

DEFENSE LOGISTICS AGENCY

AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY

Federal Agency

User/Contractor

**Access to RTD, ETID, and DLA
Disposition Services Reports**

January 2013



Process


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

IMPORTANT: If you have any problems please call 1-877-352-2255.



Important AMPS Application Notes

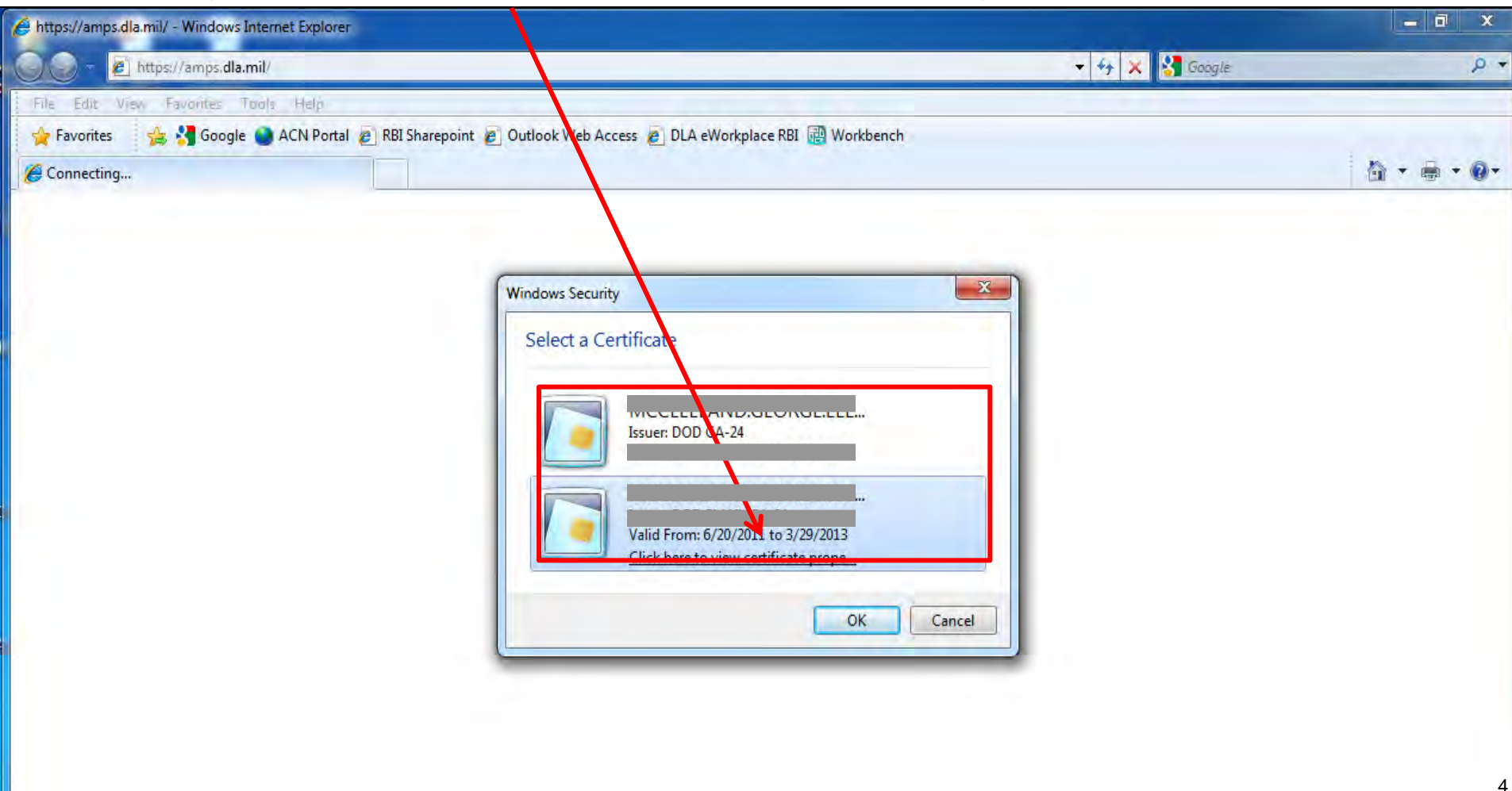
Before you begin the AMPS Request Process, note the following important details of the AMPS Application:

