



DEFENSE LOGISTICS AGENCY

AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY

DLA Customer Access to RTD Web & ETID



January 2013



Process

- **Step 1**: Request the applicable EBS Internal Portal Role
 - JD-854 for RTD Web
 - JD-856 for ETID
- **Step 2**: Submit a role request via AMPS.
 - DDS-369 RTD Customer Screener
 - DDS-370 RTD Customer Accountable Supply Officer
 - DDS-520 ETID Customer.
- **Step 3**: Complete the registration.
 - Log into the EBS Internal Portal. You will be prompted to complete a required customer registration form.



Going into AMPS

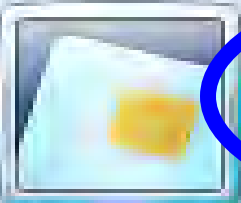
Go to the AMPS URL: <https://amps.dla.mil>

Select your DOD EMAIL Certificate

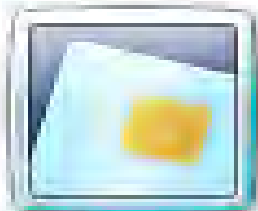
Windows Security



Select a Certificate



.....
Issuer: DOD EMAIL CA-26
Valid From: 10/17/2010 to 10/17/2013
[Click here to view certificate properties](#)



.....
Issuer: DOD CA-26
Valid From: 10/17/2010 to 10/17/2013

OK


Cancel



Going into AMPS

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 disclose 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.





Internal Portal Roles


- In order to access the web applications, you must have the following AMPS roles
 - JD-854: to access RTD Web
 - JD-856: to access ETID

IMPORTANT: Customers who DO NOT work for DLA will NOT request these roles. These roles are ONLY for DLA Employees.



Requesting the DLA EBS Internal Portal Role

This is the AMPS Home Page. Select "Request Role"



Defense Logistics Agency
Account Management and Provisioning System (AMPS)

Logged in as: [redacted]

LOGOUT

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

Attention:

Main Administration

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: 09/09/2011 14:20:14 EDT

AMPS Version 10.0 (IDM 8.1.0.7)

Your Next Scheduled Revalidation Date is: 03/24/2012



Select the Group

Select DLA Enterprise Application



Defense Logistics Agency

Account Management and Provisioning System (AMPS)

Logged in as: [redacted]

LOGOUT

Application Access Request Form Wizard

Note: Each Application Group has a list of applications that belong to that particular group. For example, EBS, PDMI, and CRM are enterprise applications and will therefore be under the "DLA Enterprise Applications"

Select the Group With the Application You Are Requesting

Organization Group	Description
<input checked="" type="radio"/> DLA Enterprise Applications	All DLA Enterprise Applications that include EBS/BSM, MEBS (Mapping Enterprise Business System), Fusion Center, CRM, PDMI, etc.
<input type="radio"/> Energy Applications	All Applications that Provision Energy/Fuels/DESC Systems
<input type="radio"/> DSCR Applications	All Defense Supply Center Richmond (DSCR) Local Applications
<input type="radio"/> AMPS Administrative	AMPS Administrative Roles that includes approver roles such as Supervisors, Security Managers, etc. and AMPS utility roles to view AMPS reports, etc.

Next | Cancel



Select the Application

Select BSM

For Which Application Are You Requesting Access?

Application	Description
<input checked="" type="radio"/> BSM	DLA Enterprise Business System (Formerly Business System Modernization - BSM)
<input type="radio"/> CFMS	Common Food Management System
<input type="radio"/> COPA	Center of Parts Activity
<input type="radio"/> CRM	DLA Customer Relationship Management
<input type="radio"/> CSWS	PDMD Customer Service Web Site
<input type="radio"/> DISP	DLA Disposition Services Applications (Compliance, RTD, ETID, ...)
<input type="radio"/> EPROC	EProcurement
<input type="radio"/> Fusion	DLA Fusion Center
<input type="radio"/> MAPAD	Military Assistance Program Address Codes(MAPAD) Application
<input type="radio"/> MBRT	Manual Bidset Request Tracker
<input type="radio"/> MEBS	Mapping Enterprise Business System
<input type="radio"/> MSDS	Material Safety Data Sheets
<input type="radio"/> PDMI	Product Data Management Initiative
<input type="radio"/> RDT	Restricted Data Tracker
<input type="radio"/> SCRAT	Supply Chain Risk Analysis Tool

Back Next Cancel



Select the Environment

Select Production, then Next



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?

