



**DEFENSE LOGISTICS AGENCY**  
**ENERGY**  
8725 JOHN J. KINGMAN ROAD, SUITE 4950  
FORT BELVOIR, VIRGINIA 22060-6222

**Instruction Number: DLA Energy-I-24**

**13 April 2011**

**DLA ENERGY AUTOMATED INFORMATION SYSTEM (AIS) APPLICATIONS ACCESS**

- References:
- (a) DoDI 8500.2 IA Implementation
  - (b) DoDD 8500.1, Information Assurance
  - (c) DoD 5200.1-R, DoD Information Security Program
  - (d) DoD 5200.2-R, DoD Personnel Security Program
  - (e) CJCSM 6510.01, Defense-In-Depth: Information Assurance (IA) and Computer Network Defense (CND)
  - (f) DESC-S-D-09-17, Contractor Verification and Common Access Guidance
  - (g) DODD 8520.2, Public Key Enabling

- Forms:
- (a) DD Form 2875, System Authorization Access Request (SAAR)
  - (b) DLAH Form 1728, Request for HQ Complex Contractor's Badge

1. GENERAL. DoDI 8500.1, Information Assurance (IA), mandates that all individuals requiring access to any Department of Defense (DoD) Automated Information Systems (AIS) have a favorably adjudicated investigation. This procedural guidance was coordinated with the Component Service Control Points (SCP) and approved for publication by DLA Energy.

a. Currently, the only Command or Installation level users of a DLA Energy AIS that require IT Level II investigation are those users that are responsible for maintenance of the USAF Line-of-Accounting table data in the Fuels Enterprise Server (FES). DLA Energy System Administrators, program developers, and Information Assurance (IA) personnel may also require IT Level I or Level II depending on their responsibilities. All other Command and Installation level users require IT Level III. Oracle Government Financials (OGF) and Oil Enterprise Downstream (OED) users require IT Level II.

b. DLA Energy AIS access will be restricted to only users with valid requirements for access to the application based on job responsibilities. See section 4 below for responsibilities relevant to validation of and approval of a system access.

c. Applicability. Personnel requiring access to any DLA Energy AIS application must submit their requirement electronically using the Account Management and Provisioning System (AMPS). This operating procedure is not applicable to requests for access to the DLA /DLA Energy local area network (LAN).

d. **Public Key Infrastructure Implementation (PKI):** Use of many BSM-E systems require PKI certificates provided on the Common Access Card (CAC) or a commercially provided PKI certificate issued by an External Certificate Authority (ECA).

- (1) Military personnel and DoD civilian employees are authorized and should be issued the common access card.
- (2) DoD contractors requiring regular physical access to DoD installations or operate on a DoD network are authorized the CAC in accordance with DODD 8520.2, Public Key Enabling. They are sponsored by their military service or defense agency. DLA Energy sponsored contractors should follow [DESC-S-D-09-17, Contractor Verification and Common Access Guidance](#) which is available through their Contracting Officer or their representatives. Users at Terminal Operating Agreement locations should consult with their DLA Energy NCI Inventory & Distribution Management representative.
- (3) Authorized users who are not eligible for the CAC should refer to <http://iase.disa.mil/pki/eca/index.html> for current information on obtaining ECA provided certificates.

e. **Supersession.** This interim instruction supersedes DLA Energy-I-24 dated December 29, 2008.

## 2. RESPONSIBILITIES

a. Validation of need for access ultimately resides with the AIS data owner or designee. However, validation of need for access really begins with the requestor's supervisor since they are in the best position to determine which applications and permissions are required for performance of the individual's job responsibilities. Thus the SAAR must clearly identify the requestor's roles and responsibilities relative to the AIS access they are requesting. This information is essential to proper establishment of the individual user account(s) for the various DLA Energy AIS applications since some application functionalities are systematically enabled based on the user permissions and/or Department of Defense Activity Address Code/Federal Activity Address Code (DoDAAC/FEDAAC) assigned to the individual's user account. Adequate space is provided in the DoDAAC box in AMPS to list all needed DoDAAC or FEDAACs. Personnel responsible for review and approval of AMPS requests and supporting documentation shall promptly notify the requestor/submitter via telephone when a problem exists with the access request or supporting documentation, and when a system access is disapproved for any reason. AMPS also generates an email notification to the requester.

(1). **DLA Energy AIS Data Owner:** The DLA Energy AIS Data Owner is the first recipient in the AMPS role request electronic workflow. They will review the request for accuracy and have the ability to modify the request if the role requested does not match the position or justification of the user.

(2). Supervisor: The supervisor will review the role request and approve. It is important to note supervisors who are external to DLA will not need to register for an account in AMPS to execute their responsibilities. They simply follow the link in the AMPS email to access the user request.

(3). Local Information Assurance Officer (IAO)/Terminal Area Security Officer (TASO)  
TASO: The unit or organization TASO is responsible to validate that the requestor has completed all IA training. They will be identified by the user in AMPS by name and with a valid phone number. J6F Information Assurance will contact them to verify completion of IA training.

(4). Security Manager: The unit or organization Security Manager is responsible to initiate required background checks and/or certify the type and currency of the individual's background investigation in AMPS. Select the appropriate IT Level for the role requested and approve. Like the external supervisor, they will access the request via embedded link and will not be required to register in AMPS to perform Security Manager duties.

(5). DLA Energy Contracting Officers (CO) or their designated representative (COR/COTR/Regional Representative)

- (a) Will sponsor the user into Defense Knowledge On-Line when necessary to obtain a ".mil" email address.
- (b) Review and approve access requests as the "Supervisor" in AMPS.
- (c). Act as Trusted Agent to transmit login and password information to the user as described in 3.a.(3) below.
- (d) Provide specific instruction on PKI compliance in accordance with DESC-S-D-09-17, Contractor Verification and Common Access Guidance.

(6). J6F Information Assurance (IA) Team: The IA Team will review all system access requests before approving in AMPS.

- (a). Approval is contingent upon documentation of the appropriate IT Level eligibility by appropriate TASOs and Security Officials; the requestor's valid need for access confirmed by appropriate Supervisor, Sponsor/Service Representatives and AIS data owners as required.
- (b). The IA Team will also maintain a log of AIS User Ids and process approved system accesses to the appropriate DLA Energy AIS Application Administrator.

(7). BSM-E Help Desk: The BSM-E help desk will review help desk tickets regarding DLA Energy AIS user account modifications to ensure clarity of requested modifications to the user's account as discussed in section 4. Help requests that do not clearly state the required actions should be referred back to the submitter prior to forwarding the help ticket to the appropriate sponsor/service representative or AIS Account Administrator for approval.

