

# **DEFENSE LOGISTICS AGENCY**

**AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY**

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

**January 2013**



# SUMMARY

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- **WHAT**: Customers need to request access
- **WHY**: To access the Reimbursable Report
- **HOW**: AMPS (<https://amps.dla.mil>)
- **WHERE**: Once the registration process is complete, customers will log in using the DLA Enterprise External Business Portal (<https://business.dla.mil>)
- **WHEN**: NOW!!! In order to access this report after **27 Aug**, you must create a new account.



# Sources of Info

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- **DLA Customer Interaction Center**: 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](mailto: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](mailto: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.dispositionsservices.dla.mil>) will have a link on the home page that will include job aids and additional customer information



# Process

- **Step 1**: Create an account in the DLA Account Management and Provisioning System (AMPS).
  - AMPS is a web-based account management system that provides system users with an automated tool for requesting user accounts and passwords for DLA systems.. Once your AMPS account has been successfully created, you will be notified via email.
- **Step 2**: Submit a role request via AMPS.
  - After creating your AMPS account, you will need to submit a role request which specifies the application. You will be notified via email once your role request has been completed.



# What is AMPS


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



# Important AMPS Application Notes

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

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



# AMPS Request - Login

1. Go to the AMPS URL: <https://amps.dla.mil>. There is also a link on the DLA Enterprise External Portal that will bring you to the AMPS Login Page.
2. Select your DOD Email certificate, click 'OK' and enter your PIN if prompted

A screenshot of a Windows Internet Explorer browser window. The address bar shows "https://amps.dla.mil/". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The Favorites bar contains "Google", "ACN Portal", "RBI Sharepoint", "Outlook Web Access", "DLA eWorkplace RBI", and "Workbench". The status bar at the bottom indicates "Connecting...". Overlaid on the browser is a "Windows Security" dialog box titled "Select a Certificate". It lists two certificates. The first certificate has a blurred name and "Issuer: DOD CA-24" and "Valid From: 6/20/2011 to 3/29/2013". The second certificate is highlighted with a red box and has "Issuer: DOD EMAIL CA-24" and "Valid From: 6/20/2011 to 3/29/2013". A red arrow points from the address bar to the second certificate. At the bottom of the dialog box are "OK" and "Cancel" buttons.

https://amps.dla.mil/ - Windows Internet Explorer

https://amps.dla.mil/

File Edit View Favorites Tools Help

★ Favorites Google ACN Portal RBI Sharepoint Outlook Web Access DLA eWorkplace RBI Workbench

Connecting...

Windows Security

Select a Certificate

MCCLLELAND.GEORGE@DLA...  
Issuer: DOD CA-24  
Valid From: 6/20/2011 to 3/29/2013

Issuer: DOD EMAIL CA-24  
Valid From: 6/20/2011 to 3/29/2013  
[Click here to view certificate properties](#)

OK Cancel



# 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"

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Account Management and Provisioning System (AMPS)

### AMPS First Time User Access

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

Applications currently supported by AMPS:

- Energy-FES
- Energy-Bulk PORTS
- Energy-FMD Express
- Energy-Ground PORTS
- RPP08
- Collaboration
- BRCTS
- BSM
- COPA
- CSWS
- DISP
- Fusion
- MAPAD
- MEBS
- MSDS
- PDM
- SCRAT


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

Cancel



# AMPS Privacy Act Statement

## 1. Select "Continue"



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### 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/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.defenselink.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 text note 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"

**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"



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*Account Management and Provisioning System (AMPS)*

## External Contracting Officer Information

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

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



# 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 "External Security Officer Information" form within the Defense Logistics Agency Account Management and Provisioning System (AMPS). The form includes a header with the DLA logo and the system name. Below the header, there is a title "External Security Officer Information" and a instruction: "Enter the required information for your local Security Officer. Please make sure that the information is accurate." The form contains three input fields: "First Name", "Last Name", and "Email Address". Each of these fields has a small red asterisk next to it, indicating they are required. The "Telephone" field is also present but does not have an asterisk. A red rectangular box highlights the "First Name", "Last Name", and "Email Address" fields. At the bottom of the form, there are two buttons: "Continue" and "Cancel". The "Continue" button is highlighted with a red rectangular box.

