Federal Agency
User/Contractor
Access to RTD, ETID, and DLA Disposition Services Reports

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SUMMARY

• **WHAT**: Customers need to request access

• **WHY**: To access RTD Web, ETID & DLA Disposition Services Reports

• **HOW**: AMPS ([https://amps.dla.mil](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](https://business.dla.mil))
• **WHEN**: Registration begins **NOW!!!**
  
  **RTD Web**: You need a new account by **27 Aug** if you access DLA Disposition Services inventory of property available to military, Federal, state & local agencies and qualified organizations.
  
  **ETID**: You need a new account by **27 Aug** if you submit, update, and review documents for turning in property and scrap from the military services.
  
  **Reimbursable Report**: You will need a new account by **27 Aug** if you use this report (instructions not covered in this job aid). Contact [RBlHumanPerformance@dlamil](mailto:RBlHumanPerformance@dlamil) for more info.
  
  **Other Reports**: You will need access to “Business Objects” when your servicing Disposition Service site begins using the new Enterprise Business System (EBS) and the Distribution Standard System (DSS). See the next chart for dates.
# DLA Disposition Services Field Deployment Plan

<table>
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<tr>
<th>FY 12</th>
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<tbody>
<tr>
<td>RCP Sites</td>
<td>Region 3</td>
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<td>Hill (2) Great Falls</td>
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<td>(UHILHPSY) DAISY CORP EBS Users</td>
<td>(UHILHPSY) DAISY CORP EBS Users</td>
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<td>Web Applications</td>
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<td>Region 4</td>
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**Key Notes:**
- (*) Sites with multiple functions (CPB, DLA Disposition Services, LTS, etc.)
- Bold text indicates sites that will be wireless
- Sites with (^) will be stood up on 27 Aug, but will not go live until the date they are listed under.
- Sites which are underlined will have on site instruction.
- Sites which have $, on site training is being provided for additional sites staff.

-MZY (Mechanicsburg): Regions 1, 2, 5 and 7
-MUA (Ogden): Regions 3, 4 and 6

_LAST UPDATED 7/20/2012_
# Summary: RTD Web & ETID

## External Portal

<table>
<thead>
<tr>
<th>Federal Agency Users &amp; Contractors</th>
<th>Public Users</th>
<th>DLA Employees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use CAC Card &amp; create User ID &amp; password</td>
<td>Create User ID &amp; password</td>
<td>Use CAC Card</td>
</tr>
<tr>
<td>Requires supervisor name &amp; security officer &amp; IA Trg completion date</td>
<td>Requires less data for the AMPS registration process</td>
<td>Requires the entire DLA AMPS registration process</td>
</tr>
<tr>
<td>Only request the RTD and ETID Roles</td>
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<td>Request BOTH the Internal Portal RTD role (JD-854) and/or ETID role (JD-856) PLUS the required RTD &amp; ETID roles</td>
</tr>
<tr>
<td>RTD Customer Role (DDS-413) and/or ETID Customer Role (DDS-514)</td>
<td>RTD Customer Role (DDS 413) and/or ETID Customer Role (DDS 514)</td>
<td>RTD Customer Screener (DDS 369), RTD Customer ASO (DDS 370), ETID Customer (DDS-520)</td>
</tr>
</tbody>
</table>
## Summary: Disposition Services Reports

<table>
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<tr>
<th>External Portal</th>
<th>Internal Portal</th>
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<tbody>
<tr>
<td><strong>Federal Agency Users &amp; Contractor</strong></td>
<td><strong>Public Users</strong></td>
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<td>If you do NOT work with Small Arms (SASP), request BO Non_SASP Customer (DDS-601). If you work with SASP, request BO SASP Customer (DDS-600). Most customers will request DDS-601.</td>
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Sources of Info

- **DLA Customer Interaction Center**: 1-877-DLA-CALL (1-877-352-2255) or send an email to DLAContactCenter@dla.mil. Accessible 24 hours a day, 7 days a week.
- **AMPS Help Desk**: DSN 695-4357 or 1-866-335-4357 or send an email to 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. You may call DSN 661-7178 or COM 269 961-7178 for assistance.
Additional information is available on the DLA Disposition Services External Web Page at [http://www.dispositionservices.dla.mil](http://www.dispositionservices.dla.mil)
Process

• **Step 1**: Create an account in the DLA Account Management and Provisioning System (AMPS).
  – AMPS is a web-based account management system that provides system users with an automated tool for requesting user accounts and passwords for DLA systems. Once your AMPS account has been successfully created, you will be notified via email.