### 3. PROCEDURES

a. Internet Protocol (IP)/E-Mail Address Restrictions: All system users must have access to a “.mil” or “.gov” e-mail address to receive newly assigned User IDs and passwords for AIS user accounts except where noted below. Additionally, User IDs and Passwords will not be forwarded to joint user group e-mail addresses. These restrictions are to protect privacy of AIS User IDs and Passwords and to aid in prevention of unauthorized access to a DoD AIS. A “.mil” or “.gov” IP address is also required for access to restricted DoD web sites. Workarounds to the “.mil” or “.gov” email address are as follows:

(1). System users (to include contractors and foreign nationals) that do not have a “.mil/.gov” email address or that are experiencing difficulty accessing a DLA Energy application due to commercial IP lock out must take the following action to establish access:

(a). Army sponsored users may obtain a ".mil" address through Army Knowledge Online. Please follow the instructions/procedures provided at the following website: <https://www.us.army.mil/suite/login/welcome.html>.

(b). Navy/Marines sponsored users must contact their respective base LAN administrator to request a ".mil" email address.

(c). Air Force sponsored users must contact their local base LAN Administrator to inquire about an Outlook web functionality that is being made available for users and support elements.

(2). DLA Energy sponsored commercial fuel vendors/suppliers impacted by the .mil/.gov address restrictions must inform their appropriate DLA Energy contracting officer for assistance. DLA Energy contracted fuel stock point personnel needing access to a DLA Energy AIS application such as Fuels Manager Defense (FMD) Express, should contact their appropriate DLA Energy Region for assistance with a workaround.

(3). Trusted Agents: Any DLA and DLA Energy Terminal Area Security Officers (TASO) may serve as a trusted agent for transmittal of User IDs and Passwords to employees and contractors within the TASOs organization or installation when the employee/contractor does not have access to a .mil or .gov email address. TASOs serving in a trusted agent capacity shall positively identify the user ensure the security and confidentiality of the employee’s User ID and password when transmitting.

b. Information Assurance (IA) Training and Certification Requirement: All DoD AIS users shall complete initial and refresher IA training. Completion of the IA Training and Certification shall be recorded in AMPS as part of the system access request. The annual refresher IA training is available on line at <https://lms.dla.mil/plateau/user/dlaSsoPlateauLogin.do> for users with a LAN account on the DLA domain. All other users can access the training at <http://iase.disa.mil>.

Upon completion print a copy of the certificate and provide to your supervisor or Contracting Officer. Retain a copy as one may be requested by DLA J6FA during periodic account audits.

c. Rules of Behavior. For access requested using AMPS, an acknowledgement of the rules of behavior is captured as a part of the electronic access request. In these cases, a separate signed acknowledgement is not required.

#### 4. DLA ENERGY SYSTEM ACCESS REQUEST SUBMISSION PROCESS

##### a. Manual DD Form 2875, System Authorization Access Request Process and electronic Access Requests Using AMPS:

(1). Users can obtain the DD Form 2875 at the DoD Forms Website <http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm>. The manual DD Form 2875 will be used only in cases when either AMPS is not available or the requested role does not exist in AMPS. When AMPS is off line for extended periods, roles will be requested as they appear in AMPS as detailed in the appendices.

(2). AMPS is available at <https://amps.dla.mil>. Non DLA personnel who are first time AMPS users will need to self register prior to processing their first request.

(3). Complete DD Form 2875 according to instructions on the back of the form. Appendix 2 provides supplemental procedures specific to requesting access to a DLA Energy AIS. Appendix 3 provides DLA Energy AIS user role and responsibility profiles and the appropriate AIS application and user permissions required for those roles and responsibilities. The requestor's supervisor and TASO must sign the DD Form 2875. (See section 2 Responsibilities)

**Note: If the requestor's supervisor is also their unit's TASO, then someone higher in the individual's chain of command must sign the supervisor block. The same individual cannot sign both the supervisor block and TASO block.**

(4). Account requests processed through AMPS initiate an electronic work flow for approval. The user must know their supervisor's and Security Officer's email address and phone number prior to initiating the request. Appendices 1 and 2 provide supplemental procedures specific to requesting access to a DLA Energy AIS. Appendix 3 and the DLA Energy AMPS Job Aid provide DLA Energy AIS user role and responsibility profiles and the appropriate AIS application and user permissions required for those roles and responsibilities.

b. DLA/DLA Energy Sponsored Contractors are also required to submit a DLAH Form 1728, Request for HQ Complex Contractor's Badge, which is used by the appropriate Defense Logistics Agency (DLA) Personnel Security Specialist to verify that a required background investigation has been completed. The DLAH Form 1728 may be accessed in Form Flow at the DLA Web Site <http://www.dla.mil/DSS/forms/IDC/browse.asp?fw=DLAH>. Complete the DLAH Form 1728 according to the instructions at Appendix 1. AMPS does not support

electronic submission of DLAH Form 1728s. If the DLAH Form 1728 is required complete and submit as instructed in this publication.

(1). Appendix 1 provides the appropriate DLA Personnel Security Specialist contacts for Continental United States (CONUS) and Outside of Continental United States (OCONUS) locations. Part II of the DLAH Form 1728 for DLA/DLA Energy contractors in OCONUS locations shall be completed by the appropriate Personnel Security Specialist, the form attached to the SAAR, and forwarded along with the SAAR to the DLA/DLA Energy employee contact identified in Appendix 1. Part II of the DLAH Form 1728 for DLA/DLA Energy contractors within CONUS shall be completed by the DLA Personnel Security Specialist.

(2). When a DLA/DLA Energy sponsored contractor does not have the required background investigation documented in a DoD security database, the DLA Personnel Security Specialist will forward additional required documentation to the requestor. The requestor must complete the additional documents and return them to the DLA Personnel Security Specialist who will in turn initiate the required investigation. Upon completion of the investigation, the DLA Personnel Security Specialist will complete Part II of the DLAH Form 1728 and return it to the DLA Energy office submitting the request.

(3). The DLAH Form 1728 will be used by the appropriate DLA Energy TASO and Security Officer as source documentation for the required investigation and IT Level.

c. Service Sponsored Contracts: The required background investigation must be documented in the AMPS role request. The appropriate service Security Office/Provost Marshal must be identified in the AMPS work flow in order for them to certify completion and documentation of the appropriate investigation to verify the individual's eligibility for the required IT Level. This action is captured under the Security Officer's actions in the AMPS electronic access request and must be accomplished by a trained government Security Officer. No special AMPS training is necessary to fulfill this role.

d. Local Nationals (non-US citizens) may be granted access to a DLA Energy AIS provided they have a favorably adjudicated background investigation. For military service sponsored Local Nationals, certification of the required background check must be documented in Part III of the DD Form 2875 and signed by the appropriate military service Security Officer/Provost Marshal to certify completion and documentation of the appropriate investigation and the individual's eligibility for the required IT Level. Part III must indicate the specific type of investigation completed and if applicable the security clearance. This action is captured under the Security Officer's actions in the AMPS electronic access request and must be accomplished by a trained government Security Officer. No special AMPS training is necessary to fulfill this role.

(1). Local nationals sponsored by DLA/DLA Energy must also complete the DLAH Form 1728 and attach it to the DD Form 2875. The appropriate DLA Personnel Security Office will process the DLAH Form 1728 for DLA/DLA Energy sponsored local nationals and if necessary initiate the required background investigation as discussed in paragraph 4.b(2).

e. Non-DoD Fuel Customers must document the required background investigation in their AMPS role request and their appropriate Security Official must provide background investigation completion date and eligibility for access in their part of the AMPS role request work flow.

f. In the case where a manual DD Form 2875 is necessary, forward the completed form and if applicable the DLAH Form 1728 to the appropriate DLA Energy Sponsor or Service Representative as shown in Appendix 1. The Global Directory Service (GDS) has developed the GDS Quick Reference Guide to assist users with downloading other users' key decipherment certificates from the GDS in order to send the DD Form 2875 and if applicable the DLAH Form 1728 via encrypted e-mail to the [DLA Energy-NS](mailto:DLA Energy-NS) mailbox. Reference the guide at <http://www.desc.dla.mil/DCM/Files> to accomplish the necessary procedures required for obtaining the DLA Energy public encryption key to send and receive encrypted and signed electronic mail. Utilize these procedures when transmitting the DD Form 2875/DLAH Form 1728 electronically to prevent unauthorized disclosure of Privacy Act information contained in the forms.

(1). Routing of AMPS system access requests is automatic depending on the DLA Energy designated Data/Information Owner. DLAH Form 1728 should be sent to the DLA Energy Sponsor or Service Representative as shown in [Appendix 2](#).

g. For AMPS requests, the designated Information Owner will review the request to ensure it is properly annotated with the appropriate user, DODAAC, and type of access consistent with their job responsibilities. Every effort has been made to define roles in AMPS intuitively for ease of use. [Appendix 3](#) provides an explanation of FES, FMD Express, and PORTS roles in AMPS. The [DLA Energy Job Aid](#) posted on the AMPS web site provides information on registration and requesting roles.

(1). The Sponsor/Service Representative will review the manual DD Form 2875 to ensure it is annotated with the appropriate user information, DODAAC(s), applications required for that user's job responsibility, and if applicable the appropriate user permissions and/or contract information. [Appendix 3](#) provides a listing of user roles and responsibilities associated with various DLA Energy applications for field level users. The Sponsor/Service Representative will forward the form along with any supporting documentation to the Security Team for processing.

h. The DLA J6F Information Assurance Officer (IAO) will approve SAARs based on complete documentation of the required investigation and eligibility for the required IT Level identified on the SAAR, valid need for access, and through coordination with the appropriate DLA Energy AIS data owners when required. Once the Information Assurance Officer (IAO) approves the request, it will be forwarded to the appropriate account administrator responsible for that DLA Energy AIS.

i. The account administrator for that system will establish the user account based on the Roles and Responsibilities listings discussed in Appendix 3. The account administrator will inform the individual of their User ID and initial password via separate e-mails. If the individual is requesting system access through a Trusted Agent as discussed in paragraph 3.a.(3) (does not have a .mil or .gov email address), the account administrator will forward the User ID and password to the Trusted Agent for secure delivery to the system user. The new user will need to change their password once they log into the system.

j. Follow-up on status of SAAR processing should be directed to the appropriate point of contact listed in Appendix 2 or to the Business Systems Modernization-Energy (BSM-E) Help Desk at [bsme.helpdesk@dla.mil](mailto:bsme.helpdesk@dla.mil) or 1-800-446-4950.

(1). Status of AMPS access requests is available through AMPS. It should be noted that the term “Suspended” within AMPS simply means the access request is waiting for action at that level and is not indicative of a problem. Follow ups should be directed to the BSM-E Help Desk at [bsme.helpdesk@dla.mil](mailto:bsme.helpdesk@dla.mil) or 1-800-446-4950. Please indicate the AMPS SAAR number when requesting assistance.

k. Password Policy and Maintenance: The majority of DLA Energy automated system users are located on DOD installations or on a US Government Local Area Network (LAN). This group of users should follow local procedures concerning password policy and maintenance. All other DLA Energy automated system users must review and implement the DLA password policy and maintenance guidance, which can be found at the following web site: <https://today.dla.mil/onebook/process/35.htm>.

## 5. MODIFICATIONS TO EXISTING USER ACCOUNTS

a. Modifying an existing role is made simple in AMPS. A user need only log into AMPS and select the required new additional role from the “Request Role”. Roles no longer required can be removed by selecting the “Remove Role” option from the main menu. For personnel deploying or needing additional roles, please select the new supplementary role(s) in AMPS which will initiate a new request.

b. The user will receive updates from AMPS as the request makes its way through the approval workflow and also if for some reason the request is disapproved. Otherwise, the DLA System Account Administrator will notify the requester via e-mail once their user account has been modified.

6. TEMPORARY DUTY ASSIGNMENTS Users deploying in either an accountant or responsible officer role can request this role through AMPS using the “Request Role” function. This will provide the required access without impacting their home station login. Users will select the “Remove Role” function when returning from deployment to remove access to the deployed account when no longer needed.

## 7. DLA ENERGY AIS ACCOUNT DEACTIVATION, DUTY REASSIGNMENT NOTIFICATION

a. Permanent Duty Location Reassignments: Users will initiate the “Remove Role” action in AMPS when departing a duty station.

(1). Upon arrival at the new duty location: Once it is established their duties will require system access the user should login into AMPS, update their profile to reflect their new duty station and request the roles consistent with their duties.

b. User Account Deactivation: DLA Energy must be notified when the user no longer requires access to a system, i.e. retirement, separation or when the user moves to a new duty location where they will no longer require system access. This action should be accomplished using the AMPS “Remove Role” function. Supervisors external to DLA should submit a ticket to the AMPS Helpdesk at: [amps.support@dla.mil](mailto:amps.support@dla.mil).

c. Recertification of Access: Users are also required to annually recertify their access to BSM-E applications. The users will receive an email generated from AMPS and should follow the provided link. Users selecting “Extend” within AMPS will retain their access. Users selecting “Expire” or who are non responsive will have their BSM-E roles removed.

d. Deactivation of Account Due to Inactivity: BSM-E systems monitor user account activity and will inactivate accounts after 30 days of inactivity. User accounts will be removed (archived) after 180 days of inactivity. The accounts may be reactivated by calling the BSM-E Helpdesk prior to removal at 180 days. Users will have to request access as a new user in AMPS after the roles have been removed due to inactivity.

## 8. HOW TO OBTAIN HELP WITH USER ACCOUNTS

a. System users must contact the BSM-E Help Desk for questions/problems concerning their account, or to have their password reset if they experience system lockout. (Note: Three incorrect logins will result in system lockout for most DLA Energy applications)

b. Users experiencing problems with AMPS should contact the AMPS Helpdesk at DSN 695-2934, commercial (804)279-4357 or by email at [amps.support@dla.mil](mailto:amps.support@dla.mil).

