



**LESSON NUMBER:** 4A AMPS Registration, Role Request and RTD Account

**COURSE OBJECTIVES:** Introduction to AMPS & Registering an APMS Account

**CONDITION:** Classroom environment

**OVERVIEW:**

**CONTENTS:**

1. Basic Knowledge of AMPS Website
2. Registering in AMPS
3. Role request

**STANDARDS:** Demonstrate master of course subject matter by duplication of processes

**ESTIMATED COURSE LENGTH:** .25 Hours

**MEDIA:** Handout

## **PART I. Basis Knowledge of AMPS Website**

DLA Disposition Services disposes of excess property received from the military services. The inventory changes daily and includes thousands of items: from air conditioners to vehicles, clothing to computers, and much more. That property is first offered for reutilization within the Department of Defense (DoD), transfer to other federal agencies, or donation to state and local governments and other qualified organizations. Reutilization means big savings. In the past four years more than \$2.2 billion worth of property was reused each year. Every dollar's worth of property reutilized is a tax dollar saved. DLA Disposition Services also supports disaster relief at home, and humanitarian assistance and foreign military sales programs.

The AMPS Website is the first step for all DLA employees and customers. All customers are required to create an AMPS account to request user accounts and passwords for certain DLA systems. For DLA Disposition Services if you want to search/requisition our excess inventory (RTD) or use our web based turn-in documentation tool (ETID) you will need to request access. Upon registering for an AMPS account, you will need to talk to your supervisor to determine which roles are needed to complete your daily job.

## **PART II. Requesting AMPS Roles**

**Step 1.** Log into AMPS and create an account.

- Go to: <https://amps.dla.mil/oim>
- First Time User - No CAC Select Link: "First Time User? Click Here to Register"
- DOD employee, DOD Contractor, or US Military personnel select "Federal Agency User/ Contractor"  
Select "Public" if you are other and require RTD access.
- Complete AMPs User Registration

**Step 2.** Request AMPS RTD Customer DDS-413 role for External Portal Access.

- Go to: <https://amps.dla.mil/oim>
- Enter User ID/Password or Select CAC certificate
- Select "Request Role" in the left hand column under the "Requests" Tab
- Fill in the information highlighted by the red asterisk\* then select "Next"
- In the "Search Roles" block, type "RTD" in "Role Name"
- Select "Production" and click search
- Select the RTD Customer DDS-413 Role and Click on the → button
- Only select the DDS-413 Role. Do Not Select any other Role.



- On the following screen, enter a justification in the appropriate block and select next.
- Select “submit” on the summary screen

**You will be granted the RTD Customer - DDS-413 role immediately.**

### **PART III. Completing RTD Account**

- The first step after AMPS is requesting a RTD Web Role to use. Log into the Business Systems Portal (EBS) <https://businessportal.dla.mil>
- Enter the USER ID and password used by AMPS. Some users may have CAC enabled accounts and therefore will be able to bypass this step
- Go to the Disposition Services Tab and click on the RTD link
- A role will need to be requested to search for DLA property. At the bottom of the page on the left hand side, select the Request Role link
- On the following page, select which application you require access to (military requestors should select DOD) and then select which role is needed. Accountable Supply Officers should select the DoD ASO role, while standard military customers should choose the DoD Screener role. Click Submit.
- Upon clicking submit, the correct personal information should be verified, including the correct DODAAC. When this has been accomplished, click submit.

The request for the RTD Web Role will now be sent. An email response will be received when the role has been approved.

**If you have any questions regarding the information presented in this lesson, please contact your nearest Disposal Service Representative for assistance.**