- 1. After selecting buttons or items from drop down menus, the page will refresh. You must wait for the page to refresh before moving on to the next step.**
- 2. Do NOT use the Back button on your browser. If you need to correct something on a previous page, click the 'Back' button on the bottom of the page.**
- 3. Make sure to fill out all of the required fields marked with an asterisk.**
- 4. When entering dates, use the calendar button  to ensure the correct format.**
- 5. If the desired radio button is already selected, click it again before clicking the 'Next' button.**
- 6. You will need the name, phone # and email address for the person who is responsible for Personnel Security for your organization.**
- 7. You will need the date that you last completed your Information Assurance Awareness Training.**



AMPS Login Using a DoD CAC

1. Go to the AMPS URL: <https://amps.dla.mil>. If you have a DoD Common Access Card (CAC) when you begin the registration, AMPS will capture your registration information. That means you won't have to remember your user ID & password.
2. Select your DOD Email certificate, click 'OK' and enter your PIN if prompted





AMPS Login Without a CAC Card

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

AMPS Login

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

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

User Guides

- EBS Collaboration
- Fusion Center
- BSM-E (Energy FES, PORTS, FMD-Express)

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

User ID

Password

[Forgot Password?](#)

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



Government Information Use and Consent

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

Identity Manager -- Webpage Dialog

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

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

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

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

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

OK



AMPS First Time User

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



AMPS First Time User Access

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

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

Attention DLA Employees or Contractors:

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

Select Your User Type:

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

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



AMPS New Account

1. Select "New Account"

Defense Logistics Agency
Account Management and Provisioning System (AMPS)

AMPS First Time User Access

User Type	Description
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-Bulk PORTS
- Energy-FMD Express
- Energy-Ground PORTS
- RPP08
- Collaboration
- BRGTS
- BSM
- COPA
- CSWS
- DISP
- Fusion
- MAPAD
- MEBS
- MSDS
- PDM
- SCRAT


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

Cancel



AMPS Privacy Act Statement

1. Select "Continue"



Defense Logistics Agency
Account Management and Provisioning System (AMPS)

Privacy Act Statement

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

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

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

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

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

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



AMPS Registration


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

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



Supervisor Information

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



Defense Logistics Agency
Account Management and Provisioning System (AMPS)

External Supervisor Information

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

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



Contracting Officer Info

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

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

External Contracting Officer Information

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

First Name * Last Name *

Email Address *

Telephone *



Security Officer Information

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

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

Defense Logistics Agency
Account Management and Provisioning System (AMPS)

External Security Officer Information

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

First Name * Last Name *

Email Address *

Telephone *

Continue Cancel



AMPS Password

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

Defense Logistics Agency
Account Management and Provisioning System (AMPS)

AMPS Password

Enter a password based on the profile required below. Note that you must create a password even if you are using a CAC. After this registration is completed you will be able to access AMPS without this password if you are using a CAC. However, you can also access AMPS with a username/password from a non-CAC enabled system.

Password

Confirm Password

Resource accounts whose password will be changed if selected.

Password Policy

- Maximum Length: 32
- Minimum Alpha: 4
- Minimum Length: 15
- Minimum Lowercase: 2
- Minimum Number of Character Type Rules That Must Pass: All
- Minimum Numeric: 2
- Minimum Special: 2
- Minimum Uppercase: 2
- Must not contain values of attributes: accountid, email, firstname, fullname, lastname
- Must not contain words: &, !, ", #, \$, %, &, ' (,), *, +, -, ., /, :, ;, <, =, >, ?



