

# DEFENSE LOGISTICS AGENCY

AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY

## Public / Non-Federal Access to RTD Web, ETID & DLA Disposition Services Reports

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# SUMMARY

- **WHAT**: Customers need to request access
- **WHY**: To access RTD Web, ETID & DLA Disposition Services Reports
- **HOW**: AMPS (<https://amps.dla.mil>)
- **WHERE**: Once the registration process is complete, customers will log in using the DLA Enterprise External Business Portal (<https://business.dla.mil>)



# SUMMARY (Continued)

- **WHEN**: Registration begins **NOW!!!**
  - **RTD Web**: You need a new account by **27 Aug** if you access DLA Disposition Services inventory of property available to military, Federal, state & local agencies and qualified organizations
  - **ETID**: You need a new account by **27 Aug** if you submit, update, and review documents for turning in property and scrap from the military services
  - **Reimbursable Report**: You will need a new account by **27 Aug** if you use this report (instructions not covered in this job aid). Contact [RBIHumanPerformance@dla.mil](mailto:RBIHumanPerformance@dla.mil) for more info.
  - **Other Reports**: You will need access to “Business Objects” when your servicing Disposition Service site begins using the new Enterprise Business System (EBS) and the Distribution Standard System (DSS). See the next chart for dates.



# DLA Disposition Services Field Deployment Plan

FY 12		FY 13					
Aug	Sep	Oct	Nov	Dec	Jan	Feb	

Integrated Testing

Stabilization

Deployment

Aug - 27

Oct - 1

Oct - 22

Nov - 12

Dec - 3

Jan - 14

Feb - 4

Feb - 25

Region 3  
Hill (2)  
Great Falls

RCP Sites

(UHILHPSY)  
DAISY CORP  
EBS Users

Web Applications  
- RTD  
- ETID  
- Sales  
- Compliance Interface  
- eDOCs Phase 2

Region 1<sup>^</sup>  
Columbus\*(3)  
Selfridge  
Wright-Patterson

Region 3  
Colorado Springs (2)  
Kirtland  
Ellsworth  
Minot  
Holloman

Tucson \*(2)  
Bliss

Region 4  
Anchorage (1)  
Fairbanks  
"DSS Training @ Ft. Lewis"

Region 4  
San Joaquin\*(3)  
Sierra  
Travis

Region 3  
San Antonio  
Corpus Christi  
Dyess  
Hood

Region 1  
Susquehanna (3)  
Pease  
Drum  
Groton  
Letterkenny  
Tobyhanna

Region 2  
Norfolk\*(2)  
St. Juliens  
Richmond \$(1)

(Lejeune(1))  
Cherry Point

Bragg (1)  
Jackson

Warner Robins (2)  
Gordon  
Benning  
Stewart

(Only training site)

Region 2  
Jacksonville (2)  
Tampa Deman  
Cape Canaveral  
Puerto Rico

Eglin (1)  
Keesler

Anniston\*  
Huntsville\*

Region 1  
Meade (2)  
Richmond  
Aberdeen

Region 3  
RedRiver (2)  
Little Rock  
Polk

Region 4  
Pearl Harbor(2)  
Lewis (2)  
Fairchild

Region 1  
Knox  
Campbell  
Scott  
Sparta  
Great Lakes  
Rock Island  
Crane

Region 6  
Gimcheon  
Thailand

Region 5  
Molesworth  
Incirlik  
Lajes

Region 3  
Oklahoma (1)  
Sill  
McAlester CDD

Region 6  
Sagami (1)  
Iwakuni  
Misawa

Region 7  
Arifjan  
Bahrain  
Qatar  
Abu Dhabi  
Djibouti  
Sather

Region 3  
Riley (2)  
Offutt  
Whiteman  
Duluth

Region 5  
Kaiserslautern\*\$  
Livorno  
Naples  
Vicenza  
Aviano  
Sigonella  
Rota

Region 4  
Barstow (1)  
29 Palms  
Nellis

Pendleton (2)  
San Diego  
Vandenberg  
Port Hueneme  
Yuma

Region 6  
Okinawa (1)

Region 7  
Bagram  
Kandahar  
Leatherneck  
Marmal

Region 5  
Kaiserslautern\*(4)  
Germersheim  
Schweinfurt  
Grafenwoehr  
Alpha

- Key Notes:**
- (\*) Sites with Multiple functions (CPB, DLA Disposition Services, LTS, etc.)
  - Bold text indicates sites that will be wireless
  - Sites with (^) will be stood up on 27 Aug, but will not go live until the date they are listed under.
  - Sites which are underlined will have on site instruction.
  - Sites which have \$, on site training is being provided for additional sites staff.

MZY (Mechanicsburg): Regions 1,2, 5 and 7  
MUA (Ogden): Regions 3,4 and 6



# Summary: RTD Web & ETID

## External Portal

## Internal Portal

Federal Agency Users & Contractors	Public Users	DLA Employees
Use CAC Card & create User ID & password	Create User ID & password	Use CAC Card
Requires supervisor name & security officer & IA Trg completion date	Requires less data for the AMPS registration process	Requires the entire DLA AMPS registration process
<a href="https://business.dla.mil">https://business.dla.mil</a>	<a href="https://business.dla.mil">https://business.dla.mil</a>	<a href="https://pep1.bsm.dla.mil/irj">https://pep1.bsm.dla.mil/irj</a>
Only request the RTD and ETID Roles	Only request the RTD and ETID Roles	Request <u>BOTH</u> the Internal Portal RTD role (JD-854) and/or ETID role (JD-856) <u>PLUS</u> the required RTD & ETID roles
RTD Customer Role (DDS-413) and/or ETID Customer Role (DDS-514)	RTD Customer Role (DDS 413) and/or ETID Customer Role (DDS 514)	RTD Customer Screener (DDS 369), RTD Customer ASO (DDS 370), ETID Customer (DDS-520)



# Summary: Disposition Services Reports

## External Portal

## Internal Portal

**Federal Agency Users & Contractor**

**Public Users**

**DLA Employees**

**Use CAC Card & Create user ID & password**

**Create User ID & password**

**Use CAC Card**

**Requires supervisor name & security officer & IA completion date**

**Requires less data for the AMPS registration process**

**Requires the entire DLA AMPS registration process**

**<https://business.dla.mil>**

**<https://business.dla.mil>**

**<https://pep1.bsm.dla.mil/irj>**

**If you do NOT work with Small Arms (SASP), request BO Non\_SASP Customer (DDS-601). If you work with SASP, request BO SASP Customer (DDS-600). Most customers will request DDS-601.**

**If you do NOT work with Small Arms (SASP), request BO Non\_SASP Customer (DDS-601). If you work with SASP, request BO SASP Customer (DDS-600). Most customers will request DDS-601.**

**If you do NOT work with Small Arms (SASP), request Disp Svcs DSS Business Objects User (NON-SASP) JD-225. If you do work with SASP, request JD-224. Most DLA customers will request JD-225.**

# Sources of Info

- **DLA Customer Interaction Center**: 1-877-DLA-CALL (1-877-352-2255) or send an email to [DLAContactCenter@dla.mil](mailto:DLAContactCenter@dla.mil). Accessible 24 hours a day, 7 days a week.
- **AMPS Help Desk**: DSN 695-4357 or 1-866-335-4357 or send an email to [support.services@dla.mil](mailto:support.services@dla.mil). Accessible 24 hours a day, 7 days a week.
- **DLA Enterprise External Business Portal** (<https://business.dla.mil>) will have a link to a job aid
- **DLA Disposition Services Web Page** (<http://www.dispositionservices.dla.mil>) will have a link on the home page that will include job aids and additional customer information
- **RBIQuestions@dla.mil** You can ask any question at any time about anything related to RBI.
- **RBIHumanPerformance@dla.mil** You can request assistance regarding access to reports, RTD & ETID. You may also call DSN 661-7178 or COM 269 961 7178.

# DLA Disposition Services

Additional information is available on the DLA Disposition Services External Web Page at <http://www.dispositionservices.dla.mil>

The screenshot shows the homepage of the Defense Logistics Agency Disposition Services. The header features the DLA logo and the text "DEFENSE LOGISTICS AGENCY Disposition Services". Below the header is a navigation menu with links for "Home", "ABOUT US", "PUBLIC AFFAIRS", "ISSUANCES", and "FAQS". The main content area is titled "Welcome" and includes a "NEWS!" section with a red alert: "eDocs may be unavailable Tuesday, 17 July 2012; 1000 - 1400 EDT. If you are unable to access it during this time, please try again later." Below the news is a link to the "FAQ page" for the latest RBI information. A large banner with the text "CHANGE IS COMING!" is prominently displayed, along with a blue box stating "Access to our ETID and RTD web tools now requires all customers to create a new account." and a red box with the text "Register by AUG. 27, 2012". The banner also includes the text "To create an account or learn more about the upcoming change, click anywhere in the blue box". Below the banner is a photograph of a military aircraft on a tarmac. The footer contains the text "DoD's Provider of Choice for Worldwide Reuse, Recycling and Disposal Solutions", a "Mission Statement", a "Vision Statement", and the DLA Disposition Services logo.

**DEFENSE LOGISTICS AGENCY**  
Disposition Services

Site Index | Policy Statements | FOIA | Contact Us

Home

DLA Disposition Services HOME

DLA Disposition Services Locations

Military/ Government Usable Property Turn-Ins

Military/ Government Scrap Property Turn-Ins

Schedule Property Turn-In

Electronic Turn-In Document (ETID)

eDocs Document Management

Property Search for Military, Federal, State & Special Programs

MILSTRIP Search

Recycling Control Point (RCP)

Demil B & Q Long Term Storage

Property for Sale to Public

Contracting

Environmental/Hazardous Disposal Guidance

Find us on Facebook

MILLION DOLLAR BOARD!

\*The transition to the Electronic Document Storage System (eDocs) is complete. This is the system you will use for document management. WebDocs is no longer available.

**WORLD**  
DLA Disposition Services

**Welcome**

**NEWS!**

eDocs may be unavailable Tuesday, 17 July 2012; 1000 - 1400 EDT. If you are unable to access it during this time, please try again later.

Check our [FAQ page](#) for the latest RBI information.

**CHANGE IS COMING!**

Access to our ETID and RTD web tools now requires all customers to create a new account.

To create an account or learn more about the upcoming change, click anywhere in the blue box

**Register by AUG. 27, 2012**

*DoD's Provider of Choice for Worldwide Reuse, Recycling and Disposal Solutions*

**Mission Statement:** DLA Disposition Services supports the Warfighter and protects the public by providing worldwide disposal management solutions.

**Vision Statement:** DLA Disposition Services will be the preferred choice for worldwide reuse and disposal solutions, and an integral partner in safeguarding national security and improving efficiency and effectiveness in the global supply chain.

