) on the right hand side to expand and view any comments associated with the Applicant.

At the bottom, there are five buttons: 'Cancel', 'Revoke Sponsorship', 'Reverify Application' (highlighted with a blue border), 'Edit Sponsorship', and 'DEERS Compare'.

Figure 37. Confirm Reverify

The dialog box has a title 'Reverify Application' and a message: 'Confirm this application needs to be reverified.' At the bottom, there are two buttons: 'Cancel' and 'Reverify Application' (highlighted with a blue border).

Figure 38. Reverify Successful

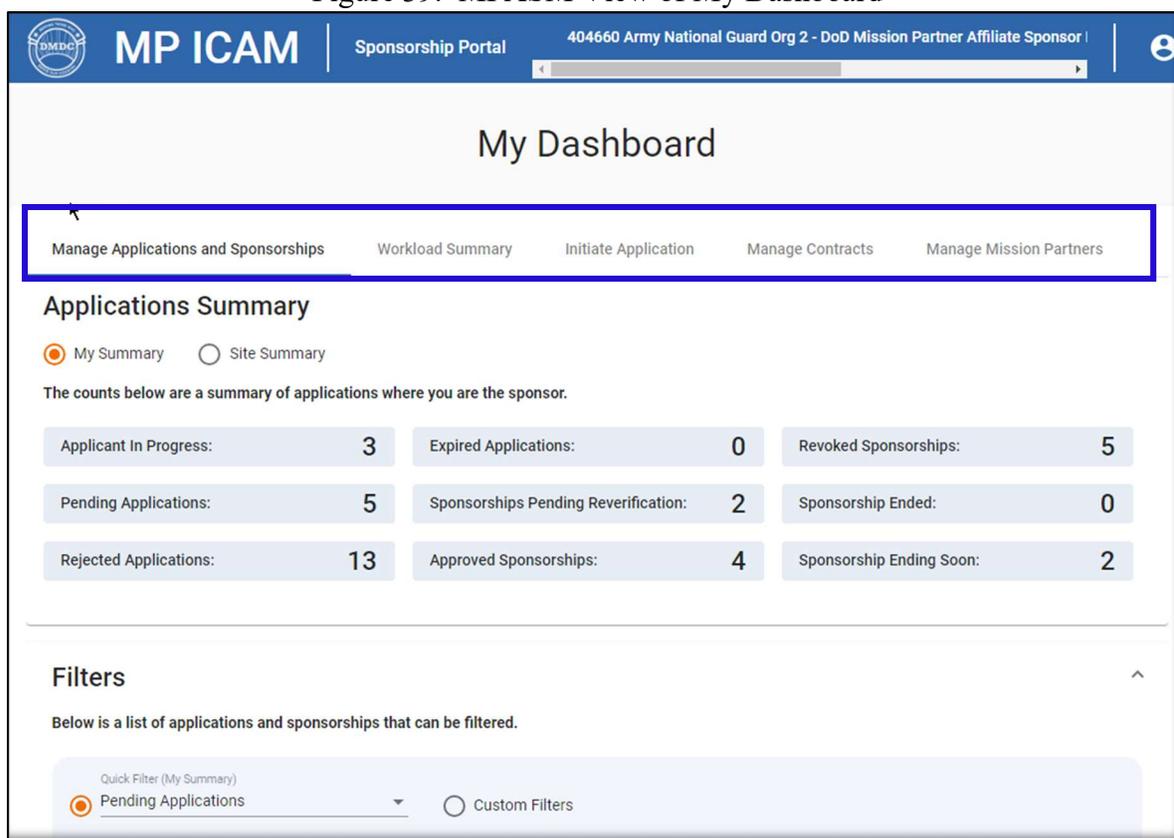
The dialog box has a title 'Action Successful' and a message: 'This application has been successfully updated.' At the bottom, there is one button: 'Ok'.

## 5.5 MPASM Functionality

As previously mentioned, an MPASM has additional functionality in MP ICAM to manage the credential sponsorship lifecycle. In addition to managing applications and contracts, the MPASM can transfer applicants to other Sponsors at the same site, can Manage Mission Partners, and view a

Workload Summary of Sponsors at his or her site. The image below shows the MPASM view of My Dashboard. The Tabs at the top indicate the additional functions available.