AMPS Authentication Questions

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

The screenshot shows the AMPS Password authentication page. At the top left is the Defense Logistics Agency logo. The page title is "AMPS Password". Below the title is a heading "Authentication Questions" and a note: "Please answer the following questions. Answers will be automatically converted to upper-case". A table with two columns, "Question" and "Answer", contains three rows of questions. The "Continue" button at the bottom left is highlighted with a red box.

AMPS Password

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

Authentication Questions

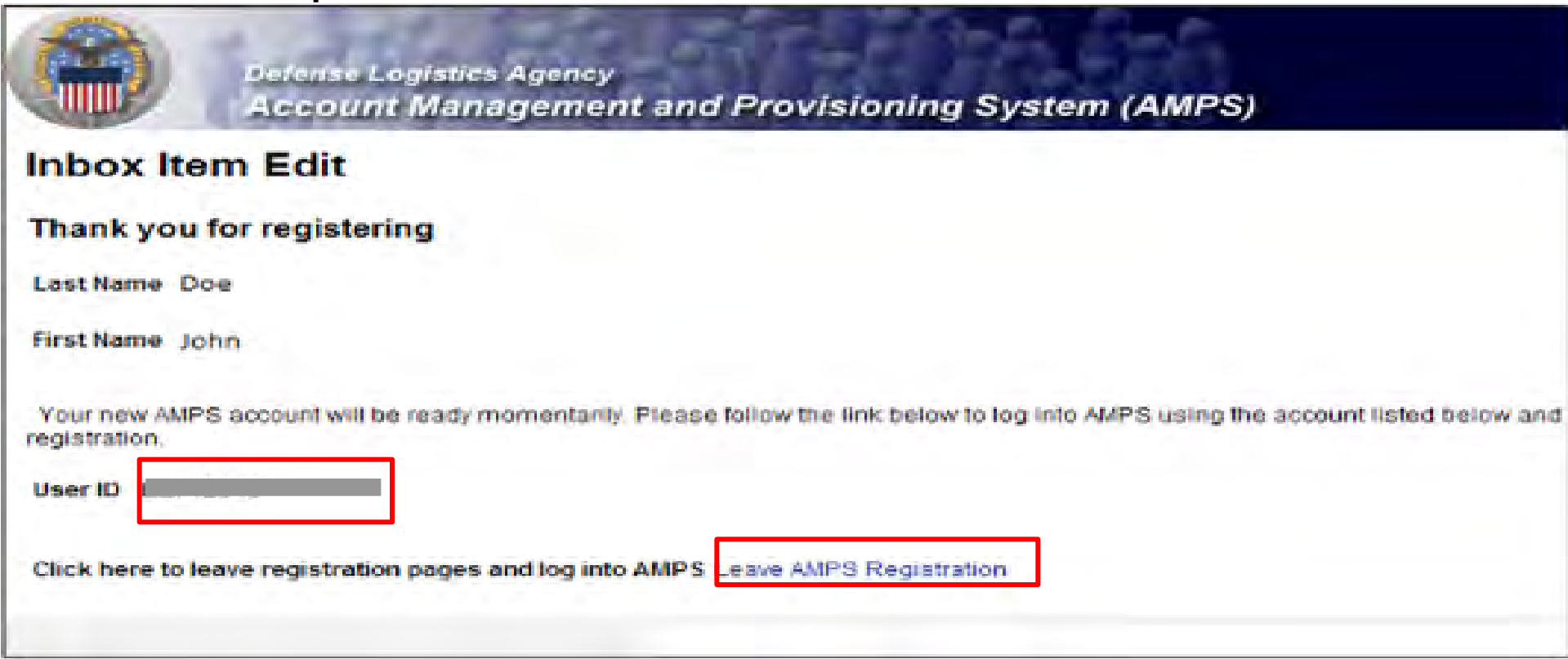
Please answer the following questions. Answers will be automatically converted to upper-case

