



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

# AMPS User Reference

For

External Collaboration Users

Dated 06 January 2011



# AMPS EXTERNAL USER REFERENCE

## Table of Contents

INTRODUCTION .....	3
ABOUT THE AMPS USER INTERFACE.....	3
LAUNCHING AMPS FOR THE FIRST TIME AND REQUESTING AN ACCOUNT .....	4
Supervisor Information.....	7
Contracting Officer Information.....	7
Security Officer Information .....	8
Create a Password .....	9
LAUNCHING AMPS AFTER YOU HAVE AN ACCOUNT .....	11
CHANGE PASSWORD .....	13
UPDATE AMPS PROFILE .....	14
<b>REQUEST ROLE .....</b>	<b>17</b>
REQUESTING A ROLE.....	17
Error Messages .....	27
SUPERVISOR APPROVAL.....	30
SECURITY OFFICER'S APPROVAL .....	33
Security Officer's Application Access Approval form .....	34
DATA OWNER'S APPROVAL.....	36
Data Owner's Application Access Approval form.....	37
INFORMATION ASSURANCE OFFICER'S APPROVAL.....	38
Information Assurance Officer's Application Approval Form.....	38
APPROVAL COMPLETE.....	40
REMOVE ROLE .....	41
SUPERVISOR APPROVAL OF ROLE REMOVAL REQUEST .....	44
VIEW JOB AIDS .....	46
AMPS EXPIRY PROCESS .....	47
EXAMPLE AMPS EXPIRY EMAIL.....	47
EXTEND OR EXPIRE A ROLE .....	48
OTHER EMAIL NOTIFICATIONS UNIQUE TO EXPIRIES: .....	55
EXPIRY RECORDS SEARCH TOOL: .....	57



# AMPS EXTERNAL USER REFERENCE

## Introduction

DLA's **Account Management and Provisioning System (AMPS)** has been designed to automate the processes involved in the creation and maintenance of user account. This process includes the access request, creation and maintenance of the account. The goal of the system is to enhance the efficiency of the account request and maintenance processes by minimizing the amount of human intervention required.

### **AMPS provides**

- Automated account request process
- Efficient processing of new and departing employees and contractors
- Enhanced user control of acquired roles
- User ability to check on the status of existing in-process account requests
- Enhanced Supervisor capabilities to better manage subordinate application access.
- An automated approval process resulting in enhanced productivity for Supervisors, Data Owners and Security Officers.
- Centralized access control for Security Officers. Security Officers can adjust user access to coincide with changes in user IT Level.

### **About the AMPS User Interface**

As you navigate through the **AMPS** pages, you will click various radio buttons and checkboxes and you will select items from list boxes. In most cases, these choices will cause the current **AMPS** page to refresh with your choices. If you try to proceed to another field in a form before the page has had time to refresh, you will see this error message:



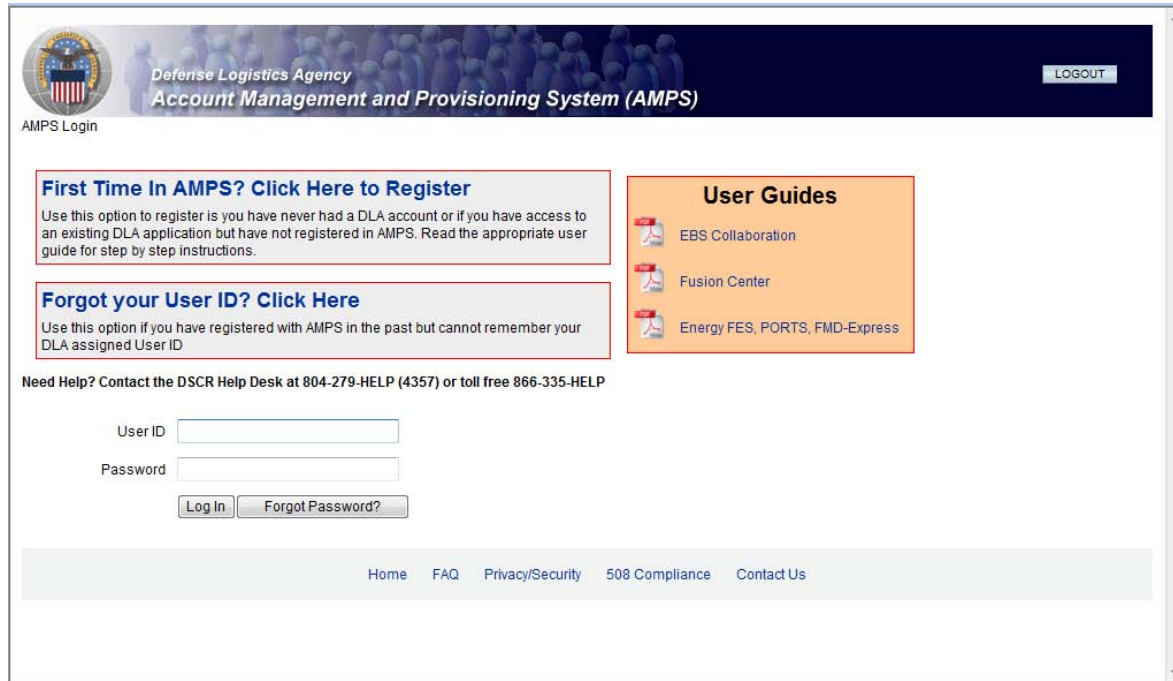
Click the **OK** button in the error message box to close the error message and allow **AMPS** to continue to refresh the page.



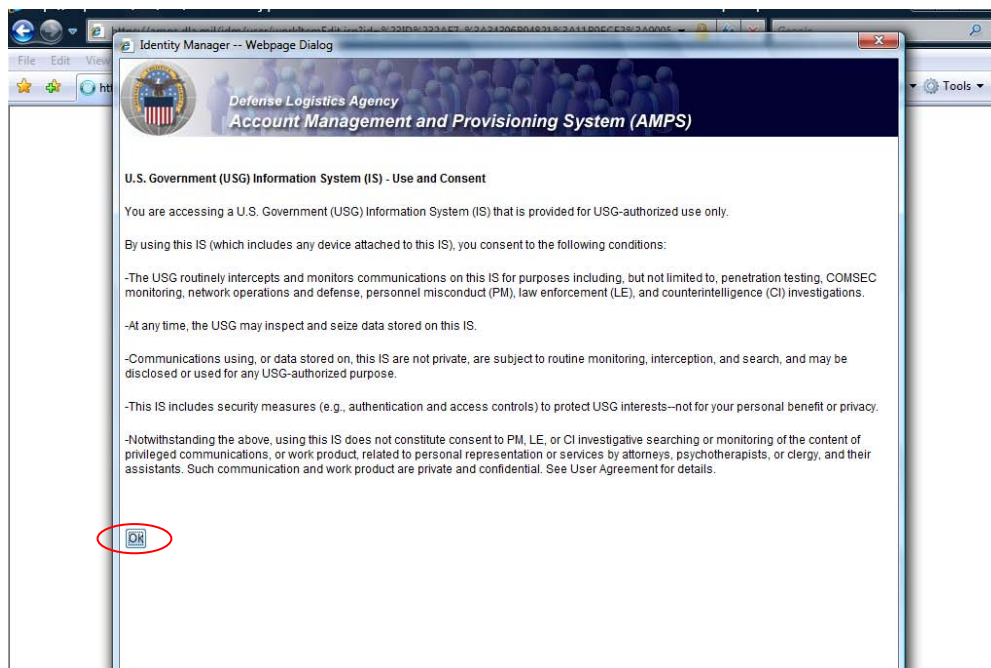
# AMPS EXTERNAL USER REFERENCE

## Launching AMPS for the First Time and Requesting an Account

**AMPS** is a web-based application. You can launch **AMPS** by typing the URL (<https://amps.dla.mil>) into your web browser. **NOTE:** If a CAC pop-up appears and you receive an error message after accepting the CAC certificate, launch the URL again and this time, **CANCEL** the CAC pop-up.



If you have not yet established a User ID, *click* this prompt: “*First Time in AMPS? Click Here Register*” to open the **AMPS Registration** page.



Read and click, OK



# AMPS EXTERNAL USER REFERENCE

Defense Logistics Agency  
Account Management and Provisioning System (AMPS)

Logged in as: NewUser  
LOGOUT

### 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 above.

User Type	Description
DoD User/Contractor	Most users should click this button. Select this if you are a member of the Armed Services, a DoD civilian employee, or a DoD contractor. You will need to provide information about yourself as well as your supervisor and local security officer as required by DISA Form 2875.
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.

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.

Cancel

Home FAQ Privacy/Security 508 Compliance Contact Us

## Select DoD User/Contractor

Agency manager

Defense Logistics Agency  
Account Management and Provisioning System (AMPS)

Logged in as: NewUser  
LOGOUT

### AMPS First Time User Access

User Type	Description
New Account	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-FMD Express
- RPFOB
- Collaboration
- BRGTS
- BSM
- COPA
- CSWS
- Fusion
- MEBS
- PDMI

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.

## Select New Account



# AMPS EXTERNAL USER REFERENCE

https://amps.dla.mil/idm/user/workItemEdit.jsp?id=%23ID%2399F7-%3A34396B04821%3A11B9ECE2%3A9005

Identity Manager

Defense Logistics Agency  
Account Management and Provisioning System (AMPS)

Logged in as: NewUser  
LOGOUT

### 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/notices/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/notices/dla>.

**Submission Date** Tuesday, April 27, 2010 3:24:34 PM EDT

Home FAQ Privacy/Security 508 Compliance Contact Us

Done Local intranet | Protected Mode: On 100%

Click the **Continue** button to indicate that you have read and understood the statement and to open the **Register a New AMPS Account** form.

## AMPS Registration

Welcome to AMPS, DLA Account Management and Provisioning System

### User Information

First Name  \*

Last Name  \*

Address  \*

City/APO/FPO  \*

State/AE/AP  \*

Zip Code  \*

Country  \*

Official Email Address  \*

Official Telephone Number  \*

Official Fax Number

User Type  \* Page will refresh after an item is selected.

\* indicates a required field

Home FAQ Privacy/Security 508 Compliance Contact Us

Fill in all required fields to establish your identity – double check your email address for typos!





# AMPS EXTERNAL USER REFERENCE

## SUPERVISOR INFORMATION

**AMPS** will open the next form in the registration process in which you will identify your Supervisor or your designated Collaboration Demand Data Exchange (DDE) POC at your site.

The screenshot shows a web browser window titled "Identity Manager - Microsoft Internet Explorer". The address bar shows a URL from denet010.edc.ad.dla.mil. The page header includes the Defense Logistics Agency logo and the text "Defense Logistics Agency Account Management and Provisioning System (AMPS)". The user is logged in as "NewUser". The main heading is "Register a New AMPS Account". Below this, it says "Welcome to AMPS, DLA Account Management and Provisioning System". The form section is titled "External Supervisor Information" and contains four input fields: "First Name", "Last Name", "Email Address", and "Telephone". Each field has an asterisk indicating it is required. A red note at the bottom right of the form states "\* indicates a required field". At the bottom of the form are "Continue" and "Cancel" buttons. The footer contains links for Home, FAQ, Privacy/Security, 508 Compliance, and Contact Us.

**NOTE: Supervisor must be a government employee with a .mil email address.**

Enter the Supervisor's name or your designated Collaboration Demand Data Exchange (DDE) POC at your site, email address, and telephone number and *click* Continue. **\*\*CONTRACTOR**

**NOTE: If your supervisor is NOT the same person as your Contracting Officer, enter your Contracting Officer's information here NOT your supervisor. –Double check the email address for typos!**

If you are a contractor, **AMPS** will open a form in which you will identify your Contracting Officer.

## CONTRACTING OFFICER INFORMATION

The screenshot shows a web browser window titled "Identity Manager - Microsoft Internet Explorer". The address bar shows a URL from denet010.edc.ad.dla.mil. The page header includes the Defense Logistics Agency logo and the text "Defense Logistics Agency Account Management and Provisioning System (AMPS)". The user is logged in as "NewUser". The main heading is "Register a New AMPS Account". Below this, it says "Welcome to AMPS, DLA Account Management and Provisioning System". The form section is titled "External Contracting Officer Information" and contains four input fields: "First Name" (filled with "David"), "Last Name" (filled with "DiFiori"), "Email Address" (filled with "David.DiFiori.ctr@dla.mil"), and "Telephone" (filled with "729-4898"). Each field has an asterisk indicating it is required. A red note at the bottom right of the form states "\* indicates a required field". At the bottom of the form are "Continue" and "Cancel" buttons. The footer contains links for Home, FAQ, Privacy/Security, 508 Compliance, and Contact Us.