Figure 39. MPASM View of My Dashboard



### 5.5.1 Transfer Sponsorships

Any Sponsor can take action on any Applicant so transferring Applicants may no longer be required. However, the system does allow for transfers. The MPASM can transfer Applicant sponsorship between Sponsors only within their assigned site. A SPOC must transfer Applicant sponsorship between Sponsors to another site within their assigned service or agency. A SPOC or MPASM might need to transfer sponsorship because the Sponsor is sick, the Sponsor no longer works in a Sponsor capacity, or the Sponsor has an unmanageable number of Applicants. The system notifies the MPASM, MPAS, and affected Applicants of the Sponsor reassignments by email. Applicant transfer requests between two different services or agencies must be forwarded to the SPOC to coordinate the request appropriately with the MP ICAM Program Office.

To transfer an Applicant to another Sponsor, use the **Filters** buttons to find an Applicant. In the **Applications List**, select the application to be transferred by clicking the box in the Transfer column. You can check multiple applications, but you only have the option of transferring them to one Sponsor. If you want to transfer applications to multiple Sponsors, you must execute a separate action for each transfer.

Figure 40. Transfer Sponsorship

**Filters**

Below is a list of applications and sponsorships that can be filtered.

Quick Filter (Site Summary)  
 Approved Sponsorships  Custom Filters

**Search**

---

**Applications List**

Filter: Approved Sponsorships

Sponsors can view the Applicant's information by clicking the Last Name or can click the checkbox to transfer the Applicant.

Transfer	Application Number	Last Name	First Name	Mission Partner	Last updated by	Application Status Date	Application Status	Application Expiration or Rejected Date	Sponsorship Status	Sponsorship End Date	Reverification Date
<input checked="" type="checkbox"/>	1000003782	Altson	Renee	Air Tech Partners	Veak, TRACY	06/07/2023	Approved		Active	06/07/2028	12/07/2023
<input type="checkbox"/>	1000003781	Baker	Janice	GOV IT Solutions	Veak, TRACY	06/02/2023	Approved		Active	02/01/2025	12/02/2023

Select a Sponsor at the site from the Sponsor drop-down menu, and then the **Transfer Applications** button.

Figure 41. Select new Sponsor

**Applicants Selected for Transfer**

The following Applicants have been selected for transfer.

Application Number	Last Name	First Name	Mission Partner	Last updated by	Application Date	Application Status	Application Expiration or Rejected Date	Sponsorship Status	Sponsorship End Date	Reverification Date
1000003782	Altson	Renee	Air Tech Partners	Veak, TRACY	06/07/2023	Approved		Active	06/07/2028	12/07/2023

**Select Applicant's New Sponsor**

A Sponsor can select the Applicant's new Sponsor then press Continue. After the transfer is complete, an automated email will be sent to the Applicant, the original Sponsor, and the new Sponsors.

Sponsor \*  
 Shipman Snow, KURT, kurt.shipmansnow--1.1@dmdcdrs.com

**Cancel Transfer** **Transfer Applications**

Confirm the transfer details by selecting the **Confirm Transfer** button.

Figure 42. Confirm Transfer

**Confirm Applications to Transfer**

Confirm the following applications and/or sponsorships will be transferred to site (404660) under operator KURT Shipman Snow.

**Applications Selected for Transfer**

Applicant Name	Sponsorship End Date	Transfer From Site	Transfer From Sponsor	Transfer To Site	Transfer To Sponsor
Renee Altson	06/07/2028	404660	Veak, TRACY	404660	Shipman Snow, KURT

Cancel Confirm Transfer

The transfer is successful.

Figure 43. Transfer Successful

**Transfer Successful**

The applications selected have been successfully transferred.

Close

### 5.5.2 Workload Summary

Click the **Workload Summary** Tab to display a view of site ID, Sponsor Names, and sponsorship count for each Sponsor. To view those applications, click on the **Manage Applications and Sponsorships** tab, and then the **Custom Filters** button. You can then select the Sponsor's name in the **Last Updated by** field to view a list of that Sponsor's applications.

