

External Portal - DLA Energy Convergence Job Aid

AMPS Approver for External Users



Effective September 2012



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Introduction

Purpose:

DLA's **Account Management and Provisioning System (AMPS)** has been designed to automate the processes involved in the creation and maintenance of user accounts. This process includes the access request, creation and maintenance of the account. The goal of the system is to enhance the efficiency of the account request and maintenance processes by minimizing the amount of human intervention required. AMPS provides:

- An automated account request process
- Efficient processing of new and departing employees and contractors
- Enhanced user control of acquired roles
- User ability to check status of existing in-process account requests
- Enhanced Supervisor capabilities to better manage subordinate application access
- An automated approval process resulting in enhanced productivity for Supervisors, Security Officers, and Data Owners
- Centralized access control for Security Officers. Security Officers can adjust user access to coincide with changes in user IT Level

Business Scenario:

This job aid provides instructions on how to review and approve System Authorization Access Requests (SAARs) via AMPS to gain access to DLA Energy Convergence applications and reports within the DLA Enterprise External Business Portal (EEBP).

Audience:

This job aid is only intended for **Supervisors** and **Security Officers** of DLA Energy Convergence external users who need to gain access to the EEBP. Security Officers of users with @dla.mil e-mail addresses should not reference this job aid.



Supervisor Approval

During the AMPS account creation and role request process, external users of DLA Energy Convergence are required to provide the name, e-mail address, and phone number of their Supervisor. Once a role request has been submitted, AMPS will automatically send an e-mail notification to the Supervisor detailing the pending access request.

I. Approving a SAAR

- a. Open e-mail with Subject: **Supervisor Approval – Approval Request for <<Name of user >>**
- b. Click on the link next to **Recommended Resolution**

The following request was submitted for your approval:

Request Detail

Request Number (SAAR)	000000
Requestor UserID	lanid
Requestor	Generic, User
Requestor Email	generic.user@dla.mil
Requestor Organization	Top:Users:DLA:DLA Land and Maritime
Action Requested	add
Requested Application Group	SAP-SUPPORT
Requested Roles	[A ROLE]
Date Submitted	Wed Oct 26 14:17:37 EDT 2011
<u>Recommended Resolution</u>	Please visit https://amps.dla.mil/idm/user/login.jsp to provision the account action for lanid

Approval Request E-mail to Supervisor

- c. A page containing a list of pending AMPS approvals for the Supervisor will open



Defense Logistics Agency
Account Management and Provisioning System (AMPS)

This is a Department of Defense (DoD) computer system. This computer system, including all related equipment, networks and network devices (specifically including internet access), are provided only for authorized U.S. Government use. DoD computer systems may be monitored for all lawful purposes, including to ensure that their use is authorized, for management of the system, to facilitate protection against unauthorized access, and to verify security procedures, survivability and operational security. Monitoring includes active attacks by authorized DoD entities to test or verify the security of this system. During monitoring, information may be examined, recorded, copied and used for authorized purposes. All information, including personal information, placed on or sent over this system may be monitored. Use of this DoD computer system, authorized or unauthorized, constitutes consent to monitoring of the system. Unauthorized use may subject you to criminal prosecution. Evidence of unauthorized use collected during monitoring may be used for administrative, criminal or other adverse action. Use of this system constitutes consent to monitoring for these purposes.

Click on Request Below to Approve or Reject:

Approval Request	Description
Request Access	SAAR#50344 - Request for William Williams (EXW00001) 08/08/2008 09:24:49 EDT

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AMPS Pending Approvals List

- d. Review the list of pending approvals as shown above
- e. Click '**Request Access**' next to the SAAR up for review
- f. The *External User Application Access Approval Form* will load (This form informs the supervisor of the user's request for access, including the application and requested role. The user/requestor's personal information is listed as well.)



External User Application Access Approval

Please affirm the requestor's need for access to the referenced application and indicate your approval or denial of the request.