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



AMPS Registration is COMPLETE

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

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

Inbox Item Edit

Thank you for registering

Last Name Doe

First Name John

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

User ID

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



Roles SUMMARY

- **ROLES:**

- **RTD Customer (DDS 413)**

- **ETID Customer (DDS 514)**

- **Reports**

- **NOTE:** You don't need the reports access until your servicing Disposition Services Site transfers to EBS

- **NOTE:** Most customer will request DDS-601.

- Only those who work with Small Arms (i.e., SASP) will request DDS-600.

- **BO Non-SASP Customer (DDS-601)**

- **BO SASP Customer (DDS-600)**



AMPS Main Menu

1. Select "Application Roles" to review your current approved roles and then select 'Request Role' to begin your AMPS Request

Defense Logistics Agency
Account Management and Provisioning System (AMPS)

Logged in as: [redacted]
[LOGOUT]

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

Main

- Request or Update Access to an Application [Request Role](#)
- Request Removal of Your Access to an Application [Remove Role](#)
- Update Your AMPS Profile [Update AMPS Profile](#)
- Manage pending approvals or requests [View Inbox](#)
- Need Some Guidance? Look at the Job Aids [View Job Aids](#)

AMPS Corner Pending Requests Application Roles Admin Roles Direct Reports

AMPS News:

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

AMPS Version 10.0 (IDM 8.1.0.7)

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

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



Application Access – Application Selection

1. Select the radio button labeled 'DISP'. This show a list of applications available.
2. Select 'Next' to continue

Defense Logistics Agency
Account Management and Provisioning System (AMPS)

Application Access Request Form For Non-DLA Users

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

For Which Application Are You Requesting Access?

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



Application Access – Environment Selection

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

Defense Logistics Agency
Account Management and Provisioning System (AMPS)

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

Application Access Request Form Wizard

In Which Environment Do You Require Access?

Production
 Development

* indicates a required field

Page will refresh after an item is selected.

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

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



Application Access – Sub Category Selection

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



Defense Logistics Agency

Account Management and Provisioning System (AMPS)

Application Access Request Form For Non-DLA Users

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

For Which Sub Category Are You Requesting Access?

Default

ETD

Public

RTD

Compliance

Page will refresh after an item is selected



Application Access –Role Selection

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

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

Application Access Request Form For Non-DLA Users

Current Roles: **Application Roles** | Admin Roles

Pending Role Request(s):

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

DDS-413~DLA Disposition Services Prod EX - RTD Customer DDS-413	>	
DDS-514~DLA Disposition Services Prod EX - ETID Customer DDS-514	>>	
DDS-600~DLA Disposition Services Prod EX - BO SASP Customer DDS-600	<<	
DDS-601~DLA Disposition Services Prod EX - BO NON_SASP Customer DDS-601	<	

Show Roles with Descriptions

Type of Access Required: Authorized *

Data Classification: Unclassified *

Justification for Access/Comments *

Back | **Next** | Cancel



Information Disclosure Agreement

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

The screenshot shows the 'Application Access Request Form For Non-DLA Users' interface. At the top left is the Defense Logistics Agency logo. The header text reads 'Defense Logistics Agency Account Management and Provisioning System (AMPS)'. The main title is 'Application Access Request Form For Non-DLA Users'. Below this, there are several sections of text: 'Authority' (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 trust, E.O. 10450 Security Requirements for Government Employees, as amended, and E.O. 9397 (SSN)), 'Principle Purpose(s)' (Information is used to validate a user's request for access into a DLA system, database or network that has its access requests managed by AMPS), 'Routine Uses' (Data may be provided under any of the DoD 'Blanket Routine Uses' published at <http://www.defense.mil/privacy/policies/blanket-uses.html>), 'Disclosure' (Disclosure is voluntary, however, if you fail to supply all the requested information you will not gain access to the DLA - Account Management and Provisioning System (AMPS) database. Your identity / security clearance must be verified prior to gaining access to the AMPS database, and without the requested information verification can not be accomplished), and 'Rules of Use' (Rules for collecting, using, retaining, and safeguarding this information are contained in DLA Privacy Act System Notice 8500.55, entitled 'Information Technology Access and Control Records' available at <http://www.defense.mil/privacy/policies/ida>). At the bottom, there is a 'Submission Date' field showing 'Tuesday, February 21, 2012 12:26:23 PM EST'. At the very bottom, there are three buttons: 'Back', 'Next' (highlighted with a red box), and 'Cancel'.