- Development
- Production

*

Page will refresh after an item is selected.

* indicates a required field

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



Select the Role

For RTD use JD-854-EBS Prod Additional–EBS Portal Disp Svcs RTD User JD854B
For ETID use JD-856-EBS Prod Additional–EBS Portal Disp Svcs ETID User JD856B
IMPORTANT: Only request 1 role at a time.

Application Access Request Form Wizard

Primary BSM Role

Change Primary	Current Primary Role
<input type="checkbox"/> Change	EBS Prod - EBS Portal RBI Compliance User JD-850

Page will refresh after the checkbox is selected.

Can't find a role? By clicking the checkbox above you are indicating that you would like to replace your Primary Job Role

Application Roles	Admin Roles
DLA Prod - Base User Role DLA-001	AMPS Reports User
EBS Prod - EBS Portal RBI Compliance User JD-850	Prod DLA Supervisor

Pending Role Request(s):

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

Available Roles	Selected Role(s)
JD-697B-EBS Prod Additional - External Portal Support Processor - DLA Pacific and DLA Europe JD-697B	
JD-850-EBS Prod Additional - External Portal Support JD-850	
JD-850-EBS Prod Additional - EBS Portal RBI Compliance User JD-850B	
JD-854-EBS Prod Additional - EBS Portal Disp Svcs RTD User JD-854B	
JD-856-EBS Prod Additional - EBS Portal Disp Svcs ETID User JD-856B	
JD-856-EBS Prod Additional - External Portal Manuistics Support JD-856	
JD-95-EBS Prod Additional - PPS1 Procurement Emergency Profile Bolt On Role JD-95	
PDMI Prod Additional - PDMI 339 Initiator Bolt On Role	
PDMI Prod Additional - PDMI 339 Supervisor Bolt On Role	

Show Roles with Descriptions

Type of Access Required: Authorized ▼ *

Data Classification: Unclassified ▼ *

Justification for Access/Comments *

* indicates a required field

Back Next Cancel



Selection of Role Continued

The role will appear on the right side.
Fill in the justification. Select Next.

i Pending Role Request(s):

Available Roles

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

- JD-93~BSM Prod Support - e*Gate /EDI Sub Team Lead JD-93
- JD-94~BSM Prod Support - Order Fulfillment Emergency Profile JD-94
- JD-95~BSM Prod Support - Procurement Emergency Profile JD-95
- JD-96~BSM Prod Support - Financial Mangnt Emergency Profile JD-96
- JD-97~BSM Prod Support - ABAP Emergency Profile JD-97
- JD-98~BSM Prod Support - SAP Workflow Emergency Profile JD-98
- JD-9~BSM Prod - Order Fulfillment Super Viewer JD-9
- PPS-USER~BSM Prod Support - Post Production Support User

Selected Role(s)

ID-850~EBS Prod - EBS Portal RBAC

Show Roles with Descriptions

i Type of Access Required: Authorized *

Data Classification: Unclassified *

Justification for Access/Comments

Access required to EBS Production Portal

Back Next Cancel



Information Disclosure Agreement

This screen shot shows the Information Disclosure Agreement.
Select Next to confirm.



Defense Logistics Agency
Account Management and Provisioning System (AMPS)

Logged in as [redacted]

LOGOUT

Application Access Request Form Wizard

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 Wednesday, August 3, 2011 4:14:56 PM EDT

Back Next Cancel



Select Your DLA Organization

Your current organization should appear on this screen. Update if necessary.
Select "Next"

Identity Manager - Microsoft Internet Explorer provided by Proxy Consolidation USE6

https://amps.dla.mil/idm/user/workItemEdit.jsp#variables.orgLevel00

File Edit View Favorites Tools Help

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

Identity Manager x Secure Access VPN ...

Page Safety Tools ?

Defense Logistics Agency
Account Management and Provisioning System (AMPS)

Logged in as: [redacted]

LOGOUT

Application Access Request Form Wizard

Note: The selection of your organization is very important because it determines the Security Office and the Information Assurance Office that your request will be routed to. Selecting the incorrect organization may cause your request to be rejected.