DLA Disposition Services (formerly known as the Defense Reutilization and Marketing Service) is part of the Defense Logistics Agency. Our mission is to





# Process

- **Step 1**: Create an account in the DLA Account Management and Provisioning System (AMPS).
  - AMPS is a web-based account management system that provides system users with an automated tool for requesting user accounts and passwords for DLA systems. Once your AMPS account has been successfully created, you will be notified via email.
- **Step 2**: Submit a role request via AMPS.
  - After creating your AMPS account, you will need to submit a role request which specifies the application. You will be notified via email once your role request has been completed.
- **Step 3**: Complete the registration.
  - On 27 Aug, you will be able to log into the DLA Enterprise External Business Portal. You will be prompted to complete a required Customer registration form when you log into RTD & ETID.

# Important AMPS Application Notes

**Before you begin the AMPS Request Process, note the following important details of the AMPS Application:**

- 1. After selecting buttons or items from drop down menus, the page will refresh. You must wait for the page to refresh before moving on to the next step.**
- 2. Do NOT use the Back button on your browser. If you need to correct something on a previous page, click the 'Back' button on the bottom of the page.**
- 3. Make sure to fill out all of the required fields marked with an asterisk (\*).**  
**The application will not notify you of errors until the last page.**
- 4. When entering dates, use the calendar button  to ensure the correct format.**
- 5. If the desired radio button is already selected, click  it again before clicking the 'Next' button**
- 6. If you experience problems or have questions, contact the AMPS Helpdesk at DSN 695-4357 or at the toll free # 1-866-335-4357.**

# AMPS Request - Login

1. Go to the AMPS URL: <https://amps.dla.mil>. There is also a link on the DLA Enterprise External Portal that will bring you to the AMPS Login Page.
2. Select “First Time in AMPS”.



## AMPS Login




### First Time In AMPS? Click Here to Register

Use this option to register if you have never had a DLA account or if you have access to an existing DLA application but have not registered in AMPS. Read the appropriate user guide for step by step instructions.

### Forgot your User ID? Click Here

Use this option if you have registered with AMPS in the past but cannot remember your DLA assigned User ID

### User Guides

-  [EBS Collaboration](#)
-  [Fusion Center](#)
-  [BSM-E \(Energy FES, PORTS, FMD-Express\)](#)

Need Help? Contact the DSCR Help Desk at 804-279-HELP (4357) or toll free 866-335-HELP

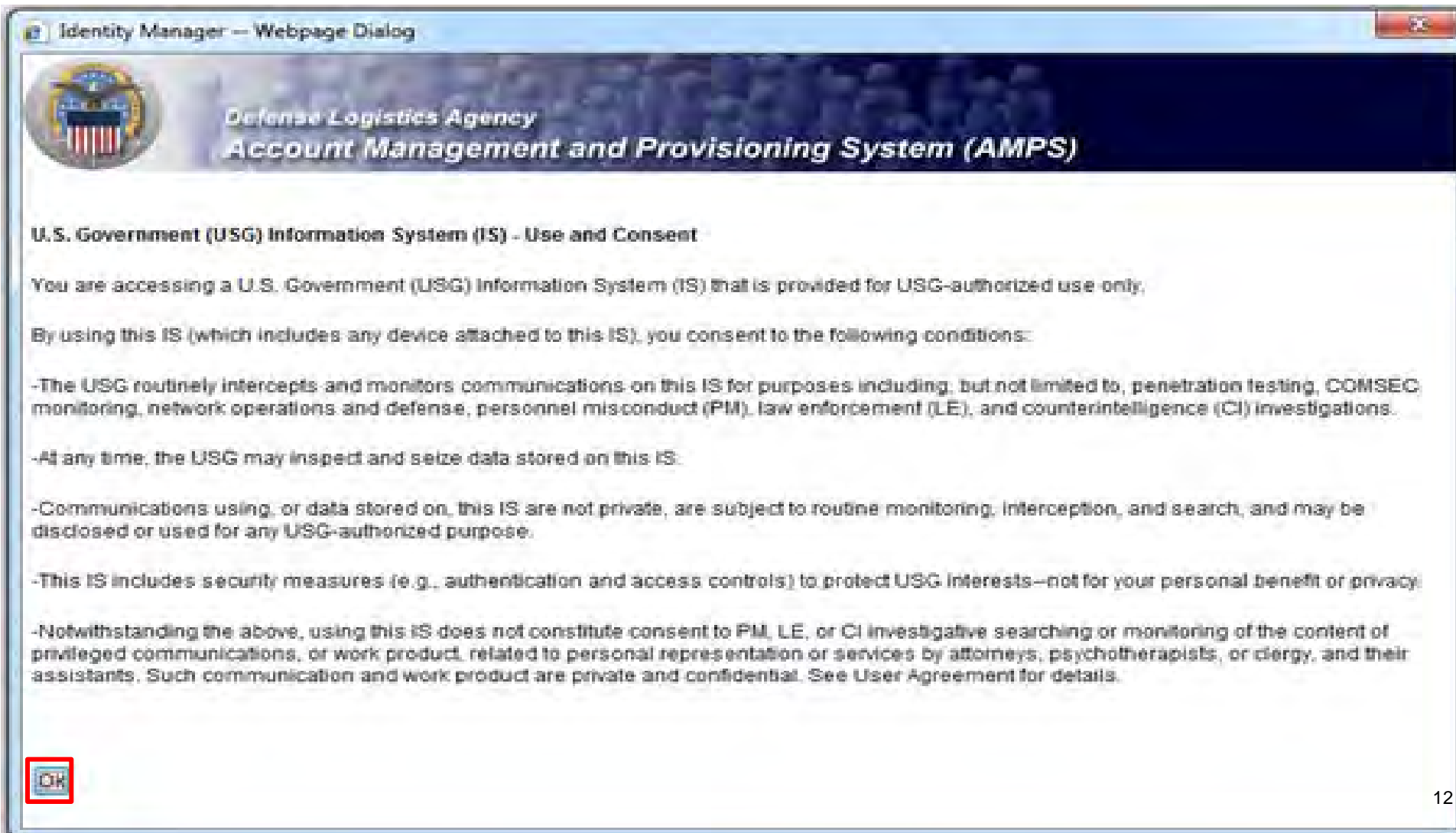
User ID

Password

[Forgot Password?](#)


# AMPS Request - Login

1. This screen shot shows what will happen after you select First Time in AMPS. Click “OK” after reading the “Use and Consent” Statement.



The screenshot shows a web browser window titled "Identity Manager -- Webpage Dialog". The page header features the Defense Logistics Agency logo and the text "Defense Logistics Agency Account Management and Provisioning System (AMPS)". The main content is a "U.S. Government (USG) Information System (IS) - Use and Consent" statement. The text reads: "You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions: -The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations. -At any time, the USG may inspect and seize data stored on this IS. -Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose. -This IS includes security measures (e.g., authentication and access controls) to protect USG interests—not for your personal benefit or privacy. -Notwithstanding the above, using this IS does not constitute consent to PM, LE, or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communication and work product are private and confidential. See User Agreement for details." At the bottom left of the dialog, there is a red-bordered "OK" button.

Identity Manager -- Webpage Dialog

 Defense Logistics Agency  
Account Management and Provisioning System (AMPS)

**U.S. Government (USG) Information System (IS) - Use and Consent**

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests—not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE, or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communication and work product are private and confidential. See User Agreement for details.

# AMPS First Time User

## 1. Select “Public” if you do not work for the Federal Government.



### AMPS First Time User Access

#### If you have a DoD issued Common Access Card (CAC):

You must have your CAC inserted in your computer if you want AMPS to register your CAC. This will allow you to access AMPS without having to enter a username and password. In addition, your CAC information will be provisioned to applications that are CAC enabled and you will not need a username/password to access these.

#### Attention DLA Employees or Contractors:

This process is for **Non-DLA** users only. If you are a DLA employee or Contractor DO NOT continue with this registration. Your account in AMPS should have automatically been created when you joined DLA. If you reached the AMPS login screen it means that there is a problem with your DLA account or the computer that you are using to access AMPS. Ensure that you are accessing AMPS from the DLA network with your CAC. If the problem persists, contact the Help Desk at the number listed below.

#### Select Your User Type:

User Type	Description
<input type="button" value="Federal Agency User/Contractor"/>	Select this if you are a member of the Armed Services, a DoD civilian employee, a DoD contractor, or a member of a Federal Agency. You will need to provide information about yourself as well as your supervisor and local security officer as required by DD Form 2875.
<input type="button" value="Supplier/Vendor"/>	Click this button if you are a Supplier/Vendor with a Commercial and Government Entity (CAGE) code. A Supplier/Vendor is a person that works for a company or corporation that supplies items/parts to DLA. Supplier/Vendors are subject to a less stringent approval process
<input type="button" value="Public"/>	Click this button if you are a user desiring to register for an account with DLA to gain access to DLA applications available to the general public. You will be required to provide a few facts about you and your organization to register and request access to DLA applications.

Please contact the help desk at (804)279-4357 or 1(866)335-4357 if you have any questions concerning the use of this System.



# AMPS New Account

1. Select “New Account” This is where the customer would start the process of creating a new AMPS account.

**AMPS First Time User Access**

User Type	Description
<b>New Account</b>	Click this button if you have never registered for an account in AMPS and you do not have an existing account in one of the DLA applications listed below.
Existing Account	Click this button if you currently have an account to access one of the applications listed below. This process will verify that your account has been pre-loaded into AMPS and will allow you to update your profile information.

Applications currently supported by AMPS:

- Energy-FES
- Energy-Bulk PORTS
- Energy-FMD Express
- Energy-Ground PORTS
- RPPOB
- Collaboration
- BRGTS
- BSM
- COPA
- CSWS
- DISP
- Fusion
- MAPAD
- MEBS
- MSDS
- PDM
- SCRAT

Please contact the help desk at (804)279-4357 or 1(888)335-4357 if you have any questions concerning the use of this System.



# AMPS Privacy Act Statement

1. This shows a Privacy Act Statement in which the customer should Select “Continue” to move on in their process.

**Defense Logistics Agency**  
**Account Management and Provisioning System (AMPS)**

## Privacy Act Statement

**Authority:** 5 U.S.C. 301, Departmental regulations, 10 U.S.C. 133, Under Secretary of Defense for Acquisition and Technology, 18 U.S.C. 1029, Access device fraud, E.O. 10450 Security Requirements for Government Employees, as amended, and E.O. 9397 (SSN)

**Principle Purpose(s):** Information is used to validate a user's request for access into a DLA system, database or network that has its access requests managed by AMPS.

