



## DEFENSE INFORMATION SYSTEMS AGENCY

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IN REPLY  
REFER TO

DISA GO63

### Policy and Procedures for DoD Gateways (STEP/Teleport) SIPRNET GIG Interconnection Approval Process System (SGS)

#### 1. General.

(U) This policy provides guidance for Tactical and Mobile SATCOM customers on the process for obtaining and managing SIPRNET access at DoD Gateways using existing procedures outlined in the Connection Process Guide (CPG). This policy outlines DoD Gateway specific procedures for obtaining access approval from the Connection Approval Office (CAO). This policy does not exempt customers utilizing the Gateways from having to follow initial registration, package submission, and obtaining necessary approval to access SIPRNET services at the Gateways.

2. Under the current process; "Tactical exercise and or mission CAP packages must be submitted prior to the start of the exercise/mission. Tactical mission and or exercise requests should include the mission number found on the Gateway Access Authorization (GAA) subject line or the timeframe of the exercise. The GAA message must be released by the appropriate Contingency and Exercise office (CONEX) prior to an IATC/ATC letter being issued by the CAO. Tactical exercise/mission CAP packages do not submit a complete DIACAP package. However, they must include at a minimum, an IATO/ATO letter, GAA, and topology."

#### 3. Changes to current process are listed below:

A. (U) Once successful, initial SGS database registration will become valid for the duration of the system IATO/ATO and will result in the generation of an IATC/ATC. The Registration ID number, that is auto-generated from SGS upon registration, will be used as a reference to access Gateway SIPRNET services for the duration of the IATO/ATO. Initial registration must take place a minimum of 8 days prior to the start of the exercise or mission.

B. (U) Mission Partners (C/S/As) are required to register initial connection information using the SGS database.

- (1) Users must obtain access to SGS by requesting an account. To request and account, please go to (<https://giap.disa.smil.mil>).
- (2) Click on "request a SGS account"
- (3) Upload your completed and signed DD Form 2875 System Authorization Access Request (SAAR).
- (4) Complete the required fields in the User Profile.
- (5) Click the "Submit Request" button.

- (6) The Connection Approval Office will review your request. You will receive an e-mail message either approving or denying your request.
- (7) Once your account is approved, complete the Information Sections (Sections 0 – 4 and 9) and the Attachment and Documents Sections 10.1-10.10. Register IS information (IP address ranges, hosts, POCs, etc.). Although Gateway users are only required to fill out Sections 0, 1, 10.2, and 10.7 with correct information in the database, the sections listed above are required. All other sections must include a “0.0.0.0” (for the IP Addresses), “N/A”, or answer No to the question in order for the registration to be processed.
- (8) For initial registration; users are required to upload the GAA associated with initial registration in section 10.9 of the database. This is a onetime requirement.
- (9) Once all sections are completed, the “Submit Registration” button will appear at the bottom.
- (10) Click the “Submit Registration” button for processing.
- (11) COCOM, Services, and Agencies internal processes remain in effect.
- C. (U) Any changes to equipment configuration affecting IS personality of the system resulting in a new ATO will require registration in the SGS database.
- D. (U) Mission partners will be required to record and maintain the SGS Registration ID number generated as reference in future Gateway Access Requests. Once the user submits their package, the SGS database will generate a Registration ID number. This Registration ID number will be used on all future missions, and provided to the CONEX in the remarks section 1 of the Gateway Authorization Request (GAR). Remarks will be: “SGS Registration ID number xxxxx for SIPRNET IATC, expiration DD-MMM-YYYY”.
- E. (U) Mission Partners will no longer be required to register for each mission after initial registration. The authorization is valid thru the IATO/ATO revocation and or expiration.

#### 4. TACTICAL USER REQUIREMENTS/Mission Partners:


- A. (U) Mission partners are required to follow steps outlined in par. 2. See Gateway Operational Message (GOM) 001-13 Chg. 2 for instructions.
- B. (U) If the current IATO/ATO will expire prior to the next time the Tactical user will enter a DoD Gateway, the user will start a new request so that a new Registration ID number can be issued.

#### 5. CAO Requirements:

- A. (U) The CAO will review the registration information and will issue an IATC/ATC for the duration of the IATO/ATO upon successful and complete registration.
- B. (U) The IATC/ATC will be made available under section 10.1 of the SGS database (Scorecard).

#### 6. (U) CONEX Requirements: The CONEX will include the CAP Registration ID number in the remarks of section 1 for the final GAA.

7. (U) DISA GSD/Tier II Requirements: The DISA GSD/Tier II will verify the validity of the Registration ID number provided in the GAA against the SGS database prior to allowing access to SIPRNET.
8. (U) Mission Partners will follow steps 3-6 for the duration of the IATO/ATO.
9. (U) System registration is required before IATC/ATC expiration and or any modification requiring modification of an existing IATO/ATO.
10. (U) References:
  - A. Defense Information Systems Network (DISN) Responsibilities, CJCSI 6211.02D, 24 Jan 2012
  - B. Information Assurance (IA), DoDD 8500.01E, 24 Oct 2002
  - C. Computer Network Defense, DoDD 0-8530.1, 8 Jan 2001
  - D. Connection Process Guide, <http://www.disa.mil/Services/Network-Services/Enterprise-Connections/Connection-Process-Guide/DoD-New-Connection-Process>
  - E. SIPRNET GIG Interconnection Approval Process System (SGS) database: <https://giap.disa.smil.mil>.
11. (U) This policy is in effect as of **15 May 2013** and will remain in effect until superseded.
12. (U) Point of contact for this LOI is, Javier N. Montero, 301-225-3126, [Javier.n.montero.civ@mail.mil](mailto:Javier.n.montero.civ@mail.mil)

  
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