



# DEFENSE LOGISTICS AGENCY

AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY

## DLA Customer Access to RTD Web & ETID

July 2012

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# SUMMARY

- **WHAT**: Customers need to request access
- **WHY**: To access RTD Web & ETID
- **HOW**: AMPS (<https://amps.dla.mil>)
- **WHEN**: You need a new account by **27 Aug** if you use RTD or ETID
- **WHERE**: Once the registration process is complete, customers will log in using the DLA EBS Portal (<https://pep1.bsm.dla.mil/irj>)



# Summary: RTD Web & ETID

## External Portal

## Internal Portal

Federal Agency Users & Contractors	Public Users	DLA Employees
Use CAC Card & create User ID & password	Create User ID & password	Use CAC Card
Requires supervisor name & security officer & IA Trg completion date	Requires less data for the AMPS registration process	Requires the entire DLA AMPS registration process
<a href="https://business.dla.mil">https://business.dla.mil</a>	<a href="https://business.dla.mil">https://business.dla.mil</a>	<a href="https://pep1.bsm.dla.mil/irj">https://pep1.bsm.dla.mil/irj</a>
Only request the RTD and ETID Roles	Only request the RTD and ETID Roles	Request <b><u>BOTH</u></b> the Internal Portal RTD role (JD-854) and/or ETID role (JD-856) <b><u>PLUS</u></b> the required RTD & ETID roles
RTD Customer Role (DDS-413) and/or ETID Customer Role (DDS-514)	RTD Customer Role (DDS 413) and/or ETID Customer Role (DDS 514)	RTD Customer Screener (DDS 369), RTD Customer ASO (DDS 370), ETID Customer (DDS-520)



# Sources of Info

- **DLA Customer Interaction Center**: 1-877-DLA-CALL (1-877-352-2255) or send an email to [DLAContactCenter@dla.mil](mailto:DLAContactCenter@dla.mil). Accessible 24 hours a day, 7 days a week.
- **AMPS Help Desk**: DSN 695-4357 or 1-866-335-4357 or send an email to [support.services@dla.mil](mailto:support.services@dla.mil). Accessible 24 hours a day, 7 days a week.
- **DLA Enterprise External Business Portal** (<https://business.dla.mil>) will have a link to a job aid
- **DLA Disposition Services Web Page** (<http://www.dispositionservices.dla.mil>) will have a link on the home page that will include job aids and additional customer information
- **RBIQuestions@dla.mil** You can ask any question at any time about anything related to RBI.
- **RBIHumanPerformance@dla.mil** You can request assistance regarding access to reports, RTD & ETID



# DLA Disposition Services

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

**DEFENSE LOGISTICS AGENCY**  
**Disposition Services**

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- Environmental/Hazardous Disposal Guidance

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MILLION DOLLAR BOARD!

\*The transition to the Electronic Document Storage System (eDocs) is complete. This is the system you will use for document management. WebDocs is no longer available.

**WORLD**  
DLA Disposition Services

**ABOUT US** | **PUBLIC AFFAIRS** | **ISSUANCES** | **FAQS**

Welcome

**NEWS!**

eDocs may be unavailable Tuesday, 17 July 2012; 1000 - 1400 EDT. If you are unable to access it during this time, please try again later.

Check our [FAQ page](#) for the latest RBI information.

**CHANGE IS COMING!**

Access to our ETID and RTD web tools now requires all customers to create a new account.

To create an account or learn more about the upcoming change, click anywhere in the blue box

**Register by AUG. 27, 2012**

*DoD's Provider of Choice for Worldwide Reuse, Recycling and Disposal Solutions*

**Mission Statement:** DLA Disposition Services supports the Warfighter and protects the public by providing worldwide disposal management solutions.

**Vision Statement:** DLA Disposition Services will be the preferred choice for worldwide reuse and disposal solutions, and an integral partner in safeguarding national security and improving efficiency and effectiveness in the global supply chain.