Select Your Organization

Top:Users:DLA:DLA Distribution

DLA Distribution

Page will refresh after each item is selected.

DLA Distribution * *Not Applicable*

Type	Approver's Name
Security Officers	Susan Cooper (YI03002)
	Brenda Hartman (yi03007)
	Gail Clarke (yid3004)
IA Officers	Edward Schuster (yre2535)

* indicates a required field

Back Next Cancel



Information about YOU

Complete all items with an *. Most of the fields will be populated based on the Information in your profile. Select "Next"

Tell Us About Yourself

Citizenship * [Page will refresh after an item is selected.](#)

Last Name First Name MI

Official Address

Street *

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

() - Warning: Selected value for field 'Country' does not match any of the allowed values.

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



Optional Information

Select Next




Defense Logistics Agency
Account Management and Provisioning System (AMPS)

Logged in as: [redacted]

LOGOUT

Application Access Request Form Wizard

Optional Information

 Optional Information

Back **Next** Cancel



Update Supervisor

Make sure your current, direct supervisor is identified. To change your supervisor, select the “Change Your Supervisor” box. You will get a screen to Identify the first and last name of your Supervisor and a search key. If your current supervisor is identified simply select “Next”.

 Defense Logistics Agency
Account Management and Provisioning System (AMPS)

Logged in as: [redacted]

LOGOUT

Application Access Request Form Wizard

Please Verify, Change or Add Your Supervisor Information Below

Change Your Supervisor:

Page will refresh after box is checked.

Supervisor Last Name *

Supervisor First Name *

Supervisor Email Address

Supervisor Phone Number

* indicates a required field

Back Cancel



Acceptance of Terms & Conditions

Affirm that you agree with the Terms and Conditions and Non-Disclosure Agreement and select Next



Defense Logistics Agency

Account Management and Provisioning System (AMPS)

Logged in as: [redacted]

LOGOUT

Application Access Request Form Wizard

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, September 9, 2011 2:20:43 PM EDT

* indicates a required field

Back Next Cancel



Complete your Request

Select Submit to complete your Request. Note the SAAR#

 Defense Logistics Agency
Account Management and Provisioning System (AMPS)

Logged in as:

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#: 126279

Application Access Request For: AMPS

Requested Roles: Prod DLA Supervisor

Last Name

First Name

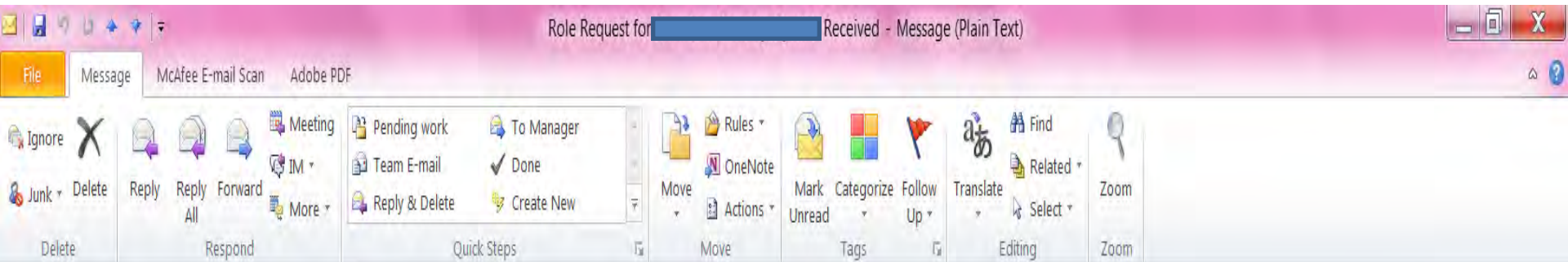
MI





EMAIL Confirmation

Convert all AMPS EMAILS to HTML
So you can quickly see and understand the info



This message was converted to plain text.