Application Access – User Information

1. AMPS will open a page to collect information pertaining to your identification, work and citizenship status, location and contact information. Most of the fields will be pre-populated based on your profile. Check to verify that the information is correct
2. Note: Fields with a red asterisk (*) are required. The Social Security Number information is encrypted and will only be seen by the Security Officer, who will compare it with information on file
3. When you identify your User Type (i.e., Military, Civilian or DOD Contractor) the screen will refresh and additional information will be requested.
4. Click 'Next' to continue

Defense Logistics Agency
Account Management and Provisioning System (AMPS)

Application Access Request Form For Non-DLA Users

Tell Us About Yourself

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

Last Name: First Name:

Official Address

Street:

City/APO/EPO: * State/AF/AA/ FM/ Zip Code:

Country:

Official Email Address:

Official Telephone Number:

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

Job Title: Agency/Branch: * Page will refresh after an item is selected.

SSN: [Click information icon for clarification of SSN usage.](#)

Re-enter SSN:

IA Training And Awareness Certification Requirements Completion Date:



Optional Information

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

Defense Logistics Agency
Account Management and Provisioning System (AMPS)

Application Access Request Form For Non-DLA Users

Optional Information

Note: This Application Requires that you enter DODAAC information in the provided field

Optional Information

DoDAAC(s)



Validation of Supervisor Information

1. Review the supervisor listed to make sure that your direct supervisor is identified.
2. If the information is correct, click 'Next' to continue

Defense Logistics Agency
Account Management and Provisioning System (AMPS)

Application Access Request Form For Non-DLA Users

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

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



Validation of Contracting Officer Information

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



Defense Logistics Agency

Account Management and Provisioning System (AMPS)

Application Access Request Form For Non-DLA Users

Please Ensure That the Information Below is Accurate

Contracting Officer Last Name

Doe

Contracting Officer First Name

Joe

Contracting Officer Email Address

joedoe@gmail.com

Contracting Officer Phone Number

123-123-1234

Back

Next

Cancel



Validation of Security Officer Information

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

The screenshot shows the "Defense Logistics Agency Account Management and Provisioning System (AMPS)" interface. The title is "Application Access Request Form For Non-DLA Users". Below the title, it says "Please Ensure That the Security Officer Information Below is Accurate". There are four input fields for Security Officer information, each with an information icon (i) to its left and a red asterisk (*) to its right. The fields are: "Security Officer Last Name" with the value "Doe", "Security Officer First Name" with the value "Joe", "Security Officer Email Address" with the value "joedoe@gmail.com", and "Security Officer Phone Number" with the value "123-123-12334". A red rectangular box highlights the entire input area. At the bottom, there are three buttons: "Back", "Next" (which is highlighted with a red border), and "Cancel".