///Signed copy on file///

CHARLES T. RACE  
CAPT, SC, USN  
Chief of Staff

OPR: DLA Energy OSS/J6FA  
OCR: DLA Energy-NS

**4 Appendices:**

Appendix 1: [DLAH Form 1728 Instructions and Example](#)

Appendix 2: [DD Form 2875 Submission](#)

Appendix 3: [Field User Roles and Responsibility Matrix](#)

Appendix 4: [Annual Information Awareness Training](#)

## Appendix 1

*Request for HQ Complex Contractor's Badge and/or Information Technology (IT) Access*

DLAH Form 1728 Instructions and Example

AP1.1. The blocks identified below are mandatory and the information for each block must be typed or hand scribed in legible print. Attach this form to the DD Form 2875.

**Block 1-8:** The information requested for these blocks is self-explanatory and applies to the individual requiring system access.

**Block 9:** Enter the name of the company the requestor works for.

**Block 10:** Enter the name of the contracting activity sponsoring the requestor's company. (i.e. DLA Energy-F, DLA Energy-B)

**Block 11:** Enter the required IT Level for the system access required by the requestor. (Reference Paragraph 1.2.1 above) *Note: Check the "Privacy Act Data" block if individual is responsible for entry of Privacy Act information entry into a system.*

**Block 12:** Enter the contract number.

**Block 13:** Enter the date the contract expires.

**Block 14:** Check appropriate box only if a DLA HQ complex badge is required. If a HQ Complex badge is not required, enter "Badge not required" in the upper right corner of Block 14.

**Block 15a:** Check the "YES" box only if access to classified information is required in performance of official DLA Energy duties. Most contractors will not require access to classified information and must check the "NO" box.

**Block 15b:** Enter the level of access/classification if the "YES" box was checked in block 15a. Otherwise leave block 15b blank.

**Block 16a:** Requestor must sign this block.

**Block 16b:** Date requestor signed the form.

**Block 16c:** Requestor's voice phone number.

**Block 16d:** Requestor's complete e-mail address

**Block 17a:** Typed/printed name of DLA or DLA Energy sponsor of contract.

**Block 17b:** Name of activity or organization the sponsor works for.

**Block 17c:** Signature of the contractor sponsor.

**Block 17d:** Date sponsor signed the form.

**Block 17e:** Phone number of sponsor.

**Block 17f:** Complete e-mail address of sponsor.

**Part II.** This section must be completed by the Personnel Security Office Specialist for DLA Energy/DLA sponsored contracts.

**Submit completed DLAH Form 1728 to the appropriate DLA Personnel Security Specialist shown below and in Appendix 2.**

**DLA Personnel Security Office Specialist Information:**

**CONUS: Email:** [Carol.Ferguson@dla.mil](mailto:Carol.Ferguson@dla.mil)

DSN: 427-7146      Commercial: (703) 767-7146

FAX: 427-4202      Commercial: (703) 767-4202

**O-CONUS Pacific and Alaska:**

**Email:** [desdpsecurity@dla.mil](mailto:desdpsecurity@dla.mil)

DSN: 473-4243/4434

Commercial: (808) 473-4243/4434

**ADDRESS:**

DLA Enterprise Support Pacific

ATTN: Jeffrey Ahn/Paul Couto

1025 Quincy Ave

Bldg 479, Suite 2000

Pearl Harbor HI 96860-4512

**O-CONUS Europe and Middle East: Email:** [Richard.Norman@europe.dla.mil](mailto:Richard.Norman@europe.dla.mil)

DSN: (314) 338-7534      Commercial: 011.49.611.380.7534

FAX: (314) 338-7649      Commercial: 011.49.611.380.7649

**ADDRESS:**

DLA Enterprise Support Europe

ATTN: Office of Public Safety (Mr. Norman)

CMR 443, Box 1300

APO AE 09096-1300

API.2. DLAH Form 1728; Example

EXAMPLE ONLY

REQUEST FOR HQC CONTRACTOR BADGE AND/OR INFORMATION TECHNOLOGY (IT) ACCESS					
<b>PRIVACY ACT STATEMENT</b>					
<b>AUTHORITY:</b>		10 U.S.C. 133, Under Secretary of Defense for Acquisition and Technology; E.O. 9397 (SSN); E.O. 10450 (Security Requirements for Government Employees); and DLA Privacy Act System Notice S500.50, available at <a href="http://www.de/ense/ink.mil/privacy/notices/dla/">http://www.de/ense/ink.mil/privacy/notices/dla/</a> .			
<b>PRINCIPAL PURPOSE(S):</b>		Information is collected to <b>allow</b> us to issue you a building badge. The badge is used to control access to and movement on DLA installations, buildings, or facilities.			
<b>ROUTINE USES:</b>		Information you provide may be disclosed for any of the Routine Uses published by DoD at <a href="http://www.de/ense/ink.mil/privacy/notices/blanket-uses.html">http://www.de/ense/ink.mil/privacy/notices/blanket-uses.html</a> . Contact the system manager or your local Privacy Act Officer for further details.			
<b>DISCLOSURE:</b>		Disclosure is <b>voluntary</b> . However, failure to provide the requested information will result in our inability to issue you a badge or grant you access to DLA installations, buildings, or facilities.			
<b>PART I - TO BE COMPLETED BY SPONSOR/CONTRACTOR</b>					
IT Contractors must meet the security requirements in accordance with DoD Directive 8500.1, Information Assurance; DoD 5200.2-R and DLAR 5200.11, Personnel Security Program security requirements. IT I contractors must have a favorable Single Scope Background Investigation (SSBI), IT II must have a favorable National Agency Check with Law and Credit Checks (NACLC), and IT III contractors must have a favorable National Agency Check (NAC). ALL OTHER CONTRACTORS MUST HAVE A FAVORABLE NAC FOR BUILDING ACCESS. Contractors must frequent the HQC a minimum of 3 times per week to be eligible for a badge.					
1. NAME (Last, First, MI) Frost, Jack C.		2. SSN 999-99-9999		3. DATE OF REQUEST 12/16/2004	
4. DATE OF BIRTH 01/16/1952	5. PLACE OF BIRTH Lebanon, SC		6. EYE COLOR Br	7. HAIR COLOR Br	8. HEIGHT 6'2"
9. COMPANY NAME Intercontinental Fuel Terminals, Inc		10. CONTRACTING ACTIVITY/SPONSOR DESC-FP		11. INDICATE ACCESS LEVEL <input type="checkbox"/> IT I <input type="checkbox"/> IT II <input checked="" type="checkbox"/> IT III <input type="checkbox"/> UE	
12. CONTRACT NUMBER SPO600-0-D-XXXX		13. DATE CONTRACT EXPIRES (MMDDYYYY) 12/31/2005		<input type="checkbox"/> PRIVACY ACT DATA	
14. REASON FOR ISSUANCE ("X" appropriate block) <input type="checkbox"/> a. INITIAL ISSUE <input type="checkbox"/> b. RENEWAL (Expired badge must be turned in.) <input type="checkbox"/> c. LOST <input type="checkbox"/> d. STOLEN <input type="checkbox"/> e. DESTROYED <input type="checkbox"/> f. NAME CHANGE (Documentation required. Old badge must be turned in.)					
NOTE: Clearances required for access to classified material and/or information are to be requested through the Contractor's Cognizant Security Agency (CSA) and granted by the Defense Industrial Security Clearance Office (DISCO).			15a. IS ACCESS TO CLASSIFIED INFORMATION REQUIRED? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
			15b. LEVEL OF ACCESS REQUIRED: <input type="checkbox"/> TOP SECRET <input type="checkbox"/> SECRET <input type="checkbox"/> CONFIDENTIAL		
16. CONTRACTOR					
a. SIGNATURE OF CONTRACTOR <i>Jack C. Frost</i>		b. DATE SIGNED 12/16/2004		c. TELEPHONE NUMBER (210) 999-9999	
d. EMAIL ADDRESS Jack.C.Frost@intercontintal.com					
17. SPONSOR					
a. NAME Alicia Grant		b. ACTIVITY DESC-FP			
c. SIGNATURE <i>Alicia Grant</i>		d. DATE SIGNED 12/17/2004		e. TELEPHONE NUMBER (703) 888-9999	
f. EMAIL ADDRESS Alicia.Grant@dla.mil					
<b>PART II - TO BE COMPLETED BY SECURITY</b>					
18 a. TYPE OF INVESTIGATION		b. DATE INITIATED		c. DATE COMPLETED	
(1) NAC / NACI / PRS					
(2) NACLC					
(3) SSBI / SBPR					
18 d. CITIZENSHIP U.S. <input type="checkbox"/> NON - U.S. <input type="checkbox"/> DUAL CITIZEN					
19. SIGNATURE OF PERSONNEL SECURITY SPECIALIST		DATE SIGNED		21. SIGNATURE OF ISSUING OFFICIAL	
				DATE SIGNED	

**Appendix 2**  
**DD Form 2875 Submission**

DLA Energy Sponsor / Service Representative / DLA Personnel Security Specialist  
Information

***Service Representatives and Other Non-DoD DLA Energy Sponsor Information***

**Air Force:** E-mail Address: [DESC-TB@dla.mil](mailto:DESC-TB@dla.mil)

DSN: 427-8516      Commercial: (703) 767-8516

FAX: 427-8795      Commercial: (703) 767-8795

**Army:** E-mail Address: [DESC-TB@dla.mil](mailto:DESC-TB@dla.mil)

DSN: 427-8516      Commercial: (703) 767-8516

FAX: 427-8795      Commercial: (703) 767-8795

**Navy:** E-mail Address: [DESC-TB@dla.mil](mailto:DESC-TB@dla.mil)

DSN: 427-8516      Commercial: (703) 767-8516

FAX: 427-8795      Commercial: (703) 767-8795

**FEDCIV Agencies, Vendors, and all Other Non-DoD DLA Energy AIS Users:**

E-mail Address: [DESC-TB@dla.mil](mailto:DESC-TB@dla.mil)

DSN: 427-8516      Commercial: (703) 767-8516

FAX: 427-8795      Commercial: (703) 767-8795

**DLA Energy Ground Fuel Customers (Not Capitalized Contract Line Items)  
Requiring Ground PORTS Application:**

E-mail Address: [desc.ddtechteam@dla.mil](mailto:desc.ddtechteam@dla.mil)

DSN: 427-8488      Commercial: (703) 767-8488

FAX: 427-8506      Commercial: (703) 767-8506

**DLA Energy Region, Office, and CBU Employees and Sponsored Contractors:  
Should forward their 2875 to their appropriate DLA Energy Sponsors. The sponsor will  
forward the SAAR to the appropriate Region, Office, or CBU TASO for screening and  
processing. The TASO will in turn forward the SAAR to the J6F Representative shown  
below. A listing of DLA Energy TASOs is available at**

[http://www.desc.dla.mil/DCM/Files/J6F%20TASO%20IDENTIFICATION%20LIST%20\(Aug%2005\).pdf](http://www.desc.dla.mil/DCM/Files/J6F%20TASO%20IDENTIFICATION%20LIST%20(Aug%2005).pdf)

**J6F Information Assurance Team:**

E-mail Address: [desc.security@dla.mil](mailto:desc.security@dla.mil)

DSN: 427-0749      Commercial: (703) 767-0749  
FAX: 427-3291      Commercial : (703) 767-3291

CONUS HQC and Americas

DLA Intelligence  
Attn: Energy Command Security Manager  
8725 John J. Kingman Rd. Suite 4925  
Fort Belvoir, VA 22060  
DSN: 427-6717                      Commercial: (703) 767-6717

**O-CONUS Pacific and Alaska:**

**Email:** [desdpsecurity@dla.mil](mailto:desdpsecurity@dla.mil)  
DSN: 473-4243/4434                      Commercial: (808) 473-4244/4434

ADDRESS:

DLA Enterprise Support Pacific  
ATTN: Jeffrey Ahn/Paul Couto  
1025 Quincy Ave  
Bldg 479, Suite 2000  
Pearl Harbor HI 96860-4512

**O-CONUS Europe and Middle East: Email:** [Richard.Norman@europe.dla.mil](mailto:Richard.Norman@europe.dla.mil)

DSN: (314) 338-7534    Commercial: 011.49.611.380.7534  
FAX: (314) 338-7649    Commercial: 011.49.611.380.7649

ADDRESS:

DLA Enterprise Support Europe  
ATTN: Office of Public Safety (Mr. Norman)  
CMR 443, Box 1300  
APO AE 09096-1300

**Appendix 3**  
Field User Roles and Responsibility Matrix

AP 3.0 Explanation of FES Roles.

AP3.1. In implementing AMPS for DLA Energy, roles were created by combining the typical FES permissions normally needed by personnel performing a common function. The table below provides a breakdown of FES roles in AMPS and their intended use. The roles are separated by Service. Primary roles are intended to capture the typical permissions required for Accounting, Responsible Officer, Buyer, Budget/Finance, and Analyst roles. Additional roles are provided to permit access to certain permissions. When selecting a role, be sure to provide a full justification. Ordinarily a user must select a Primary role before being permitted to select an additional role.

<b>AMPS Role Name</b>	<b>Role Type</b>	<b>Role Category</b>	<b>Visibility</b>	<b>Resource(s)</b>	<b>Resource Attributes</b>
Energy FES Prod – Army Seller or RO FES-100	Primary	Army	External	Energy FES Prod Energy Ground PORTS Prod	AMRW, IMRO, IARO, SCHE, NOND, R188 Activity, FMD Express: Limited Upload Subgroup, Enterprise Sub Group
Energy FES Prod – Army Buyer FES-101	Primary	Army	External	Energy FES Prod	AMRO, IMRO, IARO, NOND
Energy FES Prod – Army Command Level FES-102	Primary	Army	External	Energy FES Prod	AMRO, IMRO, IARO, NOND
Energy FES Prod – Army Financial Manager FES-103	Primary	Army	External	Energy FES Prod	AMRO
Energy FES Prod – Navy Seller or RO FES-200	Primary	Navy	External	Energy FES Prod Energy Ground PORTS Prod	AMRW, IMRO, IARO, SCHE, NOND, R188 Activity, FMD Express: Limited Upload Subgroup, Enterprise Sub Group

Energy FES Prod – Navy Buyer FES-201	Primary	Navy	External	Energy FES Prod	AMRO
Energy FES Prod – Navy Command Level FES-202	Primary	Navy	External	Energy FES Prod	AMRO, IARO, IMRO, NOND
Energy FES Prod – Navy Financial Manager FES-203	Primary	Navy	External	Energy FES Prod	AMRO
Energy FES Prod – Air Force Seller FES-300 (Acct)	Primary	Air Force	External	Energy FES Prod Energy Ground PORTS Prod, FMD Express	AMRW, IMRO, IARO, SCHE, NOND, R188, SMSR; FMD Express: Limited Upload Sub Group, Enterprise Sub Group Activity
Energy FES Prod – Air Force Seller FES-301 (RO)	Primary	Air Force	External	Energy FES Prod	AMRO, IARO, IMRO, NOND, R188, SMSR;
Energy FES Prod – Air Force Buyer View LOA FES- 302	Primary	Air Force	External	Energy FES Prod	AMRO, SMSR
Energy FES Prod – Air Force Buyer RW LOA FES- 303	Primary	Air Force	External	Energy FES Prod	AMRO, SMAS*
Energy FES Prod – Air Force Seller Command Level FES-304	Primary	Air Force	External	Energy FES Prod	AMRO, IMRO, IARO, NOND, SMSR, AAFD
Energy FES Prod – Air Force Financial Manager FES-305	Primary	Air Force	External	Energy FES Prod	AMRO, SMSR
Energy FES Prod – Air Force Command Financial Manager FES-306	Primary	Air Force	External	Energy FES Prod	AMRO, SMSR

Energy FES Prod – Air Force Fleet Manager FES-307	Primary	Air Force	External	Energy FES Prod	OLVR
Energy FES Prod – Commercial Buyer FES-400	Primary	Commercial	External	Energy FES Prod	AMRO
Energy FES Prod – Foreign Buyer FES-500	Primary	Foreign	External	Energy FES Prod	AMRO
Energy FES Prod – Non-DOD Buyer FES-600	Primary	Non-DOD	External	Energy FES Prod	AMRO
Energy FES Prod – Deployed Accountant Role FES-601	Additional	Any Service Accountant	External	Energy FES Prod	AMRW, FMD- Express Limited Upload Sub,
Energy FES DESC User FES- 700	Primary	DLA Energy User	Internal	Energy FES Prod	AMRO, IMRO, IARO, SCHE, NOND, R188, ALLD, DISC, SMSR, ASGR, DBAR
Energy FES Prod – DESC Analyst FES-701	Primary	DLA Energy Analyst	Internal	Energy FES Prod	ALLD, AMRO, ASGR, ASKI, CARD, DBAR, DFDR, DISC, DWAS, IARO, IMRO, IRRO, NOND, OLVR, R188, SCHE, SMSR, STAR
Energy FES Prod – DESC User Regional Inventory Read Only FES- 702	Primary	DLA Energy	Internal	Energy FES Prod	IRRO, IMRO, AMRO
Energy FES Prod – DFAS User FES-703	Primary	DFAS	Internal	Energy FES Prod	AMRO, ALLD
Energy FES Prod – Helpdesk Analyst FES-800	Primary	J6F	Internal	Energy FES Prod	AMRW, IMRO, SCHE, NOND, R188, IARO, SMSR, ALLD, DISC, DBAR,
FES-800 Continued					ASKI,

Energy FES Prod Additional – Discoverer User FES-900	Additional	Army Navy Air Force	External	Energy FES Prod	DISC
Energy FES Prod Additional – All Army DODAACS FES-901	Additional	Army	External	Energy FES Prod	AARD
Energy FES Prod Additional – Navy STARSFL Privilege FES-902	Additional	Navy	External	Energy FES Prod	STAR
Energy FES Prod Additional – Navy ASKIT Privilege FES-903	Additional	Navy	External	Energy FES Prod	ASKI
Energy FES Prod Additional – Navy Financial Report FES-904	Additional	Navy	External	Energy FES Prod	DWAS
Energy FES Prod Additional – All Navy and Marines DODAACS FES-905	Additional	Navy	External	Energy FES Prod	ANVD
Energy FES Prod Additional – Air Force OLVIMS Privilege FES-906	Additional	Air Force	External	Energy FES Prod	OLVR
Energy FES Prod Additional – Air Force LOA Read Write FES-907	Additional	Air Force	External	Energy FES Prod	SMAS
Energy FES Prod Additional – All Air Force DODAACS FES-908	Additional	Air Force	External	Energy FES Prod	AAFD
Energy FES Prod Additional – Budget Manager Read Write FES-909	Additional	Air Force DLA Energy Analyst	External Internal	Energy FES Prod	BMRW
Energy FES Prod Additional – DESC-R Bill Report FES-910	Additional	DLA Energy Analyst	Internal	Energy FES Prod	BILL

Energy FES Prod Additional – DFAS Data Entry Screens Read/Write FES-911	Additional	DLA Energy Analyst	Internal	Energy FES Prod	DFDE
Energy FES Prod Additional – Support Table Update FES-912	Additional	DLA Energy Analyst	Internal	Energy FES Prod	ASGE
Energy FES Prod Additional – DESC Security Manager Read Write FES-913	Additional	DLA Energy Analyst	Internal	Energy FES Prod	SMRW
Energy FES Prod Additional – DESC DBA Write Privilege FES-914	Additional	DLA Energy Analyst	Internal	Energy FES Prod	DBAW
Energy FES Prod Additional – Security Manager Password Write FES-915	Additional	DLA Energy Analyst	Internal	Energy FES Prod	SMPW
AF Budget Manager – Restricted from AF Seller – FES 916	Additional	AF Budget and selected DLA Energy Analyst	Internal/ External	Energy FES Prod	SMAS
Query Access – FES 917	Additional	DLA Energy Analyst	Internal	Energy FES Prod	SQL – Golden Access
Control Panel Read Only – Restricted to DESC – FES 918	Additional	DLA Energy Analysts	Internal	Energy FES Prod	DBAR
Energy FES Prod Additional – Any Service All DoDAACs FES-919	Additional	Any Service Accountant	Internal/ External	Energy FES Prod	ALLD
Energy FES Prod Additional – Any Service Super User FES-920	Additional	Any Service Accountant	External	Energy FES Prod	SURW
Energy FES Prod Additional – Any Service AFLOA RO FES-921	Additional	Any Service Accountant	External	Energy FES Prod	SMSR

Energy FES Prod Additional – Any Service CARD Supt Table RO FES-922	Additional	Any Service Accountant	External	Energy FES Prod	CARD
Energy FES Prod Additional - View and Download GSA Data FES-923	Additional		External	Energy FES Prod	GSAF
Energy FES Prod Additional - PORTS Order Status Edit FES-924	Additional	DLA Energy Only	Internal	Energy FES Prod	ORDS
Energy FES Prod Additional - Update Reconciliation Report Notes FES-925	Additional	DLA Energy Only	Internal	Energy FES Prod	RCON
Energy FES Prod Additional - Update FAS Stock Point Products Support Table FES-926	Additional	DLA Energy Only	Internal	Energy FES Prod	STCK
Energy FES Prod Additional - A/C Ownership Support Table Maintenance FES-927	Additional	DLA Energy Only	Internal	Energy FES Prod	ACFT
Energy FES Prod Additional – Add or Change DODAAC(s) Request FES-999	Additional	Any Service Accountant	Internal	Energy FES Prod	Change DODAAC Only


### AP3.2. Breakdown of FES Attributes

AP3.2.1. These attributes have been bundled where possible to create the typical roles previously defined in AMPS. The four character “FES Privilege” is listed in the “Resource Attribute” of the defined FES role. Some of the more specialized privileges are also provided as “additional roles in AMPS permitting customized access based on justifiable user requirements.

FES Privilege	DESCRIPTION	ACCESS
AAFD	All Air Force DODAACS	Gives users access to view all AF DoDAACs
AARD	All Army DODAACS	Gives users access to view all Army DoDAACs
ACFT	AF Aircraft Maintenance	Gives users ability to add, update and terminate AF tail numbers via Aircraft Support Table
ALLD	All DODAACS in the system	Gives users access to view all DoDAACs
AMRO	Buyers Account Manager Read Only	Gives users access to the Buyers Information area
AMRW	Buyers Account Manager Read Write	Gives users access to the Buyers Information area
ANDD	All Non-DoD DODAACS	Gives users access to view all Navy DoDAACs
ANVD	All Navy and Marines DODAACS	Gives users access to view all Navy and Marine DoDAACs
ASGE	Support Table Update	Placeholder permission: to gives users access to expanded list of Support Tables with limited update ability
ASGR	Support Table Read-Only	Gives users access to expanded list of Support Tables with read only view
ASKI	Navy ASKIT Privilege	Gives users ability to view and create ASKIT files
BILL	DLA Energy-R Bill Report	Gives users access to Billing Dates Support Table
BMRW	Budget Manager Read Write	Gives users access to Budget Support Table
CARD	Allows Viewing Via the Card Management Screens	Gives users access to Card Support Table
DBAR	DLA Energy DBA Read Privilege	Gives users ability to view Control Panel but not stop/start brokers

DBAW	DLA Energy DBA Write Privilege	Gives users full access to Control Panel
DFDE	Allows Viewing and Updating Via the DFAS FES Data Entry Screens	Gives users full access to the DFDE Support Table
DFDR	Allows Viewing Only Via the DFAS FES Data Entry Screens	Gives users read only access to the DFDE Support Table
DISC	DLA Energy Discoverer Users	Sets user up for access to Discover web application.
DWAS	Navy Financial Report	Gives users access to DWAS files
IARO	Sellers Inventory Account Read Only	Gives users access to both Buyers and Sellers Information areas, including Eload
IMRO	Sellers Inventory Manager Read Only	Gives users access to Sellers Information area, including Eload
IRRO	Inventory Region Read Only	Gives users access to view Sellers Information Ledgers by Region
NOND	Sellers M28 Report	Gives users full access to M28 report utility
OLVR	Air Force Olvims Privilege	Gives users full access OLVMS interface
R188	Sellers 1884 Report	Gives users full access to 1884 reports utility
SCHE	Sellers Ports Order Scheduler	Gives users full access FES PORTS order utility
SMAS	Air Force LOA Read Write	Gives users full access to AFLOA Support Table
SMPW	Security Manager Password Write	Gives user access to the Password Only section of Security Manager
SMRW	DLA Energy Security Manager Read Write	Gives users full access to Security Manager
SMSR	Air Force LOA Read Only	Gives users read only access to AFLOA Support Table
STAR	Navy STARSFL Privilege	Gives users ability to view and create STARS-FL files
SURW	Any Svc Super User	Gives users full access to both Buyers and Sellers Information areas, including Eload
GSAF	Any Svc Buyer	Gives user ability to view and download GSA data.

### Appendix 3.3 Explanation of Fuels Manager Defense Express Roles

Fuels Manager Defense Express (FMD-E) roles differ from FES roles as the applications themselves are different. First, FMD-E does not have as varied a user base. All FMD-E users are DFSP operators and thus sellers. FMD-E uses better defined role based access controls permitting the use of the FMD Express role names. FMD-E does not have service specific support tables requiring the roles to be broken down by service. The roles are broken down to limit write access where needed to the DFSP accountant. They also provide for varying levels of oversight within the component services and DLA Energy.

Organization	AMPS Role Name	FMD Express Role	FMD E Permissions	Description
Any DFSP Acct	FMDX-100 Service DFSP Acct Role	Accounting, FMD E IDE Transfer	Accounting (R, W), Enterprise Sub Group	Provides access to accounting functions
Any DFSP Responsible Officer	FMDX-101 Service DFSP RO Role	Contracting Officer Representative (COR)	(Accounting (R only) *)	Read only access to accounting and all other local FMD roles
Any FMD Accountant User	FMDX-102 Service DFSP Using FMD (Local Instance aka: Thick Client)	Limited Upload Sub Group, Enterprise Sub Group	Accounting (R,W), Enterprise Sub Group FES Resource FES Acct Role	For local FMD users transmitting files to FMD Express for parsing/transmission to FES and IDE
Any FMD Accountant User Deployed to forward location	FMDX-103 Deployed FMD site Accountant	Limited Upload Sub Group, Enterprise Sub Group	Accounting (R,W), Enterprise Sub Group FES Resource FES Acct Role	For local FMD users transmitting files to FMD Express for parsing/transmission to FES and IDE
Any DESC CBU	FMDX-104 DLA Energy Inventory Accounting	DLA Energy Inventory Manager (Matches COR role for multiple DODAACS)	Accounting (R only), must list all DODAACS needed in remarks.	Ability for regional employee to view multiple accounts in FMD-E.
Service MAJCOM and SCP Personnel	FMDX-105 MAJCOM Oversight	Command Acct Role (Matches COR Role for multiple DODAACS)	Accounting (R Only), must list all DODAACS needed in remarks.	Read only access for accounting oversight of multiple DODAACS.
J6F	FMDX-106 Administrator	Administrator	Administrator has R/W to all FMD roles	Limited to J6F personnel in FMD Express.

### Appendix 3.4 Explanation of Bulk PORTS Roles in AMPS

Bulk PORTS roles are generally not needed at military service operated Defense Fuel Support Points. If access is needed at the DFSP level, BPORT-102 is the appropriate role. Bulk fuel vendors would select the vendor role BPORT-101.

<b>Bulk PORTS</b>		
<b>AMPS Role</b>	<b>Role</b>	<b>Description</b>
BPORT-100 ~ Regional Inventory Manager	Activity/Regional Manager	Entered with a letter following their last name denoting what region assigned. Also provides access to Web DPA
BPORT-101 ~ Bulk PORTS Vendor	Contractors	Fuel vendors under Bulk Contracts
BPORT-102~ Installation Level Access	DFSP	Base level and DFSP users
BPORT-103 ~ Quality Assurance Representative	QAR	QARs approve DD Form 250s
BPORT-104 ~ Bulk Inventory Manager	Inventory Manager	For Bulk Inventory Managers also provides access to Web DPA.
BPORT-105 ~ DESC Bulk PORTS Access (Read Only)	Read Only	Read only access.
BPORT-106 ~ DESC R Accounting Role	Finance	Assigned to personnel in DLA Energy R also provides access to Web DPA
BPORT-107 ~ Administrative Signature Role		Assigned to users who require notifications but do not need to log into the application.
BPORT-108 ~ Email Notifications	Email Notifications Only	

### Appendix 3.5 Explanation of Ground PORTS roles.

DFSP users processing fuel orders for non-capitalized line items will need to request GPORT-100 role unless they have an FES role with the SCHE permission associated. In those cases, Ground PORTS access (GPORT-100) is provisioned with the FES role request. Direct delivery vendors are authorized the GPORT-101 Vendor role.

<b>Ground PORTS</b>		
<b>AMPS Role Name</b>	<b>PORTS Permission</b>	<b>Description</b>
GPORT-100 ~ Ordering-Receiving Officer	Activity	Base level users. (also mapped to FES users with SCHE permission).
GPORT-101 ~ Ground PORTS Vendor	Contractors	Vendors delivery petroleum products
GPORT-102 ~ Read Only All	DFAS	Provides read only access for all DODAACs
GPORT-103 ~ Read Only DODAAC Specific	Base Commander	Provides read only access for certain DODAACs
GPORT-104 ~ Direct Delivery Contracting & Inventory Admin	FII	(Admin Menu) Used by DESC N to reject DD250s and DESC P Tech Team.

GPORT-105 ~ Direct Delivery Tech Team EFB Role	EFB DD 250 Preparation	Used by DESC P tech team.
GPORT-106 ~ DESC N EFB Approval Role	EFB DD 250 Approval Authority	Used by DESC N to verify DD250s.
GPORT-107 ~ Direct Delivery Enter/Amend EFB	EFB DD1449 Ordering	EFB DD 1449 Ordering used by DESC P contracting officers to enter or amend EFBs
GPORT-108 ~ Quality Assurance Representative	QAR	Used by QARs to approve DD 250-1s for Barge deliveries.
GPORT-109 ~ Email Only	Any	For use by personnel needing contract notifications but who do not log into the application.

## Appendix 4

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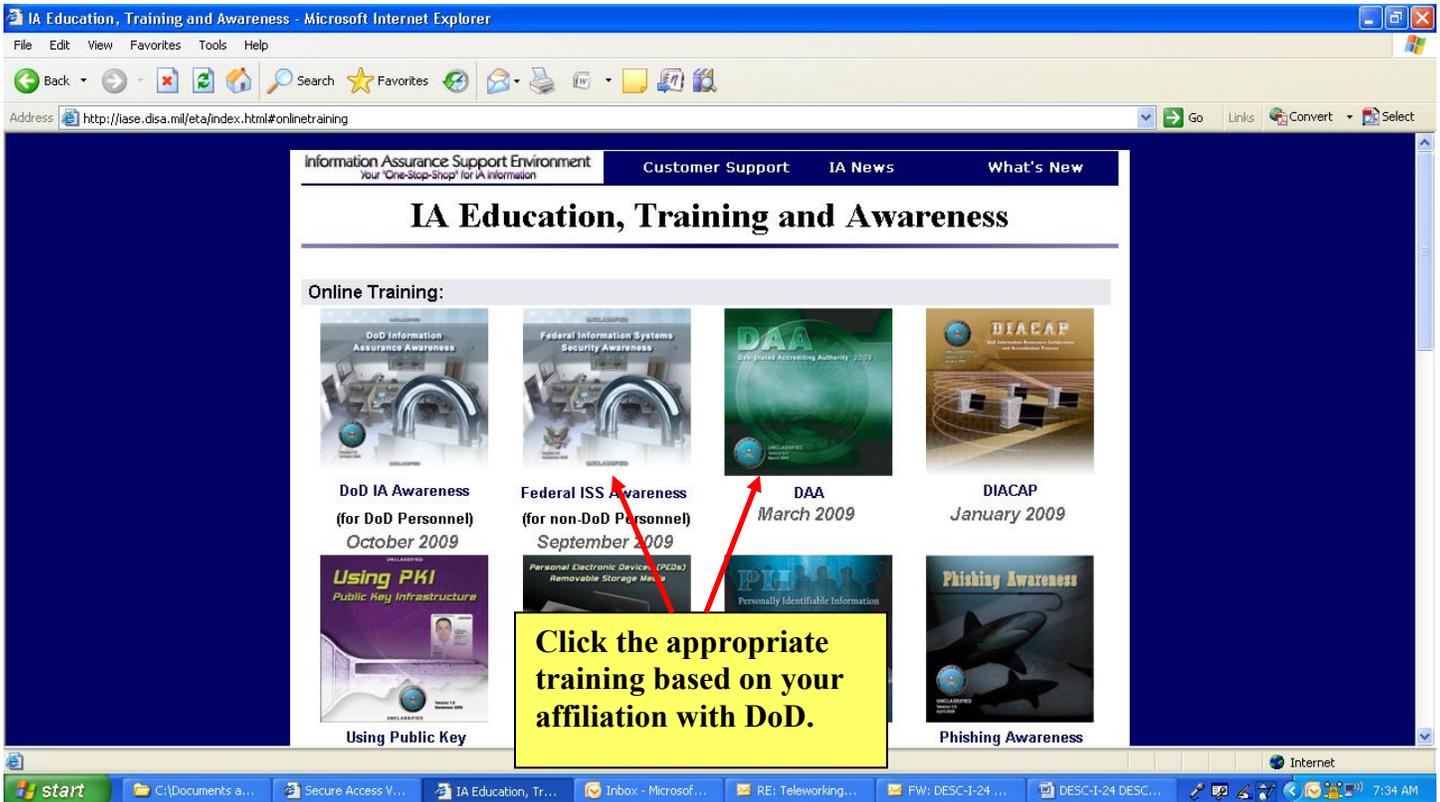
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