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## 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”.

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## 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 sub-heading "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.

Defense Logistics Agency  
Account Management and Provisioning System (AMPS)

## AMPS Password

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

### Authentication Questions

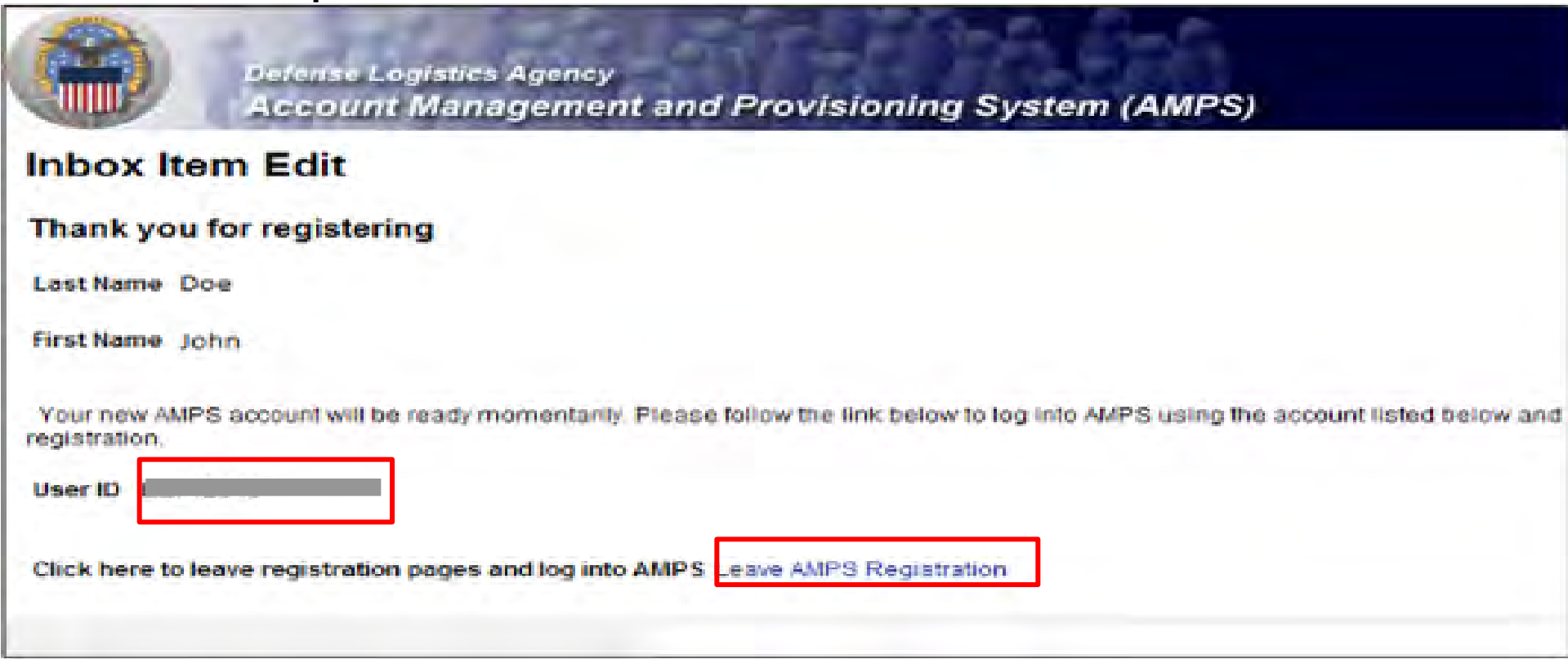
Please answer the following questions. Answers will be automatically converted to upper-case

Question	Answer
What is your favorite color?	<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 'Click here to leave registration pages and log into AMPS: Leave AMPS Registration', where the link text is also highlighted with a red box.

**Inbox Item Edit**

**Thank you for registering**

Last Name Doe

First Name John

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

User ID [REDACTED]

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



# Process

- **Step 1: Create an account in the DLA Account Management and Provisioning System (AMPS).**
  - **AMPS is a web-based account management system that provides system users with an automated tool for requesting user accounts and passwords for DLA systems.. Once your AMPS account has been successfully created, you will be notified via email.**
- **Step 2: Submit a role request via AMPS.**
  - **After creating your AMPS account, you will need to submit a role request which specifies the application. You will be notified via email once your role request has been completed.**



# AMPS Main Menu

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

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Account Management and Provisioning System (AMPS)

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

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

**Main**

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

AMPS Corner   Pending Requests   Application Roles   Admin Roles   Direct Reports

**AMPS News:**

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

AMPS Version 10.0 (IDM 8.1.0.7)

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

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



# Application Selection

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

Defense Logistics Agency  
Account Management and Provisioning System (AMPS)

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

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

For Which Application Are You Requesting Access?

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



# Environment Selection

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

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



# Sub Category Selection

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



Defense Logistics Agency

Account Management and Provisioning System (AMPS)

## Application Access Request Form For Non-DLA Users

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

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

Default

ETD

Public

RTD

Compliance

Page will refresh after an item is selected

Back **Next** Cancel





# Role Selection

1. This page will display the roles available to you through AMPS.
2. Select JD-2100, EBS Prod External-Disp Svcs External Reimbursable Report User. Click the > button to move the role to the list on the right.
3. Ensure 'Authorized' and 'Unclassified' are selected
4. Enter a brief explanation of why you are requesting the role in the 'Justification for Access/ Comments' box
5. Click 'Next' to continue

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



# Information Disclosure Agreement

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

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

## Application Access Request Form For Non-DLA Users

**Authority:** 5 U.S.C. 301, Departmental regulations, 10 U.S.C. 133, Under Secretary of Defense for Acquisition and Technology, 18 U.S.C. 1029, Access device 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.gov/privacy/policies/blanket-uses.html>

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

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

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



# 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:  Middle:

**Official Address**

Street:

City/APO/FPD:  State/AE/AF:  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

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



# Validation of Supervisor Information

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

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

## 2. Select ‘Next’ to continue

Defense Logistics Agency  
Account Management and Provisioning System (AMPS)

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

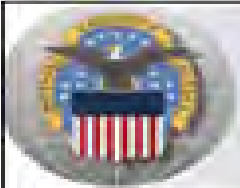
Please Ensure That the Supervisor Information Below is Accurate  
(If you are a contractor, please list your Contracting Officer Representative(COR) or your Contracting Officer Technical Representative(COTR) as your Supervisor.)

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

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



# 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 these four input fields. At the bottom of the form, there are three buttons: "Back", "Next", and "Cancel". The "Next" button is highlighted with a red border.

**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**

**i** Security Officer Last Name Doe \*

**i** Security Officer First Name Joe \*

**i** Security Officer Email Address joedoe@gmail.com \*

**i** Security Officer Phone Number 123-123-12334 \*



# Information Assurance Information

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

Defense Logistics Agency  
Account Management and Provisioning System (AMPS)

## Application Access Request Form For Non-DLA Users

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

Information Assurance Officer Last Name

Information Assurance Officer First Name

Information Assurance Officer Phone Number

Back **Next** Cancel





# Terms & Conditions

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

Defense Logistics Agency  
Account Management and Provisioning System (AMPS)

## Application Access Request Form For Non-DLA Users

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

I agree

**User Acceptance Statement**

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

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



# Error Messages

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

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

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

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

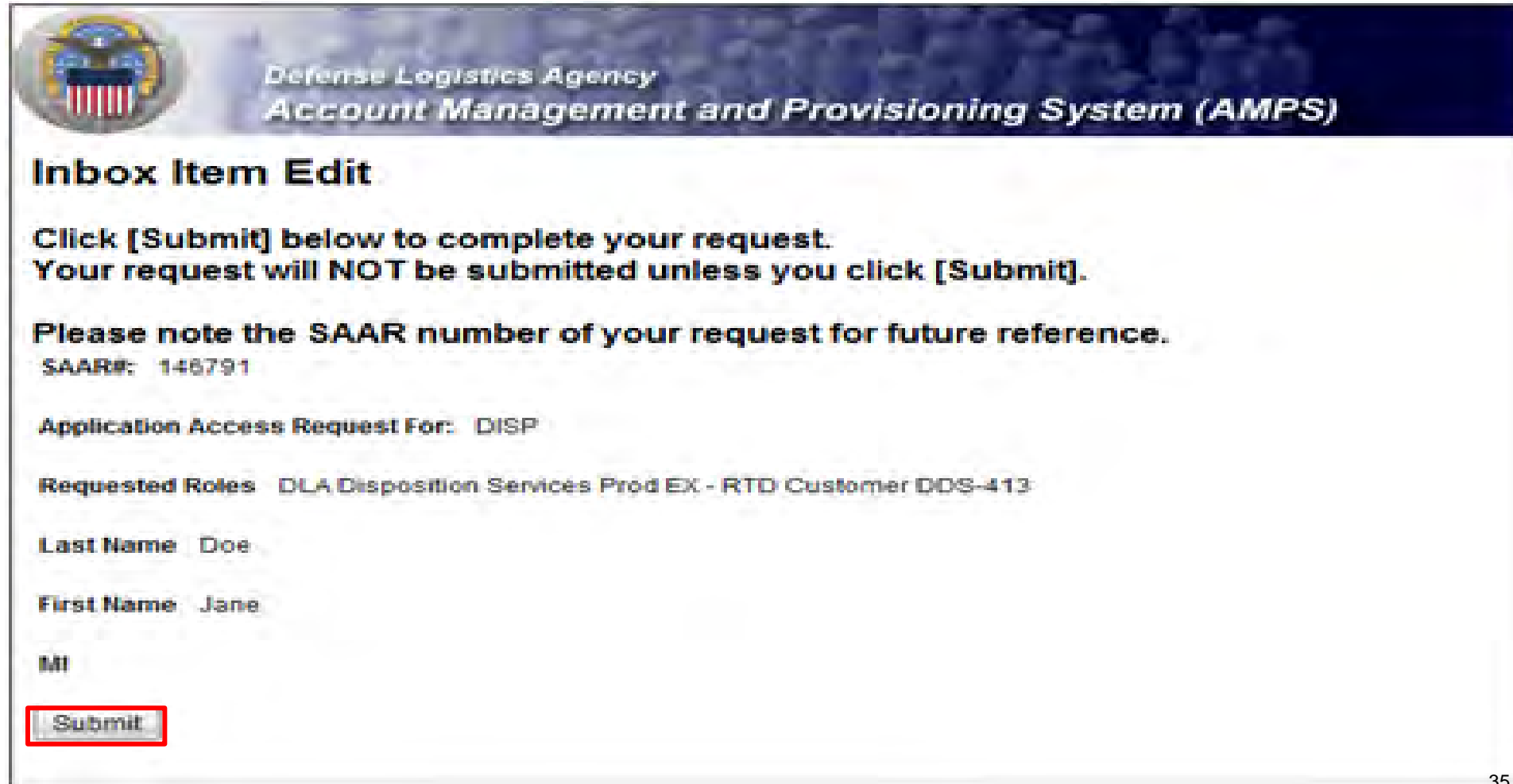
I accept the responsibility for the information and DOD system to which I am granted access and will not exceed my authorized level of system access. I understand that my access may be revoked or terminated for non-compliance with DISA/DOD security policies. I accept the responsibility to safeguard the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

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



# Role Request Confirmation

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

A screenshot of the Defense Logistics Agency Account Management and Provisioning System (AMPS) interface. The header features the DLA logo and the text "Defense Logistics Agency Account Management and Provisioning System (AMPS)". The main content area is titled "Inbox Item Edit" and contains instructions to click "Submit" to complete the request. It displays the SAAR number 146791 and the application access request for "DISP". The user's requested role is "DLA Disposition Services Prod EX - RTD Customer DDS-413". Personal information fields for "Last Name" (Doe), "First Name" (Jane), and "MI" are visible. A "Submit" button is highlighted with a red border.

**Inbox Item Edit**

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

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

Application Access Request For: DISP

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

Last Name Doe

First Name Jane

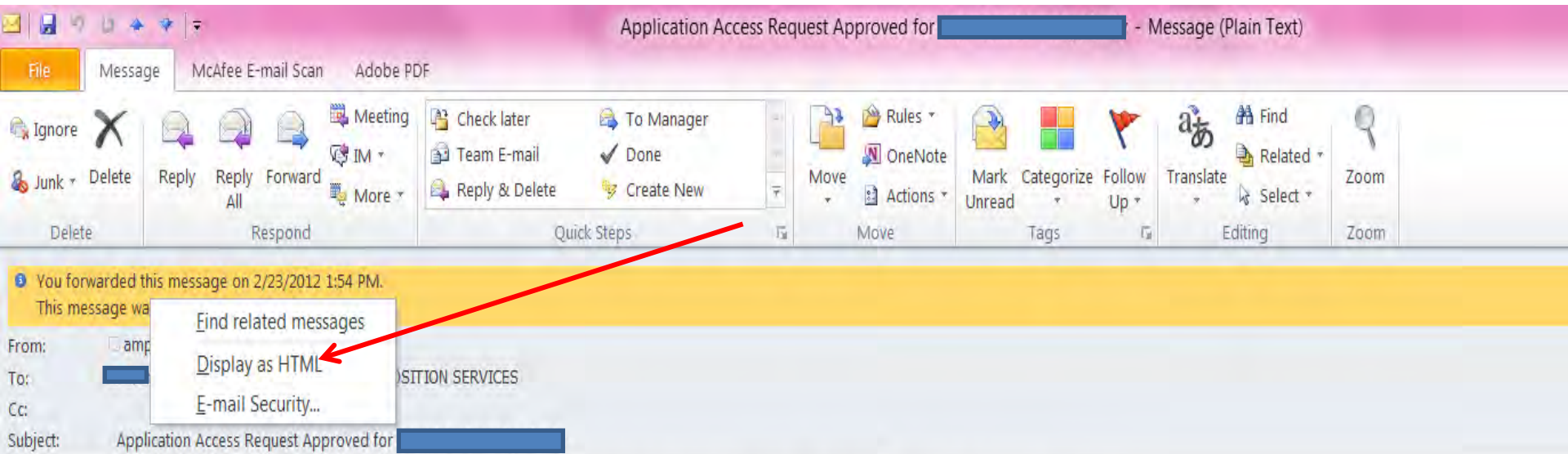
MI

**Submit**



# EMAIL Confirmation

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



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

## Request Detail

Request Number (SAAR) [redacted]  
Requestor [redacted]  
Request Type Add Job Role Request  
Date Submitted Wed Feb 22 23:42:15 EST 2012  
Date of Approval Wed Feb 22 23:50:59 EST 2012  
Requested Application DISP  
Requested Roles [DLA Disposition Services Prod EX - RTD Customer DDS-413, DLA Disposition Services Prod EX - ETID Customer DDS-514]



# EMAIL Confirmation

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

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

File Message McAfee E-mail Scan Adobe PDF

Ignore X Reply Reply All Forward Meeting Check later To Manager Team E-mail Done Reply & Delete Create New OneNote Actions Move Mark Unread Categorize Follow Up Translate Find Related Select Zoom

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

From: amps\_user@dla.mil  
To: [REDACTED] DLA CIV DISPOSITION SERVICES  
Cc:  
Subject: Application Access Request Approved for [REDACTED]

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

## Request Detail

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



# Accessing the DLA Enterprise External Portal

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

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

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

File Edit View Favorites Tools Help

DEFENSE LOGISTICS AGENCY  
DEFENSE LOGISTICS AGENCY

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

DIRECTOR'S GUIDANCE 2011

Friday, February 24, 2012  
DLA Systems

**Registered Users Login Here**

**WE ARE DLA**

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

**AVAILABLE SERVICES**

**MULTIMEDIA**

**WE ARE DLA**

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

**We Are DLA**

See why DLA is the American



# Use & Consent Agreement

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

A screenshot of a web browser window displaying a consent agreement page. The browser's address bar shows the URL "https://sp03.bsm.dla.mil/consent". The page content includes the title "U. S. Government (USG) Information System (IS) - Use and Consent", a notice that the system is for authorized use only, and a list of conditions. A red arrow points from the left side of the page to the "I Accept" button. The browser's status bar at the bottom shows "Done" and "Local intranet | Protected Mode: Off".

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

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

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

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

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

WD\_613

Local intranet | Protected Mode: Off



# Accessing the Reimbursable Report

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







# 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](mailto: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](mailto: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