DLA Disposition Services (formerly known as the Defense Reutilization and Marketing Service) is part of the Defense Logistics Agency. Our mission is to



# 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.
  - On 27 Aug, you will be able to log into the EBS Internal Portal. You will be prompted to complete a required customer registration form.



# 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

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

- 1. You can only request ONE system (i.e., RTD) in a single request. If you need access to Reports, RTD & ETID, please submit 3 requests.**
- 2. 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.**
- 3. 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.**
- 4. 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.**
- 5. When entering dates, use the calendar button  to ensure the correct format.**
- 6. If the desired radio button is already selected, click it again before clicking the 'Next' button**
- 7. If you experience problems or have questions, contact the AMPS Helpdesk at DSN 695-4357 or at the toll free # 1-866-335-4357.**



# 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

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- 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  

[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	<input type="checkbox"/> Change Primary	Current Primary Role	EBS Prod - EBS Portal RBI Compliance User JD-850	<small>Page will refresh after the checkbox is selected.</small>
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Can't find a role? By clicking the checkbox above you are indicating that you would like to replace your Primary Job Role

Current Roles	<b>Application Roles</b>	<b>Admin Roles</b>
	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):

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 JD-850	
JD-850-EBS Prod Additional - External Portal Support JD-850	
<b>JD-854-EBS Prod Additional - EBS Portal Disp Svcs RTD User JD-854B</b>	
JD-856-EBS Prod Additional - EBS Portal Disp Svcs ETID User JD-856B	
JD-856-EBS Prod Additional - External Portal Manuistics Support JD-856B	
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	

Type of Access Required: Authorized ▼ \*

Data Classification: Unclassified ▼ \*

Justification for Access/Comments \*

\* indicates a required field



# 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: [redacted]

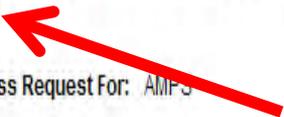
LOGOUT

## 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]

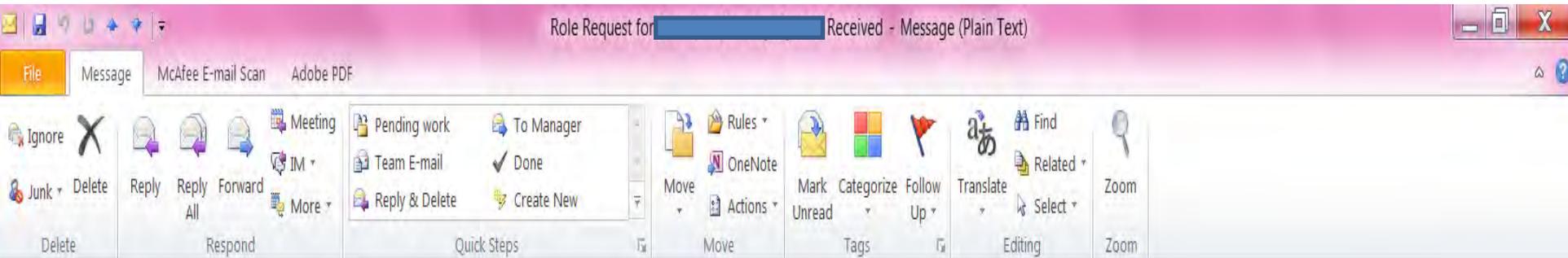
MI

Submit



# 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**

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



# EMAIL Notifications

**You will receive EMAIL Confirmations when your request is approved By each Approving Official (i.e., your Supervisor, the Security Rep, And the Data Owner). The last step is for your account to be built.**

Role Request for Gremban-Barnaby, Cynthia Status Update - Message (HTML)

File Message McAfee E-mail Scan Adobe PDF

Ignore Delete Reply Reply All Forward More Meeting Pending work To Manager Done Create New Team E-mail Reply & Delete Move Actions Mark Unread Categorize Follow Up Translate Select Zoom

You forwarded this message on 12/28/2011 7:27 AM.