**Routine Uses:** Data may be provided under any of the DoD 'Blanket Routine Uses' published at <http://www.defenselink.mil/privacy/notice/blanket-uses.html>

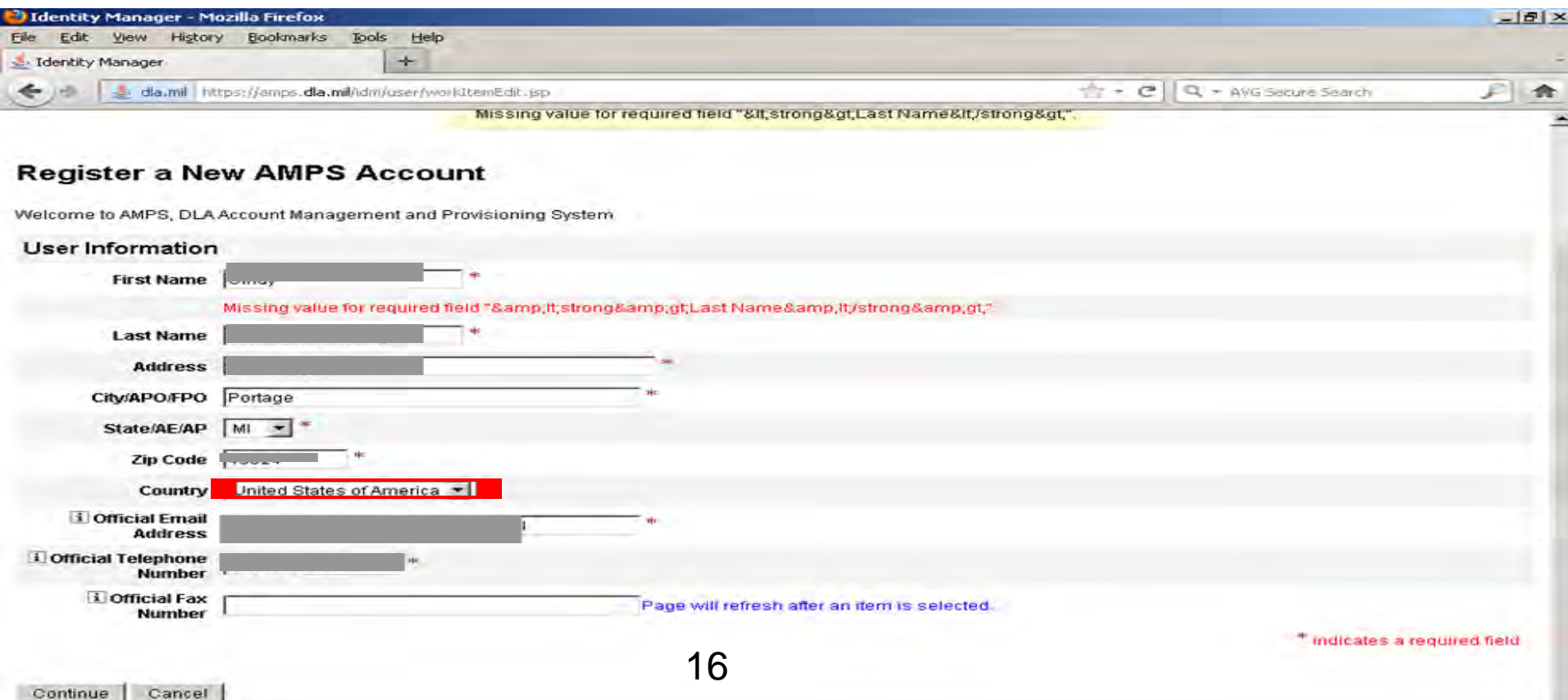
**Disclosure:** Disclosure is voluntary; however, if you fail to supply all the requested information you will not gain access to the DLA - Account Management and Provisioning System (AMPS) database. Your identity / security clearance must be verified prior to gaining access to the AMPS database, and without the requested information verification can not be accomplished.

**Rules of Use:** Rules for collecting, using, retaining, and safeguarding this information are contained in DLA Privacy Act System Notice S500.55, entitled "Information Technology Access and Control Records" available at <http://www.defenselink.mil/privacy/notice/s500.55>

Submission Date: Tuesday, February 21, 2012 1:38:09 PM EST

# AMPS Registration

1. Complete ALL items identified with a red \*. This screen shows the mandatory fields that must be completed. An error message will appear if all fields with a red \* are not filled out. Make sure that the country field identifies “United States of America” if you are in the continental United States.
2. When you identify your User Type (i.e., Military, Civilian, or Contractor) the screen will refresh and ask for additional information.
3. Click ‘Next’ to continue



Identity Manager - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Identity Manager

Missing value for required field "**Last Name**".

## Register a New AMPS Account

Welcome to AMPS, DLA Account Management and Provisioning System

### User Information

First Name \*

Last Name \*

Address \*

City/APO/FPO Portage \*

State/AE/AP MI \*

Zip Code \*

Country United States of America

Official Email Address \*

Official Telephone Number \*

Official Fax Number

Page will refresh after an item is selected.

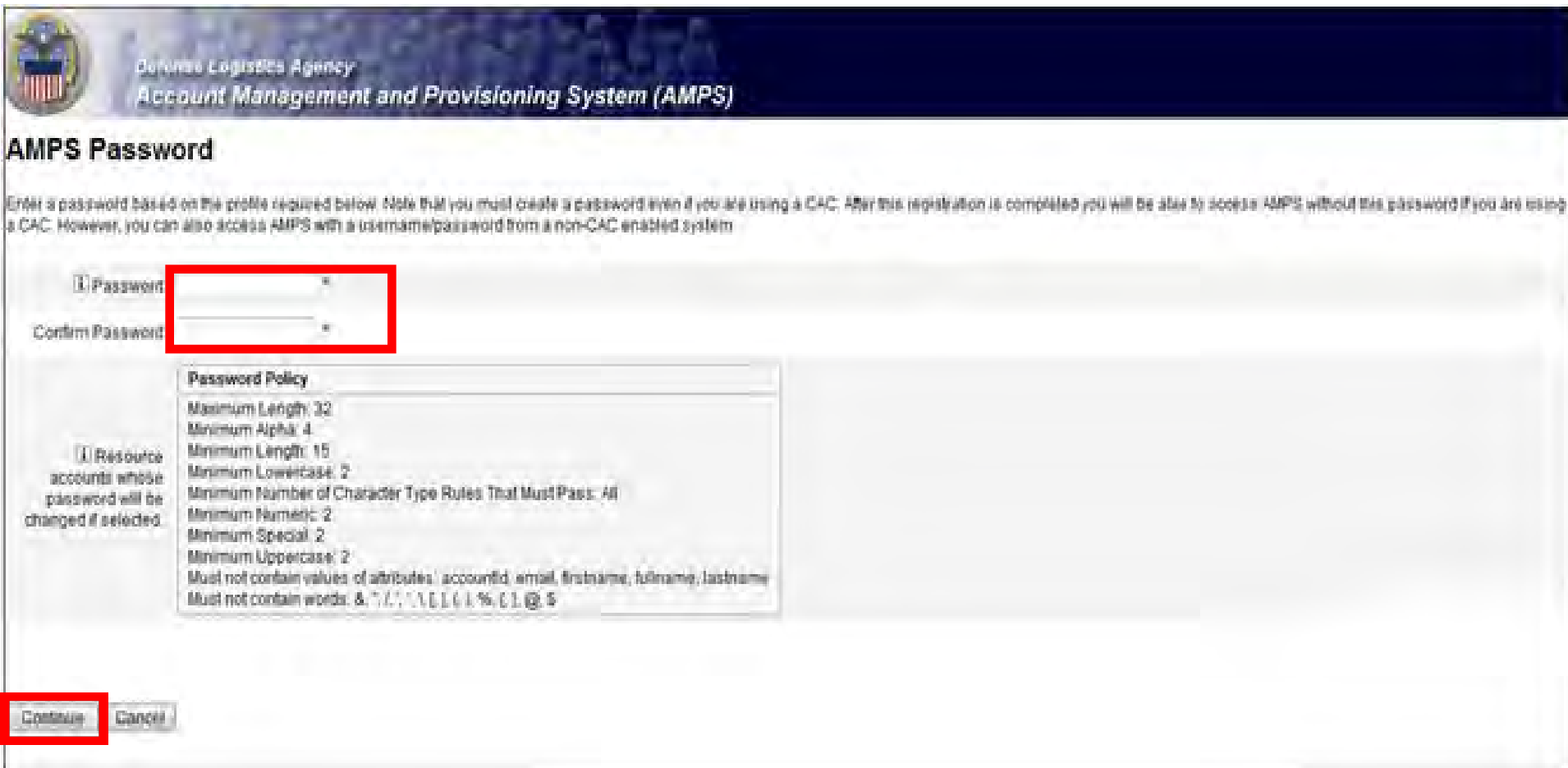
\* indicates a required field

Continue Cancel



# AMPS Password

1. This screen shot shows where the customer will create a new password in the “Password” text box. If it does not meet the criteria, you will receive an error message.
2. Enter the same password in the “Confirm Password” text box and select “Continue”.



The screenshot displays the AMPS Password creation interface. At the top, the header includes the Department of Defense logo and the text "Defense Logistics Agency Account Management and Provisioning System (AMPS)". Below the header, the title "AMPS Password" is followed by a paragraph of instructions: "Enter a password 58445 on the prompts required below. Note that you must create a password even if you are using a CAC. After this registration is completed you will be able to access AMPS without this password if you are using a CAC. However, you can also access AMPS with a username/password from a non-CAC-enabled system".

The main form area contains two input fields: "Password" and "Confirm Password". Both fields are currently empty and are highlighted with a red rectangular box. Below these fields is a "Password Policy" section with the following requirements:

- Maximum Length: 32
- Minimum Alpha: 4
- Minimum Length: 15
- Minimum Lowercase: 2
- Minimum Number of Character Type Rules That Must Pass: All
- Minimum Numeric: 2
- Minimum Special: 2
- Minimum Uppercase: 2
- Must not contain values of attributes: accountid, email, firstname, fullname, lastname
- Must not contain words: &, /, /, /, /, /, %, /, @, \$

At the bottom of the form, there are two buttons: "Continue" and "Cancel". The "Continue" button is highlighted with a red rectangular box.



# AMPS Authentication Questions

1. When your password is accepted, AMPS will open a page in which you will answer a series of questions. These answers will be recorded and used to authenticate your identity if you should forget your password at some point in the future and need assistance from the Help Desk.
2. Answer the questions and select “Continue”. This screen shot shows the page where the customer will answer the three questions.

**Defense Logistics Agency**  
**Account Management and Provisioning System (AMPS)**

## AMPS Password

Enter answers for questions that will be used if you forget your password. These can also be changed or added to in the User Profile form in the main user AMPS page.

### Authentication Questions

Please answer the following questions. Answers will be automatically converted to upper-case

Question	Answer
What is your favorite color?	
What city were you born in?	
What is your favorite movie?	