From: [Redacted]
To: [Redacted] DLA CIV DISPOSITION SERVICES
Cc:
Subject: Role Request for Gremban-Barnaby, Cynthia Received

Sent: Tue 12/27/2011 3:13 PM

The following request was submitted on your behalf:

Request Detail

Request Number (SAAR) 139445
Requestor [Redacted]
Request Type Add Job Role Request
Requested Application BSM
Requested Roles [EBS Prod Additional - EBS Portal Disp Svcs RTD User JD-854B]
Date Submitted Tue Dec 27 15:04:22 EST 2011



AMPS EMAIL Notification

This shows the same AMPS EMAIL notification converted to HTML

Role Request for [REDACTED] Received - Message (HTML)

File Message McAfee E-mail Scan Adobe PDF

Ignore X Reply Reply All Forward Meeting IM More

Junk Delete

Quick Steps Pending work To Manager Team E-mail Done Reply & Delete Create New

Move Actions

Mark Unread Categorize Tags Follow Up

Translate Select

Find Related Zoom

From: [REDACTED] <amps_user@dia.mil> Sent: Tue 12/27/2011 3:13 PM

To: [REDACTED] A CIV DISPOSITION SERVICES

Cc:

Subject: Role Request for [REDACTED] Received

The following request was submitted on your behalf:

Request Detail

Request Number (SAAR)	[REDACTED]
Requestor	[REDACTED]
Request Type	Add Job Role Request
Requested Application	BSM
Requested Roles	[EBS Prod Additional - EBS Portal Disp Svcs RTD User JD-854B]
Date Submitted	Tue Dec 27 15:04:22 EST 2011



Process


- **Step 1**: Request the applicable EBS Internal Portal Role
 - **JD-854** for RTD Web
 - **JD-856** for ETID
- **Step 2**: Submit a role request via AMPS.
 - **DDS-369** RTD Customer Screener
 - **DDS-370** RTD Customer Accountable Supply Officer
 - **DDS-520** ETID Customer.
- **Step 3**: Complete the registration.
 - Log into the EBS Internal Portal. You will be prompted to complete a required customer registration form.



Go into AMPS

Go to AMPS at <https://amps.dla.mil>. When prompted select your DOD EMALL Certificate. 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

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- 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 disclose 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.





Requesting Access

This is the AMPS Home Page. Select "Request Role"



Defense Logistics Agency
Account Management and Provisioning System (AMPS)

Logged in as: s9d4121

LOGOUT

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

Attention:

Main Administration

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: 09/09/2011 14:20:14 EDT

AMPS Version 10.0 (IDM 8.1.0.7)

Your Next Scheduled Revalidation Date is: 03/24/2012



Select The Group

Select DLA Enterprise Application



Application Access Request Form Wizard

Note: Each Application Group has a list of applications that belong to that particular group. For example, EBS, PDMI, and CRM are enterprise applications and will therefore be under the 'DLA Enterprise Applications'

Select the Group With the Application You Are Requesting

Organization Group	Description
<input checked="" type="radio"/> DLA Enterprise Applications	All DLA Enterprise Applications that include EBS/BSM, MEBS (Mapping Enterprise Business System), Fusion Center, CRM, PDMI, etc.
<input type="radio"/> Energy Applications	All Applications that Provision Energy/Fuels/DESC Systems
<input type="radio"/> DSCR Applications	All Defense Supply Center Richmond (DSCR) Local Applications
<input type="radio"/> AMPS Administrative	AMPS Administrative Roles that includes approver roles such as Supervisors, Security Managers, etc. and AMPS utility roles to view AMPS reports, etc.

Next Cancel



Select the Application

Select DISP, DLA Disposition Services Application (RTD, ETID, etc.)



Defense Logistics Agency
Account Management and Provisioning System (AMPS)

Application Access Request Form Wizard

Note: Applications determine what roles will be displayed for this request.

For Which Application Are You Requesting Access?

Application	Description
<input type="radio"/> BSM	DLA Enterprise Business System (Formerly Business System Modernization - BSM)
<input type="radio"/> CFMS	Common Food Management System
<input type="radio"/> COPA	Center of Parts Activity
<input type="radio"/> CRM	DLA Customer Relationship Management
<input type="radio"/> CSWS	PDMD Customer Service Web Site
<input checked="" type="radio"/> DISP	DLA Disposition Services Applications (Compliance, RTD, ETID, ...)
<input type="radio"/> EPROC	EProcurement
<input type="radio"/> Fusion	DLA Fusion Center
<input type="radio"/> MAPAD	Military Assistance Program Address Codes(MAPAD) Application
<input type="radio"/> MBRT	Manual Bidset Request Tracker
<input type="radio"/> MEBS	Mapping Enterprise Business System
<input type="radio"/> MSDS	Material Safety Data Sheets
<input type="radio"/> PDMI	Product Data Management Initiative
<input type="radio"/> RDT	Restricted Data Tracker
<input type="radio"/> SCRAT	Supply Chain Risk Analysis Tool



Select the Environment

Select Production



Defense Logistics Agency

Account Management and Provisioning System (AMPS)

Application Access Request Form Wizard

In Which Environment Do You Require Access?