From: amps\_user@dla.mil  
To: Gremban-Barnaby, Cynthia DLA CIV DISPOSITION SERVICES  
Cc:  
Subject: Role Request for Gremban-Barnaby, Cynthia Status Update

Sent: Wed 12/28/2011 6:56 AM

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

**Request Detail**

<b>Request Number (SAAR)</b>	[REDACTED]
<b>Requestor</b>	[REDACTED]
<b>Request Type</b>	Add Job Role Request
<b>Requested Application</b>	BSM
<b>Requested Roles</b>	[EBS Prod Additional - EBS Portal Disp Svcs RTD User JD-854B]
<b>Date Submitted</b>	
<b>Pending Approval Type</b>	Remedy Approver Request
<b>Date Received for Approval</b>	Wed Dec 28 06:55:42 EST 2011

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



# 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.
  - On 27 Aug, you will be able to log into the EBS Internal Portal. You will be prompted to complete a required customer registration form.



# Go to Going 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**

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

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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 Cynthia. 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)

### 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.



# 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



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### Application Access Request Form Wizard

In Which Environment Do You Require Access?

Production

Development

Test

QA

Page will refresh after an item is selected.



# Select the Sub Category

Select RTD or ETID



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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.



# 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

Selected Role(s)

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

- 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



Show Roles with Descriptions

**Type of Access Required:** Authorized \*

**Data Classification:** Unclassified \*

**Justification for Access/Comments**

\* indicates a required field

Back Next Cancel



# 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  
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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>.

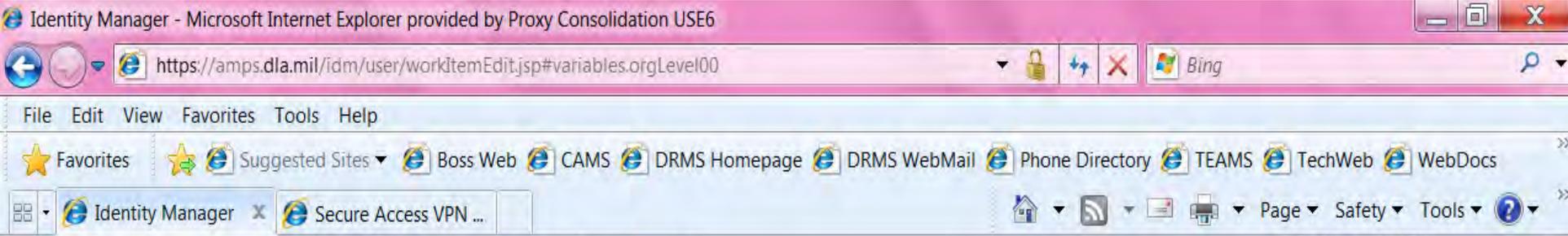
Submission Date Friday, September 9, 2011 2:20:43 PM EDT

Back Next Cancel



# Select Your DLA Organization

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



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



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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: [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

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  
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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  
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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