• **Step 2**: Submit a role request via AMPS.
  – After creating your AMPS account, you will need to submit a role request which specifies the application. You will be notified via email once your role request has been completed.

• **Step 3**: Complete the registration.
  – On 27 Aug, you will be able to log into the DLA Enterprise External Business Portal. You will be prompted to complete a required Customer registration form when you log into RTD & ETID.
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. 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 Login Using a DoD CAC

1. Go to the AMPS URL: [https://amps.dla.mil](https://amps.dla.mil). If you have a DoD Common Access Card (CAC) when you begin the registration, AMPS will capture your registration information. That means you won’t have to remember your user ID & password.

2. Select your DOD Email certificate, click ‘OK’ and enter your PIN if prompted.
AMPS Login Without a CAC Card

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

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

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.
1. Select “Federal Agency User/Contractor” if you work for the Federal Government or are a Federal contractor.
1. Select “New Account”
AMPS Privacy Act Statement

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

AMPS Password

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**: [Input Field]
- **Confirm Password**: [Input Field]

**Password Policy**
- Maximum Length: 32
- Minimum Alpha: 4
- Minimum Length: 15
- 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: &, *., /, :, \, =, $
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”
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.
Process

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- **Step 3**: Complete the registration.
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Roles SUMMARY

• ROLES: **RTD Customer** (DDS 413)
  • **ETID Customer** (DDS 514)
  • **Reports**
    • *NOTE*: You don’t need the reports access until your servicing Disposition Services Site transfers to EBS (see page 4 for dates)
    • *NOTE*: Most customer will request DDS-601. Only those who work with Small Arms (i.e., SASP) will request DDS-600.
  • **BO Non-SASP Customer** (DDS-601)
  • **BO SASP Customer** (DDS-600)
1. Select “Application Roles” to review your current approved roles and then select ‘Request Role’ to begin your AMPS Request.
1. Select the radio button labeled ‘DISP’. This shows a list of applications available.
2. Select ‘Next’ to continue.
Application Access – Environment Selection

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

1. Review the supervisor listed to make sure that your direct supervisor is identified.
2. If the information is correct, click ‘Next’ to continue.
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.
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.
1. **DO NOT** complete the fields on the Information Assurance Officer Information screen.

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

2. Click the ‘Next’ button to submit the completed request.
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!
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):** 
- **Requestor:** 
- **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..

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

Request Detail

<table>
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<tr>
<th>Request Number (SAAR)</th>
</tr>
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<tbody>
<tr>
<td>Requestor</td>
</tr>
<tr>
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<tr>
<td>Date Submitted</td>
</tr>
<tr>
<td>Date of Approval</td>
</tr>
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• **Step 3**: Complete the registration.
  – On **27 Aug**, you will be able to log into the DLA Enterprise External Business Portal. You will be prompted to complete a required customer registration form when you log into RTD & ETID.
2. Click on “Registered Users Login Here”
3. If you have a CAC Card, select a certificate, click ‘OK’ and enter your PIN if prompted. Both your email & Non-email CAC certificates will work. If you do not have a CAC Card, you will be prompted for your USER ID & password.
Welcome to the DLA Disposition Services Information Page

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

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

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

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

Not familiar with our services? Please visit our website for more information about our disposal solutions and property available.

DLA DISPOSITION SERVICES
https://business.dla.mil

On 13 Aug, you can select “DLA Disposition Services” from the drop down list of DLA systems for information about RTD, ETID, etc. You can login from this page. https://business.dla.mil
1. You will select “Accept” for the “Use & Consent Agreement”.

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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 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
External Portal Homepage for RTD & ETID Users

You will see links to the applications you have been granted access to. Select “Disposition Services” for RTD & ETID
Select “Business Objects” for Reports
1. This is the RTD Registration Form. Some of the data may be pre-populated. Review and complete the required registration process and select “Submit”. For ETID, you will be asked to update your profile.
2. There is no registration for reports users.
Sources of Info

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