Figure 44. Workload Summary

MP ICAM | Sponsorship Portal | 404660 Army National Guard Org 2 - DoD Mission Partner Affiliate Sponsor

**My Dashboard**

Manage Applications and Sponsorships **Workload Summary** Initiate Application Manage Contracts Manage Mission Partners

**Workload Summary**

Site Id	Last Name	First Name	Count ↓
404660	Veak	TRACY	12
404660	Skoda	FRANK	2

### 5.5.3 Manage Mission Partners

As previously mentioned, Mission Partners are described as other federal agencies and industry partners who have an affiliation with the DoD. Contracts are associated with Mission Partners. If a Mission Partner's information is not in the system or information needs to be modified, the MPASM can add or edit.

Figure 45. Manage Mission Partners

The screenshot shows the 'MP ICAM' interface. The top navigation bar includes the DMDC logo, 'MP ICAM', 'Sponsorship Portal', and the user's role: '404660 Army National Guard Org 2 - DoD Mission Partner Affiliate Sponsor'. The main heading is 'My Dashboard'. Below this, there are five tabs: 'Manage Applications and Sponsorships', 'Workload Summary', 'Initiate Application', 'Manage Contracts', and 'Manage Mission Partners'. The 'Manage Mission Partners' tab is highlighted with a blue box. Below the tabs, the 'Manage Mission Partners' section contains a brief instruction: 'Below are Mission Partners associated with the site. Mission Partner's information may be filtered by selecting the data elements. To add a new Mission Partner, a Sponsor can click on 'Add Mission Partner' button and enter the information. To edit an existing Mission Partner, click the Name of the Mission Partner then click the 'Update Mission Partner' button and modify the information.' Below the instruction is a 'Filters' dropdown menu. A table lists the mission partners with columns for 'Mission Partner Name', 'Status', 'Organization', 'Last Updated Date', and 'Created Date'. The table contains two entries: 'Air Tech Partners' and 'Alpha Ground Solutions', both with a status of 'Active' and 'DoD Contractor'.

Mission Partner Name ↑	Status	Organization	Last Updated Date	Created Date
Air Tech Partners	Active	DoD Contractor	5/25/23	5/25/23
Alpha Ground Solutions	Active	DoD Contractor	5/23/23	5/23/23

#### 5.5.3.1 Add Mission Partner

To add a Mission Partner, select the **Add Mission Partner** button at the bottom of the page.

Figure 46. Add Mission Partner

The screenshot shows a table of mission partners. The table has columns for 'Mission Partner Name', 'Status', 'Organization', 'Last Updated Date', and 'Created Date'. The table contains three entries: 'Federal Mission Supply', 'GOV IT Solutions', and 'Joint Training Consultation', all with a status of 'Active' and 'DoD Contractor'. Below the table, there is a pagination control showing 'Items per page: 10' and '1 - 10 of 547'. At the bottom of the page, there are two buttons: 'Add Mission Partner' (highlighted with a blue box) and 'Update Mission Partner'.

Federal Mission Supply	Active	DoD Contractor	5/9/23	5/9/23
GOV IT Solutions	Active	DoD Contractor	5/1/23	5/1/23
Joint Training Consultation	Active	DoD Contractor	11/17/22	11/17/22

Fill in all fields, then select the **Review** button.

Figure 47. Review Mission Partner Details

**Add Mission Partner**

Mission Partner Name \*  
Johnson Tactical Services ✓

Enter Mission Partner name.  
Status \*  
Active

Select Mission Partner status.  
Organization \*  
DoD Contractor

Select Mission Partner organization.

Cancel Review

Confirm the Mission Partner details, then select **Submit**. The Mission Partner will now be displayed in the list of Mission Partners.

Figure 48. Confirm Mission Partner Details

**Add Mission Partner**

Confirm Mission Partner information is accurate, then click Submit.

Name  
Johnson Tactical Services

Status  
Active

Organization  
DoD Contractor

Back Submit

### 5.5.3.2 Update Mission Partner

Once a Mission Partner is created, the only change the MPASM can make is the Status by changing from Active or Inactive. To update the Mission Partner, click on it and select the **Update Mission Partner** button.

Figure 49. Update Mission Partner

GOV IT Solutions	Active	DoD Contractor	5/1/23	5/1/23
Joint Training Consultation	Active	DoD Contractor	11/17/22	11/17/22
Johnson Tactical Services	Active	DoD Contractor	6/16/23	6/16/23

Items per page: 10 1 - 10 of 547 < >

Add Mission Partner Update Mission Partner

Update the Status from the drop-down list and select the **Review** button.

Figure 50. Change Mission Partner Status

The screenshot shows a web form titled "Update Mission Partner". The form contains the following fields and controls:

- Mission Partner Name:** Johnson Tactical Services
- Status:** A dropdown menu with "Active" selected and "Inactive" highlighted with a blue border.
- Last Updated Date:** 6/16/23
- Created Date:** 6/16/23
- Buttons:** "Cancel" and "Review" (highlighted with a blue border).

Confirm the change to the Mission Partner and select **Submit**.

Figure 51. Confirm Mission Partner Update

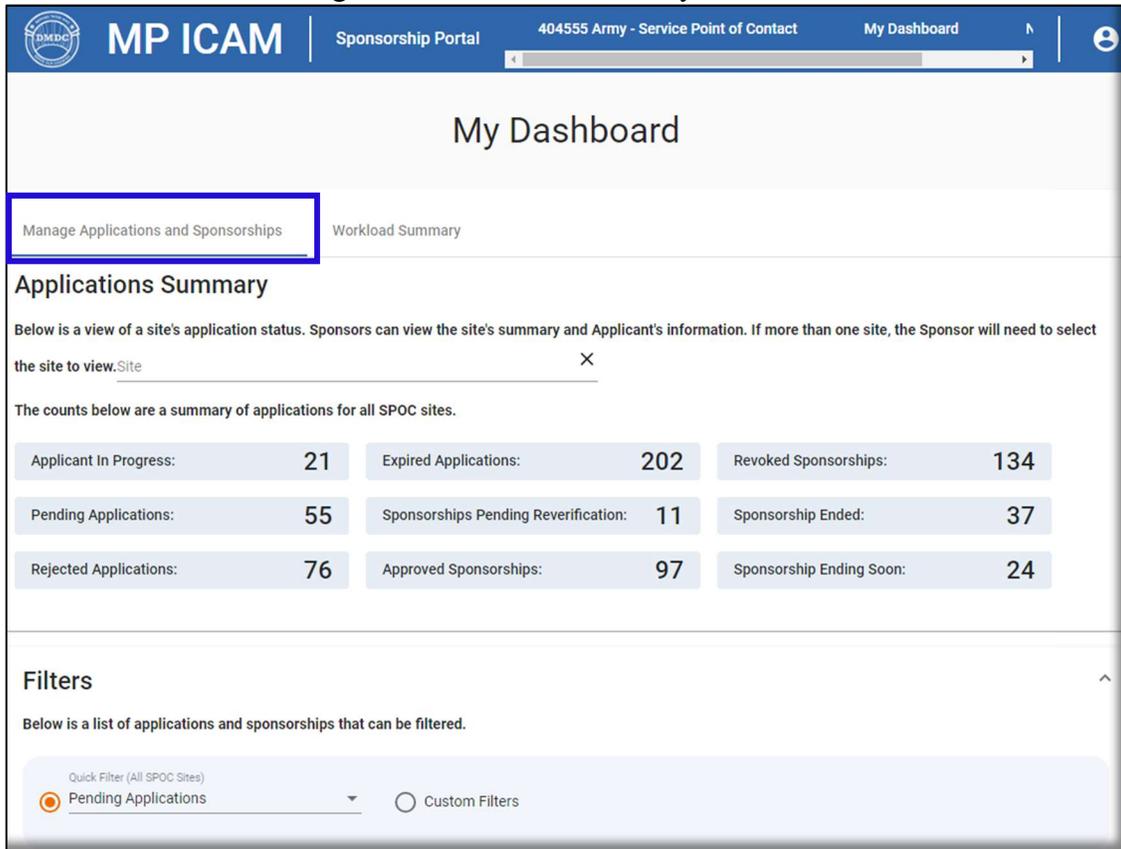
The screenshot shows a web form titled "Update Mission Partner" with a confirmation message: "Confirm Mission Partner information is accurate, then click Submit." The form contains the following fields and controls:

- Name:** Johnson Tactical Services
- Status:** Inactive
- Organization:** DoD Contractor
- Last Updated Date:** 6/16/23
- Created Date:** 6/16/23
- Buttons:** "Back" and "Submit" (highlighted with a blue border).

## 5.6 SPOC Functionality

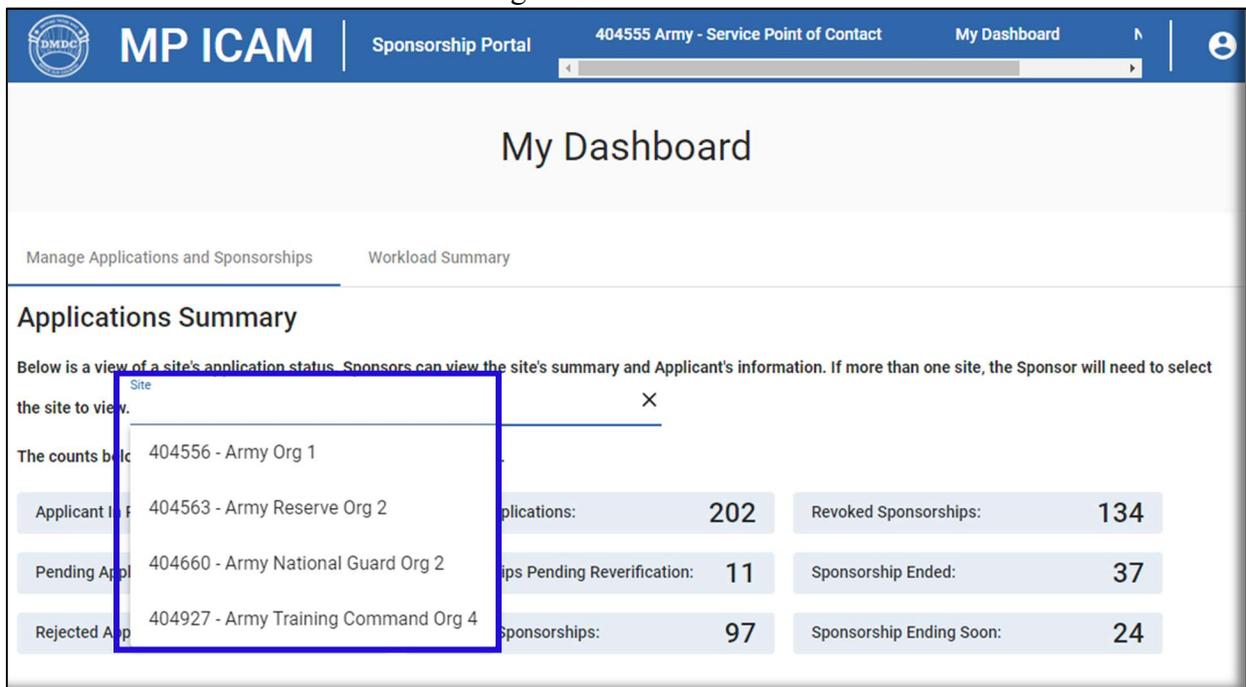
The SPOC can manage sponsorships across all sites within his or her service or agency. The SPOC cannot Initiate Applications, Manage Contracts or Mission Partners like the MPASM can. The **Applications Summary** view for the SPOC displays all sponsorship under his or her purview.

Figure 52. SPOC View of My Dashboard



To display sponsorships assigned to an individual site, the SPOC can choose that site in the site selection drop-down field.

