

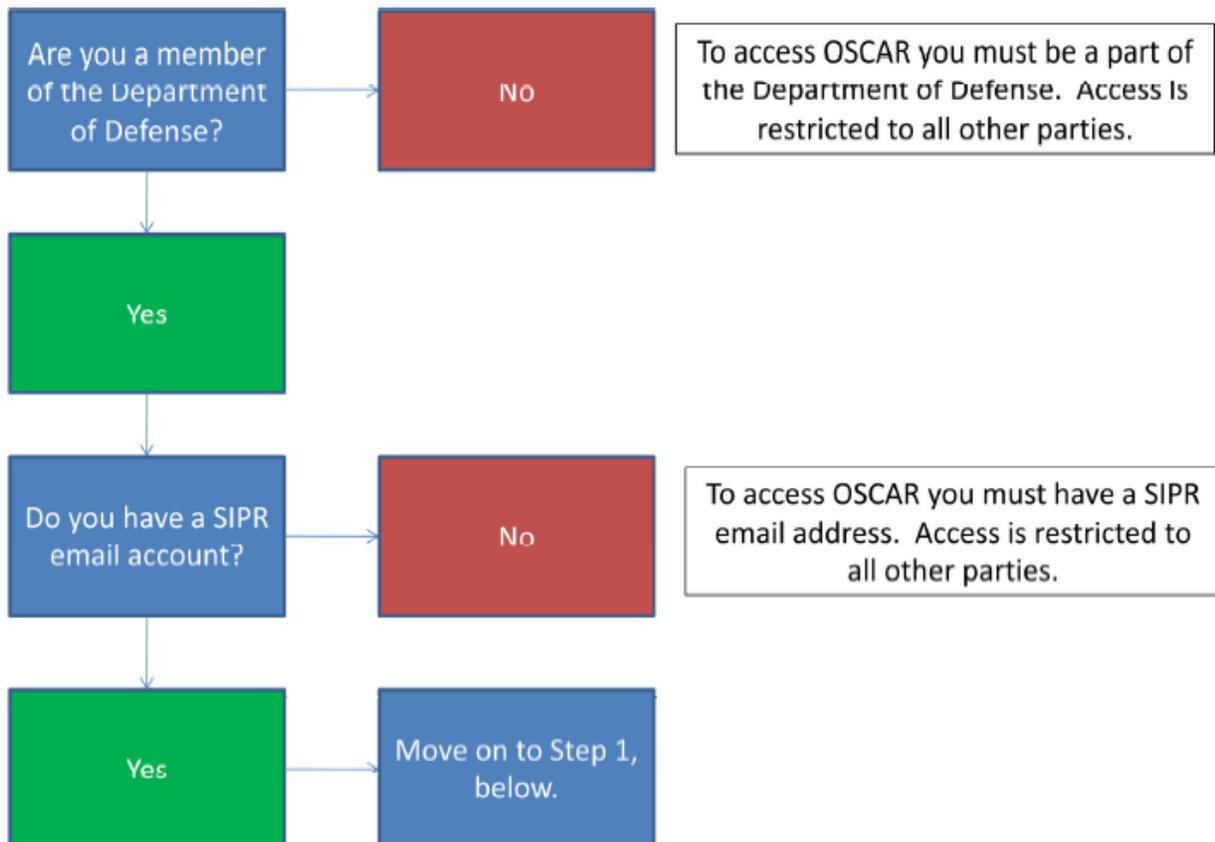
Job Aid

How to Create an OSCAR Account

Effective June 19, 2012, all DoD component security managers shall begin reporting incidents of unauthorized disclosures of classified information using the Security Incident Report (SIR), an internal module of the Operations Security Collaboration Architecture (OSCAR). The SIR gathers all mandatory elements of an unauthorized disclosure report described in Enclosure 6 of DoD Manual 5200.01, Volume 3.

Security managers who have not already done so **must** establish an OSCAR account and specifically request access to the SIR module.

Follow the flowchart below to determine if you qualify for an OSCAR account.





How to get an OSCAR Account

1. Go to DTIC's SIPR LDAP Registration link at:
<https://reg.dtic.smil.mil/DTICRegistration/OSCAR> on the SIPRNet.
2. Read the *DTIC Online Registration System Privacy Act Statement*.
3. "Did you read and agree with the term and conditions?" Select **Yes**.
4. Click on "**Continue Registration**".
5. You will then be asked enter in your SIPR email address. Enter your SIPR email address and select "**Continue**".
6. You will then see a screen telling you that an email has been sent to you at the email address provided and to check your email to continue registration. ***Usually, but not always, one gets this email immediately.***
If you do not get this email within 48 hours, contact an OSCAR Administrator for further assistance.
7. Check your SIPRNet email.
8. Open the email from DTIC. This email includes a specific hyperlink for you to click on that is only valid for 72 hours and a 122 character token.
9. Click on or copy and paste the link into your browser.
(<https://reg.dtic.smil.mil/DTICRegistration/EmailVerification/OSCAR>)
10. You will be sent to the *OSCAR Registration* page. Type in your SIPR email address and copy and paste the token from the email into the token field. Then click "**Validate**".
11. You will be directed to the *Registration User Request* page. Enter information in all required (*) fields and select "**Submit**" once complete.
12. You will be directed to the *Successfully Submitted* page and a 2nd auto-generated DTIC email shall be sent to your SIPR email address.
13. Check your SIPRNet email.
14. View the 2nd DTIC email, confirmation message, letting you know that your registration has been submitted and is pending approval.
15. Accounts are approved within 1 to 10 business days after successfully submitting a registration request. Once your account is approved, you will receive a 3rd auto-generated DTIC email containing a link to the OSCAR site and your DTIC SIPR LDAP login ID (last name + first initial + #####) to be used when logging into OSCAR. Use the password that you created during your registration process to logon to OSCAR.



If you have any questions, please feel free to contact your OSCAR Administrator.

OSCAR Admin1:

Navy Scott Carey, Naval OPSEC Support Team (NOST)
SIRP Email: robert.s.carey@navy.smil.mil
NIPR Email: robert.s.carey@navy.mil

Marine Corps: James Sydnor, Operations Security Program Manager
SIRP Email: james.j.sydnor@usmc.smil.mil
NIPR Email: james.j.sydnor@usmc.mil

Air Force: Lawrence Wisdom, AF Senior OPSEC Program Analyst
SIRP Email: lawrence.wisdom@af.pentagon.smil.mil
NIPR Email: lawrence.wisdom@pentagon.af.mil

Army: Reginald E. Smith, HQDA OPSEC Program Coordinator
SIRP Email: reginald.smith@hqda.army.smil.mil
NIPR Email: reginald.smith15@us.army.mil

OSCAR Admin0:

Alyson Underwood: alyson.underwood.ctr@navy.smil.mil or aunderwood@alionscience.com
Paige Reed: paige.reed.ctr@navy.smil.mil or preed@alionscience.com