

# **DEFENSE LOGISTICS AGENCY**

**AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY**

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## **Federal User & DoD Contractor Access to Reimbursable Report**

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# SUMMARY

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- **WHAT**: Customers need to request access
- **WHY**: To access the Reimbursable Report
- **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>)
- **WHEN**: NOW!!! In order to access this report after **27 Aug**, you must create a new account.



# Sources of Info

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- **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 call DSN 661-7178 or COM 269 961-7178 for assistance.



# DLA Disposition Services

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

**DEFENSE LOGISTICS AGENCY**  
Disposition Services

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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

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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.

**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

Local intranet | Protected Mode: Off 100%



# 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.



# What is 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**
- **The goal of the system is to improve efficiency in the account management process, improve system security and eventually eliminate manual access requests.**
- **In order to be granted access users must submit an AMPS request.**
- **AMPS includes an automated approval process (supervisors, Security, Data Owners, Verification IA Trg Completed)**
- **Users are notified of the status of their requests**
- **Security Officers can adjust user access to coincide with changes in user IT Levels**






# Important AMPS Application Notes

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**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 your DOD Email certificate, click 'OK' and enter your PIN if prompted

A screenshot of a Windows Internet Explorer browser window displaying the URL https://amps.dla.mil/. The browser's address bar and menu bar are visible. A red arrow points from the address bar to a Windows Security dialog box titled "Select a Certificate". The dialog box lists two certificates. The first certificate is issued by "MICCLELLAND.GEORGE@DLA.MIL" and is valid from 6/20/2011 to 3/29/2013. The second certificate is issued by "DOD EMAIL CA-24" and is also valid from 6/20/2011 to 3/29/2013. This second certificate is highlighted with a red rectangular box, and the red arrow points to it. The dialog box has "OK" and "Cancel" buttons at the bottom.





# AMPS Login Without a CAC Card

1. If you do not have a CAC Card, go to the AMPS URL: <https://amps.dla.mil>.
2. Select “First Time in AMPS”. In the future, you will login using the user ID & passwords which will be created during the registration process.

**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?](#)

[Home](#) [FAQ](#) [Privacy/Security](#) [508 Compliance](#) [Contact Us](#)



# Government Information Use and Consent

## 1. Click 'OK' to accept the Use and Consent terms for the U.S. Government Information System

**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.

**OK**





# AMPS First Time User

1. Select “Federal Agency User/Contractor” if you work for the Federal Government or are a Federal contractor.



## 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"

Defense Logistics Agency  
Account Management and Provisioning System (AMPS)

### 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
- RPP08
- Collaboration
- BRCTS
- 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.

Cancel



# AMPS Privacy Act Statement

## 1. Select "Continue"



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.defense-link.mil/privacy/polices/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.defense-link.mil/privacy/polices/ida>

Submission Date: Tuesday, February 21, 2012 1:38:00 PM EST



# AMPS Registration

1. Complete **ALL** items identified with a red \*. These are mandatory fields and 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 CONUS.
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


A screenshot of the "Register a New AMPS Account" web form. The header includes the Defense Logistics Agency logo and the text "Defense Logistics Agency Account Management and Provisioning System (AMPS)". Below the header, it says "Register a New AMPS Account" and "Welcome to AMPS, DLA Account Management and Provisioning System". The form is titled "User Information" and contains several input fields: "First Name", "Last Name", "Address", "City/APO/FPO", "State/AE/AP" (a dropdown menu), "Zip Code", "Country" (a dropdown menu), "Official Email Address", "Official Telephone Number", and "Official Fax Number". Each of these fields has a small red asterisk to its right, indicating it is a mandatory field. The "User Type" field is a dropdown menu with the following options: "Please Select", "Military", "Civilian", and "Contractor". A blue tooltip message next to the dropdown says "Page will refresh after an item is selected." At the bottom left of the form, there are two buttons: "Continue" and "Cancel". The "Continue" button is highlighted with a red rectangular box.





# Supervisor Information

1. Supervisor information is required as a part of the role request approval process.
2. Complete the required fields with your Direct Supervisor's information
3. Select "Continue"



Defense Logistics Agency  
Account Management and Provisioning System (AMPS)

## External Supervisor Information

Enter the required information for your supervisor. Please ensure that the information is accurate.