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

Application Access Request Form For Non-DLA Users

Please Ensure That the Security Officer Information Below is Accurate

*

*

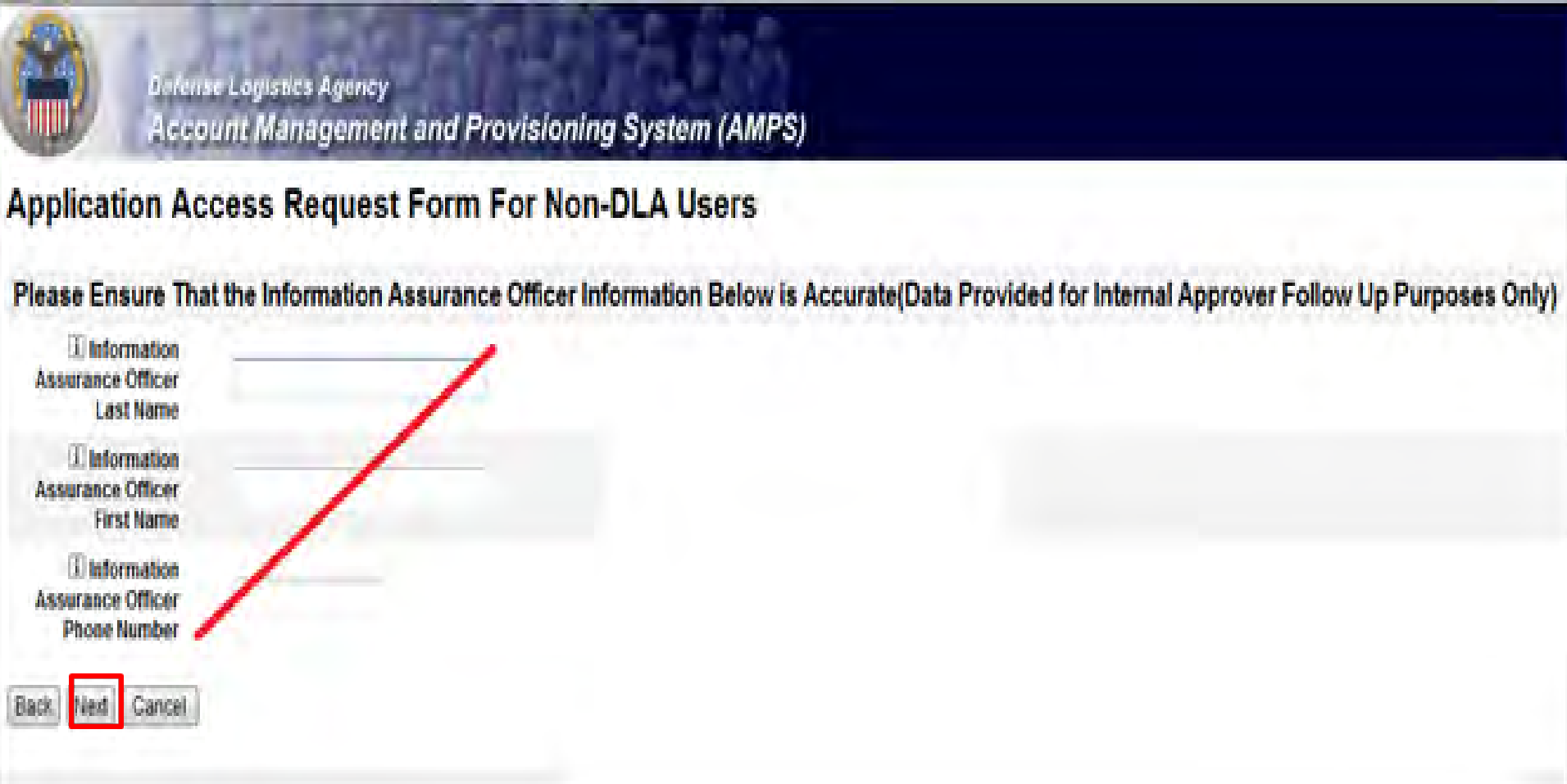
*

*



Information Assurance Information

- 1. DO NOT complete the fields on the Information Assurance Officer Information screen.**
2. Click the 'Next' button



The screenshot shows the "Account Management and Provisioning System (AMPS)" interface. At the top left is the Defense Logistics Agency logo. The main heading is "Application Access Request Form For Non-DLA Users". Below this is a instruction: "Please Ensure That the Information Assurance Officer Information Below is Accurate(Data Provided for Internal Approver Follow Up Purposes Only)". There are three input fields: "Information Assurance Officer Last Name", "Information Assurance Officer First Name", and "Information Assurance Officer Phone Number". A red diagonal line is drawn across these fields. At the bottom left, there are three buttons: "Back", "Next", and "Cancel". The "Next" button is highlighted with a red square.

Defense Logistics Agency
Account Management and Provisioning System (AMPS)

Application Access Request Form For Non-DLA Users

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

Information Assurance Officer Last Name

Information Assurance Officer First Name

Information Assurance Officer Phone Number

Back Next Cancel



Terms & Conditions

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

Defense Logistics Agency
Account Management and Provisioning System (AMPS)

Application Access Request Form For Non-DLA Users

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

I agree

User Acceptance Statement

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

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



Error Messages

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

Defense Logistics Agency
Account Management and Provisioning System (AMPS)

Error

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

[Click here if you accept the User Acceptance Agreement. Otherwise you must cancel this request.](#)

Application Access Request Form For Non-DLA Users

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

[Click here if you accept the User Acceptance Agreement. Otherwise you must cancel this request!](#)

I agree

User Acceptance Statement

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

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



Role Request Confirmation

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

The screenshot shows the AMPS interface with a dark blue header containing the agency name and logo. Below the header, the page title "Inbox Item Edit" is displayed. The main content area contains instructions to click the "Submit" button, a warning that the request will not be submitted without clicking "Submit", and a note about the SAAR number. The request details include the application type (DISP), requested roles (DLA Disposition Services Prod EX - RTD Customer DDS-413), and user information (Last Name: Doe, First Name: Jane, MI). A "Submit" button is highlighted with a red box.

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

Inbox Item Edit

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

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

Application Access Request For: DISP

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

Last Name Doe

First Name Jane

MI



EMAIL Confirmation

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

A screenshot of an email client interface. The window title is "Application Access Request Approved for Gremban-Barnaby, Cindy - Message (Plain Text)". The interface shows a toolbar with various actions like Ignore, Delete, Reply, Forward, Meeting, Pending work, To Manager, Done, Rules, OneNote, Mark Unread, Categorize, Follow Up, Translate, Find, Related, Select, and Zoom. A red arrow points to the "Display as HTML" button in the context menu. The email header shows "From: E-mail Security...", "To: [Redacted]", "Cc:", and "Subject: Application Access Request Approved for Gremban-Barnaby, Cindy". The main body of the email contains the following text:

The following request has been approved and your access has been granted:
Request Number [Redacted] 7
Requestor [Redacted]
Request Type Add Job Role Request
Date Submitted Wed Jul 18 15:03:55 EDT 2012
Date of Approval Wed Jul 18 15:05:26 EDT 2012
Requested Application DISP
Requested Roles [DLA Disposition Services Prod EX - RTD Customer DDS-413, DLA Disposition Services Prod EX - ETID Customer DDS-514, DLA Disposition Services Prod EX - BO NON_SASP Customer DDS-601]

