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ALL AGREEMENT STATES, WYOMING

NOTIFICATION OF THE OFFICE OF NUCLEAR MATERIAL SAFETY AND SAFEGUARDS STATE COMMUNICATION PORTAL (STC-15-023)

Purpose: To inform the Agreement States of the deployment of the Office of Nuclear Material Safety and Safeguards State Communication Portal.

Discussion: The Office of Nuclear Material Safety and Safeguards (NMSS) is in the process of constructing a new external Web site replacing the Office of Federal and State Materials and Environmental Management Programs (FSME) external website. The FSME Web site currently hosted and maintained by the Oak Ridge National Laboratory has been the main platform used to assist the U.S. Nuclear Regulatory Commission (NRC) in communications with the Agreement States, Non-Agreement States, and the public on routine program issues, policies, information, and overall NRC policy. The new Web site will be called the NMSS State Communication Portal (SCP) and will be hosted and maintained by the NRC Data Center located at NRC headquarters. The deployment of the NMSS SCP is planned to occur in June 2015.

The NMSS SCP will be structurally designed the same as the FSME external Web site and there will be the public area and four secure areas. New to the NMSS SCP will be the credentialing process used to access the secure areas. Users will be required to obtain a One-Time Password (OTP) credential in order to access the secure areas. NRC staff and NRC contractors can visit the NRC Internal OTP credentialing Web site at https://icam.nrc.gov/otp. Non-NRC users can visit the NRC External Credentialing Service Web site at https://pki.nrc.gov/ecs. Enclosed are instructions for NRC staff/contractors and Non-NRC users for obtaining OTP credentials at the credentialing Web sites.

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If you have any questions regarding this correspondence, please contact me or the individual named below.

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Enclosures:
1. Credentialing Instructions for
  NRC staff/contractors
2. Credentialing Instructions for
  Non-NRC Users

Credentialing Instructions for NRC Staff and NRC Contractors

1. User visits the NRC Internal One-Time Password (OTP) Credentialing Web site at
   https://icam.nrc.gov/otp

2. The user clicks on "Request", to request a new OTP credential, and follows the onscreen instructions. The following three form factors are available:

   a. Mobile Token (can be immediately downloaded on the user's smart phone)
   b. Security Card (delivered to the end user via inter-office mail)
   c. Security Token (delivered to the end user via inter-office mail)

3. Upon receiving the credential, the user returns to the NRC Internal OTP Credentialing Web site at https://icam.nrc.gov/otp

4. The user clicks on "Activate", to activate the new credential, and follows the onscreen instructions

5. Upon successful activation, the user can obtain access to the SCP Web site by providing the following information to the NRC NMSS Point of Contact identified on the SCP Web site:

   a. Name
   b. Contact Info
   c. Organization
   d. Section(s) of the SCP Web site to which access is being requested
   e. Business justification for requiring access to those sections

Credentialing Instructions for Non-NRC Users

1. User visits the NRC External Credentialing Service (ECS) Web site at
   https://pki.nrc.gov/ecs.

2. The user clicks on "SCP", to begin the process to obtain a new One-Time Password
   (OTP) credential for the purposes of gaining access to SCP Web site, and follows
   the onscreen instructions. The following three form factors are available:

   a. Mobile Token (can be immediately downloaded on the user's smart phone)
   b. Security Card (delivered to the end user via U.S. Postal Service)
   c. Security Token (delivered to the end user via U.S. Postal Service)

3. If the user selected a hardware credential (options b or c above), he/she is prompted to
   provide a shipping address.

4. The user must provide the following information in the "Applicant Notes" section:

   a. Section(s) of the SCP Web site to which access is being requested
   b. Business justification for requiring access to those sections

5. The NRC NMSS Point of Contact (POC) reviews the request within the NRC ECS
   system, and makes one of the following two decisions:
   a. Rejects the request – The NMSS POC informs the user of the decision and
      next steps if any
   b. Approves the request – The SCP Help Desk receives an email notification of the
      approval and the section(s) concerned. The user is also sent an email
      notification with an NRC approval code.

6. If the user selected a hardware credential (options b or c above), the credential is
   scheduled for delivery via mail. It usually takes 5 to 7 business days for the user to
   receive the credential.

7. Upon receiving the credential, the user must return to the NRC External Credentialing
   Web site at https://pki.nrc.gov/ecs.to activate the token. The user must use the NRC
   approval code to complete this process. The user clicks on "Activate", to activate the
   new credential, and follows the onscreen instructions.

8. Upon successful activation, the user can begin using his new OTP credential at the SCP
   Web site.