



AMPS Snapshot: Complete and Submit a Role Request — External User

For external users assigned to one of the following AMPS user types: **CIVILIAN, MILITARY, or CONTRACTOR.**

How to complete and submit a role request in AMPS:

1. Start by launching AMPS in a browser window.
2. In the **Requests** menu, click **Request Role**.

User Information:

3. In the **User Information** screen, enter your **Cyber Awareness Certification Date**. This date must be within 12 months of the current date.
4. Enter and confirm your **SSN**, if you are a non-CAC user.
5. Enter your date of birth.
6. Select a User Type and corresponding information:
 - a. **Military**: select **Branch** and **Rank**.
 - b. **Civilian**: select **Grade**.
 - c. **Contractor**: enter **Contract Number**, **Contract Company**, and **Contract Expiration Date**.
7. Review **External Security Officer** information; update as needed. Accuracy of the email address is important to the delivery of appropriate email notifications.
8. Review **Supervisor** Information and update as needed. Accuracy of the email address is important to the delivery of appropriate email notifications.
9. Click **Next**.



Note to non-CAC users:
Social Security Number (SSN) and Date of Birth (DOB) are not saved in AMPS. They are displayed ONLY to the External Security Officer of non-CAC users. The Security Officer uses the SSN and DOB to check security clearance. AMPS then discards any record of this entry.

Note to Foreign Nationals:
Social Security Number (SSN) and Date of Birth (DOB) are required entries. Check with the External Security Officer to determine what to enter in this field. **Note that these fields accept only a sequence of nine numerical characters.**



6a
* User Type: Military
* Branch: USAR
* Rank: SGT

6c
* User Type: Contractor
* Contract Number: CT123456789
* Contract Company: Contracts R Us
* Contract Expiration Date: 11/29/2016
Contract Officer First Name: Corinna
Contract Officer Last Name: Cor
Contract Officer Email: Corinna.Cor@dla.mil
Contract Officer Phone: 888-555-8989

Request Role
User Information | Select Roles | Justification | Summary

3
* Cyber Awareness Certification Date: 4/1/2014

4
* SSN: [redacted]
* Confirm SSN: [redacted]

5
* Date of Birth: 1/1/1980

6b
* User Type: Civilian
* Grade: NA
* Country of Citizenship: US

7
Contact Information
* Official Telephone: 804-555-1212
* Official Fax: 804-555-1212
* Mobile: 804-555-1212
Office/Cube: [redacted]
* Street: 123 Any Street
* City: Columbus
* State: Ohio
* Postal Code: 43201
* Country: UNITED STATES

8
Organization Information
* Security Officer Email: helga.soff@gmail.com
* Security Officer First Name: Helga
* Security Officer Last Name: Soff
* Security Officer Phone: 804-555-9999

9
Supervisor Information
* Supervisor Email: may.supr@gmail.com
* Supervisor First Name: May
* Supervisor Last Name: Super
* Supervisor Phone: 804-555-9999

Cancel Next

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- ➔ Select Roles: Search for a Role (Various Search Criteria)
- 10. Enter or select a search criterion: example shows a search for a character string contained inside a range of role names.
- 11. Click **Search**.
- ➔ Select a Role
- 12. Click a role name to select it. You can click the right arrow (➤) beside the role name to view role details.).
- 13. Click the selector button: —>. This action moves the role name to the **Selected Roles** section.
- 14. Click **Next**.

How to Search for and Select a Role:

AMPS provides two ways to locate and select a role for your application.

Browse: When you select an application from **Browse Roles by Application**, AMPS displays all the roles defined for your application in the **Select a Role** section. You can view details about the role to ensure you select the correct role.

Search Roles: You can search for a role based on a range of criteria. Results are displayed in the **Select a Role** section.

Multiple Role Requests: You can submit one request for two or more roles at one time. AMPS automatically creates a separate SAAR for each role you request. The only exception is the **Primary Role**.

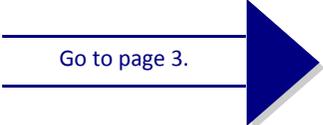
About Primary Roles: If your application requires you to have a Primary Role before you select additional roles, you must submit a request for the Primary Role and receive an application account before you can request any other roles in the application. Not all applications have Primary Roles; check with your Supervisor if you are unsure.

The screenshot shows the 'Request Role' application window with the following components and callouts:

- 10:** Points to the 'Role Name' input field in the 'Search Roles' section, which contains the text 'HMIRS'.
- 11:** Points to the 'Search' button in the 'Search Roles' section.
- 12:** Points to the dropdown arrow next to the role name 'HMIRS WEB Prod - HMIRS WEB - Non-Proprietary HMIRS-001' in the 'Select a Role' section.
- 13:** Points to the right-pointing arrow button next to the role name in the 'Select a Role' section.
- 14:** Points to the 'Next' button in the top right corner of the window.