SAAR#: 50344
Application Access Request For BSM
Requested Roles BSM Prod - Accounts Receivable Processor - DFAS JD-19
Type of Access Required Authorized
Data Classification Unclassified
Requestor's Justification For Access TEST TEST TEST
Pending Role Request(s):

Requestor Information

SSN xxxxxxx
Last Name Williams
First Name William
MI yy
Official Email Address w.williams@test.com
Official Telephone Number 123-456-7890

Request Decisioning

Supervisor Decision <-- Please Select--> * Page will refresh after an item is selected.
Comments

Approver Information

Approver Last Name Lott
Approver First Name Lance
Approver Email Address L.Lott@test.com
Approver Phone Number 123-456-7890

DLA Policy Disclaimer

I agree *

DLA Policy Disclaimer
It is a violation of DLA policy to grant application access to any individual other than a direct report. Violation of this policy may result in disciplinary action.

Decision Date Wednesday, August 6, 2008 9:31:07 AM EDT

* indicates a required field

External User Application Access Approval Form



- g. Under **Request Decisioning**, click the dropdown arrow next to **Supervisor Decision** as shown below
- h. Select '**Approved**' OR '**Denied**'
- i. Enter notes in the **Comments** box (Ex: Approved OR Denied because user information is incorrect)

External User Application Access Approval Form

- j. Selecting '**Approved**' will open a form with new fields
- k. The **Application Access Start Date** box will be pre-populated with one of the dates listed in the below chart, based on functionality and Job Definition (JD). This pre-populated date cannot be changed

Functionality	Job Definition (JD)	Start Date
Line of Accounting Maintainer	2203, 2203B, 793, 793B	November 1, 2012
Line of Accounting Viewer	2204, 2204B, 794, 794B	November 1, 2012
Customer Direct Order Processor	2200, 2200B, 790, 790B	November 20, 2012
Into-Stock Order Processor	2201, 2201B, 791, 791B	November 20, 2012
Report Viewer	2206, 2206B, 796, 796B	December 1, 2012
SCP Report Viewer	2207, 2207B, 797, 797B	December 1, 2012
Delivery Location Conditions Maintainer	2202, 2202B, 792, 792B	January 1, 2013
Planning Collaborator	2205, 2205B, 795, 795B	January 1, 2013

Start Dates by Functionality

- l. Next to the **Application Access End Date** box, click on the calendar icon and select a date that does not exceed 1 year from the start date

NOTE: Renewals: Upon role approval, the user/requestor's user ID, the job role requested and the expiration date are added to an expiry record which is tracked by AMPS. An expiry task begins 30 days prior to the Application Access End Date in which a SAAR # is assigned and an e-mail notification to "Extend" or "Expire" the role is sent to the user.



Application Access Start Date	05/10/2007	 *
Application Access End Date	05/09/2008	 *

External User Application Access Approval Form

- m. Under *DLA Policy Disclaimer*, Supervisor must indicate agreement by checking the box next to **I agree** as shown below

DLA Policy Disclaimer	
I agree	<input type="checkbox"/> *
DLA Policy Disclaimer	It is a violation of DLA policy to grant application access to any individual other than a direct report. Violation of this policy may result in disciplinary action.

DLA Policy Disclaimer

- n. AMPS will automatically send a **Role Request for <<Name of user >> Status Update** e-mail to the user/requestor indicating the status of the request and any pending approval requirements
- o. In this case, the user/requestor is notified that **Security Officer Request** is pending approval



Role Request for Hahn, Maxwell Status Update - Message (HTML)

File Edit View Insert Format Tools Actions Help

Reply Reply to All Forward

From: amps_user@dlb.mil Sent: Thu 5/10/2007 9:35 AM
 To: Hahn, Maxwell G (Contractor) (JER)
 Cc:
 Subject: Role Request for Hahn, Maxwell Status Update

The Following Represents the Status of Your Pending Request:

Request Detail

Request Number (SAAR)	1222
Requestor	Hahn, Maxwell
Request Type	Add Job Role Request
Requested Application	BSM
Requested Roles	[BSM Prod - Technical & Quality Ancillary User JD-16]
Date Submitted	Thu May 10 09:09:20 EDT 2007
Pending Approval Type	Security Officer Request
Date Received for Approval	Thu May 10 09:34:37 EDT 2007

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.

Role Request Status E-mail to Requestor

Security Officer Approval

During the AMPS account creation and role request process, external users of DLA Energy Convergence are required to provide the name, e-mail address, and phone number of their Security Officer. Once a role request has been submitted, AMPS will automatically send an e-mail notification to the Supervisor detailing the pending access request. After the Supervisor has approved the request, AMPS will send an e-mail notification to the Security Officer indicating that an approval request is pending.