Production

Development

Test

QA

Page will refresh after an item is selected.

Back Next Cancel



Select the Sub Category

Select RTD or ETID



Defense Logistics Agency

Account Management and Provisioning System (AMPS)

Application Access Request Form Wizard

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,

For Which Sub Category Are You Requesting Access?

Default

ETID

RTD

Compliance

Page will refresh after an item is selected.

Back Next Cancel



Select The Role

Select the specific role and
Then the > to move the role
To the right side of the page.
Identify your reason for requesting
Access in the Justification

IMPORTANT: Each request should
Only include RTD OR ETID but not
BOTH. For more Information on the
RTD and ETID Roles please go to the
next page.

Current Roles	Application Roles	Admin Roles
	DLA Prod - Base User Role DLA-001 EBS Prod - EBS Portal RBI Compliance User JD-850	AMPS Reports User Prod DLA Supervisor

Pending Role Request(s): EBS Prod Additional - EBS Portal Disp Svcs RTD User JD-854B

Available Roles

- DDS-362-DLA Disposition Services Prod - Customer Notification Admin DDS-362
- DDS-363-DLA Disposition Services Prod - DOD Fire Fighters Admin DDS-363
- DDS-364-DLA Disposition Services Prod - DODAAC Validation Admin DDS-364
- DDS-365-DLA Disposition Services Prod - FMS Acct Mgr DDS-365
- DDS-366-DLA Disposition Services Prod - LESO HQ Admin DDS-366
- DDS-367-DLA Disposition Services Prod - Rotating Photos Admin DDS-367
- DDS-368-DLA Disposition Services Prod - Automated Workstation Admin DDS-368
- DDS-408-DLA Disposition Services Prod - Site User DDS-408**

Selected Role(s)

>

<<

<

Show Roles with Descriptions

Type of Access Required: Authorized *

Data Classification: Unclassified *

Justification for Access/Comments

* indicates a required field



RTD and ETID Roles

- **ETID Role is available now**
 - **DDS-520 (ETID Customer) Customers who create and submit ETID documents**
- **RTD Roles are not available in AMPS yet**
 - **DDS-369 (RTD Customer Screener) can search for property and submit requisition requests which go to the ASO**
 - **DDS-370 (ASO) The Accountable Supply Officer can search and submit requisitions and also approve those submitted by the screeners.**



Information Disclosure Agreement

Select Next



Defense Logistics Agency
Account Management and Provisioning System (AMPS)

Logged in as: [REDACTED]

LOGOUT

Application Access Request Form Wizard

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, September 9, 2011 2:20:43 PM EDT

Back Next Cancel



Select Your DLA Organization

If the customer is OCONUS, he/she should
Select DLA Europe & Africa or DLA Pacific

Identity Manager - Microsoft Internet Explorer provided by Proxy Consolidation USE6

https://amps.dla.mil/idm/user/workItemEdit.jsp#variables.orgLevel00

File Edit View Favorites Tools Help

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

Identity Manager x Secure Access VPN ...

Defense Logistics Agency
Account Management and Provisioning System (AMPS)

Logged in as: [redacted] LOGOUT

Application Access Request Form Wizard

Note: The selection of your organization is very important because it determines the Security Office and the Information Assurance Office that your request will be routed to. Selecting the incorrect organization may cause your request to be rejected.

Select Your Organization

Top:Users:DLA:DLA Distribution

DLA Distribution

Page will refresh after each item is selected.

DLA Distribution * *Not Applicable*

Type	Approver's Name
Security Officers	Susan Cooper (YI03002)
	Brenda Hartman (yi03007)
	Gail Clarke (yid3004)
IA Officers	Edward Schuster (yre2535)

* indicates a required field

Back Next Cancel



Information about YOU

Complete all items with an *.

Tell Us About Yourself

Citizenship * Page will refresh after an item is selected.