Figure 53. Select a site



## 5.6.1 Transfer Sponsorships

The SPOC can transfer sponsorships to any site or Sponsor within his or her service or agency. To transfer a sponsorship, use the **Filters** buttons to find an application. In the **Applications List**, select the application to be transferred by clicking the box in the Transfer column. You can check multiple applications, but you only have the option of transferring them to one site and Sponsor at a time. If you want to transfer applications to multiple sites and Sponsors, you must execute a separate action for each transfer.

Figure 54. Transfer Sponsorships

Filters

Below is a list of applications and sponsorships that can be filtered.

Quick Filter (All SPOC Sites)  
 Approved Sponsorships  Custom Filters

Search

Applications List

Filter: Approved Sponsorships

Sponsors can view the Applicant's information by clicking the Last Name or can click the checkbox to transfer the Applicant.

Transfer	Site Id	Application Number	Last Name	First Name	Mission Partner	Last updated by	Application Status Date	Application Status	Application Expiration or Rejected Date	Sponsorship Status	Sponsorship End Date	Reverification Date
<input checked="" type="checkbox"/>	404556	1000112159	Wings	Andrea	Engineering Excellence	TUCKER, JEAN	06/07/2023	Approved		Active	12/31/2024	12/07/2023
<input checked="" type="checkbox"/>	404556	1000003739	Johnson	Antoine	Engineering Excellence	TUCKER, JEAN	05/24/2023	Approved		Active	12/31/2024	11/24/2023

Select a site and then a Sponsor from each of the drop-down menus, and then the **Transfer Applications** button.

Figure 55. Select a site and Sponsor

Applicants Selected for Transfer

The following Applicants have been selected for transfer.

Site Id	Application Number	Last Name	First Name	Mission Partner	Last updated by	Application Date	Application Status	Application Expiration or Rejected Date	Sponsorship Status	Sponsorship End Date	Reverification Date
404556	1000112159	Wings	Andrea	Engineering Excellence	TUCKER, JEAN	06/07/2023	Approved		Active	12/31/2024	12/07/2023
404556	1000003739	Johnson	Antoine	Engineering Excellence	TUCKER, JEAN	05/24/2023	Approved		Active	12/31/2024	11/24/2023

Select Applicant's New Site

A Sponsor can select the Applicant's new site and Sponsor then press Continue. After the transfer is complete, an automated email will be sent to the Applicant, the original Sponsor, and the new Sponsors.

Site \*  
404927 - Army Training Command Org 4

Sponsor \*  
Veak, TRACY, tracy.veak--1.1@dmdoddrds.com]

Cancel Transfer Transfer Applications

Confirm the transfer details by selecting the **Confirm Transfer** button.

Figure 56. Confirm Transfer Details

**Confirm Applications to Transfer**

Confirm the following applications and/or sponsorships will be transferred to site Army Training Command Org 4 (404927) under operator TRACY Veak.

**Applications Selected for Transfer**

Applicant Name	Sponsorship End Date	Transfer From Site	Transfer From Sponsor	Transfer To Site	Transfer To Sponsor
Andrea Wings	12/31/2024	404556	TUCKER, JEAN	404927	Veak, TRACY
Antoine Johnson	12/31/2024	404556	TUCKER, JEAN	404927	Veak, TRACY

Buttons: Cancel, Confirm Transfer

The transfer is successful.

Figure 57. Transfer Successful

**Transfer Successful**

The applications selected have been successfully transferred.

Close

### 5.6.2 SPOC Workload Summary

Click the **Workload Summary** Tab to display a view of site ID, Sponsor Names, and sponsorship count for each Sponsor. To view those applications, click on the **Manage Applications and Sponsorships** tab, and then the **Custom Filters** button. You can then select the Sponsor's name in the **Last Updated by** field to view a list of that Sponsor's applications.

Figure 58. SPOC Workload Summary

MP ICAM | Sponsorship Portal | 404555 Army - Service Point of Contact | My Dashboard

My Dashboard

Manage Applications and Sponsorships | **Workload Summary**

**Workload Summary**

Site Id	Last Name	First Name	Count ↓
404556	Austin	Benjamin	39
404556	TUCKER	JEAN	37
404556	Bostrom	Ngan	22
404556	STONE	TROY	18