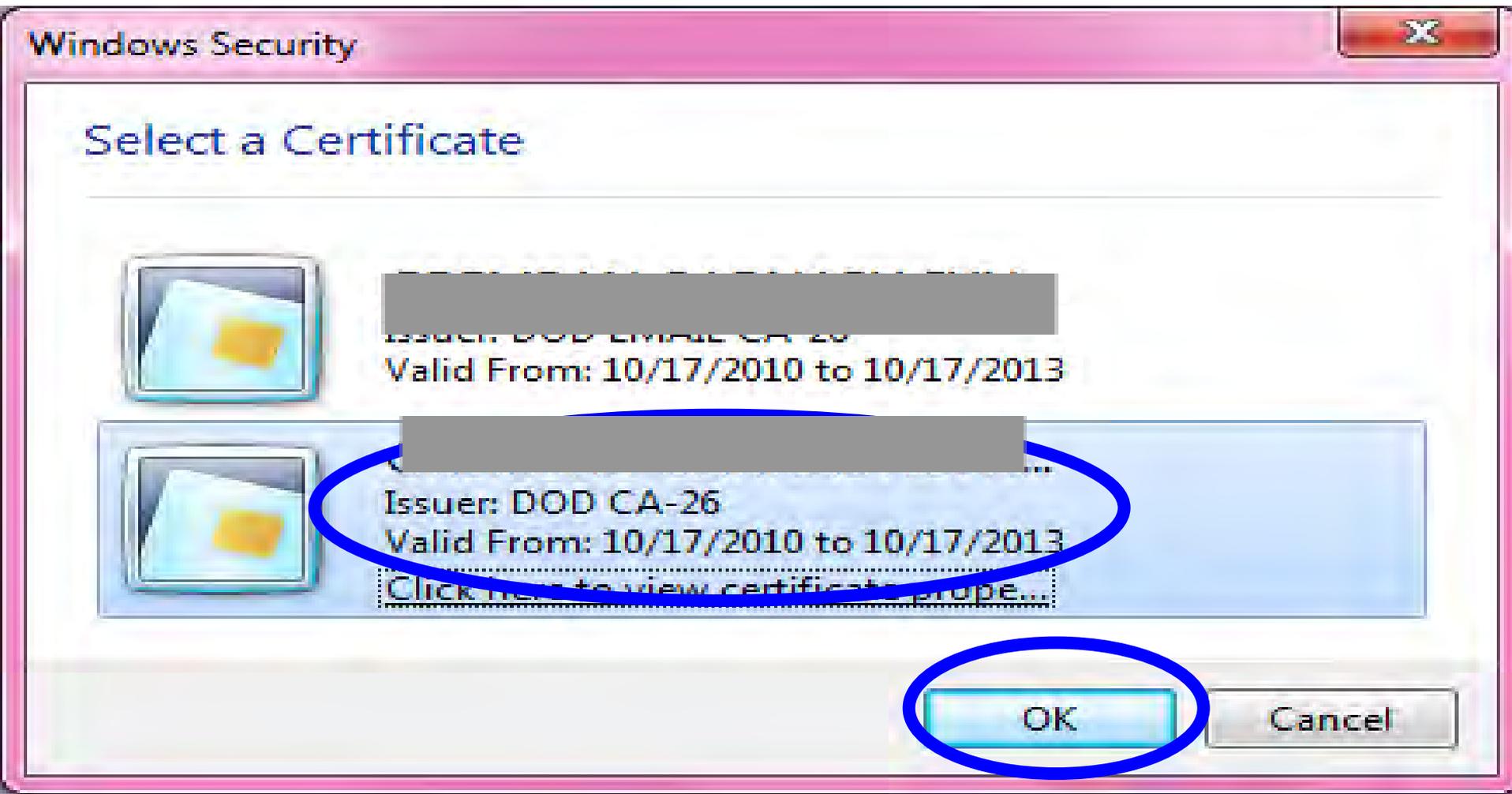
# Process

- **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.
  - On **27 Aug**, you will be able to log into the EBS Internal Portal. You will be prompted to complete a required customer registration form.



# GAccessing the Internal Portal

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





# Future 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

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



# Future View of the Internal Portal

You will select the Disposition Services Tab

The screenshot shows a web browser window displaying the SAP NetWeaver Portal. The browser's address bar shows the URL <https://sp03.bsm.dla.mil/irj/portal>. The page header features the Defense Logistics Agency logo and the text "DEFENSE LOGISTICS AGENCY Enterprise Business System Portal". A navigation menu is visible, with the "Disposition Services" tab highlighted by a blue circle. Other tabs include "Welcome to EBS", "Procurement", and "CRM". The main content area displays the date "Thursday, January 5, 2012" and a list of quick links. The footer contains links for "About DLA", "Privacy and Security Notice", and "508 Compliance Statement".