Last Name First Name MI

Official Address

Street *

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

() - Warning: Selected value for field 'Country' does not match any of the allowed values.

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



Optional Information

Select Next




Defense Logistics Agency
Account Management and Provisioning System (AMPS)

Logged in as: [redacted]

LOGOUT

Application Access Request Form Wizard

Optional Information

 Optional Information

Back **Next** Cancel



Update Supervisor

Identify if you need to change your supervisor or select Next

 Defense Logistics Agency
Account Management and Provisioning System (AMPS)

Logged in as:

LOGOUT

Application Access Request Form Wizard

Please Verify, Change or Add Your Supervisor Information Below

Change Your Supervisor:

Page will refresh after box is checked.

Supervisor Last Name *

Supervisor First Name *

Supervisor Email Address

Supervisor Phone Number

* indicates a required field

Back

Next

Cancel



Acceptance of Terms & Conditions

Affirm that you agree with the Terms and Conditions and Non-Disclosure Agreement and select Next



Defense Logistics Agency
Account Management and Provisioning System (AMPS)

Logged in as [redacted]

LOGOUT

Application Access Request Form Wizard

i 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, September 9, 2011 2:20:43 PM EDT

* indicates a required field

Back Next Cancel



Complete your Request

Select Submit to complete your Request. Note the SAAR#



Defense Logistics Agency
Account Management and Provisioning System (AMPS)

Logged in as [redacted]

LOGOUT

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#: 126279

Application Access Request For: AMPS

Requested Roles Prod DLA Supervisor

Last Name [redacted]

First Name [redacted]