Enter the Contracting Officer's name, email address, and telephone number and *click* Continue. **Double check the email address for typos!**



# AMPS EXTERNAL USER REFERENCE

**AMPS** will open the next form in the registration process in which you will identify your Security Officer

## SECURITY OFFICER INFORMATION

Identity Manager - Microsoft Internet Explorer  
Address <https://denet010.edc.ad.dla.mil/idm/user/workItemEdit.jsp?d=%23ID%238B9F1EBB096A1FE4%3A1576E70%23>  
Logged in as NewUser  
Logout

**Register a New AMPS Account**  
Welcome to AMPS, DLA Account Management and Provisioning System

**External Security Officer Information**

First Name  \* Last Name  \*  
Email Address  \*  
Telephone  \*

\* indicates a required field

Continue Cancel

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

Enter the Security Officer's name, email address, and telephone number and *click* Continue.

– Double check the email address for typos!







# AMPS EXTERNAL USER REFERENCE

Identity Manager - Microsoft Internet Explorer  
Address: https://denet010.edc.ad.dla.mil/idm/user/workItemEdit.jsp?id=%23ID%23BB9F1EBB096A1FE4%3A1576E70%3A113D52C07C2%3A-18FE&lang=en&cntry=US

Defense Logistics Agency  
Account Management and Provisioning System (AMPS)  
Logged in as NewUser  
LOGOUT

### Inbox Item Edit

#### Authentication Questions

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

Question	Answer
What is your favorite color?	<input type="text"/>
What city where you born in?	<input type="text"/>
What is your favorite movie?	<input type="text"/>

Continue Cancel

Home FAQ Privacy/Security 508 Compliance Contact Us

Answer all the **Authentication Questions** and *click Continue*. You will need these answers when it is time to extend your access. **TIP:** they can all be the same answer. **AMPS** will display a page indicating that the registration process is complete. *Click on Leave AMPS Registration* to end the session.

Identity Manager - Microsoft Internet Explorer  
Address: https://denet010.edc.ad.dla.mil/idm/user/workItemEdit.jsp?id=%23ID%23BB9F1EBB096A1FE4%3A1576E70%3A113D52C07C2%3A-18EA&lang=en&cntry=US

Defense Logistics Agency  
Account Management and Provisioning System (AMPS)  
Logged in as NewUser  
LOGOUT

### Inbox Item Edit

#### Thank you for registering

Last Name Hahn  
First Name Maxwell

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 EMH00001

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

Home FAQ Privacy/Security 508 Compliance Contact Us

You will receive an email indicating that your **AMPS** account has been created and your access has been granted.

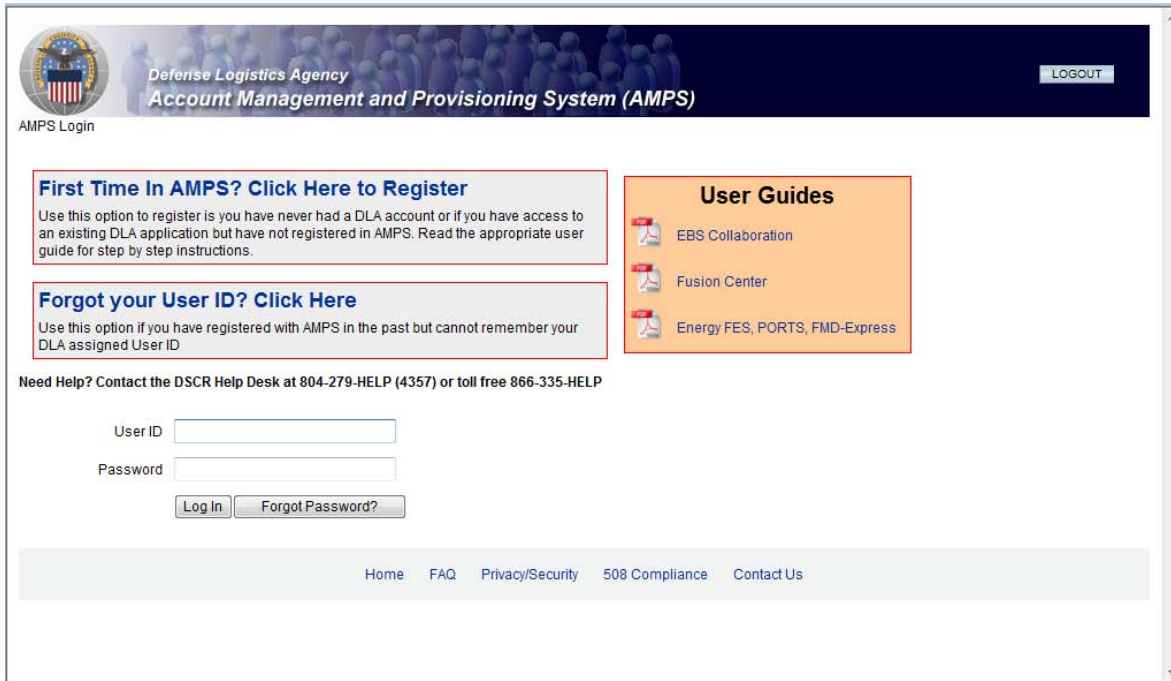
**NOTE:** Your User ID is provided here. This is the same User ID you will use to log on to the Manugistics Collaboration system, after your SAAR is complete and approved.



# AMPS EXTERNAL USER REFERENCE

## Launching AMPS After You Have An Account

You can launch **AMPS** by typing the url (<https://amps.dla.mil>) into your web browser. **NOTE: If a CAC pop-up appears and you receive an error message after accepting the CAC certificate, launch the URL again and this time, CANCEL the CAC pop-up.**



The screenshot shows the AMPS Login page. At the top left is the Defense Logistics Agency logo. The header text reads "Defense Logistics Agency Account Management and Provisioning System (AMPS)". A "LOGOUT" button is in the top right. Below the header, there are three main sections: 1. "First Time In AMPS? Click Here to Register" with a sub-header and a paragraph explaining the registration process. 2. "Forgot your User ID? Click Here" with a sub-header and a paragraph explaining the recovery process. 3. "User Guides" with a list of links: "EBS Collaboration", "Fusion Center", and "Energy FES, PORTS, FMD-Express". Below these sections is a "Need Help? Contact the DSCR Help Desk at 804-279-HELP (4357) or toll free 866-335-HELP" message. The login form consists of "User ID" and "Password" input fields, followed by "Log In" and "Forgot Password?" buttons. At the bottom, there is a navigation bar with links for "Home", "FAQ", "Privacy/Security", "508 Compliance", and "Contact Us".

Enter your AMPS User ID and Password and click **Log In**.



# AMPS EXTERNAL USER REFERENCE

When **AMPS** loads, the **AMPS** home page will be displayed.

Defense Logistics Agency  
Account Management and Provisioning System (AMPS)

Welcome George. 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](#)
- 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    Applicati

AMPS News:  
Page Last Refreshed at:  
AMPS Version 10.0 (IDM)

Home    FAQ    Privacy/Security    508 Compliance    Contact Us

From the **AMPS** home page, you can choose to:

- **Request Role.** See page 17. Opens a form that allows you to select a desired level of access to applications managed by
- **Remove Role**  
Opens a form that allows you to remove a previously assigned role.
- **Update AMPS Profile**  
Opens a form that allows you to update your account information.
- **Change Password**  
Opens a form that allows you to change your password.
- **Change Answers to Authentication Questions**  
Opens a form that allows you to revise your answers to the questions that will be used to identify you if you forget your password.
- **View Job Aids**  
Opens a form that allows you to view and download **AMPS** user documentation.



# AMPS EXTERNAL USER REFERENCE

## Change Password

If you select **Change Password** from the **AMPS** Home Page, **AMPS** will open a form that allows you to revise your password.

The screenshot shows the "Change Password" form in the AMPS system. The browser address bar shows the URL: `https://denet010.edc.ad.dla.mil/idm/user/changePassword.jsp`. The page header includes the Defense Logistics Agency logo and the text "Account Management and Provisioning System (AMPS)". The user is logged in as EMH00001. The form contains two password input fields: "Password" and "Confirm Password". Below these fields is a checkbox labeled "Change Identity system user and all resource accounts". A table lists resource accounts with columns for Account ID, Resource Name, Resource Type, Exists, Disabled, and Password Policy. Two accounts are listed: "EMH00001" (Lighthouse) and "cn=EMH00001,cn=Users,dc=dla,dc=mil" (EAD). The "Change Password" button is visible at the bottom of the form.

Account ID	Resource Name	Resource Type	Exists	Disabled	Password Policy
<input type="checkbox"/> EMH00001	Lighthouse	Lighthouse	Yes	No	Maximum Length: 16 Minimum Length: 4 Must Not Contain Attribute Values: email, firstname, fullname, lastname
<input type="checkbox"/> cn=EMH00001,cn=Users,dc=dla,dc=mil	EAD	LDAP	Yes	No	Maximum Length: 32 Maximum Occurrences: 3 Maximum Repetitive: 3 Maximum Sequential: 3 Minimum Alpha: 2 Minimum Length: 9 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 Attribute Values: email, firstname, fullname, lastname

Type your new password in the **Password** field. Type the new password a second time in the **Confirm Password** field. Click **Change Password** to record the change.

AMPS will open a page to indicate the results of the password change.

The screenshot shows the "Change Password Results" page in the AMPS system. The browser address bar shows the URL: `https://denet010.edc.ad.dla.mil/idm/user/changePasswordResults.jsp?lang=en&entry=US&lang=en&entry=US`. The page header includes the Defense Logistics Agency logo and the text "Account Management and Provisioning System (AMPS)". The user is logged in as EMH00001. The page displays a table with columns for Attribute, Value, and Status. Two rows are shown: "EMH00001 on Lighthouse" with a password field containing four asterisks, and "cn=EMH00001,cn=Users,dc=dla,dc=mil on EAD" with a password field containing seven asterisks. Below the table, the text "Account cn=EMH00001,cn=Users,dc=dla,dc=mil updated." is displayed. The page also includes sections for "Workflow Status" and "Process Diagram".

Attribute	Value	Status
EMH00001 on Lighthouse password	****	
cn=EMH00001,cn=Users,dc=dla,dc=mil on EAD password	*****	

Account cn=EMH00001,cn=Users,dc=dla,dc=mil updated.



# AMPS EXTERNAL USER REFERENCE

## ***Change Answers to Authentication Questions***

If you select **Change Answers to Authentication Questions**, **AMPS** will open a form through which you can revise your answers to the questions that will be used to identify you if necessary.

The original three questions must be answered before adding additional questions.

## ***Update AMPS Profile***

When you *click* the **Update AMPS Profile** link on the **AMPS** home page, an information page outlining the authority, purposes, disclosure requirements, and rules of use regarding the data requested from you by **AMPS** will be displayed.

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss DSCR Tools Research Messenger

Address <https://dene010.edc.ad.dla.mil/idm/user/changeAll.jsp> Go Links >>

Defense Logistics Agency  
Account Management and Provisioning System (AMPS) Logged in as: EWW00001 [LOGOUT](#)

### AMPS End User Form

Use this page to change multiple user account attributes.  
To save your changes, click **Save**.

**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/dla>.

**Submission Date** Tuesday, August 5, 2008 9:11:43 AM EDT

[Next](#) [Cancel](#)

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

Click the **Cancel** button to return to the home page or click the **Next** button to continue to the AMPS **End User Form** to update your profile information.





# AMPS EXTERNAL USER REFERENCE

The **AMPS End User Form** is used to maintain identification, location, contact, and classification information about each user. Required fields are marked with a red asterisk. Be certain that all required fields are filled in. Correct any information that may have changed.

Account ID: EVM00001

Last Name: Williams \*

First Name: William \*

Official Address: 2 Oak Street

City/APO/FPO: Scranton \*

State/AE/AP: PA \*

Zip Code: 18702

Country: United States of America

Email Address: gjd@acme.com \*

Official Telephone Number: 804.279.3333 \*

Citizenship: US \*

User Classification: Military \* Page will refresh after an item is selected.

AgencyBranch: USAF \* Page will refresh after an item is selected. Rank/Rate: CMSAF

The bottom section of the **AMPS End User Form** is used to maintain your supervisor, Security Officer, and Information Assurance Officer information. It also shows you what roles you currently hold in AMPS or systems managed by AMPS.

**Supervisor Information**

Please Verify, Change or Add Your Supervisor Information Below

Last Name: Lott \* First Name: Lance \*

Email Address: george.dombroski.ctr@dla.mil \*

Telephone: 804.223.6689 \*

**Security Officer Information**

Last Name: Morris \* First Name: Mark \*

Email Address: george.dombroski.ctr@dla.mil \*

Telephone: 804.224.6325 \*

**Information Assurance Officer Information**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

**Role Information**

Application Roles	Admin Roles
BSM Prod External - Levels Collaborator - Update JD-543	
BSM Prod External - ESA Focal Point JD-717	

\* indicates a required field

Back Save Cancel



## AMPS EXTERNAL USER REFERENCE

When the information in the **AMPS End User Form** is complete and correct, *click* the **Save** button to save the changes.

If you want to discard any changes, *click* the **Cancel** button. The information will revert to the last Saved version and the browser will open the **AMPS** home page.

At any time, you can *click* the **Back** button to return to the information page. Any changes you have made will still be available on the **AMPS End User Form**, but the changes will not be saved until you reopen the form and **Save** it.

When you click the **Save** button, the information will be saved and an **Account Changes Made** form will be display.

The screenshot shows a web browser window titled "Identity Manager - Microsoft Internet Explorer". The address bar shows the URL: <https://denet010.edc.ad.dla.mil/idm/user/changeAllResults.jsp?lang=en&cntry=US>. The page header includes the Defense Logistics Agency logo and the text "Defense Logistics Agency Account Management and Provisioning System (AMPS)". The user is logged in as "hpo0039" and there is a "LOGOUT" button. The main content area displays the message "Account Changes Made (Shown for Informational Purposes Only) - Click OK to Continue". Below this message is a table with the following data:

Attribute	Old Value	New Value	Status
<b>cn=hpo0039,cn=Users,dc=dla,dc=mil on IAD</b>			
manager	cn=gwe2679,cn=Users,dc=dla,dc=mil	cn=hed0240,cn=Users,dc=dla,dc=mil	

Account cn=hpo0039,cn=Users,dc=dla,dc=mil updated.

At the bottom left of the page is an "OK" button. At the bottom of the page are links for Home, FAQ, Privacy/Security, 508 Compliance, and Contact Us.

Click **OK** to continue to the home page.



# AMPS EXTERNAL USER REFERENCE

## Request Role

In order to access any of the applications managed and provisioned by **AMPS**, you must apply for a role related to the application.

### Requesting a Role

From the home page, select **Request Role**

The screenshot shows the AMPS home page with the following elements:

- Header:** Defense Logistics Agency Account Management and Provisioning System (AMPS)
- Welcome Message:** Welcome George. Please select from one of the following options.
- Main Content Area:**
  - 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](#)
  - 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](#)
- Right Sidebar:**
  - AMPS Corner
  - AMPS News:
  - Page Last Refreshed at:
  - AMPS Version 10.0 (IDM)
- Footer:** Home | FAQ | Privacy/Security | 508 Compliance | Contact Us

A list of applications will be displayed

The screenshot shows the "Application Access Request Form For Non-DLA Users" with the following details:

**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-FMD Express	Fuels Manager Defense Express
<input type="radio"/> RPPOB	Replenishment Parts Purchase Or Borrow Program
<input type="radio"/> Collaboration	
<input type="radio"/> BRGTS	Boeing Rights Guard Tracking System
<input type="radio"/> BSM	DLA Enterprise Business System (Formerly Business System Modernization - BSM)
<input type="radio"/> COPA	Center of Parts Activity
<input type="radio"/> CSWS	PDMD Customer Service Web Site
<input type="radio"/> Fusion	DLA Fusion Center
<input type="radio"/> MEBS	Mapping Enterprise Business System
<input type="radio"/> PDMI	Placeholder for PDMI

Home | FAQ | Privacy/Security | 508 Compliance | Contact Us



# AMPS EXTERNAL USER REFERENCE

## 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-FMD Express	Fuels Manager Defense Express
<input type="radio"/> RPPOB	Replenishment Parts Purchase Or Borrow Program
<input checked="" type="radio"/> Collaboration	
<input type="radio"/> BRGTS	Boeing Rights Guard Tracking System
<input type="radio"/> BSM	DLA Enterprise Business System (Formerly Business System Modernization - BSM)
<input type="radio"/> COPA	Center of Parts Activity
<input type="radio"/> CSWS	PDMD Customer Service Web Site
<input type="radio"/> Fusion	DLA Fusion Center
<input type="radio"/> MEBS	Mapping Enterprise Business System
<input type="radio"/> PDMI	Placeholder for PDMI

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

Select **Collaboration**, *click* the **Next** button.

Defense Logistics Agency  
Account Management and Provisioning System (AMPS)

Logged in as: EGT00009

## Application Access Request Form For Non-DLA Users

### In Which Environment Do You Require Access?

Production \*

Page will refresh after an item is selected.


\* indicates a required field

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

**Production** will already be selected, *click* the **Next** button.



# AMPS EXTERNAL USER REFERENCE



Defense Logistics Agency  
Account Management and Provisioning System (AMPS)

Logged in as: EGT00009

LOGOUT

## 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?

Customer  
 Supplier  
 Default

\* indicates a required field

Page will refresh after an item is selected.

Back Next Cancel

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

Select **Customer** and after the page refreshes, *click* the **Next** button.



# AMPS EXTERNAL USER REFERENCE

AMPS will display the roles available to you for the selected Application.

Select either **JD-384 (update)** or **JD-383 (view)** depending on if you require View or Update access required, from the list on the left and click the button labeled > to move the role to the list on the right.

If you would like to see the description of the roles, *click Show Roles with Descriptions*. Return to the original form by *clicking Hide Descriptions*.

Select **Authorized** for the **Type of Account Access Requested** drop-down list box.

Select **Unclassified** from the **Data Classification** drop-down list box.

Type a justification of the request in the **Justification for Access Comments** field, e.g. *to Collaborate future Supply Plan requirements with DLA*. This is a required field.


Click **Next**





# AMPS EXTERNAL USER REFERENCE

**AMPS** will open an information page.



Defense Logistics Agency  
Account Management and Provisioning System (AMPS)

Logged in as: EGT00009  
[LOGOUT](#)

## Application Access Request Form For Non-DLA Users

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**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/notices/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/notices/dla> .

**Submission Date** Thursday, January 6, 2011 5:02:13 PM EST

[Back](#) [Next](#) [Cancel](#)

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

This information page lists the authority and rules under which information is collected and the uses to which it may be put.

Click **Next** to continue with the role application request.



# AMPS EXTERNAL USER REFERENCE

**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 filled in for you based on your profile. Check to verify that the information is correct and make any required corrections.

**Tell Us About Yourself**

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

Last Name:  First Name:   MI  WY

**Official Address**

Street:

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

Country:

Official Email Address:  \*

Official Telephone Number:  \*

User Type:  \* Page will refresh after an item is selected.

Job Title:  \*

Name of Contracting Company:  \*

Contract Number:  \*

Contract Expiration Date:   \*

SSN:  \* Click information icon for clarification of SSN usage.

Re-enter SSN:  \*

IA Training And Awareness Certification Requirements Completion Date:   \*

Note: The Social Security Number information is encrypted and will only be seen by the Security Officer who will compare it with information on file.

NOTE: Contractors may take the Information Assurance (IA) training at this link:  
[http://iaase.disa.mil/eta/iaav9/iaa\\_v9/index.htm](http://iaase.disa.mil/eta/iaav9/iaa_v9/index.htm)

\* indicates a required field

Fill in all the fields that apply to you. All fields marked with a red star (\*) are mandatory.

**User Type** select a type from the **User Type** drop-down list box. Other fields will open depending on the **User Type** you select. If, for example you select **Military**, you will also have to fill in fields for **Job Title**, **Branch** and **Rank**. If you select **Contractor**, you will have to fill in fields for **Job Title**, **Name of Contracting Company**, **Contract Number** and **Contract Expiration Date**. Be sure to fill in all required fields.

## **IA Training and Awareness Certification Requirements Completion Date**

Click the pop-up calendar next to this field and select the date you completed your Information Assurance (IA) Training. **Note:** Selecting a future date or a date more than two years in the past will result in an error message being displayed.

Click **Next** to continue.



# AMPS EXTERNAL USER REFERENCE

## Optional Information

Type your **DoDAAC** in the **Optional Information** form

The screenshot shows a web browser window with the following elements:

- Browser menu: File, Edit, View, Favorites, Tools, Help
- Address bar: Identity Manager
- Page title: Defense Logistics Agency Account Management and Provisioning System (AMPS)
- User status: Logged in as: ECJ00007
- Logout button: LOGOUT
- Page content: Application Access Request Form - User - External
- Section: Optional Information
- Note: Note: This Application Requires that you enter DODAAC information in the provided field
- Form fields:
  - A large empty text area labeled "Optional Information" with an information icon.
  - A vertical list box labeled "DODAAC(s)" containing the text "FB20" and "29" with an information icon.
- Navigation buttons: Back, Next, Cancel
- Footer: Home, FAQ, Privacy/Security, 508 Compliance, Contact Us

After typing the information *Click Next* to continue.



# AMPS EXTERNAL USER REFERENCE

**AMPS** will then open a page to collect information about your Supervisor or your designated Collaboration Demand Data Exchange (DDE) POC at your site. This information will already be populated based on the information you provided in your profile and make any required corrections.

The screenshot shows a web browser window with the URL <https://denet010.edc.ad.dla.mil/idm/user/workItemEdit.jsp#variables.MainWizard>. The page header includes the Defense Logistics Agency logo and the text "Defense Logistics Agency Account Management and Provisioning System (AMPS)". The user is logged in as EMH00001. The main heading is "Application Access Request Form - User - External". Below this is a section titled "Please Ensure That the Supervisor Information Below is Accurate" with the following fields: "Supervisor Last Name" (DIFiori), "Supervisor First Name" (David), "Supervisor Email Address" (David.DIFiori.ctr@dla.mil), and "Supervisor Phone Number" (804-729-4898). A red asterisk indicates a required field. At the bottom, there are "Back", "Next", and "Cancel" buttons, and a footer with links for Home, FAQ, Privacy/Security, 508 Compliance, and Contact Us.

**NOTE: Supervisor must be a government employee with a .mil email address...** Validate that ALL fields are filled in correctly and *click Next* to continue. **\*\*CONTRACTOR NOTE: If your supervisor is NOT the same person as your Contracting Officer, enter your Contracting Officer's information here NOT your supervisor. –NOTE: It is imperative that the email address is keyed in correct to assure the form is routed properly to your supervisor or your designated Collaboration Demand Data Exchange (DDE) POC at your site.**

If you are a contractor, **AMPS** will open a page to collect information about your Contracting Officer. This information will already be populated based on the information you provided in your profile.

The screenshot shows a web browser window with the URL <https://denet010.edc.ad.dla.mil/idm/user/workItemEdit.jsp#variables.MainWizard>. The page header includes the Defense Logistics Agency logo and the text "Defense Logistics Agency Account Management and Provisioning System (AMPS)". The user is logged in as EMH00001. The main heading is "Application Access Request Form - User - External". Below this is a section titled "Please Ensure That the Information Below is Accurate" with the following fields: "Contracting Officer Last Name" (DIFiori), "Contracting Officer First Name" (David), "Contracting Officer Email Address" (David.DIFiori.ctr@dla.mil), and "Contracting Officer Phone Number" (804-729-4898). A red asterisk indicates a required field. At the bottom, there are "Back", "Next", and "Cancel" buttons, and a footer with links for Home, FAQ, Privacy/Security, 508 Compliance, and Contact Us.

Validate that ALL fields are filled in correctly and *click Next* to continue. **NOTE: It is imperative that the email address is keyed in correct to provide accurate contact information.**



# AMPS EXTERNAL USER REFERENCE

**AMPS** will open a page to collect information about your Security Officer. This information will already be populated based on the information you provided in your profile.

The screenshot shows a web browser window titled "Identity Manager - Microsoft Internet Explorer". The address bar displays "https://denet010.edc.dla.mil/dm/user/workItemEdit.jsp#variables.MainWizard". The page header includes the Defense Logistics Agency logo, the text "Defense Logistics Agency Account Management and Provisioning System (AMPS)", and a "LOGOUT" button. The user is logged in as "EMH00001". The main heading is "Application Access Request Form - User - External". Below this is a instruction: "Please Ensure That the Security Officer Information Below is Accurate". The form contains four fields, each with a red asterisk indicating it is required: "Security Officer Last Name" (value: DiFiori), "Security Officer First Name" (value: David), "Security Officer Email Address" (value: David.DiFiori.ctr@dla.mil), and "Security Officer Phone Number" (value: 804-729-4898). A red note at the bottom right states "\* indicates a required field". At the bottom left are "Back", "Next", and "Cancel" buttons. A footer contains links for "Home", "FAQ", "Privacy/Security", "508 Compliance", and "Contact Us".

Validate that ALL fields are filled in correctly and *click Next* to continue. **NOTE: It is imperative that the email address is keyed in correct to assure the form is routed properly to your Security Officer.**

**AMPS** will open a page to collect information about your Information Assurance Officer. This information is not mandatory and the IAO is usually your Security Officer. It will already be populated based on the information you provided in your profile.

The screenshot shows a web browser window titled "Identity Manager - Microsoft Internet Explorer". The address bar displays "https://denet010.edc.dla.mil/dm/user/workItemEdit.jsp#variables.MainWizard". The page header includes the Defense Logistics Agency logo, the text "Defense Logistics Agency Account Management and Provisioning System (AMPS)", and a "LOGOUT" button. The user is logged in as "EWW00001". The main heading is "Application Access Request Form - User - External". Below this is an instruction: "Please Ensure That the Information Assurance Officer Information Below is Accurate(Data Provided for Internal Approver Follow Up Purposes Only)". The form contains three fields, each with a red asterisk indicating it is required: "Information Assurance Officer Last Name", "Information Assurance Officer First Name", and "Information Assurance Officer Phone Number". At the bottom left are "Back", "Next", and "Cancel" buttons. A footer contains links for "Home", "FAQ", "Privacy/Security", "508 Compliance", and "Contact Us".

Validate that ALL fields are filled in correctly and *click Next* to continue.



# AMPS EXTERNAL USER REFERENCE

**AMPS** will open a page to display the Terms and Conditions and Non-Disclosure Agreement.

Defense Logistics Agency  
Account Management and Provisioning System (AMPS)

Logged in as: EVMW00001  
LOGOUT

## Application Access Request Form - User - External

**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, August 5, 2008 9:29:04 AM EDT

\* indicates a required field

Back Next Cancel

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

Read the User Acceptance Statement and the Nondisclosure Statement and click the associated checkboxes 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.

Click **Next** to continue.





# AMPS EXTERNAL USER REFERENCE

## ERROR MESSAGES

Error messages will display in red if there is any missing information in your request. To eliminate the error messages, use the **Back** buttons 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.

In this example, the **Justification for Access/Comments** field and the **Social Security Number** fields were left blank.

The screenshot shows the AMPS interface with a dark blue header. On the left is the Defense Logistics Agency logo and the text "Defense Logistics Agency Account Management and Provisioning System (AMPS)". On the right, it says "Logged in as: EWWW0001" and has a "LOGOUT" button.

A yellow error box in the center contains the following text:

```

Error
Missing value for required field "variables.appRequest".
Missing value for required field "Justification for Access/Comments".
No Role selected: Please navigate back to the Role Selection screen and select a Role.
Missing value for required field "Job Title".
Missing value for required field "Job Grade/Pay Schedule".
Missing value for required field "SSN".
Missing value for required field "Re-enter SSN".
Invalid Social Security Number: Please re-enter your Social Security Number.
Missing value for required field "IA Training And Awareness Certification Requirements Completion Date".

```

Below the error message is the "Application Access Request Form - User - External". It features a section for "Please affirm your acceptance of the Terms and Conditions and Non-Disclosure Agreement" with a checked "I agree" box. A "User Acceptance Statement" is displayed in a scrollable text area. Below this, the "Submission Date" is shown as "Tuesday, August 5, 2008 9:36:42 AM EDT". At the bottom left are "Back", "Next", and "Cancel" buttons. At the bottom right, a red asterisk indicates a required field. A footer contains links for "Home", "FAQ", "Privacy/Security", "508 Compliance", and "Contact Us".

Click the **Next** button to submit the completed request which will open the **Inbox Item Edit** page.



## AMPS EXTERNAL USER REFERENCE

The **Inbox Item Edit** page lists the SAAR number of your request, the name of the application, and the role for which you have applied.

### 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#: 1303

Application Access Request For: WebCATS

Requested Roles: Prod WebCATS

Last Name: Hahn

First Name: Maxwell

MI

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

Click **Submit** to transmit the finished request. This will start the review process and return you to the **AMPS** Home Page.

**NOTE: If you do not *click* Submit, your SAAR will not be forwarded for review.**

**To facilitate the processing of your request, notify your supervisor/contracting officer and security officer that the AMPS email notifications described below have been forwarded to them for action and it may be marked as junk mail.**

At every step of the review process **AMPS** will send you an email describing your request and its progress. Below is an example of the email you will receive when you initially submit your request.

From: amps\_user@dla.mil Sent: Thu 5/10/2007 9:27 AM  
To: Hahn, Maxwell G (Contractor) (36R)  
Cc:  
Subject: Role Request for Hahn, Maxwell Received

The following request was submitted on your behalf:

**Request Detail**

Request Number (SAAR)	1222
Requestor	Hahn, Maxwell
Request Type	Add Job Role Request
Requested Application	BSM
Requested Roles	[BSM Prod - Technical & Quality Ancillary User JD-16]
Date Submitted	Thu May 10 09:09:20 EDT 2007

The request will be forwarded for approvals

---

This message is provided by AMPS for notification only. Please do not respond to this message. If you have any questions regarding this notification, please contact the help desk.



## AMPS EXTERNAL USER REFERENCE

**AMPS** will also send an email notification to the supervisor or your designated Collaboration Demand Data Exchange (DDE) POC at your site, as he is the first reviewer/approver.

**NOTE: To facilitate the processing of your request, notify your supervisor/contracting officer that the AMPS email notification has been forwarded to them for action and it may be marked as junk mail.**

**Supervisor Approval - Approval Request for Hahn, Maxwell**  
amps\_user@dla.mil  
**To:** Di Fiori, David A (Contractor) (J6R)

**The following request was submitted for your approval:**

**Request Detail**

Request Number (SAAR)	1222
Requestor	Hahn, Maxwell
Request Type	Add Job Role Request
Requested Application	BSM
Requested Roles	[BSM Prod - Technical & Quality Ancillary User JD-16]
Date Submitted	Thu May 10 09:09:20 EDT 2007
Recommended Resolution	Please visit <a href="https://denet010.edc.ad.dla.mil/idm/user/login.jsp">https://denet010.edc.ad.dla.mil/idm/user/login.jsp</a> to approve account action for hpo0039

This message is provided by AMPS for notification only. Please do not respond to this message. If you have any questions regarding this notification, please contact the help desk at 804.279.4357.

**AMPS** will send you emails at each step of the process. Whenever a request is approved, denied or awaiting an approval you will receive an email. The email below is indicating the status of the request is pending a supervisory approval.

**The Following Represents the Status of Your Pending Request:**

**Request Detail**

Request Number (SAAR)	1222
Requestor	Hahn, Maxwell
Request Type	Add Job Role Request
Requested Application	BSM
Requested Roles	[BSM Prod - Technical & Quality Ancillary User JD-16]
Date Submitted	Thu May 10 09:09:20 EDT 2007
Pending Approval Type	Supervisor Request
Date Received for Approval	Thu May 10 09:27:32 EDT 2007

This message is provided by AMPS for notification only. Please do not respond to this message. If you have any questions regarding this notification, please contact the help desk.



# AMPS EXTERNAL USER REFERENCE

## Supervisor Approval

The supervisor or your designated Collaboration Demand Data Exchange (DDE) POC at your site will launch AMPS by clicking the link in the email.

From: amps\_user@dla.mil Sent: Wed 8/6/2008 9:25 AM  
 To: Dombroski, George J (Contractor) (36R)  
 Cc:  
 Subject: TEST: Supervisor Approval - Approval Request for Williams, William

**A subordinate has requested your approval for a job role via DLA's Account Management and Provisioning System (AMPS). Please click on the link below to approve or deny the request at your earliest convenience:**

**Request Detail**

Request Number (SAAR)	50344
Requestor	Williams, William
Request Type	Add Job Role Request
Requested Application	BSM
Requested Roles	[BSM Prod - Accounts Receivable Processor - DFAS JD-19]
Date Submitted	Wed Aug 06 09:08:09 EDT 2008
Recommended Resolution	Please visit <a href="https://denet010.edc.ad.dla.mil/idm/user/extWorkItemList.jsp?email=george.dombroski.ctr@dla.mil">https://denet010.edc.ad.dla.mil/idm/user/extWorkItemList.jsp?email=george.dombroski.ctr@dla.mil</a> to approve account creation for EWW00001

This message is provided by DLA's Account Management and Provisioning System (AMPS) for notification purposes only. Please do not respond to this message. If you have any questions regarding this notification, please contact the AMPS help desk at 804.279.4357.

This will open the page below with a list of pending AMPS approvals for the Supervisor or your designated Collaboration Demand Data Exchange (DDE) POC at your site.

Address <https://denet010.edc.ad.dla.mil/idm/user/extWorkItemList.jsp?email=george.dombroski.ctr@dla.mil>

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

This is a Department of Defense (DoD) computer system. This computer system, including all related equipment, networks and network devices (specifically including internet access), are provided only for authorized U.S. Government use. DoD computer systems may be monitored for all lawful purposes, including to ensure that their use is authorized, for management of the system, to facilitate protection against unauthorized access, and to verify security procedures, survivability and operational security. Monitoring includes active attacks by authorized DoD entities to test or verify the security of this system. During monitoring, information may be examined, recorded, copied and used for authorized purposes. All information, including personal information, placed on or sent over this system may be monitored. Use of this DoD computer system, authorized or unauthorized, constitutes consent to monitoring of the system. Unauthorized use may subject you to criminal prosecution. Evidence of unauthorized use collected during monitoring may be used for administrative, criminal or other adverse action. Use of this system constitutes consent to monitoring for these purposes.

Click on Request Below to Approve or Reject.

Approval Request	Description
Request Access	SAAR#50344 - Request for William Williams (EWW00001) 08/06/2008 09:24:49 EDT

Refresh

Home FAQ Privacy/Security 508 Compliance Contact Us

The supervisor or your designated Collaboration Demand Data Exchange (DDE) POC at your site can then *click* the **Request Access** link to open the supervisor's **Application Access Approval** form.



# AMPS EXTERNAL USER REFERENCE

## Supervisor's Application Access Approval form

This form informs the supervisor or your designated Collaboration Demand Data Exchange (DDE) POC at your site of the user's request for access, including the Application and requested role. The requestor's personal information is listed as well.

### External User Application Access Approval

Please affirm the requestor's need for access to the referenced application and indicate your approval or denial of the request

SAAR#:	50344
Application Access Request For	BSM
Requested Roles	BSM Prod - Accounts Receivable Processor - DFAS JD-19
Type of Access Required:	Authorized
Data Classification	Unclassified
Requestor's Justification For Access	TEST TEST TEST
Pending Role Request(s):	
<b>Requestor Information</b>	
SSN	*****
Last Name	Williams
First Name	William
MI	W
Official Email Address	gjd@acme.com
Official Telephone Number	804.279.3333
<b>Request Decisioning</b>	
Supervisor Decision	<input type="text" value="--Please Select--"/> * Page will refresh after an item is selected.
Comments	<input type="text"/>
<b>Approver Information</b>	
Approver Last Name	Lott
Approver First Name	Lance
Approver Email Address	george.dombroski.ctr@dla.mil
Approver Phone Number	804.223.6689
<b>DLA Policy Disclaimer</b>	
I agree	<input type="checkbox"/> *
DLA Policy Disclaimer	It is a violation of DLA policy to grant application access to any individual other than a direct report. Violation of this policy may result in disciplinary action.
Decision Date	Wednesday, August 6, 2008 9:31:07 AM EDT
* Indicates a required field	
<input type="button" value="Complete"/> <input type="button" value="Cancel"/>	
<a href="#">Home</a> <a href="#">FAQ</a> <a href="#">Privacy/Security</a> <a href="#">508 Compliance</a> <a href="#">Contact Us</a>	

The Supervisor or your designated Collaboration Demand Data Exchange (DDE) POC at your site can select to approve or deny the request

<b>Request Decisioning</b>	
Supervisor Decision	<input type="text" value="--Please Select--"/> * Page will refresh after an item is selected.
Comments	<input type="text"/>



# AMPS EXTERNAL USER REFERENCE

If the supervisor or your designated Collaboration Demand Data Exchange (DDE) POC at your site chooses to Approve, the form will be redrawn with new fields.

The supervisor or your designated Collaboration Demand Data Exchange (DDE) POC at your site may accept the default **Start** and **End** dates or choose to change them by clicking the calendar icons to open calendar applets from which dates can be selected.

Application Access Start Date 05/10/2007 \*

Application Access End Date 05/09/2008 \*

The supervisor must indicate agreement with the DLA Policy Disclaimer by checking the checkbox.

DLA Policy Disclaimer

I agree  \*

**DLA Policy Disclaimer**  
It is a violation of DLA policy to grant application access to any individual other than a direct report. Violation of this policy may result in disciplinary action.

**AMPS** will send another email indicating the status of the request and any pending approval requirements. In this case, the requestor is notified that Security Officer Approval is pending.

Role Request for Hahn, Maxwell Status Update - Message (HTML)

From: amps\_user@dlia.mil Sent: Thu 5/10/2007 9:35 AM

To: Hahn, Maxwell G (Contractor) (36R)

Cc:

Subject: Role Request for Hahn, Maxwell Status Update

**The Following Represents the Status of Your Pending Request:**

**Request Detail**

Request Number (SAAR)	1222
Requestor	Hahn, Maxwell
Request Type	Add Job Role Request
Requested Application	BSM
Requested Roles	[BSM Prod - Technical & Quality Ancillary User JD-16]
Date Submitted	Thu May 10 09:09:20 EDT 2007
Pending Approval Type	Security Officer Request
Date Received for Approval	Thu May 10 09:34:37 EDT 2007

This message is provided by AMPS for notification only. Please do not respond to this message. If you have any questions regarding this notification, please contact the help desk.

After the supervisor or your designated Collaboration Demand Data Exchange (DDE) POC at your site has approved a request, an email will be sent to the security officer indicating that a request is pending. **NOTE: To facilitate the processing of your request, notify your security officer that the AMPS email notification has been forwarded to them for action.**





# AMPS EXTERNAL USER REFERENCE

From: amps\_user@dla.mil Sent: Wed 8/6/2008 10:43 AM  
 To: Dombroski, George J (Contractor) (36R)  
 Cc:  
 Subject: TEST: Security Officer - Approval Request for Williams, William

The following request was submitted for your approval:

### Request Detail

Request Number (SAAR)	50344
Requestor	Williams, William
Request Type	Add Job Role Request
Requested Application	BSM
Requested Roles	[BSM Prod - Accounts Receivable Processor - DFAS JD-19]
Date Submitted	Wed Aug 06 09:08:09 EDT 2008
Recommended Resolution	Please visit <a href="https://denet010.edc.ad.dla.mil/dm/user/extWorkItemList.jsp?email=george.dombroski.ctr@dla.mil">https://denet010.edc.ad.dla.mil/dm/user/extWorkItemList.jsp?email=george.dombroski.ctr@dla.mil</a> to approve account action for EWW00001

This message is provided by AMPS for notification only. Please do not respond to this message. If you have any questions regarding this notification, please contact the help desk at 804.279.4357.

## Security Officer's approval

The security officer can click the link in the email to open a list of pending approvals in AMPS.

Defense Logistics Agency  
Account Management and Provisioning System (AMPS)

This is a Department of Defense (DoD) computer system. This computer system, including all related equipment, networks and network devices (specifically including internet access), are provided only for authorized U.S. Government use. DoD computer systems may be monitored for all lawful purposes, including to ensure that their use is authorized; for management of the system; to facilitate protection against unauthorized access, and to verify security procedures, survivability and operational security. Monitoring includes active attacks by authorized DoD entities to test or verify the security of this system. During monitoring, information may be examined, recorded, copied and used for authorized purposes. All information, including personal information, placed on or sent over this system may be monitored. Use of this DoD computer system, authorized or unauthorized, constitutes consent to monitoring of the system. Unauthorized use may subject you to criminal prosecution. Evidence of unauthorized use collected during monitoring may be used for administrative, criminal or other adverse action. Use of this system constitutes consent to monitoring for these purposes.

Click on Request Below to Approve or Reject.

Approval Request	Description
Request Access	SAAR#50344 - Request for William Williams (EWW00001) 08/06/2008 09:24:49 EDT

Refresh

Home FAQ Privacy/Security 508 Compliance Contact Us

The security officer can then *click* the **Request Access** link to open the security officer's **Application Access Approval** form.



# AMPS EXTERNAL USER REFERENCE

## SECURITY OFFICER'S APPLICATION ACCESS APPROVAL FORM

This form informs the Security Officer of the user's request for access, including the Application and requested role. The requestor's personal information is listed as well.

### Application Approval Form - Security Officer External

Please submit approval or denial of application access based upon the outcome of the requestor's background investigation

SAAR#:	50311
<b>Application Access Request For:</b>	Collaboration
<b>Requested Roles</b>	BSM Prod External - Levels Collaborator - Update JD-543
<b>Type of Access Required:</b>	Authorized
<b>Data Classification</b>	Unclassified
<b>Requestor's Justification For Access</b>	TEST TEST Collaboration Role. Scheduled to go to the DSCC IAO Approver. No user assigned to this role. Should go to the Configurator.
<b>Pending Role Request(s):</b>	
<b>Application Access Requires IT Level Designation</b>	IT2

<b>Requestor Information</b>					
SSN	44444444				
Last Name	Williams	First Name	William	MI	W
Official Email Address	gjd@acme.com				
Official Telephone Number	804.279.3333				
Citizenship	US				

<b>Security Officer Application Access Decisioning</b>	
Type of Investigation	<input type="text"/> *
Date of Investigation	<input type="text"/> *
Clearance Level	<input type="text"/> *
Requestor IT Level Designation:	<input type="text"/> * <small>Page will refresh after an item is selected.</small>
Security Officer Decision	--Please Select-- * <small>Page will refresh after an item is selected.</small>
Comments	<input type="text"/>

<b>Please Confirm the Information Below:</b>	
Security Officer Last Name	Morris
Security Officer First Name	Mark
Email Address	george.dombroski.ctr@dla.mil
Telephone Number	804.224.6325
Decision Date	Thursday, July 31, 2008 2:54:52 PM EDT

\* indicates a required field

The Security Officer must fill in the fields for:

- Type of Investigation
- Date of Investigation
- Clearance Level
- Requestor IT Level Designation
- Security Officer Decision

The Security Officer can select to approve or deny the request.

Click **Complete**. **AMPS** will close the form and email the results to the proper recipient.



## AMPS EXTERNAL USER REFERENCE

After the security officer has approved a request, an email may (depending on the selected application) be sent to the DLA data owner indicating that a request is pending.

The screenshot shows an email window titled "Data Owner - Approval Request for Hahn, Maxwell - Message (HTML)". The email header includes the sender "amps\_user@dla.mil", the recipient "Di Fiori, David A (Contractor) (J6R)", and the subject "Data Owner - Approval Request for Hahn, Maxwell". The main body of the email contains the following information:

**The following request was submitted for your approval:**

**Request Detail**

Request Number (SAAR)	1229
Requestor	Hahn, Maxwell
Request Type	Add Job Role Request
Requested Application	BSM
Requested Roles	[BSM Prod - Web-based Shopper-Customer Profile JD-371]
Date Submitted	Wed May 16 10:03:04 EDT 2007
Recommended Resolution	Please visit <a href="https://denet010.edc.ad.dla.mil/idm/user/login.jsp">https://denet010.edc.ad.dla.mil/idm/user/login.jsp</a> to approve account action for hpo0039

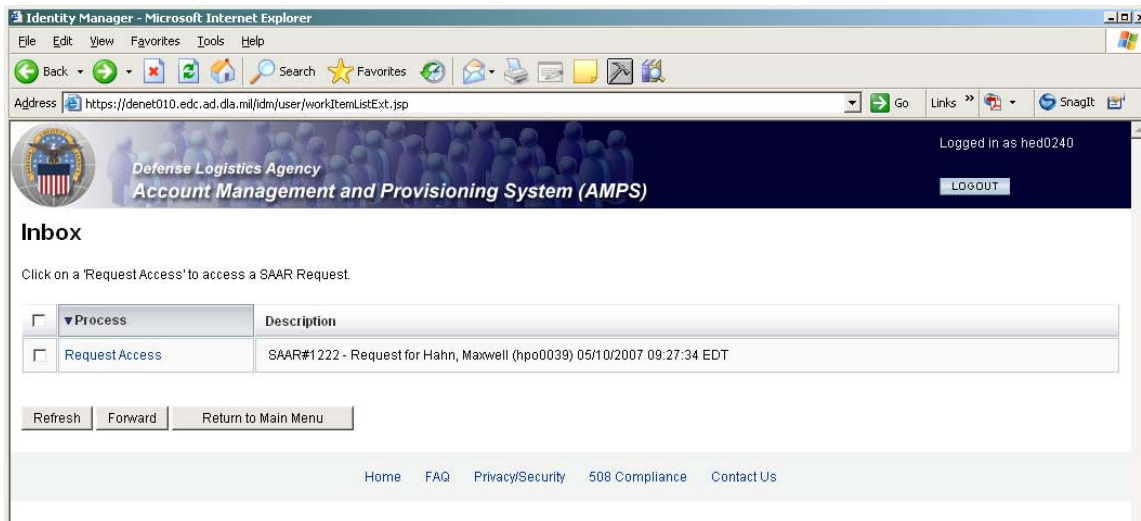
This message is provided by AMPS for notification only. Please do not respond to this message. If you have any questions regarding this notification, please contact the help desk at 804.279.4357.



# AMPS EXTERNAL USER REFERENCE

## Data Owner's Approval

The DLA data owner can click the link in the email to open AMPS and click the View Inbox link to open a list of pending approvals.



The DLA data owner can then *click* the **Request Access** link to open the DLA Data Owner's **Application Access Approval** form.



# AMPS EXTERNAL USER REFERENCE

## DATA OWNER'S APPLICATION ACCESS APPROVAL FORM

This form informs the DLA data owner of the user's request for access, including the Application and requested role. The requestor's personal information is listed as well.

### DLA Application Access Request - Data Owner Approval

Please affirm the requestor's need for access to the referenced application and indicate your approval or denial of the request.

<b>SAAR#:</b>	50311
<b>Application Access Request For</b>	Collaboration
<b>Requested Roles</b>	BSM Prod External - Levels Collaborator - Update JD-543
<b>Type of Access Required:</b>	Authorized
<b>Data Classification</b>	Unclassified
<b>Requestor's Justification For Access</b>	TEST TEST Collaboration Role. Scheduled to go to the DSCC IAO Approver. No user assigned to this role. Should go to the Configurator.
<b>Pending Role Request(s):</b>	
<b>Requestor Information</b>	
<b>SSN</b>	*****
<b>Userid</b>	EWW00001
<b>Last Name</b>	Williams
<b>First Name</b>	William
<b>MI</b>	W
<b>Official Email Address</b>	gjd@acme.com
<b>Official Telephone Number</b>	804.279.3333
<b>Job Title</b>	Clerk
<b>Optional Information</b>	DOD&AC SITE LLK125 MML521
<b>Supervisor Information</b>	
<b>Supervisor Name</b>	Lance Lott
<b>Supervisor Telephone Number</b>	804.223.6689
<b>Comments</b>	TEsthis is a test
<b>Security Officer Information</b>	
<b>Security Officer Name</b>	Mark Morris
<b>Security Officer Telephone Number</b>	804.223.6689
<b>Comments</b>	test SO approval test
<b>Request Decisioning</b>	
<b>Data Owner Decision</b>	--Please Select-- * <a href="#">Page will refresh after an item is selected.</a>
<b>Comments</b>	
<b>Data Owner Information</b>	
<b>Approver ID</b>	Configurator
<b>Decision Date</b>	Thursday, July 31, 2008 3:02:02 PM EDT

\* indicates a required field

Complete Cancel

The DLA Data Owner must determine if it is appropriate for the requester to be granted the role based on their knowledge of the role and the information provided by the requester. They then select a decision from



# AMPS EXTERNAL USER REFERENCE

the DLA **Data Owner Decision** drop-down list box and may, optionally, enter comments in the **Comments** text box or **Optional Information** text box.

Click **Complete** to save the information and close the form.

## Information Assurance Officer's Approval

### INFORMATION ASSURANCE OFFICER'S APPLICATION APPROVAL FORM

#### Application Approval Form - Information Assurance Officer

Please submit approval or denial of application

SAAR#: 50300
<input type="checkbox"/> Application Access Request For: BGM
Requested Roles: BGM Prod - Accounts Receivable Processor - DFAS JD-19
Type of Access Requested: Authorized
Data Classification: Unclassified
Requestor's Justification For Access: TEST Environment Denial by IAO TEST TEST TEST TEST
<input checked="" type="checkbox"/> Pending Role Request(s): BGM Prod Support - Financial Management Super Viewer JD-10
Application Access Requires IT Level Designation: IT2

#### Requestor Information

User Clearance Level: IT2
Last Name: Williams First Name: William <input type="checkbox"/> M <input type="checkbox"/> W
<input type="checkbox"/> Official Email Address: glid@acme.com
<input type="checkbox"/> Official Telephone Number: 804.278.3333
Citizenship: US
Job Title: Clerk
<input type="checkbox"/> IA Training & Awareness Certification Date: 07/01/2008 <input type="checkbox"/>

#### Supervisor Approval Section

Approving Supervisor Name: Lance Lott
Approving Supervisor Telephone Number: 804.223.5689 Comments: TEST test test Denial by IAO TEST TEST TEST

#### Security Officer Approval Section

Approving Security Officer Name: Mark Morris
Approving Security Officer Telephone Number: 804.224.6325 Comments: test
Type of Investigation: SB5
Date of Investigation: Jul 01, 2008
Clearance Level: SCI Comments: TEST THIS IS

#### Data Owner Approval Section

Approving Data Owner ID: Configurator
Approving Data Owner Name: AMPS Admin
Approving Data Owner Telephone Number:

#### Requestor Provided IAO Data

Information Assurance Officer Name: Tark Clark
IAO Telephone Number: 804.222.6544

#### Application Access Decisioning

Information Assurance Officer Decision: <input type="button" value="Approved"/> * Page will refresh after an item is selected.
Comments: <input type="text"/>

#### Information Assurance Officer Information

Approver ID: Configurator
Decision Date: Monday, August 4, 2008 9:53:59 AM EDT





## AMPS EXTERNAL USER REFERENCE

The IAO is shown the requestor's Internal IAO. The Information Assurance Officer ensures the IA Training has been completed and selects a decision from the **Information Assurance Officer Decision** drop-down list box and may, optionally, enter comments in the **Comments** text box. The IAO also has the ability to edit the **IA Training and Awareness Certification Date**.

*Click **Complete** to save the information and close the form.*



## AMPS EXTERNAL USER REFERENCE

### ***Approval Complete***

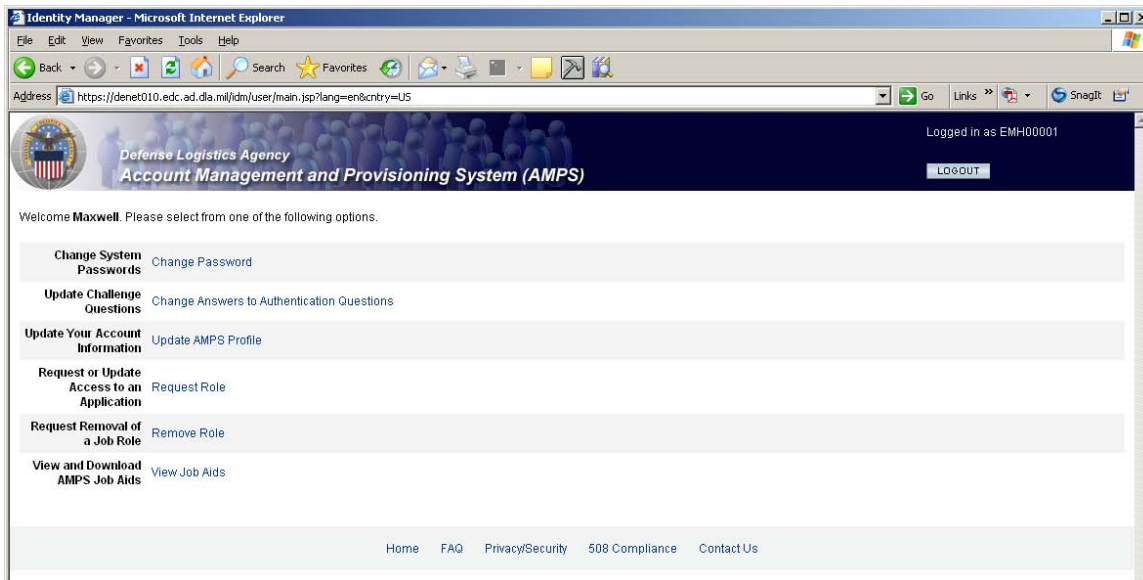
Once all required approvals have been granted, **AMPS** will send an email to notify the requestor that the role has been approved.



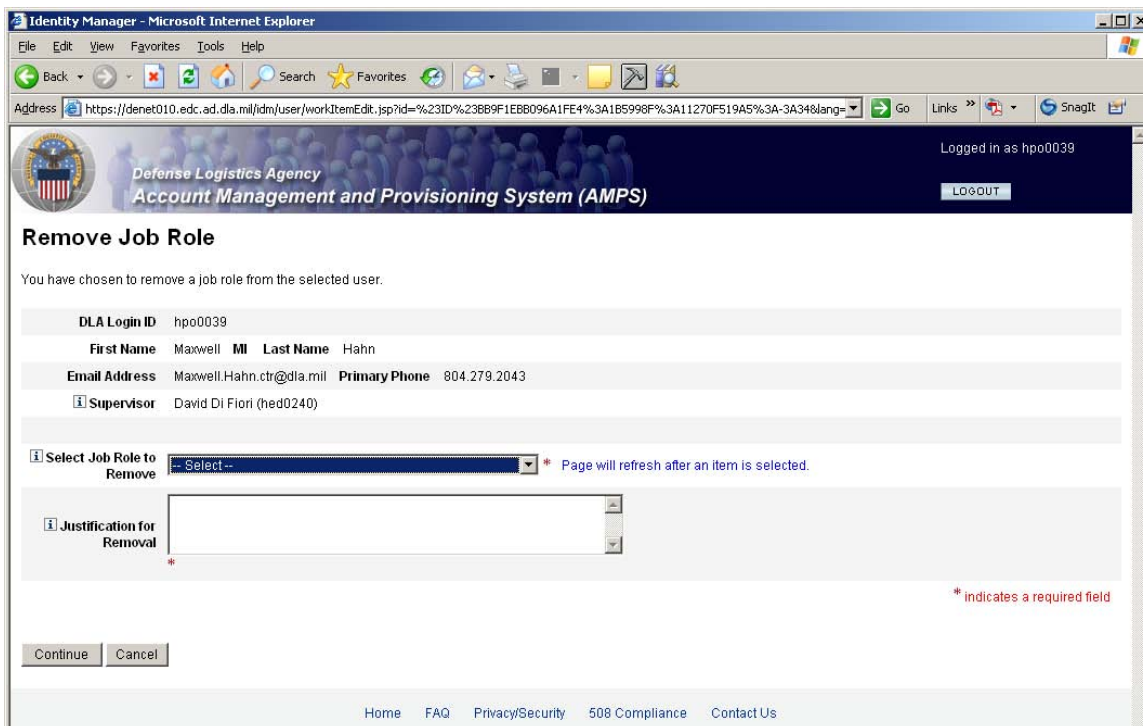
# AMPS EXTERNAL USER REFERENCE

## Remove Role

You can request removal of a job role from your account by selecting **Remove Role** from the **AMPS** home page.



Click the **Remove Role** link to open the **Remove Job Role** form.





# AMPS EXTERNAL USER REFERENCE

Select a role from the list of job roles.

Identity Manager - Microsoft Internet Explorer  
Address: https://denet010.edc.ad.dla.mil/idm/user/workItemEdit.jsp?id=%23ID%23B9F1EBB096A1FE4%3A185998F%3A11270F519A5%3A-3A34&lang=

Defense Logistics Agency  
Account Management and Provisioning System (AMPS)  
Logged in as hpo0039

### Remove Job Role

You have chosen to remove a job role from the selected user.

**DLA Login ID** hpo0039  
**First Name** Maxwell **MI** **Last Name** Hahn  
**Email Address** Maxwell.Hahn.ctr@dla.mil **Primary Phone** 804.279.2043  
**Supervisor** David Di Fiori (hed0240)

**Select Job Role to Remove** -- Select -- \* Page will refresh after an item is selected.  
-- Select --  
BSM Prod - Web-based Shopper-Customer Profile JD-371  
BSM Prod Additional - BW Support - View Only JD-239B

**Justification for Removal** \*

\* indicates a required field

Continue Cancel

Home FAQ Privacy/Security 508 Compliance Contact Us

Type in a justification for removal in the text box provided.

Identity Manager - Microsoft Internet Explorer  
Address: https://denet010.edc.ad.dla.mil/idm/user/workItemEdit.jsp#variables.sForm.JobRole

Defense Logistics Agency  
Account Management and Provisioning System (AMPS)  
Logged in as hpo0039

### Remove Job Role

You have chosen to remove a job role from the selected user.

**DLA Login ID** hpo0039  
**First Name** Maxwell **MI** **Last Name** Hahn  
**Email Address** Maxwell.Hahn.ctr@dla.mil **Primary Phone** 804.279.2043  
**Supervisor** David Di Fiori (hed0240)

**Select Job Role to Remove** BSM Prod Additional - BW Support - View Only JD-239B \* Page will refresh after an item is selected.

**Applications** AMPS **Position Sensitivity / IT Level** Non-Sensitive/IT3

**Justification for Removal** Don't need this role \*

\* indicates a required field

Continue Cancel

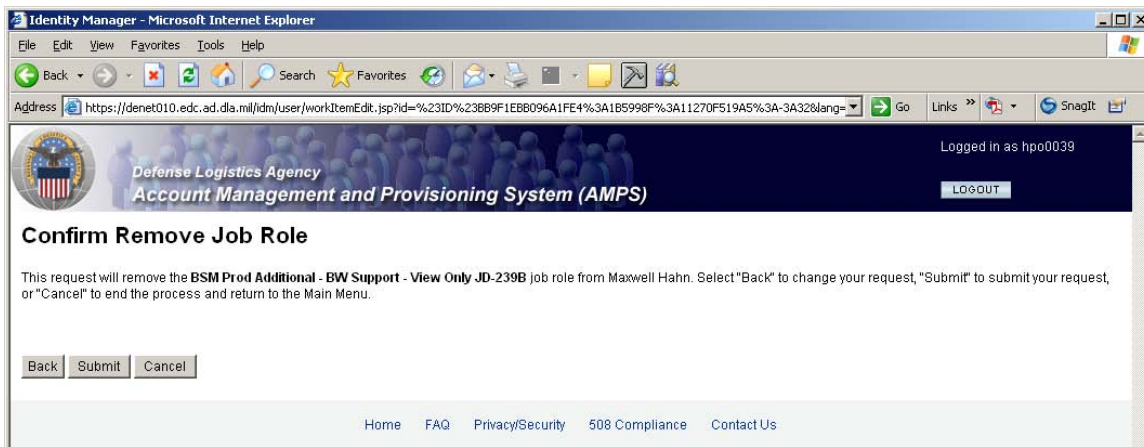
Home FAQ Privacy/Security 508 Compliance Contact Us

Click the **Continue** button



# AMPS EXTERNAL USER REFERENCE

**AMPS** will ask you to confirm the request



Click the **Back** button to go back and revise the previous form.