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

Welcome to EBS - SAP NetWeaver Portal

DEFENSE LOGISTICS AGENCY  
Enterprise Business System Portal

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

Welcome to EBS | EBS Utilities

Thursday, January 5, 2012

Quick Links

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

1 | [Quick Links](#)

2 | [Enterprise Portal Capabilities](#)

3 | [New Web-based SAPGUI Features](#)

4 | [EBS Portal Navigation Tips](#)

5 | [Online Help Enhancements](#)

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

Local intranet | Protected Mode: Off



# 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

Compliance

Detailed Navigation

- Compliance
- ETID
- RTD

No content available for this navigation node

About DLA | Privacy and Security Notice | 508 Compliance Statement



# Future View-ETID

This is an example of ETID. Select "Update my Profile"

ETID - SAP NetWeaver Portal - Windows Internet Explorer

https://sp03.bsm.dla.mil/irj/servlet/prt/portal/prteventname/Navigate/prtroot/pcd!3aportal\_content!2fml.dla.pct.ebs!2fml.dla.pct.ebs.desktops!2f...

DEFENSE LOGISTICS AGENCY  
Disposition Services

Home | About Us | Public Affairs | Publications | FAQs | FOIA

**Electronic Turn-In Document**  
**ETID - Data Owner Home**

Pending Customers  
(no pending items)

Customer Details  
(select an item in the list above)

ETID Home  
FAQ's  
Version Changes  
**Update My Profile**  
ETID Users  
Log In As Customer  
Log In As Site

Customer Service: 1-269-961-4999 or DSN 661-4999 Email: j6bithejpdesk@dlamail  
Privacy/Security | Accessibility | Contact Webmaster | Download Acrobat | Download MS Word Viewer

Application - v5.0  
Last Updated: 2012-01-04



# Future View-ETID Registration

This is the beginning of the ETID profile. Review and Update your data

## Electronic Turn-In Document ETID - Profile Edit

### Profile Information

Your First Name: [Redacted]

Middle Initial: [Redacted]

Your Last Name: Augustine

ETID User ID: LSC9304

\* CONUS Code: CONUS- Puerto Rico, Alaska, Guantanamo Bay ▼

### Supervisor Information

\* Supervisor's Name: [Redacted]

\* Supervisor's Email: [Redacted]

\* Supervisor's Phone (Commercial/DSN): [Redacted]

### Email Address, Phone

\* Your Work Email Address: [Redacted]

### Work Address

\* Your Company/Department/Organization/Agency Name: DLA Logistics Information

\* Work Street Address: [Redacted]

\* City: Battle Creek

\* State: Michigan

\* Zip/Postal Code: [Redacted]

Zip Extension: [Redacted]

\* Country: United States

\* Time Zone Where You Work: EST Eastern Standard Time

### ETID Options

\* Certified for Hazardous Turn-in: Yes ▼



# Sources of Info

- **DLA Customer Interaction Center**: 1-877-DLA-CALL (1-877-352-2255) or send an email to [DLAContactCenter@dla.mil](mailto:DLAContactCenter@dla.mil). Accessible 24 hours a day, 7 days a week.
- **AMPS Help Desk**: DSN 695-4357 or 1-866-335-4357 or send an email to [support.services@dla.mil](mailto:support.services@dla.mil). Accessible 24 hours a day, 7 days a week.
- **DLA Enterprise External Business Portal** (<https://business.dla.mil> ) will have a link to a job aid
- **DLA Disposition Services Web Page** (<http://www.dispositionservices.dla.mil>) will have a link on the home page called “Change” that will include job aids and additional customer information
- **RBIQuestions@dla.mil** You can ask any question at any time about anything related to RBI.
- **RBIHumanPerformance@dla.mil** For information about access to systems.



# DEFENSE LOGISTICS AGENCY

AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY