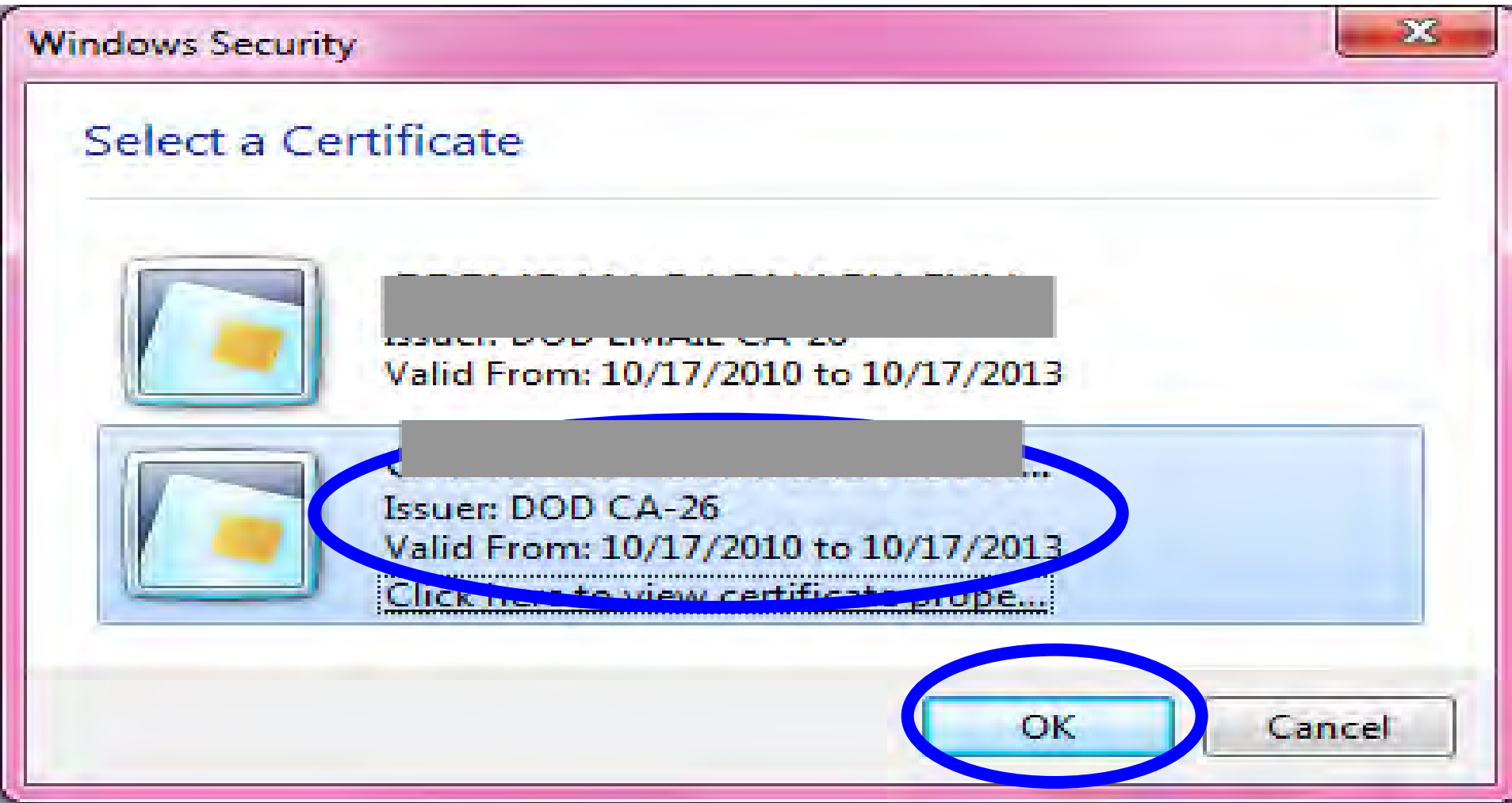
MI

Submit



Accessing the Internal Portal

Go to <https://pep1.bsm.dla.mil/irj>. You may select either CAC certificate.





View of the Internal Portal

You will select “Accept” for the Use and 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](#) [Decline](#)

WD_613

Local intranet | Protected Mode: Off



View of the Internal Portal

You will select the Disposition Services Tab

Welcome to EBS - SAP NetWeaver Portal - Windows Internet Explorer
https://sp03.bsm.dla.mil/irj/portal

DEFENSE LOGISTICS AGENCY
Enterprise Business System Portal

Welcome [] Launch Transaction EBS Online Help Log Off

Welcome to EBS | **Disposition Services** | Procurement | CRM
Welcome to EBS | EBS Utilities

SR3 - Client 100
FI: Archive Retrieval User
OF: Archive Retrieval User
FI: Emergency Finance Production
OF: Emergency Order Fulfillment
TQ: Emergency TQ Production
XX: Authorizations to be given
XX: Functional All Transaction
FI: Eprocurement Finance
FI: IMSP Finance
OF: IMSP Order Fulfillment
TQ: IMSP Technical Quality
FI: RBI Finance Configurator P
OF: RBI Order Fulfillment Cont
TQ: RBI TQ Configurator Profil
PDMI: Sustainment Support R
TQ: Internal DLA Discretionary
XX: Case/Records Manageme
XX: All Sustainment Users Rol
FI: Finance Sustainment Role
CP: View Only Role for SAP Rc
BW: *View Only* R3 Analyst
CA: *View Only* Configuration
CA: *View Only* Ability to read

SB3 - Client 100
Z: AdHoc (Non-FI) - Menu
BW: Supervisory (FI) - Menu

Thursday, January 5, 2012

Quick Links

- 1 | [Quick Links](#)
- 2 | [Enterprise Portal Capabilities](#)
- 3 | [New Web-based SAPGUI Features](#)
- 4 | [EBS Portal Navigation Tips](#)
- 5 | [Online Help Enhancements](#)

- [Department of Defense](#)
- [DLA Homepage](#)
- [DLA Today and Tomorrow](#)
- [EBS Homepage](#)
- CAS Tool-Box
- [WebLink](#)
- [Log Tool](#)
- [Logistic Data Gateway](#)
- [WebFLIS](#)
- [E-Cataloging](#)
- [eWorkplace](#)

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

Local intranet | Protected Mode: Off 100%



Future View of the Internal Portal

You will see RTD Web or ETID based on your approved roles.

Compliance - SAP NetWeaver Portal - Windows Internet Explorer
https://sp03.bsm.dla.mil/irj/portal

DEFENSE LOGISTICS AGENCY
Enterprise Business System Portal

Welcome to EBS | Disposition Services | EProcurement | CRM

Disposition Services

Compliance

Expanded Navigation

- Compliance
- ETID
- RTD

No content available for this navigation node

About DLA | Privacy and Security Notice | 508 Compliance Statement

Local intranet | Protected Mode: Off | 100%



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