First Name	<input type="text"/>	Last Name	<input type="text"/>
Email Address	<input type="text"/>		
Telephone	<input type="text"/>		



# Contracting Officer Info

1. If you are a DoD Contractor, you will be asked to provide information about your Contracting Officer.
2. Select "Continue"

Defense Logistics Agency  
Account Management and Provisioning System (AMPS)

## External Contracting Officer Information

Enter the required information for your project Contracting Officer. Please make sure that the information is accurate.

First Name  \* Last Name  \*

Email Address  \*

Telephone  \*

The form is titled "External Contracting Officer Information" and is part of the "Defense Logistics Agency Account Management and Provisioning System (AMPS)". It contains four required input fields: "First Name", "Last Name", "Email Address", and "Telephone", each marked with a red asterisk. A red rectangular box highlights the entire form area. At the bottom left, there are two buttons: "Continue" and "Cancel", with the "Continue" button also highlighted by a red rectangular box.



# Security Officer Information

1. Your Security Officer's Information is required as a part of the role application approval process.
2. Complete all required fields identified with an \* and select "Continue"

The screenshot shows the user interface for the Defense Logistics Agency Account Management and Provisioning System (AMPS). At the top left is the Department of Defense seal. The header text reads "Defense Logistics Agency Account Management and Provisioning System (AMPS)". The main title is "External Security Officer Information". Below the title is a instruction: "Enter the required information for your local Security Officer. Please make sure that the information is accurate." The form contains four input fields: "First Name", "Last Name", "Email Address", and "Telephone". Each field has a small red asterisk icon to its right, indicating it is a required field. A red rectangular box highlights the "First Name", "Last Name", and "Email Address" fields. At the bottom left, there are two buttons: "Continue" and "Cancel". The "Continue" button is highlighted with a red rectangular box.

Defense Logistics Agency  
Account Management and Provisioning System (AMPS)

## External Security Officer Information

Enter the required information for your local Security Officer. Please make sure that the information is accurate.

First Name \* Last Name \*

Email Address \*

Telephone \*

**Continue** Cancel



# AMPS Password

1. **Note to Common Access Card (CAC) Users:** If you have a CAC in your PC when you start the registration process, AMPS will capture your CAC information. This means that you will not need to remember your user ID and password to access AMPS as long as you have a CAC in your PC. However, you will still need to enter this password and authentication questions during this registration. This will allow you to access AMPS without a CAC if necessary.
2. Enter a password in the “Password” text box. If it does not meet the criteria, you will receive an error message.
3. Enter the same password in the “Confirm Password” text box and select “Continue”.

Defense Logistics Agency  
Account Management and Provisioning System (AMPS)

## AMPS Password

Enter a password based on the profile 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.

Password \*

Confirm Password \*

Resource accounts whose password will be changed if selected.

**Password Policy**

- 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: &, %, !, ', /, \, |, ~, !, @, \$



# 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”

The screenshot shows the AMPS Password authentication page. At the top left is the Defense Logistics Agency logo. The header text reads "Defense Logistics Agency" and "Account Management and Provisioning System (AMPS)". The main heading is "AMPS Password". Below this is a paragraph: "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." The section is titled "Authentication Questions" with a sub-instruction: "Please answer the following questions. Answers will be automatically converted to upper-case". A table with two columns, "Question" and "Answer", contains three rows of questions. The first row is "What is your favorite color?", the second is "What city were you born in?", and the third is "What is your favorite movie?". The "Answer" column for all three rows is empty and highlighted with a red border. At the bottom left, there are two buttons: "Continue" (highlighted with a red border) and "Cancel".

**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

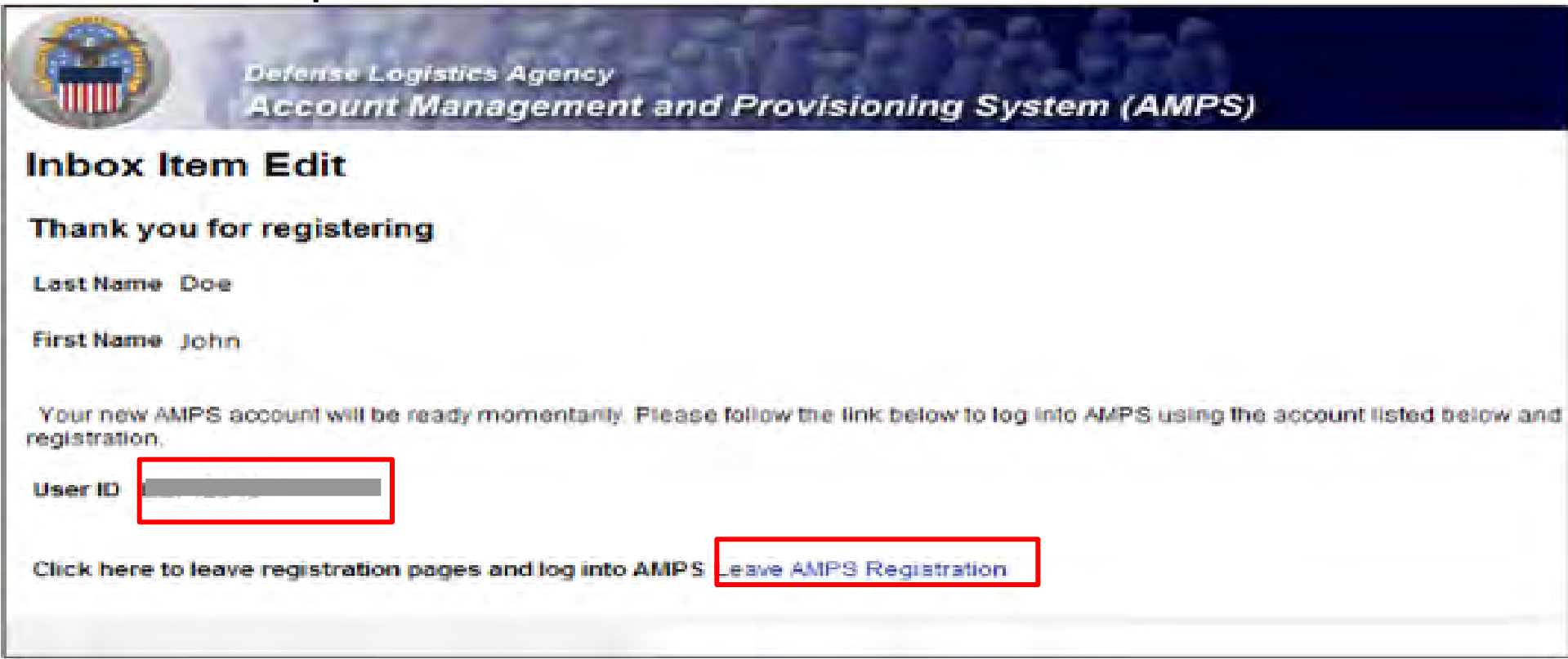
Question	Answer
What is your favorite color?	
What city were you born in?	
What is your favorite movie?	

**Continue** Cancel



# AMPS Registration is COMPLETE

1. AMPS will display a 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, (i.e. Supervisor or contact information), it is the responsibility of the user to update this information in AMPS.

A screenshot of the AMPS registration completion page. The header features the Defense Logistics Agency logo and the text 'Defense Logistics Agency Account Management and Provisioning System (AMPS)'. The main content area has a title 'Inbox Item Edit' and a sub-header 'Thank you for registering'. Below this, it displays the user's last name as 'Doe' and first name as 'John'. A message states: 'Your new AMPS account will be ready momentarily. Please follow the link below to log into AMPS using the account listed below and registration.' Underneath, the 'User ID' is shown as a greyed-out field, which is highlighted with a red box. At the bottom, there is a link 'Leave AMPS Registration' also highlighted with a red box.

**Inbox Item Edit**

**Thank you for registering**

Last Name Doe

First Name John

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

User ID [REDACTED]

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.**



# AMPS Main Menu

## 1. Click 'Request Role' to begin your AMPS Request

Defense Logistics Agency  
Account Management and Provisioning System (AMPS)

Logged in as [redacted] [LOGOUT](#)

Welcome [redacted] Please select from one of the following options.

**Main**

- [Request or Update Access to an Application](#) **Request 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](#)
- [Need Some Guidance? Look at the Job Aids](#) [View Job Aids](#)

AMPS Corner | Pending Requests | Application Roles | Admin Roles | Direct Reports

**AMPS News:**

Page Last Refreshed at: 03/24/2011 09:44:57 EDT

AMPS Version 10.0 (IDM 8.1.0.7)


Your Next Scheduled Revalidation Date is: 04/09/2011

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# Application Selection

1. Select the radio button labeled 'BSM'. This show a list of applications available.
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 PDMi can be requested through the PDMi 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="radio"/> Energy-FES	Fuels Enterprise Server
<input type="radio"/> Energy-Bus PORTS	Paperless Order and Receipt Transaction Screens - Bus Fuels
<input type="radio"/> Energy-FMD Express	Fuels Manager Defense Express
<input type="radio"/> Energy-Ground PORTS	Paperless Order and Receipt Transaction Screens - Post, Camp, and Stations - Ground Fuels
<input type="radio"/> RPPOB	Replenishment Parts Purchase Or Borrow Program
<input type="radio"/> Collaboration	
<input type="radio"/> BRGTS	Booking Rights Guard Tracking System
<input checked="" type="radio"/> BSM	DLA Enterprise Business System (Formerly Business System Modernization - BSM)
<input type="radio"/> COPA	Center of Parts Activity
<input type="radio"/> CSWS	PDM Customer Service Web Site
<input checked="" type="radio"/> DISP	DLA Disposition Services Applications (RTD, ETID)
<input type="radio"/> Fusion	DLA Fusion Center
<input type="radio"/> MAPAD	Military Assistance Program Address Codes(MAPAD) Application
<input type="radio"/> MEBS	Mapping Enterprise Business System
<input type="radio"/> MSDS	Material Safety Data Sheets (This is not access to HMRS, the DOD repository of MSDSs. For access to HMRS, go to the DLIS website.)
<input type="radio"/> PDM	PDM, including eFolders and EDA
<input type="radio"/> SCRAT	Supply Chain Risk Analysis Tool



# Environment Selection

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

The screenshot shows the 'Application Access Request Form Wizard' interface. At the top left is the Defense Logistics Agency logo. The header text reads 'Defense Logistics Agency Account Management and Provisioning System (AMPS)'. On the top right, it says 'Logged in as: [redacted]' and a 'LOGOUT' button. The main heading is 'Application Access Request Form Wizard'. Below it is the question 'In Which Environment Do You Require Access?'. There are two radio button options: 'Production' (which is selected and highlighted with a red box) and 'Development'. A red arrow points from the 'Production' radio button to the 'Next' button in the navigation bar at the bottom. The navigation bar contains 'Back', 'Next', and 'Cancel' buttons. A note at the bottom right states '\* indicates a required field'. At the very bottom, there is a footer with links for 'Home', 'FAQ', 'Privacy/Security', '508 Compliance', and 'Contact Us'.



# Sub Category Selection

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



Defense Logistics Agency

Account Management and Provisioning System (AMPS)

## Application Access Request Form For Non-DLA Users

Please Note: The default ("Default") option gives a list of all job roles available through AMPS. If you do not currently have a primary role, you will only be allowed to view primary roles. If you currently have a primary role, only additional and bolt on roles will be displayed. If you wish to change your primary role, you first must request removal of your current primary role

### For Which Sub Category Are You Requesting Access?

Default

ETD

Public

RTD

Compliance

Page will refresh after an item is selected

Back **Next** Cancel



# Role Selection

1. This page will display the roles available to you through AMPS.
2. Select JD-2100, EBS Prod External-Disp Svcs External Reimbursable Report User. Click the > button to move the role to the list on the right.
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

The screenshot displays the 'Defense Logistics Agency Account Management and Provisioning System (AMPS)' interface. The main heading is 'Application Access Request Form For Non-DLA Users'. Below this, there are tabs for 'Current Roles', 'Application Roles', and 'Admin Roles'. A section for 'Pending Role Request(s)' is visible. A list of roles is shown, with 'JD-2100-EBS Prod External - Disp Svcs External Reimbursable Report User JD-2100' highlighted by a red box. To the right of the list are navigation buttons: '>', '>>', '<<', and '<'. Below the role list, there are dropdown menus for 'Type of Access Required' (set to 'Authorized') and 'Data Classification' (set to 'Unclassified'). At the bottom, there is a text area for 'Justification for Access/Comments'.





# Information Disclosure Agreement

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

The screenshot shows the 'Application Access Request Form For Non-DLA Users' interface. At the top left is the Department of Defense seal. The header includes the text 'Defense Logistics Agency' and 'Account Management and Provisioning System (AMPS)'. The main title is 'Application Access Request Form For Non-DLA Users'. Below this, there are several sections of text: 'Authority' (citing 5 U.S.C. 301, 10 U.S.C. 133, 18 U.S.C. 1029, and E.O. 10450), 'Principle Purpose(s)' (validation of access requests), 'Routine Uses' (link to DoD Blanket Routine Uses), 'Disclosure' (voluntary, requires verification), and 'Rules of Use' (link to DLA Privacy Act System Notice 8500.55). At the bottom, a 'Submission Date' field shows 'Tuesday, February 21, 2012 12:26:23 PM EST'. A navigation bar at the very bottom contains 'Back', 'Next', and 'Cancel' buttons, with 'Next' highlighted in red.



# User Information

1. AMPS will open a page to collect information pertaining to your identification, work and citizenship status, location and contact information. 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. The Social Security Number information is encrypted and will only be seen by the Security Officer, who will compare it with information on file
3. When you identify your User Type (i.e., Military, Civilian or DOD Contractor) the screen will refresh and additional information will be requested.
4. Click 'Next' to continue

The screenshot shows the 'Application Access Request Form For Non-DLA Users' from the Defense Logistics Agency's Account Management and Provisioning System (AMPS). The form is titled 'Tell Us About Yourself' and contains several sections: 'Official Address', 'Official Email Address', 'Official Telephone Number', 'User Type', 'Job Title', 'SSN', and 'Training And Awareness Certification Requirements'. A red box highlights the 'Official Address' section, which includes fields for Street (1234 A St), City (City), State (State/ AE/ AP FIA), Zip Code (12345), and Country (United States of America). The 'User Type' field is set to 'Military'. The 'Job Title' field is empty. The 'SSN' field is empty. The 'Training And Awareness Certification Requirements' field is empty. The form also includes a 'Next' button, which is highlighted with a red box, and 'Back' and 'Cancel' buttons. The 'Next' button is located at the bottom left of the form.



# Optional Information

1. **AMPS** will open a form that will allow you to type additional information about your request that would be helpful in setting up your account. Completing the Optional Information box is optional.
2. Complete the DoDAAC(s) information box if you have the appropriate information.
3. Select “Next” to continue

The screenshot shows the "Application Access Request Form For Non-DLA Users" interface. At the top left is the Defense Logistics Agency logo. The header text reads "Defense Logistics Agency Account Management and Provisioning System (AMPS)". Below this is the title "Application Access Request Form For Non-DLA Users". The section is titled "Optional Information" and includes a note: "Note: This Application Requires that you enter DODAAC information in the provided field". There are two large, empty text input fields. The first field is labeled "Optional Information" and the second field is labeled "DoDAAC(s)". At the bottom of the form, there are three buttons: "Back", "Next", and "Cancel". The "Next" button is highlighted with a red rectangular border.



# Validation of Supervisor Information

## **1. IMPORTANT**: For this role only,

- \*\*\*identify “Supervisor” in the Supervisor Last Name field
- \*\*\*Identify “RBI” in the Supervisor First Name
- \*\*\*Identify [ReimbursableReportSupervisor@dla.mil](mailto:ReimbursableReportSupervisor@dla.mil) in the email field,
- \*\*\*Identify “1-800-225-5352” for the phone #.

## 2. Select ‘Next’ to continue

Defense Logistics Agency  
Account Management and Provisioning System (AMPS)

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

Please Ensure That the Supervisor Information Below is Accurate  
(If you are a contractor, please list your Contracting Officer Representative(COR) or your Contracting Officer Technical Representative(COTR) as your Supervisor.)

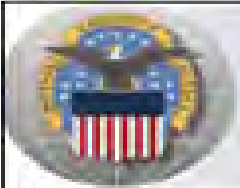
<input type="checkbox"/> Supervisor Last Name	Doe
<input type="checkbox"/> Supervisor First Name	Joe
<input type="checkbox"/> Supervisor Email Address	joedoe@gmail.com
<input type="checkbox"/> Supervisor Phone Number	123-123-1234

Back **Next** Cancel



# Validation of Contracting Officer Information

1. Contractor Users Only: Next page, AMPS will open a screen to validate information about your Contracting Officer. Ensure the information listed is correct.
2. If the information is correct, click 'Next' to continue



Defense Logistics Agency

Account Management and Provisioning System (AMPS)

## Application Access Request Form For Non-DLA Users

Please Ensure That the Information Below is Accurate

Contracting Officer Last Name Doe \*

Contracting Officer First Name Joe \*

Contracting Officer Email Address joedoe@gmail.com \*

Contracting Officer Phone Number 123-123-1234 \*



# Validation of Security Officer Information

## 1. IMPORTANT: For this role only,

- \*\*\*identify “Security Officer” in the Supervisor Last Name field
- \*\*\*Identify “RBI” in the Supervisor First Name
- \*\*\*Identify [ReimbursableReportSupervisor@dla.mil](mailto:ReimbursableReportSupervisor@dla.mil) in the email field,
- \*\*\*Identify “1-800-225-5352” for the phone #.

## 2. Select ‘Next’ to continue

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

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

Please Ensure That the Security Officer Information Below is Accurate

<input type="checkbox"/> Security Officer Last Name	<input type="text" value="Doe"/>	*
<input type="checkbox"/> Security Officer First Name	<input type="text" value="Joe"/>	*
<input type="checkbox"/> Security Officer Email Address	<input type="text" value="joedoe@gmail.com"/>	*
<input type="checkbox"/> Security Officer Phone Number	<input type="text" value="123-123-12334"/>	*





# Information Assurance Information

- 1. DO NOT** complete the fields on the Information Assurance Officer Information screen.
- Click the 'Next' button and your role request will be automatically routed to the

Defense Logistics Agency  
Account Management and Provisioning System (AMPS)

## Application Access Request Form For Non-DLA Users

Please Ensure That the Information Assurance Officer Information Below is Accurate(Data Provided for Internal Approver Follow Up Purposes Only)

Information Assurance Officer Last Name

Information Assurance Officer First Name

Information Assurance Officer Phone Number

Back **Next** Cancel



# 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.

The screenshot displays the Defense Logistics Agency Account Management and Provisioning System (AMPS) interface. At the top, the system title is visible. A prominent yellow error box contains the following text:

- 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".

Below the error box, the page title is "Application Access Request Form For Non-DLA Users". A checkbox labeled "Please affirm your acceptance of the Terms and Conditions and Non-Disclosure Agreement" is checked. Below this, there is a "User Acceptance Statement" section with a text area containing the following text:

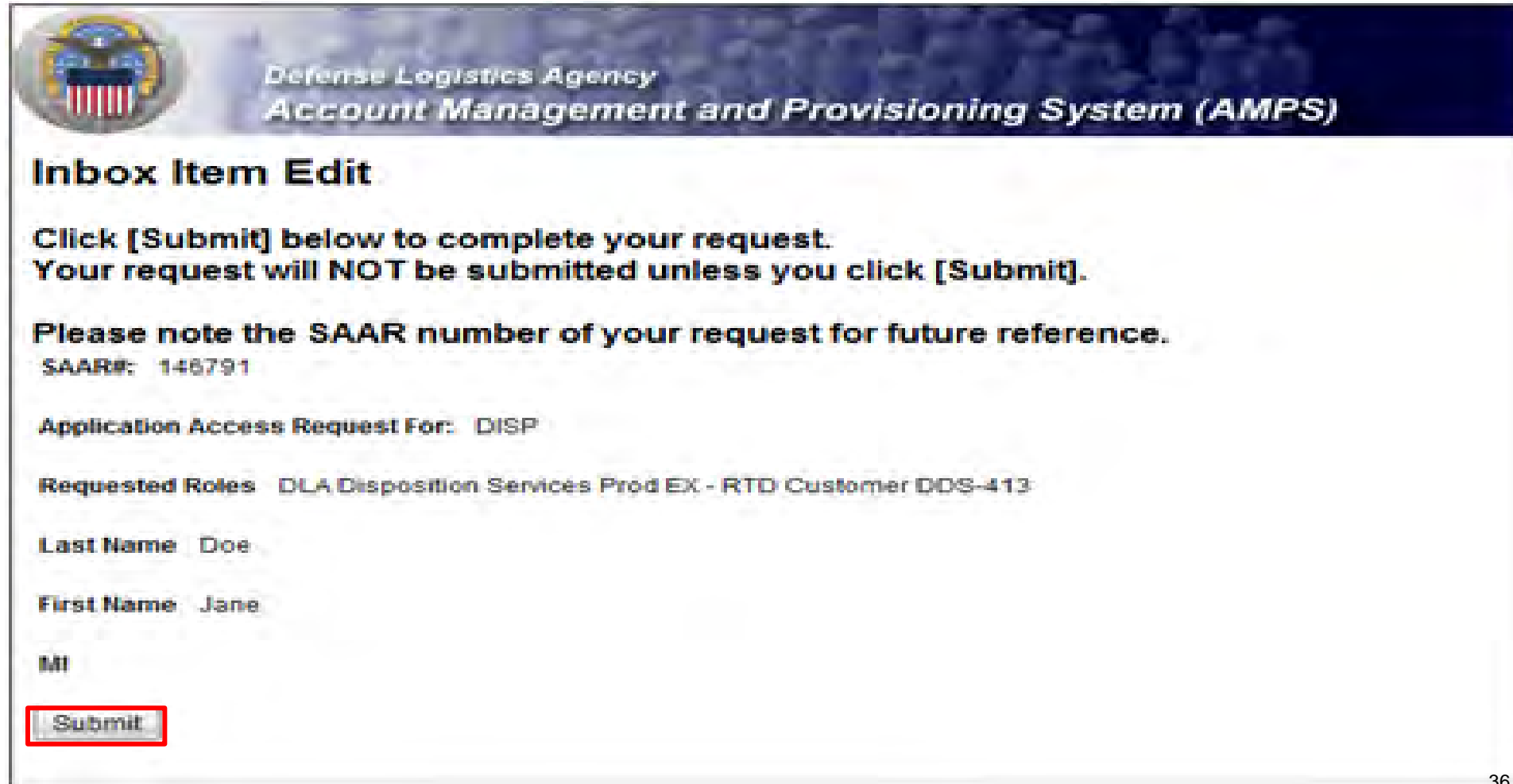
I accept the responsibility for the information and DOD system to which I am granted access and will not exceed my authorized level of system access. I understand that my access may be revoked or terminated for non-compliance with DISA/DOD security policies. I accept the responsibility to safeguard the 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.

At the bottom of the page, the submission date is "Tuesday, February 21, 2012 12:25:23 PM EST". Navigation buttons for "Back", "Next", and "Cancel" are located at the very bottom.



# 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!

A screenshot of the Defense Logistics Agency's Account Management and Provisioning System (AMPS) interface. The header features the agency's logo and the text "Defense Logistics Agency Account Management and Provisioning System (AMPS)". The main content area is titled "Inbox Item Edit" and contains instructions for submitting a request, the SAAR number (146791), and the requested role (DISP). It also displays the user's name (Jane Doe) and a "Submit" button, which is highlighted with a red border.

**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

**Submit**



# 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 screenshot shows an Outlook window with the title bar "Application Access Request Approved for [redacted] - Message (Plain Text)". The ribbon includes "File", "Message", "McAfee E-mail Scan", and "Adobe PDF". The ribbon tabs are "Delete", "Respond", "Quick Steps", "Move", "Tags", "Editing", and "Zoom". The "Respond" tab is active, showing options like "Ignore", "Delete", "Reply", "Reply All", "Forward", "Meeting", "IM", "More", "Check later", "Team E-mail", "Reply & Delete", "To Manager", "Done", and "Create New". The "Move" tab is also visible, showing "Move", "Rules", "OneNote", "Actions", "Mark Unread", "Categorize", "Follow Up", "Translate", "Find", "Related", and "Select". A context menu is open over the "Display as HTML" option, with a red arrow pointing to it. The menu options are "Find related messages", "Display as HTML", and "E-mail Security...". The email header shows "From: [redacted]", "To: [redacted]", "Cc: [redacted]", and "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

Request Number (SAAR) [redacted]  
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 shows the same email in the HTML format. It 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 Check later To Manager Team E-mail Done Reply & Delete Create New OneNote Actions Move Mark Unread Categorize Follow Up Translate Find Related Select Zoom

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

From: 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

Request Number (SAAR)	[REDACTED]
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





# Accessing the DLA Enterprise External Portal

1. **IMPORTANT:** You will be able to access the new Reimbursable Report on **27 Aug.**
2. Go to the DLA Enterprise External Business Portal at <https://business.dla.mil>
3. Click on “Registered Users Login Here”
4. Select a **certificate**, click ‘OK’ and enter your PIN if prompted. Both certificates will work.
5. 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

DEFENSE LOGISTICS AGENCY

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

DIRECTOR'S GUIDANCE 2011

Friday, February 24, 2012

DLA Systems

**Registered Users Login Here**

AVAILABLE SERVICES

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



# DLA Enterprise External Business Portal

On 13 Aug, 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.

**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.

**Registered Users Login Here**

**WE ARE DLA**

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

**MULTIMEDIA**

**WE ARE DLA**  
2009

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)

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”.

The screenshot shows a Windows Internet Explorer browser window displaying a consent page for the U.S. Government (USG) Information System (IS). The address bar shows the URL <https://sp03.bsm.dla.mil/consent>. The page content includes the following text:

**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.

At the bottom of the list, there are two buttons: **I Accept** and **I Decline**. A red arrow points from the left side of the page towards the **I Accept** button.

WD\_613

Local intranet | Protected Mode: Off



# External Portal Homepage

You will see links to the applications you have been granted access to.


DEFENSE Disposition Services smith  
ENTERPRISE PORTAL [Log Off](#)

Welcome ◀ ▶

Welcome to DLA Enterprise External Portal | [External Portal Utilities](#)

Thursday, September 29, 2011 <--External Portal System Messages-->: All systems are operational

- 1 | [DLA Business Portal](#)
- 2 | [DLA Business Portal Capabilities](#)
- 3 | [DLA Business Portal Navigation Tips](#)
- 4 | [Department of Defense](#)
- 5 | [DLA Homepage](#)



DLA External Business Portal

[About DLA](#) | [Privacy and Security Notice](#) | [508 Compliance Statement](#)



# Accessing the Reimbursable Report

You will see links to the applications you have been granted access to. Select “Reimbursable Report”.

A screenshot of the Defense Logistics Agency Enterprise Portal. The header shows "DEFENSE LOGISTICS AGENCY ENTERPRISE PORTAL" with navigation tabs for "Welcome", "Disposition Services", and "Real Property". Below the header, a "Disposition Services" section is visible. A "Detailed Navigation" menu is open, showing a list of links: "ETID", "Reimbursable Report" (highlighted with a red box), "RTD", and "Job Aids". To the right of the menu, there is a text prompt: "Click a link in the Detailed Navigation s".



# 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 DSN 661-7178 or Com 269 961 7178.



# DEFENSE LOGISTICS AGENCY

AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY

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**WARFIGHTER SUPPORT ENHANCEMENT**

**STEWARDSHIP EXCELLENCE**

**WORKFORCE DEVELOPMENT**