**Continue** Cancel



# AMPS Registration is COMPLETE

1. AMPS will display this page indicating that the registration process is complete. Make note of your User ID.
2. Select 'Leave AMPS Registration'
3. You will receive an e-mail indicating that your AMPS account has been created and your AMPS access has been granted.
4. Note: If any of the personal information provided when creating an AMPS account should change, it is the responsibility of the user to update this information in AMPS.
5. **IMPORTANT:** Note your User ID.

Identity Manager - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Identity Manager

dla.mil https://amps.dla.mil/idm/user/workItemEdit.jsp?id=%23ID%237D7-%3AA8521E4F331%3AA5C16601-%3A3812A97

AVG Secure Search

Defense Logistics Agency  
Account Management and Provisioning System (AMPS)

Logged in as: NewUser

LOGOUT

## Inbox Item Edit

Thank you for registering

Last Name

First Name

Your new AMPS account will be ready momentarily. Please follow the link below to log into AMPS using the account listed below and the password that you provided during registration.

User ID

Click here to leave registration pages and log into AMPS [Leave AMPS Registration](#)

# Process

- **Step 1: Create an account in the DLA Account Management and Provisioning System (AMPS).**
  - **AMPS is a web-based account management system that provides system users with an automated tool for requesting user accounts and passwords for DLA systems.. Once your AMPS account has been successfully created, you will be notified via email.**
- **Step 2: Submit a role request via AMPS.**
  - **After creating your AMPS account, you will need to submit a role request which specifies the application. You will be notified via email once your role request has been completed.**
- **Step 3: Complete the registration.**
  - **On 27 Aug, you will be able to log into the DLA Enterprise External Business Portal. You will be prompted to complete a required customer registration form when you log into RTD & ETID.**

# Roles SUMMARY

- **ROLES:**
  - **RTD Customer (DDS 413)**
  - **ETID Customer (DDS 514)**
  - **Reports**
    - **NOTE**: You don't need the reports access until your servicing Disposition Services Site transfers to EBS (see page 4 for dates)
    - **NOTE**: Most customer will request DDS-601. Only those who work with Small Arms (i.e., SASP) will request DDS-600.
    - **BO Non-SASP Customer (DDS-601)**
    - **BO SASP Customer (DDS-600)**

# AMPS Main Menu

1. On this screen, select “Application Roles” to review the current approved roles. Then, click on “Select a Non-DOD User Role” to begin the AMPS Request

Identity Manager - Microsoft Internet Explorer provided by Proxy Consolidation USE6

https://amps.dla.mil/idm/user/main.jsp

Defense Logistics Agency  
Account Management and Provisioning System (AMPS)

Logged in as: ECG00062

Welcome Cindy. Please select from one of the following options.

**Attention:**

Main

**Request or Update Access to an Application** [Request a Non-DOD User Role](#)

Request Removal of Your Access to an Application [Remove Role](#)

Update Your AMPS Profile [Update AMPS Profile](#)

Manage pending approvals or requests [View Inbox](#)

Change AMPS and/or Application Passwords (This Does Not Work for All Applications) [Change Password](#)

Update Challenge Questions [Change Answers to Authentication Questions](#)

Need Some Guidance? Look at the Job Aids [View Job Aids](#)

AMPS Corner Pending Requests **Application Roles** Admin Roles

**Your Roles**

DLA Disposition Services Func EX - RTD Customer DDS-411
DLA Disposition Services Prod EX - ETID Customer DDS-514
DLA Disposition Services Prod EX - RTD Customer DDS-413

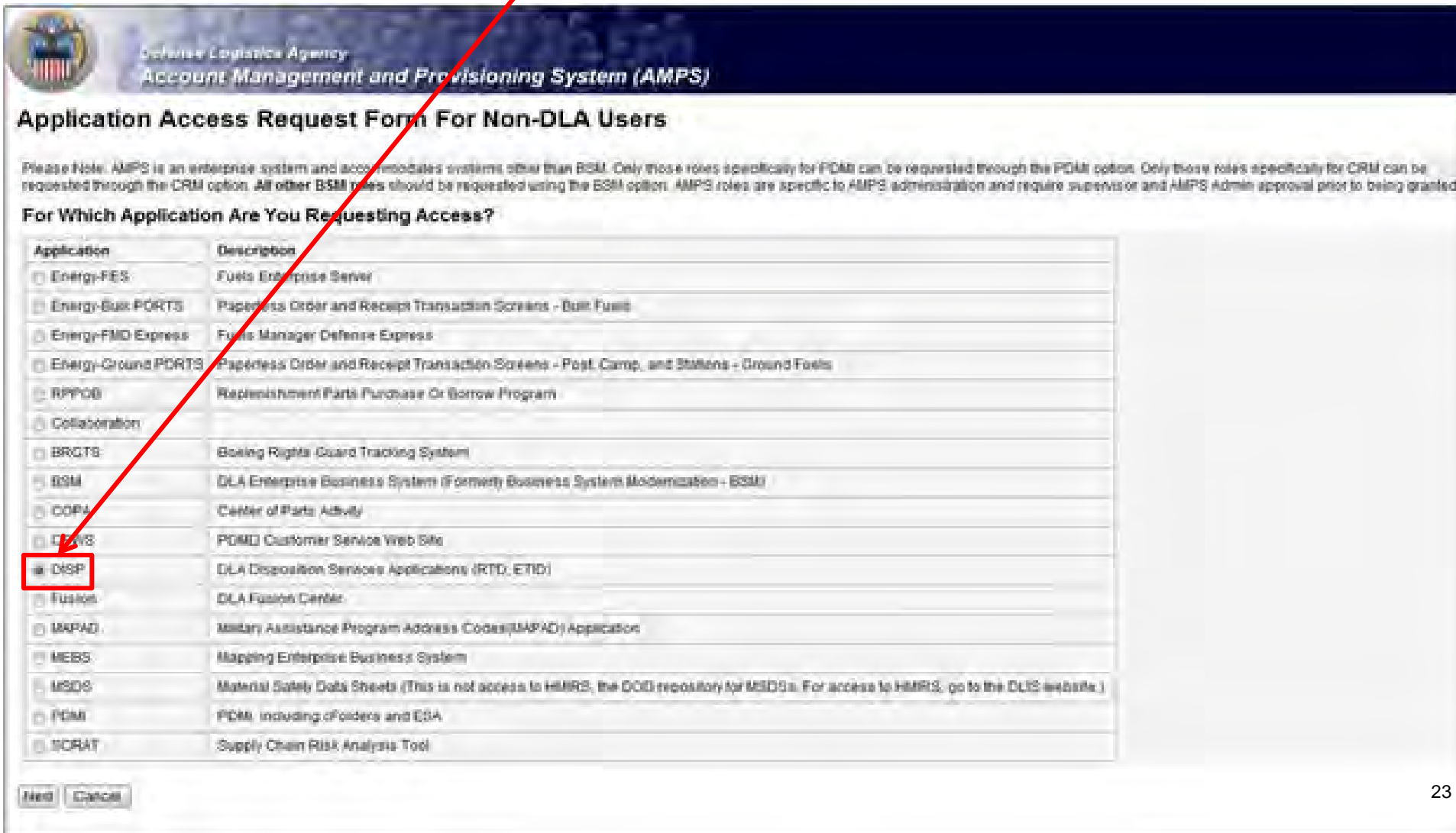
Home FAQ Privacy/Security 508 Compliance Contact Us

Local intranet | Protected Mode: Off 100%

2:12 PM 7/18/2012

# Application Access – Application Selection

1. Select the radio button labeled 'DISP'. This list shows different applications that are used.
2. Select 'Next' to continue



Defense Logistics Agency  
Account Management and Provisioning System (AMPS)

## Application Access Request Form For Non-DLA Users

Please Note: AMPS is an enterprise system and accommodates systems other than BSM. Only those roles specifically for PDM can be requested through the PDM option. Only those roles specifically for CRM can be requested through the CRM option. All other BSM roles should be requested using the BSM option. AMPS roles are specific to AMPS administration and require supervisor and AMPS Admin approval prior to being granted.

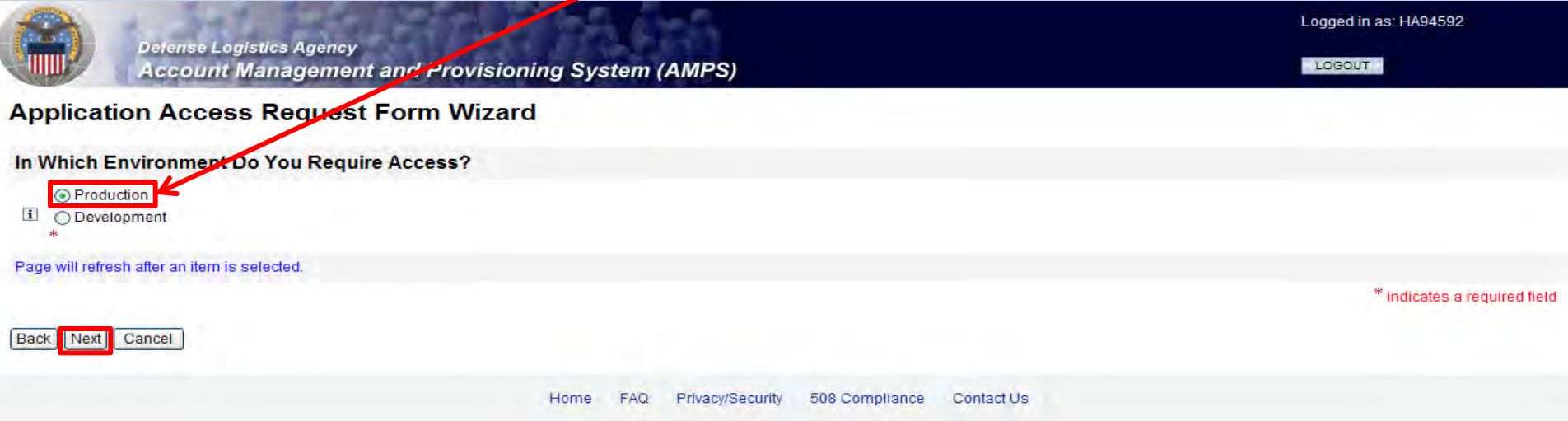
For Which Application Are You Requesting Access?

Application	Description
<input type="checkbox"/> Energy-FES	Fuels Enterprise Server
<input type="checkbox"/> Energy-Bulk PORTS	Paperless Order and Receipt Transaction Screens - Bulk Fuels
<input type="checkbox"/> Energy-FMD Express	Fuels Manager Defense Express
<input type="checkbox"/> Energy-Ground PORTS	Paperless Order and Receipt Transaction Screens - Post, Camp, and Stations - Ground Fuels
<input type="checkbox"/> RPPOB	Replacement Parts Purchase Or Borrow Program
<input type="checkbox"/> Collaboration	
<input type="checkbox"/> BRCTS	Boeing Rights Guard Tracking System
<input type="checkbox"/> BSM	DLA Enterprise Business System (Formerly Business System Modernization - BSM)
<input type="checkbox"/> COPA	Center of Parts Activity
<input type="checkbox"/> CWS	PDM Customer Service Web Site
<input checked="" type="checkbox"/> DISP	DLA Disposition Services Applications (RTD, ETD)
<input type="checkbox"/> Fusion	DLA Fusion Center
<input type="checkbox"/> MAPAD	Military Assistance Program Address Codes (MAPAD) Application
<input type="checkbox"/> MEBS	Mapping Enterprise Business System
<input type="checkbox"/> MSDS	Material Safety Data Sheets (This is not access to HMRS, the DOD repository for MSDSs. For access to HMRS, go to the DLIS website.)
<input type="checkbox"/> PDM	PDM including eFolders and ESA
<input type="checkbox"/> SCRAAT	Supply Chain Risk Analysis Tool

Next Cancel

# Application Access – Environment Selection

1. Select the radio button labeled 'Production'
2. Click 'Next' to continue



Defense Logistics Agency  
Account Management and Provisioning System (AMPS)

Logged in as: HA94592  
LOGOUT

## Application Access Request Form Wizard

In Which Environment Do You Require Access?

Production

Development

\* indicates a required field

Page will refresh after an item is selected.

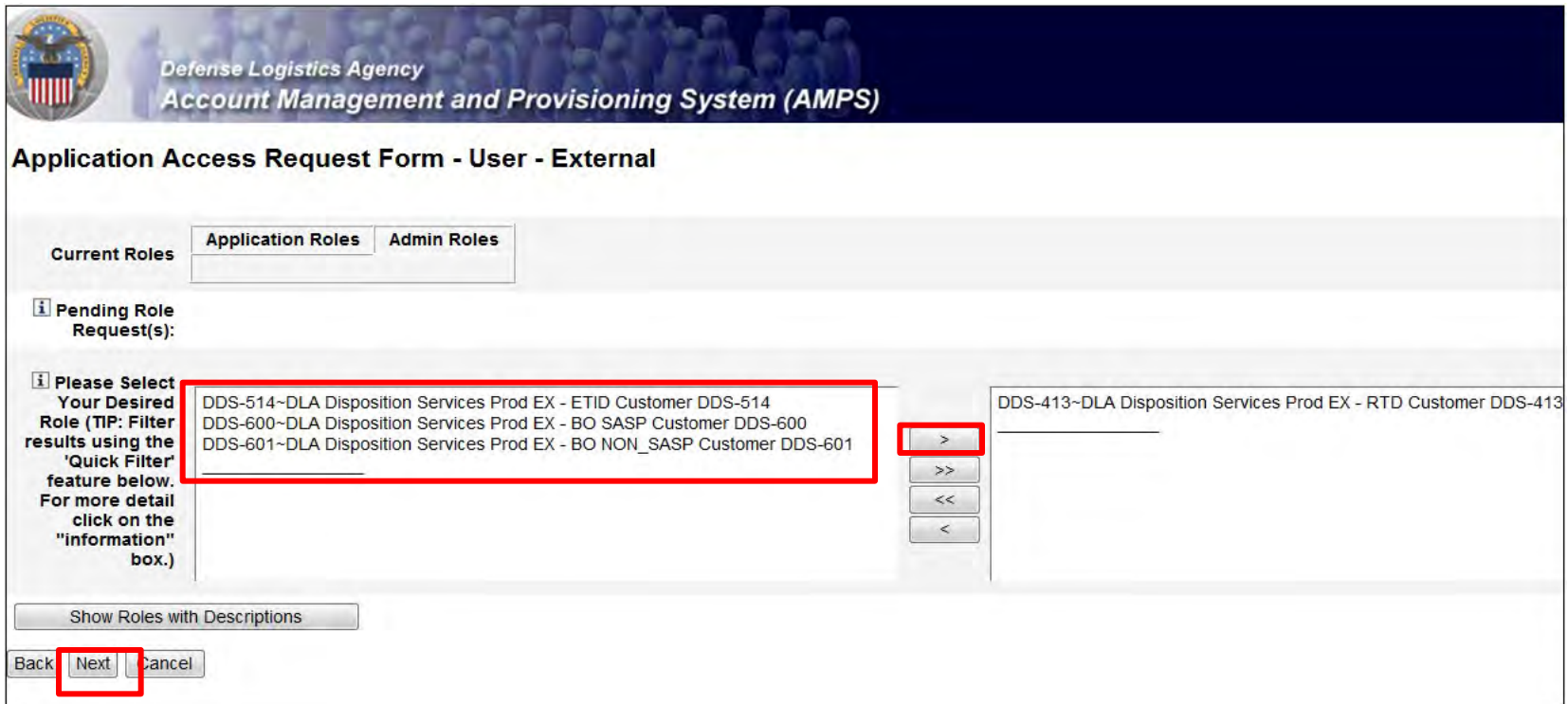
Back Next Cancel

Home FAQ Privacy/Security 508 Compliance Contact Us



# Application Access –Role Selection

1. On this page AMPS will display the roles available to you.
2. Select your desired role from the list on the left and click the > button to move the role to the list on the right. You don't need the Report Role until later.
3. Ensure 'Authorized' and 'Unclassified' are selected
4. Enter a brief explanation of why you are requesting the role in the 'Justification for Access/ Comments' box
5. Click 'Next' to continue



**Defense Logistics Agency  
Account Management and Provisioning System (AMPS)**

**Application Access Request Form - User - External**

Current Roles:

**Pending Role Request(s):**

**Please Select Your Desired Role (TIP: Filter results using the 'Quick Filter' feature below. For more detail click on the "information" box.)**

DDS-514~DLA Disposition Services Prod EX - ETID Customer DDS-514 DDS-600~DLA Disposition Services Prod EX - BO SASP Customer DDS-600 DDS-601~DLA Disposition Services Prod EX - BO NON_SASP Customer DDS-601	<input type="button" value="&gt;"/> <input type="button" value="&gt;&gt;"/> <input type="button" value="&lt;&lt;"/> <input type="button" value="&lt;"/>	DDS-413~DLA Disposition Services Prod EX - RTD Customer DDS-413
--	--	---

# Information Disclosure Agreement

1. An information screen will be displayed. This information screen lists the authority and rules under which information is collected and used.
2. Click the 'Next' button to continue



 Defense Logistics Agency  
Account Management and Provisioning System (AMPS)

## Application Access Request Form For Non-DLA Users

**Authority:** 5 U.S.C. 301, Departmental regulations, 10 U.S.C. 133, Under Secretary of Defense for Acquisition and Technology, 18 U.S.C. 1029, Access device fraud; E.O. 10450 Security Requirements for Government Employees, as amended, and E.O. 9397 (SSN).

**Principle Purpose(s):** Information is used to validate a user's request for access into a DLA system, database or network that has its access requests managed by AMPS.

**Routine Uses:** Data may be provided under any of the DoD "Blanket Routine Uses" published at <http://www.defense.mil/privacy/policies/blanket-uses.html>

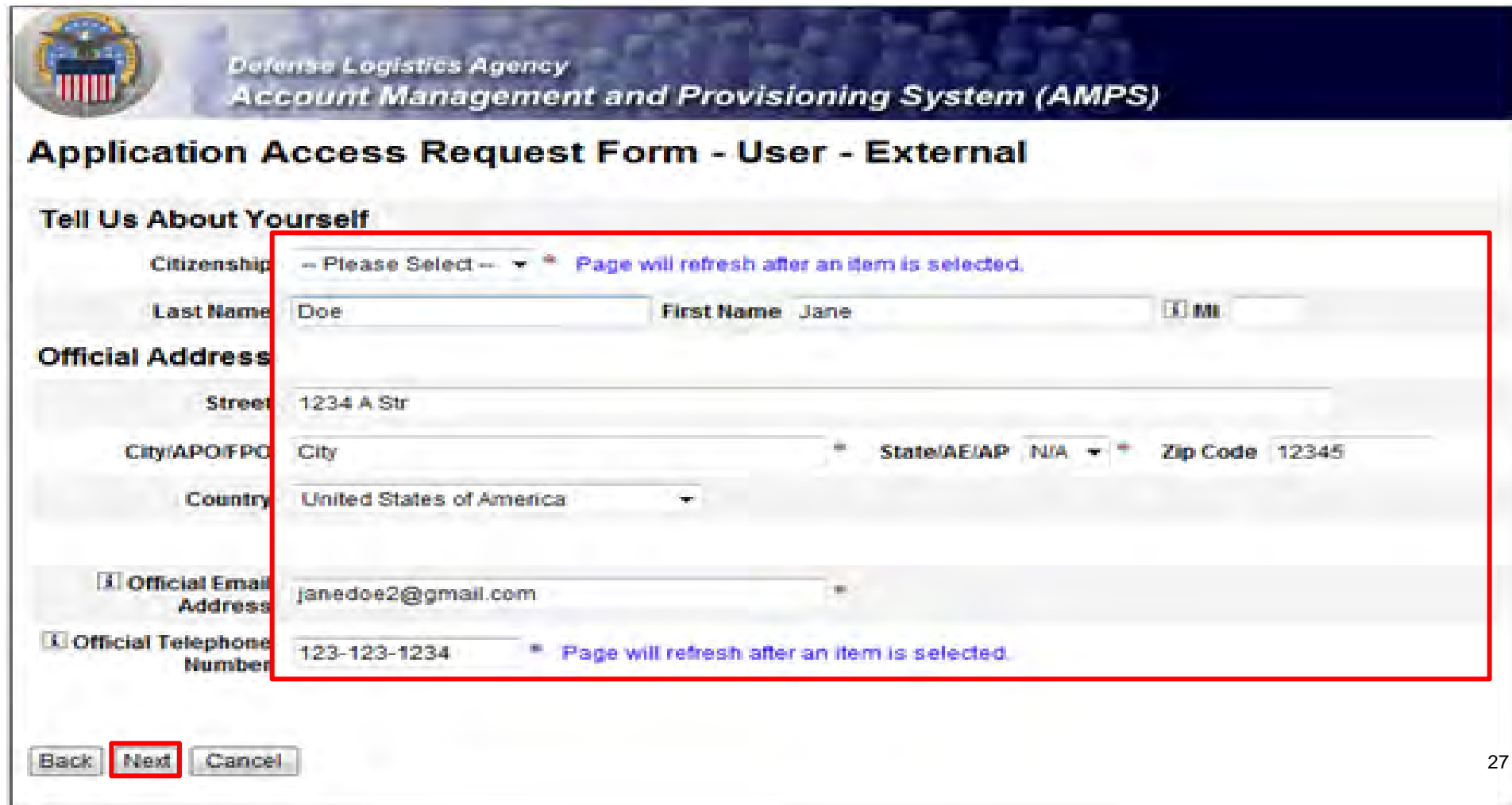
**Disclosure:** Disclosure is voluntary, however, if you fail to supply all the requested information you will not gain access to the DLA - Account Management and Provisioning System(AMPS) database. Your identity / security clearance must be verified prior to gaining access to the AMPS database, and without the requested information verification can not be accomplished.

**Rules of Use:** Rules for collecting, using, retaining, and safeguarding this information are contained in DLA Privacy Act System Notice 8500.55, entitled "Information Technology Access and Control Records" available at <http://www.defense.mil/privacy/notice/8500.55>

Submission Date: Tuesday, February 21, 2012 12:26:23 PM EST

# Application Access – User Information

1. Most of the fields will be pre-populated based on your profile. Check to verify that the information is correct
2. Note: Fields with a red asterisk (\*) are required.
3. Click 'Next' to continue



**Defense Logistics Agency**  
**Account Management and Provisioning System (AMPS)**

## Application Access Request Form - User - External

### Tell Us About Yourself

Citizenship  \* Page will refresh after an item is selected.

Last Name  First Name   MI

### Official Address

Street

City/APO/FPO  \* State/AE/AP  \* Zip Code

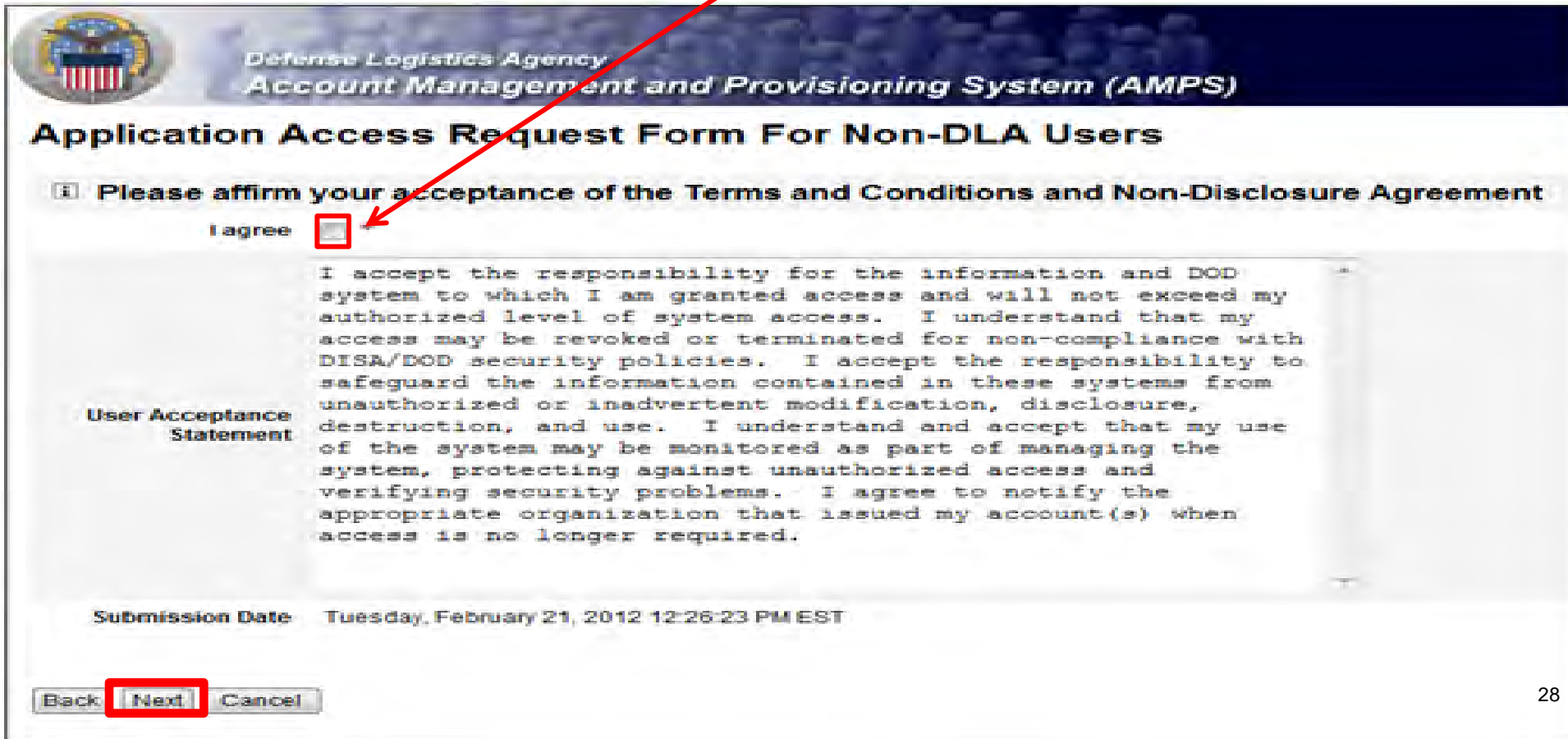
Country


Official Email Address  \*

Official Telephone Number  \* Page will refresh after an item is selected.

# Terms & Conditions

1. AMPS will open a page to display the Terms and Conditions and Non-Disclosure Agreement. Read the User Acceptance Statement and the Non-Disclosure Statement
2. Click the 'I Agree' checkbox to indicate that you agree to the Terms and Conditions whereby the information about you is collected and that you are satisfied with the protection provided by the Non-Disclosure Agreement
3. Click the 'Next' button to continue



 **Defense Logistics Agency**  
**Account Management and Provisioning System (AMPS)**

## Application Access Request Form For Non-DLA Users

Please affirm your acceptance of the Terms and Conditions and Non-Disclosure Agreement

I agree

**User Acceptance Statement**

I accept the responsibility for the information and DOD system to which I am granted access and will not exceed my authorized level of system access. I understand that my access may be revoked or terminated for non-compliance with DISA/DOD security policies. I accept the responsibility to safeguard the information contained in these systems from unauthorized or inadvertent modification, disclosure, destruction, and use. I understand and accept that my use of the system may be monitored as part of managing the system, protecting against unauthorized access and verifying security problems. I agree to notify the appropriate organization that issued my account(s) when access is no longer required.

**Submission Date** Tuesday, February 21, 2012 12:26:23 PM EST

# Error Messages

1. Error messages will display in red if there is any missing information in your request. In the example below, fields were left blank, resulting in the errors listed. To eliminate the error messages, use the 'Back' button at the bottom of the page (do not use the internet browser Back button) to go back to the screens where the information was omitted. Once you have filled in all of the missing information continue with your request.
2. Click the 'Next' button to submit the completed request



**Defense Logistics Agency  
Account Management and Provisioning System (AMPS)**

**Error**

- Missing value for required field "Citizenship".
- Missing value for required field "IA Training And Awareness Certification Requirements Completion Date".
- Missing value for required field "Contracting Officer Last Name".
- Missing value for required field "Contracting Officer First Name".
- Missing value for required field "Contracting Officer Email Address".
- Missing value for required field "Contracting Officer Phone Number".

Click here if you accept the User Acceptance Agreement. Otherwise you must cancel this request.

### Application Access Request Form For Non-DLA Users

Please affirm your acceptance of the Terms and Conditions and Non-Disclosure Agreement

Click here if you accept the User Acceptance Agreement. Otherwise you must cancel this request.

I agree

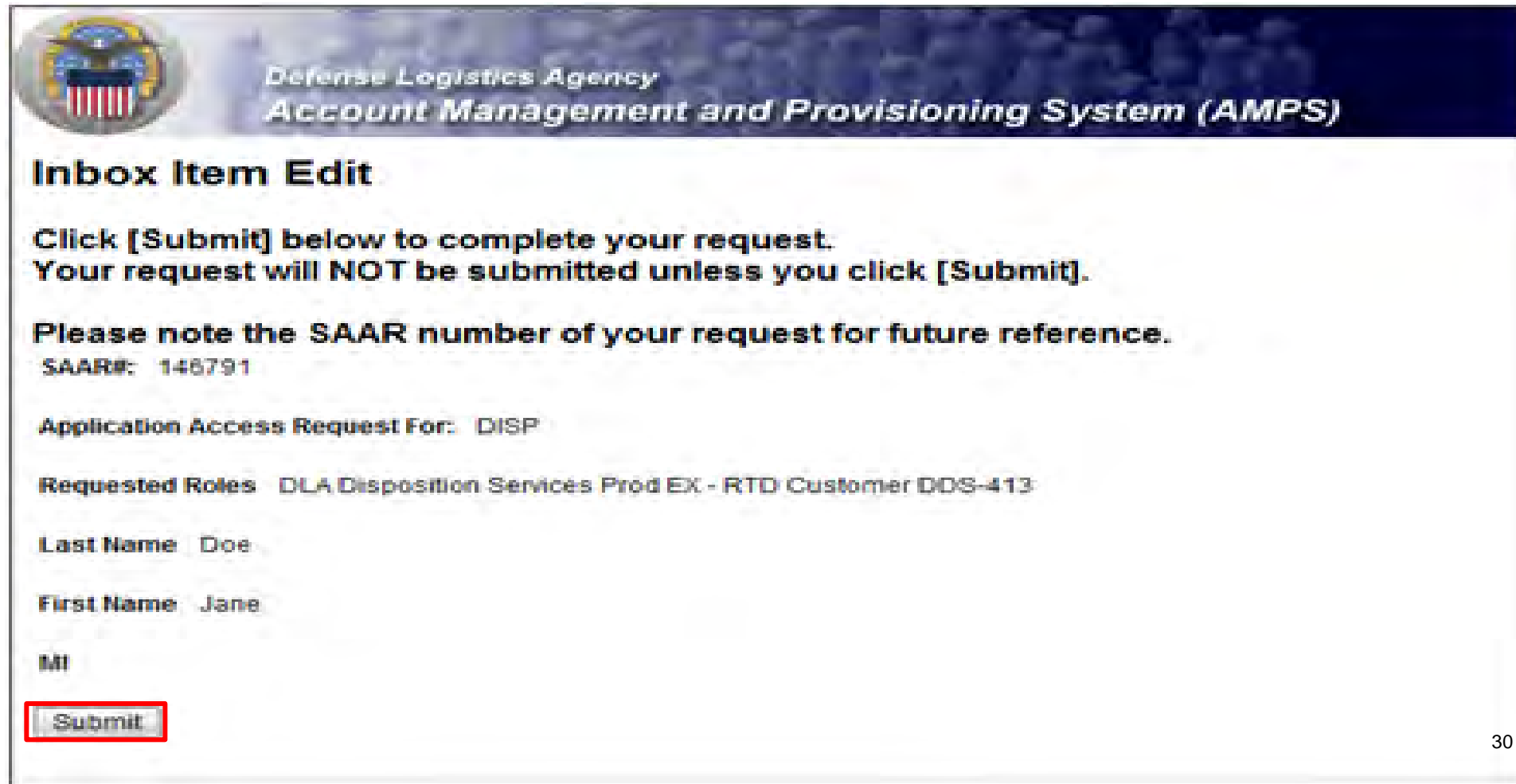
**User Acceptance Statement**


I accept the responsibility for the information and DOD system to which I am granted access and will not exceed my authorized level of system access. I understand that my access may be revoked or terminated for non-compliance with DISA/DOD security policies. I accept the responsibility to safeguard the information contained in these systems from unauthorized or inadvertent modification, disclosure, destruction, and use. I understand and accept that my use of the system may be monitored as part of managing the system, protecting against unauthorized access and verifying security problems. I agree to notify the appropriate organization that issued by account(s) when access is no longer required.

Submission Date: Tuesday, February 21, 2012 12:26:23 PM EST

# Role Request Confirmation

1. Note your SAAR number for future reference
2. Click 'Submit' to submit your AMPS Request
3. An email confirmation will be sent to you
4. Congratulations! You submitted your AMPS Request!



 Defense Logistics Agency  
*Account Management and Provisioning System (AMPS)*

## Inbox Item Edit

Click [Submit] below to complete your request.  
Your request will NOT be submitted unless you click [Submit].

Please note the SAAR number of your request for future reference.  
SAAR#: 146791

Application Access Request For: DISP

Requested Roles DLA Disposition Services Prod EX - RTD Customer DDS-413

Last Name Doe

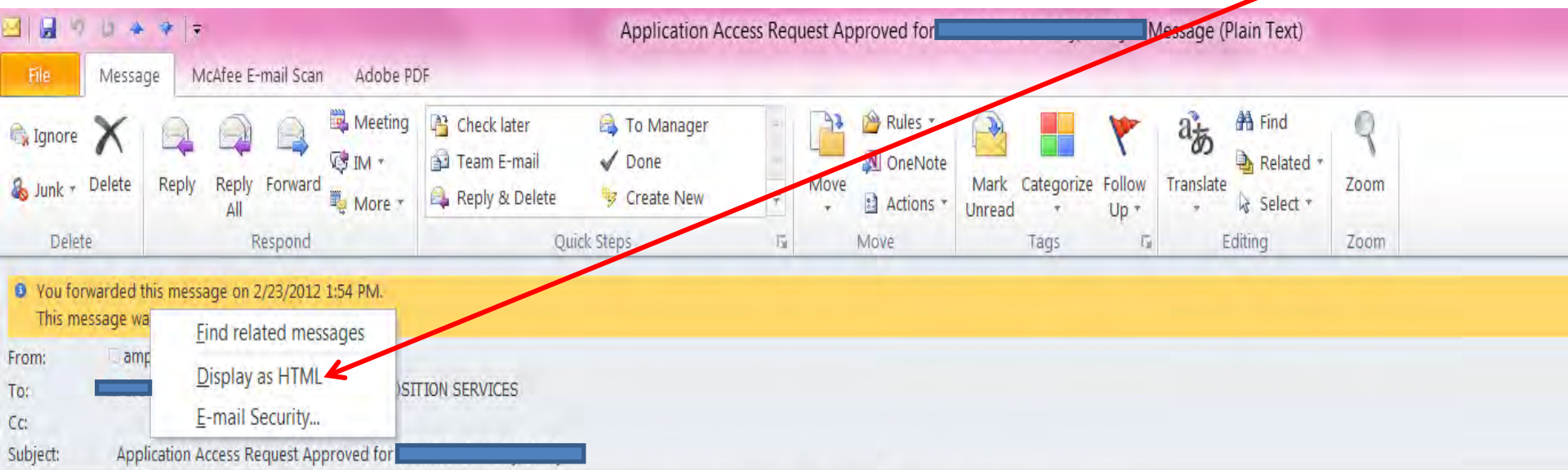
First Name Jane

MI



# EMAIL Confirmation

1. This is an example to show you what the email notification will look like. Select “Display as HTML” so you can quickly see the information.



The following request has been approved and created: Please contact the help desk at (804) 279-4357 to obtain your password.

## Request Detail

Request Number (SAAR) 146808

Requestor [redacted]

Request Type Add Job Role Request

Date Submitted Wed Feb 22 23:42:15 EST 2012

Date of Approval Wed Feb 22 23:50:59 EST 2012

Requested Application DISP

Requested Roles [DLA Disposition Services Prod EX - RTD Customer DDS-413, DLA Disposition Services Prod EX - ETID Customer DDS-514]

# EMAIL Confirmation

This email is in the HTML format and is much easier to read and understand.

Application Access Request Approved for [REDACTED] - Message (HTML)

File Message McAfee E-mail Scan Adobe PDF

Ignore X Reply Reply All Forward Meeting IM More

Check later To Manager Done Create New

Team E-mail Reply & Delete

Rules OneNote Actions

Mark Unread Categorize Follow Up

Translate Find Related Select Zoom

You forwarded this message on 2/23/2012 1:54 PM.

From: [REDACTED] amps\_user@dla.mil

To: [REDACTED] DLA CIV DISPOSITION SERVICES

Cc:

Subject: Application Access Request Approved for [REDACTED]

**The following request has been approved and created: Please contact the help desk at (804) 279-4357 to obtain your password.**

## Request Detail

<b>Request Number (SAAR)</b>	146808
<b>Requestor</b>	[REDACTED]
<b>Request Type</b>	Add Job Role Request
<b>Date Submitted</b>	Wed Feb 22 23:42:15 EST 2012
<b>Date of Approval</b>	Wed Feb 22 23:50:59 EST 2012



# Process

- **Step 1: Create an account in the DLA Account Management and Provisioning System (AMPS).**
  - **AMPS is a web-based account management system that provides system users with an automated tool for requesting user accounts and passwords for DLA systems.. Once your AMPS account has been successfully created, you will be notified via email.**
- **Step 2: Submit a role request via AMPS.**
  - **After creating your AMPS account, you will need to submit a role request which specifies the application. You will be notified via email once your role request has been completed.**
- **Step 3: Complete the registration.**
  - On **27 Aug**, you will be able to log into the DLA Enterprise External Business Portal. You will be prompted to complete a required customer registration form when you log into RTD & ETID.



# Accessing the DLA Enterprise External Portal

1. Go to the DLA Enterprise External Business Portal at <https://business.dla.mil>
2. Click on “Registered Users Login Here”
3. Select a certificate, click ‘OK’ and enter your PIN if prompted. Both your email & Non-email CAC certificates will work.
4. You will only see the applications you have been granted access to.

DLA Enterprise Business External Portal - Microsoft Internet Explorer provided by Proxy Consolidation USE6

https://business.dla.mil/webdynpro/welcome/index.jsp

File Edit View Favorites Tools Help

DLA Enterprise Business External Portal

DEFENSE LOGISTICS AGENCY  
AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY

Friday, February 24, 2012  
DLA Systems

AVAILABLE SERVICES

MULTIMEDIA

**Registered Users Login Here**

**WE ARE DLA**

DLA's 3 Areas of Focus  
WARFIGHTER SUPPORT ENHANCEMENT  
STEWARDSHIP EXCELLENCE  
WORKFORCE DEVELOPMENT

DLA Director Navy Vice Adm. Alan Thompson discusses the importance of the We Are DLA campaign.

**WE ARE DLA**

See why DLA is the American



# DLA Enterprise External Business Portal

You can select “DLA Disposition Services” from the drop down list of DLA systems for information about RTD, ETID, etc. You can login from this page.

<https://business.dla.mil>

**DEFENSE LOGISTICS AGENCY**  
AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY

Thursday, February 24, 2011  
DLA Systems

**DLA DISPOSITION SERVICES**

Welcome to the DLA Disposition Services Information Page

This information page allows the military services, federal government and state/local governments to use web-based applications to search our inventory for reuse and transfer of items, or the general public to participate in our sales program or bid on contracts to provided services. Military service members can also use these applications to turn in useable or scrap property or obtain environmental/hazardous disposal guidance.

**REGISTERED USERS LOGIN HERE**

**CREATE AN ACCOUNT TO ACCESS THE FOLLOWING:**

You must create an account to access the applications listed below. Please read and follow these step-by-step [instructions](#) and then create an account by clicking [here](#). Account approval time varies.

- Electronic Turn-In Document (ETID): Submit, update, and review documents required for turning in property and scrap from the military services
- Reutilization, Transfer, Donation (RTD): Access our inventory of property available to military, federal, state and local agencies, and qualified organizations
- Reports: Access DLA Disposition Services Customer Reports.

**CLICK THE LINKS BELOW FOR INFORMATION ON THE FOLLOWING:**

[Sales](#): to access property available for sale to the general public  
[Hazardous Waste Contracts](#): for information about disposing of hazardous property or bidding on contracts for hazardous waste removal  
[Scheduler](#): request an appointment to bring scrap or usable property to a nearby DLA Disposition Services Field Office

Not familiar with our services? Please visit our [website](#) for more information about our disposal solutions and property available.

**MULTIMEDIA**

**WE ARE DLA**

DLA Director Navy Vice Adm. Alan Thompson discusses the importance of the We Are DLA campaign.

**We Are DLA**

See why DLA is the American military's global logistics provider. (Music only)