I. Approving a SAAR

- a. Open e-mail with Subject: **Security Officer – Approval Request for <<Name of user>>**
- b. Click on the link next to **Recommended Resolution**



The following request was submitted for your approval:

Request Detail

Request Number (SAAR) 000000
 Requestor UserID lanid
 Requestor Generic, User
 Requestor Email generic.user@dla.mil
 Requestor Organization Top:Users:DLA:DLA Land and Maritime
 Action Requested add
 Requested Application Group SAP-SUPPORT
 Requested Roles [A ROLE]
 Date Submitted Wed Oct 26 14:17:37 EDT 2011
Recommended Resolution Please visit <https://amps.dla.mil/idm/user/login.jsp> to provision the account action for lanid

Approval Request E-mail to Security Officer

- c. A page containing a list of pending AMPS approvals for the Security Officer will open

This is a Department of Defense (DoD) computer system. This computer system, including all related equipment, networks and network devices (specifically including internet access), are provided only for authorized U.S. Government use. DoD computer systems may be monitored for all lawful purposes, including to ensure that their use is authorized, for management of the system, to facilitate protection against unauthorized access, and to verify security procedures, survivability and operational security. Monitoring includes active attacks by authorized DoD entities to test or verify the security of this system. During monitoring, information may be examined, recorded, copied and used for authorized purposes. All information, including personal information, placed on or sent over this system may be monitored. Use of this DoD computer system, authorized or unauthorized, constitutes consent to monitoring of the system. Unauthorized use may subject you to criminal prosecution. Evidence of unauthorized use collected during monitoring may be used for administrative, criminal or other adverse action. Use of this system constitutes consent to monitoring for these purposes.

Click on Request Below to Approve or Reject.

Approval Request	Description
Request Access	SAAR#50244 - Request for William Williams (EWW00001) 08/08/2006 09:24:49 EDT

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AMPS Pending Approvals List

- d. Review the list of pending approvals as shown above
- e. Click '**Request Access**' next to the SAAR up for review
- f. The *Application Approval Form - Security Officer External* will load (This form informs the security officer of the user's request for access, including the application and requested role. The user/requestor's personal information is listed as well.)



Application Approval Form - Security Officer External

Please submit approval or denial of application access based upon the outcome of the requestor's background investigation

SAAR#: 50311
Application Access Request For: Collaboration
Requested Roles: BSM Prod External- Levels Collaborator- Update JD- 123
Type of Access Required: Authorized
Data Classification: Unclassified
Requestor's Justification For Access: TEST TEST Collaboration Role. Scheduled to go to the D&CC IAO Approver. No user assigned to this role. Should go to the Configurator
Pending Role Request(s):
Application Access Requires IT Level Designation: IT2

Requestor Information

SSN: 44444444
Last Name: Williams First Name: William MI: VV
Official Email Address: W.Williams@test.com
Official Telephone Number: 123-456-7890
Citizenship: US

Security Officer Application Access Decisioning

Type of Investigation: *

Date of Investigation: *

Clearance Level: *

Requestor IT Level Designation: * Page will refresh after an item is selected.

Security Officer Decision: * Page will refresh after an item is selected.

Comments:

Please Confirm the Information Below:

Security Officer Last Name: Morris
Security Officer First Name: Mark
Email Address: M.Morris@test.com
Telephone Number: 123-456-7890
Decision Date: Thursday, July 31, 2009 2:54:52 PM EDT

* Indicates a required field

Application Approval Form - Security Officer External



- g. Under **Security Officer Application Access Decisioning**, complete the following fields:
- i. Type of Investigation (**Note:** If the requestor's type of background investigation is not listed, please select an equivalent investigation type)
 - ii. Date of Investigation
 - iii. Clearance Level
 - iv. Requestor IT Level Designation
 - v. Security Officer Decision – Select '**Approved**' OR '**Denied**'
 - vi. Enter notes in the Comments box (Ex: Approved OR Denied because user information is incorrect)
- h. Click '**Complete**'

After the Security Officer has approved a request, the user/requestor receives another status e-mail detailing the **Pending Approval Type**. AMPS continues the approval process by automatically sending an e-mail requesting approval from the Data Owner and IA Officer respectively.

Upon the completion of all required approvals (Supervisor, Security Officer, Data Owner, IA Officer) the user is notified of their access via an e-mail with the subject: **Application Access Request Approved for <<Name of user>>**