The 'Select a Role' section also displays a table of role details for the selected role:

Enterprise App	DFAS Applications	Environment	PROD
Application	DFAS SABRS	Primary Role	NA
Description	TSO	Role Type	USER



➔ Justification

15. Enter comments justifying this role request in the **Justification** text area.

NOTE: Text provided here is a sample. Please provide comments relevant to the current request.

16. As an option, click the **Browse** button beside the **Attachment 1** field and select a **PDF** file to attach. Repeat for Attachment 2 and 3, if needed.

17. As an option, enter additional or explanatory information to support the request in the **Optional Information** text area.

18. Click **Next**.

Submit Supporting Information With Your Role Request :

The **Justification** screen enables you to submit information that supports your role request. AMPS stores all of your supporting information, including links to your downloadable attachments, to each approver in the process.

This screen provides two text areas for entering supporting information. Only the **Justification** text area requires an entry. The **Optional Information** and **Attachment** sections are not required.

Note that each attachment must fulfill these criteria:

- Adobe Portable Document File (PDF) format
- Two megabytes or less in size.

You can scan in supporting documents and attach them to your request for approvers to download and review, as needed. The maximum number of attachments is three.

Request Role

User Information Select Roles **Justification** Summary

Request Justification & Supporting Details

15 * **Justification**

I require this role to perform my tasks.

17 **Optional Information**

The attached document provides verification of my requirement for this role.

16 **Attachment 1** Attachment1.pdf Update...

Attachment 2 Browse...

Attachment 3 Browse...

Attachments must be PDF files, smaller than 2MB each

Cancel 18 : Next

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- Summary**
- Review the information in the **Role Request Summary** section.
 - Click any of the screen names above the summary section to skip back to a previous screen and adjust the data, as needed, **OR**
 - Click the **Back** button to step back through the preceding screens and make changes before you submit the request.
 - Click **Submit**.

- Role Request Confirmation**
- Note that the SAAR number for the automated DD 2875 form you just submitted appears in this confirmation.
 - Click **OK**.
- AMPS closes the **Role Request Confirmation** for this SAAR and restarts the Role Request process. You can close the **Role Request** screen or submit a new SAAR, as needed.

Pending Requests

Navigate to the **Pending Requests** section of your profile. AMPS displays SAAR details that describe the stage in the approval process the SAAR has entered.

Use the data in **Pending Requests** to track any SAAR you have submitted. This data may help you determine a solution for any SAAR that is not proceeding as you expect.

Ask your Supervisor if you have questions.

Click a screen name to skip back or forward.

Request Role

User Information | Select Roles | Justification | **Summary**

Role Request Summary

Please review the information below before submitting this request. Use the Back button to change any information, and use the Submit button to complete this request.

User: Rita Eteck
User ID: ETEC_USER_256
Organization: DLA External
Cyber Awareness Certification Date: 4/1/2014
SSN: *****

User Type: Civilian
Grade: NA

Security Officer Email: helga.soff@gmail.com
Security Officer First Name: Helga
Security Officer Last Name: Soff
Security Officer Phone: 804-555-9999

Supervisor Email: may.supr@gmail.com
Supervisor First Name: May
Supervisor Last Name: Super
Supervisor Phone: 804-555-9999

Requested Role(s): HMIRS WEB Prod - HMIRS WEB - Non-Proprietary HMIRS-001

Justification: Role request for external user.
Comments: See attached document.

Attachments: Attachment1.pdf

Back Submit

Request Role

Role Request Confirmation

Your request: has been submitted to your supervisor for approval. The following SAARs have been created:

SAAR	Role	Status
6026	DFAS SADR Prod TSO SADR 004	SUBMITTED

AMPS will notify you by email message regarding the status of each SAAR.

If you have questions about this request, please contact the Enterprise Help Desk:
 Email: DLAEnterpriseHelpdesk@dlamail.mil
 Phone: 855.552.0001

OK

Pending Requests Cancel Request

SAAR ID	SAAR Type	Role Name	Status	Current Approver	Request Date	Expiry Date
6826	Role Request	HMIRS WEB Prod - HMIRS WEB - Non-Proprietary HMIRS-001	PENDING APPROVAL	External Supervisor	04-16-2014	05-06-2014

Finished! Now, your request starts the approval process.

Contact your Supervisor for more information.