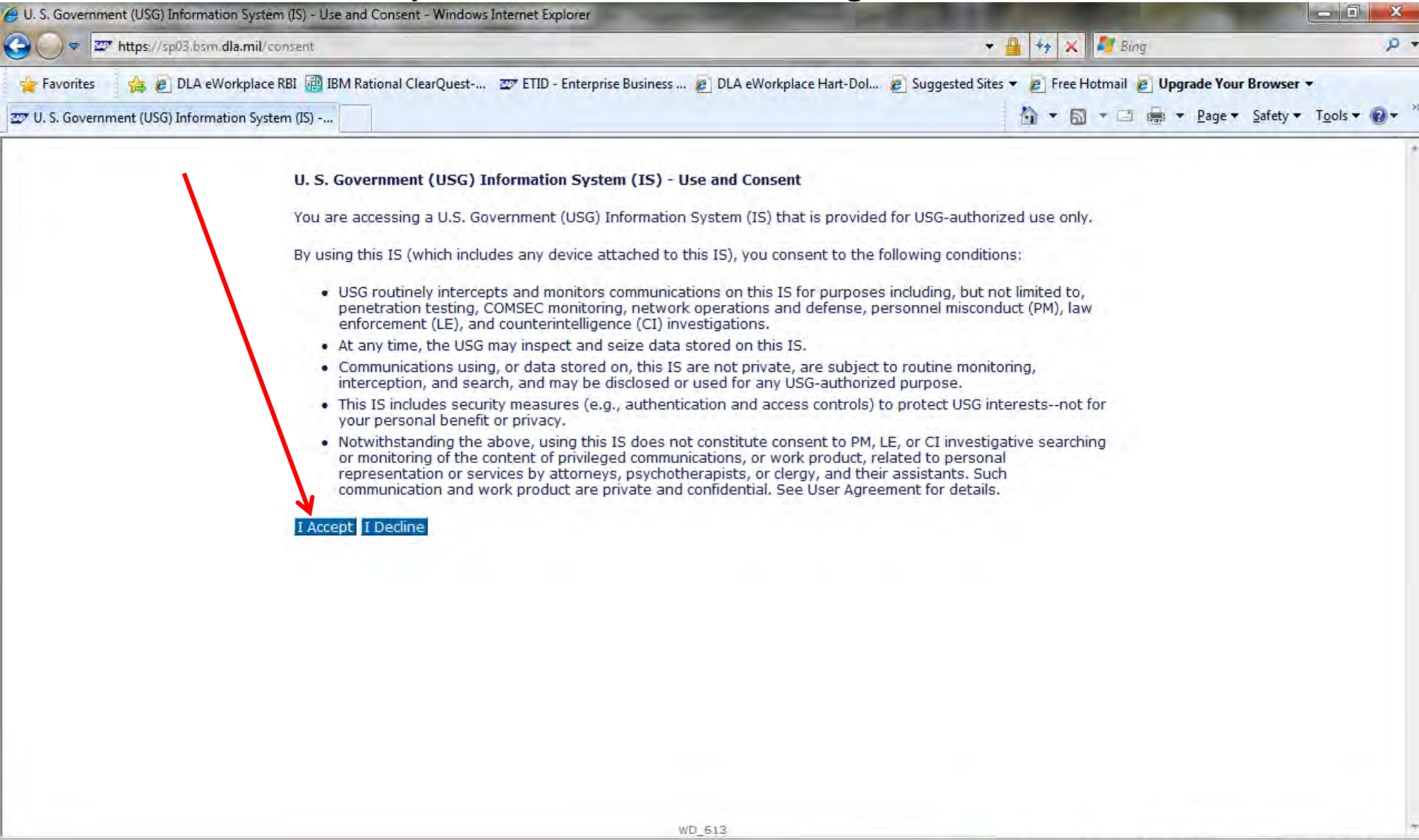
DLA Enterprise Business External Portal

DLA's 3 Areas of Focus  
WARFIGHTER SUPPORT ENHANCEMENT  
STEWARDSHIP EXCELLENCE  
WORKFORCE DEVELOPMENT

Privacy/Security Statement | 508 Compliance Statement | FOIA Privacy | Site Index | DLA Webmaster | Strategic Communication

# Use & Consent Agreement

## 1. You will select “Accept” for the “Use & Consent Agreement”.



U. S. Government (USG) Information System (IS) - Use and Consent

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE, or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communication and work product are private and confidential. See User Agreement for details.

[I Accept](#) [I Decline](#)

WD\_613



# User ID & Password

Enter your User ID and Password that you created during the AMPS Registration process.

Enterprise Business System External Portal - Microsoft Internet Explorer provided by Proxy Consolidation USE6

https://businessportal.dla.mil/irj/portal

File Edit View Favorites Tools Help

Favorites Suggested Sites Boss Web CAMS DRMS Homepage DRMS WebMail Phone Directory TEAMS TechWeb WebDocs

Enterprise Business System External P...

Page Safety Tools



## DLA Enterprise Business External Portal

Do not use your DLA system userid/password. This may lock your account. Please contact your DLA system helpdesk. Contact information can be found by selecting your system from the DLA System list at <https://business.dla.mil>

Username \*

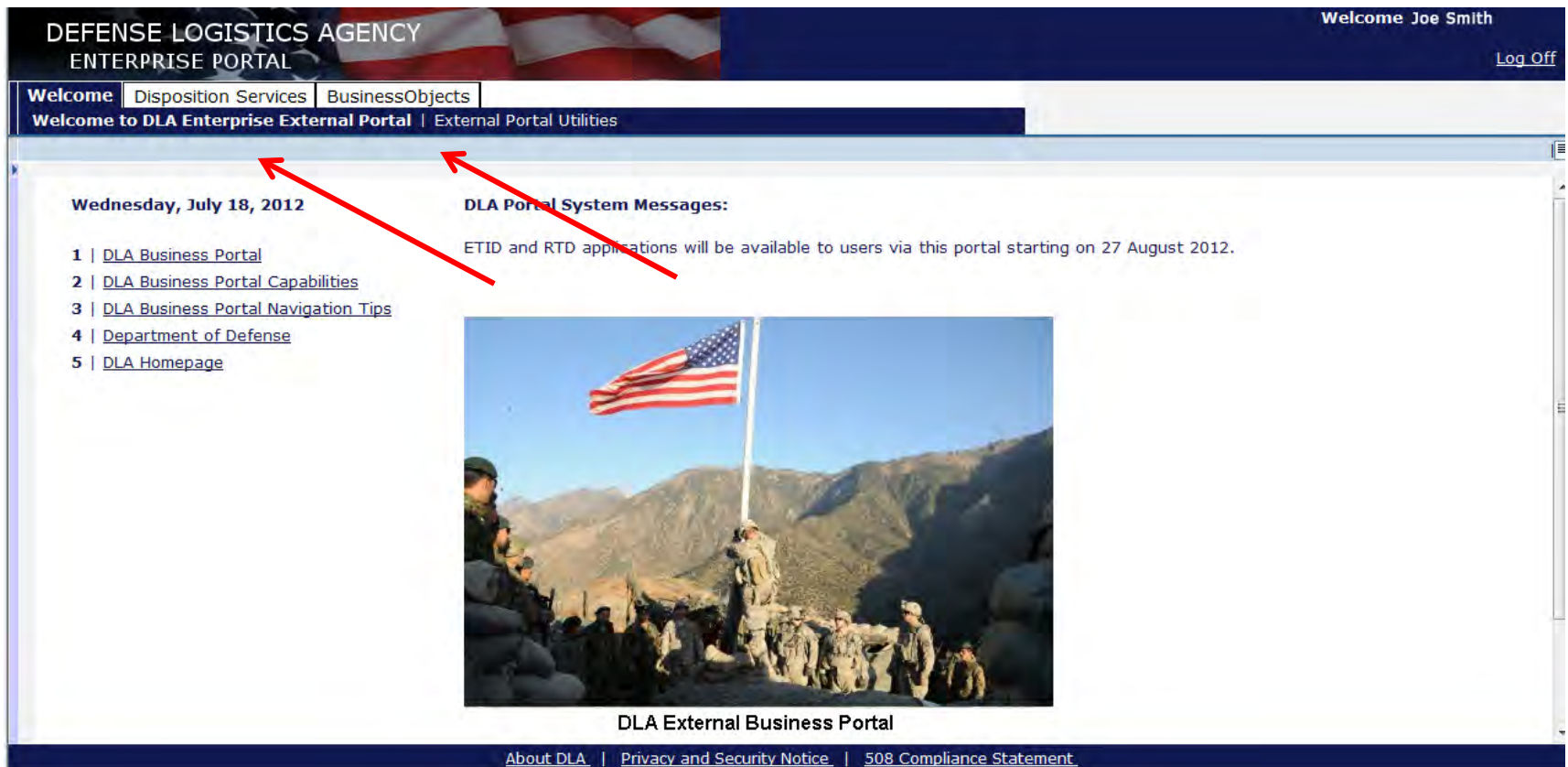
Password \*

Log on

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# External Portal Homepage for RTD & ETID Users

You will see links to the applications you have been granted access to.  
**Select “Disposition Services” for RTD & ETID**  
**Select “Business Objects” for Reports**



The screenshot shows the DLA Enterprise External Portal homepage. At the top, it says "DEFENSE LOGISTICS AGENCY ENTERPRISE PORTAL" and "Welcome Joe Smith" with a "Log Off" link. Below this is a navigation bar with "Welcome", "Disposition Services", and "BusinessObjects" tabs. A secondary bar says "Welcome to DLA Enterprise External Portal | External Portal Utilities". The main content area features a date "Wednesday, July 18, 2012" and a "DLA Portal System Messages:" section with the text "ETID and RTD applications will be available to users via this portal starting on 27 August 2012." To the left is a list of links: "1 | [DLA Business Portal](#)", "2 | [DLA Business Portal Capabilities](#)", "3 | [DLA Business Portal Navigation Tips](#)", "4 | [Department of Defense](#)", and "5 | [DLA Homepage](#)". Below the links is a photo of soldiers in a field with an American flag. At the bottom, it says "DLA External Business Portal" and has links for "About DLA", "Privacy and Security Notice", and "508 Compliance Statement". Two red arrows point from the "Disposition Services" and "BusinessObjects" tabs to the "DLA Business Portal" link in the list.



# RTD Web Registration Form

1. This is the RTD Registration Form. Some of the data may be pre-populated. Review and complete the required registration process and select "Submit". For ETID, you will be asked to update your profile.
2. There is no registration for reports users.

[Home](#) | [About Us](#) | [Public Affairs](#) | [Publications](#) | [FAQs](#) | [FOIA](#)

## Reutilization / Transfer / Donation (RTD) Customer Registration Page

### User Information

Title:	<input type="text"/>
* First Name:	<input type="text"/>
* Last Name:	<input type="text"/>
* Organization Name:	<input type="text"/>
* Work Address Line 1:	<input type="text"/>
Work Address Line 2:	<input type="text"/>
* Work Address City:	<input type="text"/>
* Work Address State:	<input type="text"/>
* Work Address Zip:	<input type="text"/>
Country:	US
* Work Phone:	<input type="text"/>
Work Ext:	<input type="text"/>
Work Fax:	<input type="text"/>
* Work Email:	<input type="text"/>
Customer Type:	<input type="text"/>
Do you have a Common Access Card?	No <input type="text"/>
Do you have a Security Certificate?	No <input type="text"/>
Opt-out of all email?	No <input type="text"/>
Receive NIIN notification email:	Yes <input type="text"/>
Receive property receipt email:	Yes <input type="text"/>

Customer Service: 1-269-961-4999 or DSN 661-4999 Fr

# Sources of Info

- **DLA Customer Interaction Center**: 1-877-DLA-CALL (1-877-352-2255) or send an email to [DLAContactCenter@dla.mil](mailto:DLAContactCenter@dla.mil). Accessible 24 hours a day, 7 days a week.
- **AMPS Help Desk**: DSN 695-4357 or 1-866-335-4357 or send an email to [support.services@dla.mil](mailto:support.services@dla.mil). Accessible 24 hours a day, 7 days a week.
- **DLA Enterprise External Business Portal** (<https://business.dla.mil>) will have a link to a job aid
- **DLA Disposition Services Web Page** (<http://www.dispositionservices.dla.mil>) will have a link on the home page that will include job aids and additional customer information
- **RBIQuestions@dla.mil** You can ask any question at any time about anything related to RBI.
- **RBIHumanPerformance@dla.mil** We can assist with the AMPS process. You may also call 269 961 7178.



# DEFENSE LOGISTICS AGENCY

AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY