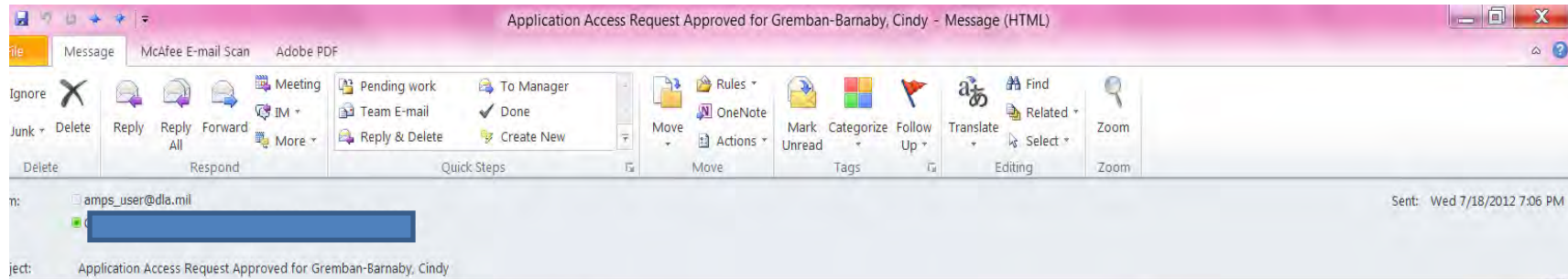
The following request has been approved and created: Military users may access the system using their SmartCard or Common Access Card (CAC). If you do not have SmartCard/CAC, please log onto the portal with the same User Id and Password that you use for AMPS.

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 AMPS Help Desk.



EMAIL Confirmation

This email appears in HTML Format and is much easier to read.



The following request has been approved and your access has been granted:

Request Number (SAAR)	[REDACTED]
Requestor	[REDACTED]
Request Type	Add Job Role Request
Date Submitted	Wed Jul 18 15:03:55 EDT 2012
Date of Approval	Wed Jul 18 15:05:26 EDT 2012
Requested Application	DISP
Requested Roles	[DLA Disposition Services Prod EX - RTD Customer DDS-413, DLA Disposition Services Prod EX - ETID Customer DDS-514, DLA Disposition Services Prod EX - BO NON_SASP Customer DDS-601]

The following request has been approved and created: Military users may access the system using their SmartCard or Common Access Card (CAC). If you do not have SmartCard/CAC, please log onto the portal with the same User Id and Password that you use for AMPS.

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 AMPS Help Desk.



Accessing RTD, ETID & Reports

1. Go to the DLA Enterprise External Business Portal at <https://business.dla.mil>
2. Click on “Registered Users Login Here”
3. If you have a CAC Card, select a certificate, click ‘OK’ and enter your PIN if prompted. Both your email & Non-email CAC certificates will work. If you do not have a CAC Card, you will be prompted for your USER ID & password.

DLA Enterprise Business External Portal

DEFENSE LOGISTICS AGENCY
AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY

Friday, February 24, 2012
DLA Systems

Registered Users Login Here

WE ARE DLA

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

MULTIMEDIA

WE ARE DLA

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

We Are DLA



DLA Enterprise External Business Portal

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

<https://business.dla.mil>

DEFENSE LOGISTICS AGENCY
AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY

Thursday, February 24, 2011
DLA Systems

DLA DISPOSITION SERVICES

Welcome to the DLA Disposition Services Information Page

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

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

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

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

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

Registered Users Login Here

WE ARE DLA

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

MULTIMEDIA

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

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

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



Use & Consent Agreement

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

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

https://sp03.bsm.dla.mil/consent

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

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

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

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

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

Done

WD_613

Local intranet | Protected Mode: Off

100%



External Portal Homepage for RTD & ETID Users

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

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



Sources of Info

- **DLA Customer Interaction Center**: If you have a question about navigation, policy or procedure, call 1-877-DLA-CALL (1-877-352-2255) or send an email to DLAContactCenter@dla.mil. Accessible 24 hours a day, 7 days a week.
- **Enterprise Help Desk**: If you have an access problem or a technical issue call 1-855-352-0001 or send an email to enterprisehelpdesk@dla.mil. Accessible 24 hours a day, 7 days a week.
- **DLA Enterprise External Business Portal** (<https://business.dla.mil>) will have a link to a job aid
- **DLA Disposition Services Web Page** (<http://www.dispositionservices.dla.mil>) will have a link on the home page that will include job aids and additional customer information