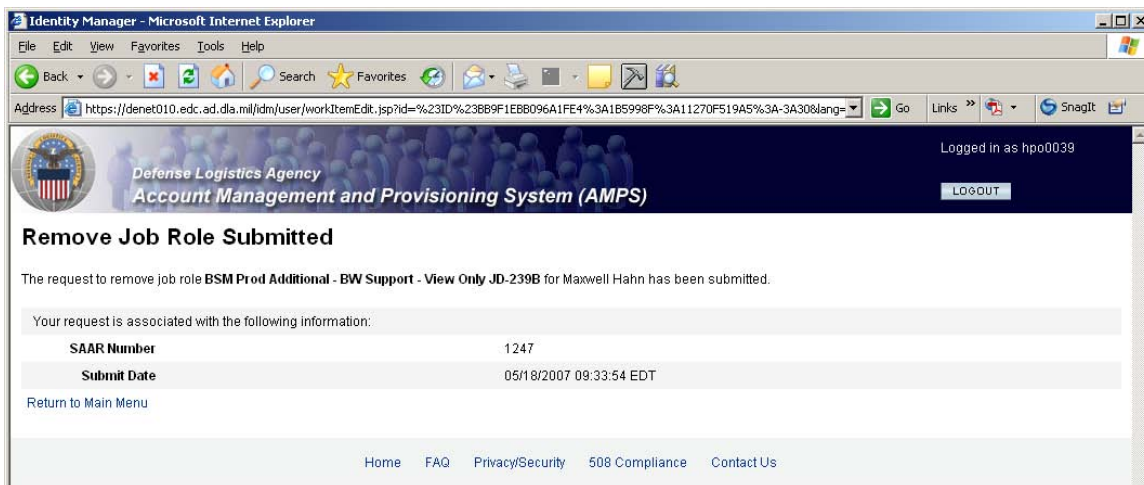
or

Click the **Cancel** button to cancel the request.

or

Click the **Submit** button to submit the request

If you choose to submit the request, **AMPS** will display the **Remove Job Role Submitted** form which will give you the SAAR number of the request.





## AMPS EXTERNAL USER REFERENCE

### **Supervisor Approval of Role Removal Request**

AMPS will then notify your supervisor or your designated Collaboration Demand Data Exchange (DDE) POC at your site of your request.

From: amps\_user@dla.mil Sent: Fri 5/18/2007 9:35 AM  
To: Di Fiori, David A (Contractor) (J6R)  
Cc:  
Subject: Supervisor Approval - Approval Request for Hahn,Maxwell

**The following request was submitted for your approval:**

**Request Detail**

<b>Request Number (SAAR)</b>	1247
<b>Requestor</b>	Hahn,Maxwell
<b>Request Type</b>	Remove Job Role
<b>Requested Application</b>	AMPS
<b>Requested Roles</b>	BSM Prod Additional - BW Support - View Only JD-239B
<b>Date Submitted</b>	05/18/2007 09:33:54 EDT
<b>Recommended Resolution</b>	Please visit <a href="https://denet010.edc.ad.dla.mil/idm/user/login.jsp">https://denet010.edc.ad.dla.mil/idm/user/login.jsp</a> to approve account action for hpo0039

This message is provided by AMPS for notification only. Please do not respond to this message. If you have any questions regarding this notification, please contact the help desk at 804.279.4357.

The supervisor or your designated Collaboration Demand Data Exchange (DDE) POC at your site can click the link in the notification email to open **AMPS** and click the **View Inbox** link on the home page to view the list of open items from which the SAAR number can be selected.

**AMPS** will then open a **DLA Application Removal Approval** form



# AMPS EXTERNAL USER REFERENCE

Defense Logistics Agency  
Account Management and Provisioning System (AMPS) Logged in as hed0240 LOGOUT

## DLA Application Removal Approval

Please affirm the requestor's need for access to the referenced application and indicate your approval or denial of the request.

SAAR#: 1247

Requested Roles: BSM Prod Additional - BW Support - View Only JD-239B

### Requestor Information

Last Name: Hahn  
First Name: Maxwell  
MI:   
Official Email Address: Maxwell.Hahn.ctr@dla.mil \*  
Official Telephone Number: 804.279.2043 \*  
Justification for Removal: Don't need this role

### Request Decisioning

Supervisor Decision: --Please Select-- \* Page will refresh after an item is selected.

DLA Policy Disclaimer

I agree  \*

DLA Policy Disclaimer: It is a violation of DLA policy to grant application access to any individual other than a direct report. Violation of this policy may result in disciplinary action.

\* indicates a required field

The supervisor can then select approved or denied from the Supervisor Decision list box.

Request Decisioning

Supervisor Decision: --Please Select-- \* Page will refresh after an item is selected.

DLA Policy Disclaimer:   
Approved  
Denied

The supervisor must then check the checkbox labeled **I agree** to indicate acceptance of the **DLA Policy Disclaimer** and *click* the **Complete** button to complete the transaction.

DLA Policy Disclaimer

I agree  \*

DLA Policy Disclaimer: It is a violation of DLA policy to grant application access to any individual other than a direct report. Violation of this policy may result in disciplinary action.





## AMPS EXTERNAL USER REFERENCE

### **View Job Aids**

This link will open a list of user documents in Adobe Acrobat (pdf) format.



## AMPS EXTERNAL USER REFERENCE

### AMPS Expiry Process

When you request a job role, a default expiration date is set which the supervisor can change. At the completion of the request process (when the role is approved and added), your User ID, the job role requested and the expiration date are added to an expiry record. This record is tracked by **AMPS** so that 30 days prior to expiration, an expiry task is begun which assigns a SAAR# and sends you a notification email. You should follow the instructions in the email to log into AMPS:

### Example AMPS Expiry email

From: amps\_user@dla.mil [[mailto:amps\\_user@dla.mil](mailto:amps_user@dla.mil)]  
Sent: Friday, March 20, 2009 10:54 AM  
To: Barr, Gregg B (Contractor) (J6R)  
Subject: DEV: Role Expiring for JOY HOLIDAY  
Importance: Low

This message is provided by The DLA Account Management and Provisioning System (AMPS).

The following application role is expiring or requires revalidation within the next 30 days. Please follow the steps below to extend or expire this role:

- Role Detail -

User:  
JOY HOLIDAY

Request Type:  
SAAR #2257 - Job Role Extension Request for JOY HOLIDAY (EJH00001)(DLA-P)(PDMI)

Application:  
PDMI

Role:  
BSM Prod External - ESA Engineer with Edit 339, Edit ECD, Binder Clip JD-703

Expiration Date:  
Sun Apr 19 00:00:00 EDT 2009

Notification Date:  
Fri Mar 20 10:54:03 EDT 2009

Recommended Resolution:

(1) Please click this link to log onto AMPS:  
<https://dened010.edc.ad.dla.mil/idm/user/workItemListExt.jsp?email=poddude@comcast.net>  
<<https://dened010.edc.ad.dla.mil/idm/user/workItemListExt.jsp?email=poddude@comcast.net>>

(2) Click "View Inbox"

(3) Click on the "...Job Role Extension Request for EJH00001..."

(4) Select to Extend or Expire the role and complete process.

\*\*\* If you fail to take action, your role will automatically expire and you will lose access to the DLA system! \*\*\*

---

This message is provided by AMPS for notification only. Please do not respond to this message. If you have any questions regarding this notification, please contact the help desk.



# AMPS EXTERNAL USER REFERENCE

## Extend or Expire a Role

The Expiry task waits in your **AMPS** Inbox for your response.

Defense Logistics Agency  
Account Management and Provisioning System (AMPS)

Logged in as: EJJH00001  
LOGOUT

### Inbox

Click on a 'Request Access' to access a SAAR Request.

<input type="checkbox"/> Action	Description
<input type="checkbox"/> <a href="#">Click Here</a>	SAAR #50353 - Job Role Extension Request for Joy Holiday (EJJH00001)(DLA-P)(PDMI)
<input type="checkbox"/> <a href="#">Click Here</a>	SAAR #50356 - Job Role Extension Request for Joy Holiday (EJJH00001)(DLA-P)(PDMI)
<input type="checkbox"/> <a href="#">Click Here</a>	SAAR #50389 - Job Role Extension Request for Joy Holiday (EJJH00001)(DLA-P)(PDMI)
<input type="checkbox"/> <a href="#">Click Here</a>	SAAR #50392 - Job Role Extension Request for Joy Holiday (EJJH00001)(DLA-P)(PDMI)
<input type="checkbox"/> <a href="#">Click Here</a>	SAAR #50396 - Job Role Extension Request for Joy Holiday (EJJH00001)(DLA-P)(PDMI)
<input type="checkbox"/> <a href="#">Click Here</a>	SAAR #50401 - Job Role Extension Request for Joy Holiday (EJJH00001)(DLA-P)(BSM)
<input type="checkbox"/> <a href="#">Click Here</a>	SAAR #50404 - Job Role Extension Request for Joy Holiday (EJJH00001)(DLA-P)(PDMI)

Refresh Forward Return to Main Menu

Home FAQ Privacy/Security 508 Compliance Contact Us

https://denet010.edc.ad.dla.mil/idm/user/workItemEdit.jsp?id=%23ID%238B9F1EBB096A1FE4%3A67C9AACF%3A11C1EADF7E3%3A2A44

You are given the option to either Expire the role or Extend it:

Defense Logistics Agency  
Account Management and Provisioning System (AMPS)

Logged in as: EJJH00001  
LOGOUT

### External User Role Extend or Expire Process

SAAR #2258 - Job Role Extension Request for JOY HOLIDAY (EJJH00001)(DLA-P)(PDMI)

#### Role Extension Decision

Expiring Role: BSM Prod External - ESA Engineer with Edit 339, Edit ECD, Binder Clip JD-703

Please Select:

Extend  
 Expire

\* indicates a required field

Page will refresh after an item is selected.

Next Cancel

Home FAQ Privacy/Security 508 Compliance Contact Us

Done Trusted sites 100%



# AMPS EXTERNAL USER REFERENCE

If you choose to expire the role, the role access is removed either directly or through a Remedy request:

Defense Logistics Agency  
Account Management and Provisioning System (AMPS)

Logged in as: EJH00001  
LOGOUT

### External User Role Extend or Expire Process

SAAR #2258 - Job Role Extension Request for JOY HOLIDAY (EJH00001)(DLA-P)(PDMI)

**PLEASE NOTE: Your Role will be Expired once you click [Submit].**

**Please note the SAAR number of your request for future reference.**

SAAR#: 2258 \*

Expire Role Request For: PDMI Production

Requested Roles: BSM Prod External - ESA Engineer with Edit 339, Edit ECD, Binder Clip JD-703

Last Name: HOLIDAY

First Name: JOY

MI: S

\* indicates a required field

Back Submit Cancel

Home FAQ Privacy/Security 508 Compliance Contact Us

If you choose to extend, you are given the opportunity to change the Type and Classification of the access required as well as the Justification for the role.

Defense Logistics Agency  
Account Management and Provisioning System (AMPS)

Logged in as: EJH00001  
LOGOUT

### External User Role Extend or Expire Process

SAAR #2258 - Job Role Extension Request for JOY HOLIDAY (EJH00001)(DLA-P)(PDMI)

Expiring Role: BSM Prod External - ESA Engineer with Edit 339, Edit ECD, Binder Clip JD-703

Pending Role Request(s):

Type of Access Required: Authorized \* Page will refresh after an item is selected.

Data Classification: Unclassified \* Page will refresh after an item is selected.

Justification for Access/Comments: Expiring Role Extension Request \*

\* indicates a required field

Back Next Cancel

Home FAQ Privacy/Security 508 Compliance Contact Us

**Leave as Authorized and Unclassified and Click Next** to continue.

The disclosure statement will be displayed:



# AMPS EXTERNAL USER REFERENCE

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

## External User Role Extend or Expire Process

SAAR #2258 - Job Role Extension Request for JOY HOLIDAY (EJH00001)(DLA-P)(PDMI)

**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/notices/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/notices/dla>.

Submission Date: Friday, March 20, 2009 11:54:52 AM EDT

[Back](#) [Next](#) [Cancel](#)

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

Trusted sites 100%

Click **Next** to continue.

**AMPS** will move on to the **Application Access Request form-User Information** page for you to complete any missing required information.

Defense Logistics Agency  
Account Management and Provisioning System (AMPS) LOGOUT Logged in as: EJH00001

## External User Role Extend or Expire Process

SAAR #2258 - Job Role Extension Request for JOY HOLIDAY (EJH00001)(DLA-P)(PDMI)

**Tell Us About Yourself**

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

Last Name:  First Name:

**Official Address**

Street:  \*

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

Country:

Official Email Address:

Official Telephone Number:  \*

User Type:  \* Page will refresh after an item is selected.

Job Title:  \* Job Grade/Pay Schedule:  \*

SSN:  \* Click information icon for clarification of SSN usage.

Re-enter SSN:  \*

IA Training And Awareness Certification Requirements Completion Date:

\* indicates a required field

[Back](#) [Next](#) [Cancel](#)

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

Click **Next** to continue.



# AMPS EXTERNAL USER REFERENCE

Enter any Optional information

Defense Logistics Agency  
Account Management and Provisioning System (AMPS)

Logged in as: EJH00001  
LOGOUT

### External User Role Extend or Expire Process

SAAR #2258 - Job Role Extension Request for JOY HOLIDAY (EJH00001)(DLA-P)(PDMI)

**Optional Information**

Need this role for two years.

Optional Information

Back Next Cancel

Done Trusted sites 100%

Click **Next** to continue.

Defense Logistics Agency  
Account Management and Provisioning System (AMPS)

Logged in as: EJH00001  
LOGOUT

### External User Role Extend or Expire Process

SAAR #2258 - Job Role Extension Request for JOY HOLIDAY (EJH00001)(DLA-P)(PDMI)

**Please Ensure That the Supervisor Information Below is Accurate**

Supervisor Last Name: Gilmour \*

Supervisor First Name: Happy \*

Supervisor Email Address: hgilmour@sswuw.com \*

Supervisor Phone Number: 804-555-4959 \*

\* indicates a required field

Back Next Cancel

Home FAQ Privacy/Security 508 Compliance Contact Us

Done Trusted sites 100%

Ensure that your Supervisor's information is correct.

Click **Next** to continue.





# AMPS EXTERNAL USER REFERENCE

Defense Logistics Agency  
Account Management and Provisioning System (AMPS)

Logged in as: EJH00001  
LOGOUT

### External User Role Extend or Expire Process

SAAR #2258 - Job Role Extension Request for JOY HOLIDAY (EJH00001)(DLA-P)(PDMI)

**Please Ensure That the Information Below is Accurate**

\*  
Contracting Officer Last Name

\*  
Contracting Officer First Name

\*  
Contracting Officer Email Address

\*  
Contracting Officer Phone Number

\* indicates a required field

Back Next Cancel

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Done Trusted sites 100%

Ensure that the Contracting Officer information is correct.

Click **Next** to continue.

Defense Logistics Agency  
Account Management and Provisioning System (AMPS)

Logged in as: EJH00001  
LOGOUT

### External User Role Extend or Expire Process

SAAR #2258 - Job Role Extension Request for JOY HOLIDAY (EJH00001)(DLA-P)(PDMI)

**Please Ensure That the Security Officer Information Below is Accurate**

\*  
Security Officer Last Name

\*  
Security Officer First Name

\*  
Security Officer Email Address

\*  
Security Officer Phone Number

\* indicates a required field

Back Next Cancel

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Ensure that the Security Officer information is correct.

Click **Next** to continue.





# AMPS EXTERNAL USER REFERENCE

Defense Logistics Agency  
Account Management and Provisioning System (AMPS)

Logged in as: EJH00001  
LOGOUT

### External User Role Extend or Expire Process

SAAR #2261 - Job Role Extension Request for JOY HOLIDAY (EJH00001)(DLA-P)(PDMI)

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: Speedman

Information Assurance Officer First Name: Tugg

Information Assurance Officer Phone Number: 901-333-2343

Back Next Cancel

Home FAQ Privacy/Security 508 Compliance Contact Us

Ensure that the Information Assurance Officer information is correct.

Click **Next** to continue.

The acceptance statement will be displayed:

Defense Logistics Agency  
Account Management and Provisioning System (AMPS)

Logged in as: EJH00001  
LOGOUT

### External User Role Extend or Expire Process

SAAR #2261 - Job Role Extension Request for JOY HOLIDAY (EJH00001)(DLA-P)(PDMI)

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 Friday, March 20, 2009 4:39:52 PM EDT

\* indicates a required field

Back Next Cancel

Home FAQ Privacy/Security 508 Compliance Contact Us

Check the checkbox labeled **I agree**.

Click **Next** to display the final submit screen:.



# AMPS EXTERNAL USER REFERENCE

Defense Logistics Agency  
Account Management and Provisioning System (AMPS)

Logged in as: EJH00001  
[LOGOUT](#)

## External User Role Extend or Expire Process

SAAR #2261 - Job Role Extension Request for JOY HOLIDAY (EJH00001)(DLA-P)(PDMI)

Your request will NOT be submitted unless you click [Submit].

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

SAAR#: 2261 \*

Extend Role Request For: PDMI Production

Requested Roles: BSM Prod External - ESA Engineer with Edit 339, Edit ECD, Binder Clip JD-703

Last Name: HOLIDAY

First Name: JOY

Mi: S

\* indicates a required field

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Done Trusted sites 100%

Click the **Submit** button to send your request to Extend or Expire the role.



## AMPS EXTERNAL USER REFERENCE

The expiry process then follows the Access Request Process (see table of contents to locate screen shots):

A notification email is sent to your Supervisor to log into AMPS and approve the request; upon approval, it then goes to the Security Officer, etc. using the standard AMPS email templates.

**Note:** On a regular request, you do not have the role to begin with, so any denials by the approvers simply results in you not getting the role. On an Expiry Extension request, you already have the role, so **any denials in the approval process results in you losing the role and access to the system task related to it.** You would then have to re-request the role using the regular request process to regain access.

### ***Other email Notifications Unique to Expiries:***

1. AMPS sends an email every five days for 30 days to warn you of the impending expiration. If, after 30 days, you have not responded to the emails, AMPS will expire the role access and send an email notification like this:

```
From: <amps_user@dla.mil>
Date: Mon, Oct 6, 2008 at 1:03 AM
Subject: TEST: Role(s) Expired for Joy Holiday
To: Holiday, Joy S (Contractor) (J6R)

This message is provided by The DLA Account Management and Provisioning
System (AMPS).

The Following Application Roles have Expired!
Notifications sent for the last 30 days received no response:
- Role Detail -
User:
Joy Holiday
Request Type:
SAAR #50401 - Job Role Extension Request for Joy Holiday (EJH00001)(DLA-
P)(BSM)
Application:
BSM
Role(s):
BPC Support Staff - LMCO Employees Only--JD-139
Date of Expiration:
Sun Oct 05 00:00:00 EDT 2008
Notification Date:
Mon Oct 06 00:00:00 EDT 2008
Recommended Resolution:
If you still need this role for EJH00001, please visit
https://denet010.edc.ad.dla.mil to request the role again.
```

---

This message is provided by AMPS for notification only. Please do not respond to this message. If you have any questions regarding this notification, please contact the help desk.



## AMPS EXTERNAL USER REFERENCE

2. If an exception occurs somewhere in the expiry process, this email is sent to you:

```
From: <amps_user@dla.mil>  
Date: Thu Sep 11 10:03:45 EDT 2008  
Subject: TEST: An error has occurred while processing the request  
To: Holiday, Joy S (Contractor) (J6R)
```

This message is provided by The DLA Account Management and Provisioning System (AMPS).

Your request completed with the following exception: \*\*\* Error getting Role Application! (AMPS Task: EXPIRY ROLE EXTENSION PROCESS:Workflow Setup)

### Request Detail

```
Request Number (SAAR)   -91669  
Requestor              EJH00001  
Request Type           Expiry Role Extension Process  
Date Submitted         09/05/2008 10:02:29 EDT  
Date of Final Transaction Thu Sep 11 10:02:35 EDT 2008  
Requested Application   BSM  
Requested Roles        BSM Prod External - ESA Engineer with Edit 339  
Recommended Resolution Contact the Help Desk
```

---

This message is provided by AMPS for notification only. Please do not respond to this message. If you have any questions regarding this notification, please contact the help desk.



# AMPS EXTERNAL USER REFERENCE

## **Expiry Records Search Tool:**

(User must have the “BSM\_Security\_Reviewer” Admin Role to see this menu)

The screenshot displays the AMPS external user interface. At the top left is the Defense Logistics Agency logo. The header text reads "Defense Logistics Agency Account Management and Provisioning System (AMPS)". In the top right corner, it says "Logged in as: ht91669" and includes a "LOGOUT" button. Below the header, a welcome message states: "Welcome Gregg. Please select from one of the following options." A list of menu items is presented in a table-like format:

<b>Update Your Account Information</b>	<a href="#">Update AMPS Profile</a>
<b>Request or Update Access to an Application</b>	<a href="#">Request Role</a>
<b>Request Removal of a Job Role</b>	<a href="#">Remove Role</a>
<b>Manage pending approvals or requests</b>	<a href="#">View Inbox</a>
<b>Manage AMPS Work Queues</b>	<a href="#">AMPS Work Queue</a>
<b>Search AMPS Role Expiry Records</b>	<a href="#">Expiry Records Search Tool</a>
<b>View Status of Submitted Requests</b>	<a href="#">Check Process Status</a>
<b>View and Manage AMPS Reports</b>	<a href="#">AMPS Reports</a>
<b>View and Download AMPS Job Aids</b>	<a href="#">View Job Aids</a>

At the bottom of the page, there is a navigation bar with links for "Home", "FAQ", "Privacy/Security", "508 Compliance", and "Contact Us". The browser's address bar and status bar are visible at the very bottom, showing a "Trusted sites" icon.



# AMPS EXTERNAL USER REFERENCE

Defense Logistics Agency  
Account Management and Provisioning System (AMPS)

Logged in as: ht91669

LOGOUT

### Expiry Records Search Tool

Enter the Required Dates (and other parameters if desired) to filter the Expiry Records Search:

Start Date: 01/08/2009 \* End Date: 02/07/2009 \* Validate User and Role  (\*\*WARNING: Time Consuming Process\*\*)

User ID: HT SAAR/Status: InProcess

Role Name: JD-510

Submit Done

\* indicates a required field

Home FAQ Privacy/Security 508 Compliance Contact Us

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- Report **Start Date** and **End Date** fields are required.
- Select dates from which to start and end the report.
- **Keep in mind** that the search is done on the **expiry map dates** that are set to notify the user **typically one month prior to the expiration date**.
- Today is the default for the start date, but it can be any date before today or after as long as it is not later than the end date.
- The end date is defaulted to 30 days from today, but it can be any date before today or after as long as it is not earlier than the start date:
- The “**Validate User and Role**” checkbox should only be used on a small range or individual date as it is **very time and resource consuming**.
- **User ID, SAAR/Status** and **Role Name** fields are optional and can be used to filter results. The user can enter partial or complete text to find matches. These are not case-sensitive.

More help can be obtained on the search tool screen by clicking on the information “i” boxes next to each of the fields.



# AMPS EXTERNAL USER REFERENCE

Defense Logistics Agency  
Account Management and Provisioning System (AMPS)

### Expiry Records Search Tool

Enter the Required Dates (and other parameters if desired) to filter the Expiry Records Search:

Start Date: 11/28/2008 \* End Date: 01/08/2009 \* Validate User and Role  (\*\* WARNING: Time Consuming Process \*\*)

User ID: SAAR/Status: timed

Role Name:

Submit Done

Total Records: 2

Map Name	User ID	Role	Expiration Date	Value
20081201ExpiryMap	HS91756	BSM Dev - EBS Workbench Build Team Lead JD-536	Wed Dec 31 00:00:00 EST 2008	Your request timed out while waiting for your supervisors approval.
20081216ExpiryMap	HD91392	BSM Dev - Procurement Emergency Profile JD-95	Thu Jan 15 00:00:00 EST 2009	Your request timed out while waiting for a Data Owner's approval.

Submit Done

Home FAQ Privacy/Security 508 Compliance Contact Us

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- The user can search for specific expiries by entering key words in the SAAR/Status Value field. Key words include:
  1. words contained in an error e.g. “error”, “failed”, “problem” or “timed out” as in the example above for timed-out expiries.
  2. Those that completed successfully contain the word “SAAR” and the number in them).
  3. If the request has not completed yet, the word “InProgress” will be in this field.
  4. We may also use special key words for the “Catchup” and “Re-up” initiatives, etc. to differentiate these large groups of expiries.
- Either **Submit** button can be used to begin a new search.
- Either **Done** button returns the user to the main menu.