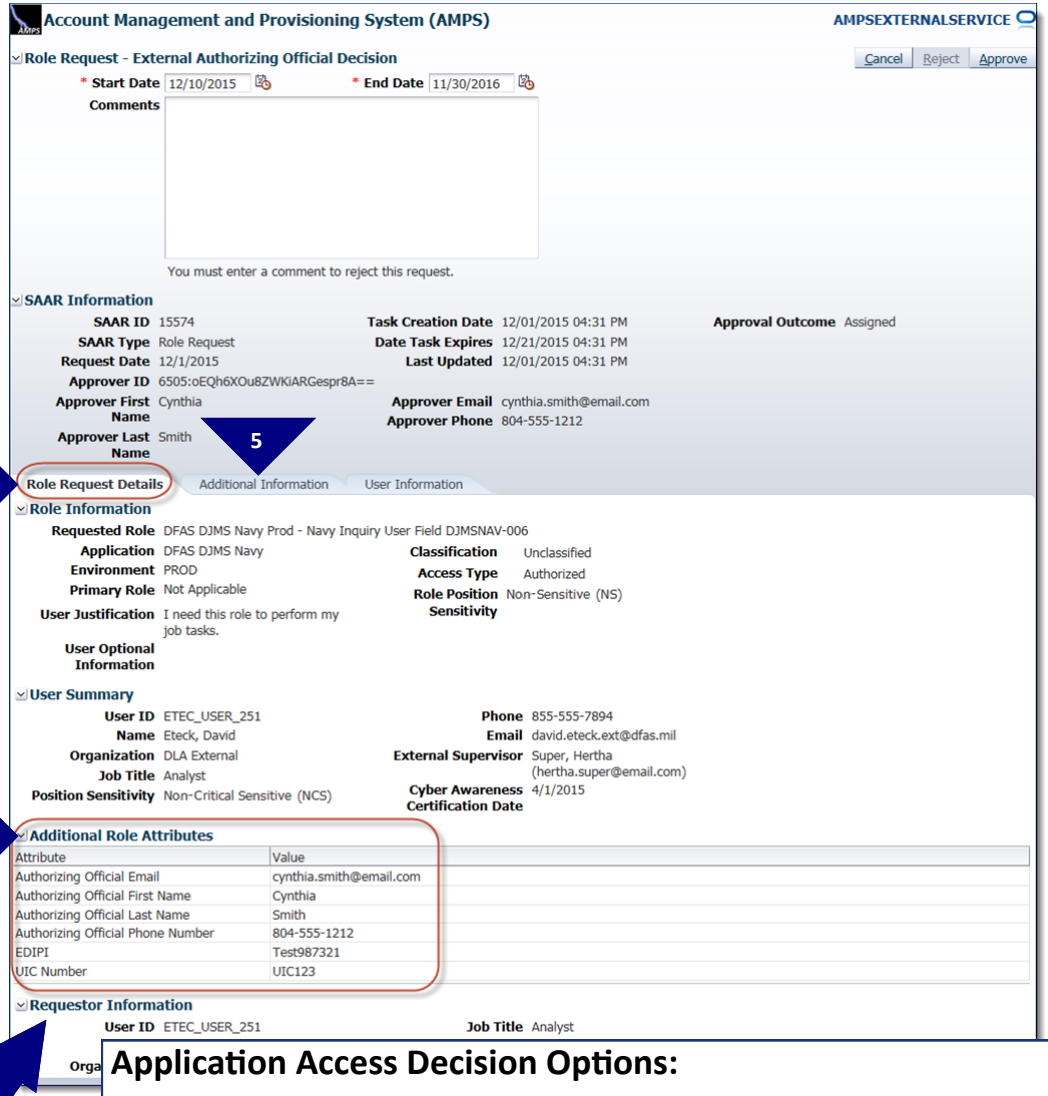
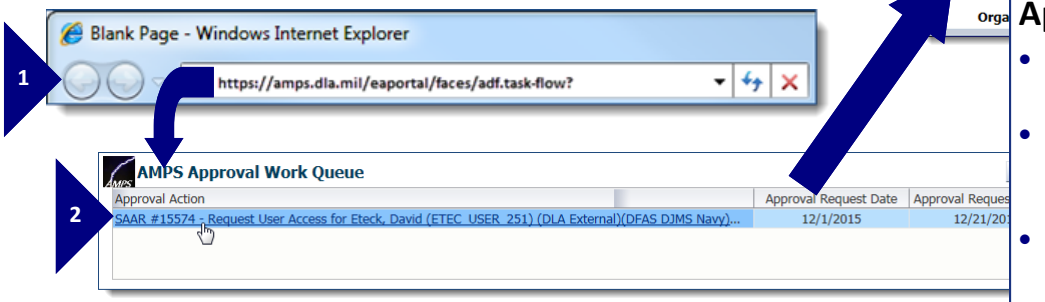
AMPS Snapshot: Approving an AMPS Role Request — External Authorizing Official

How to Complete an External Authorizing Official (EAO) Approval

1. From the AMPS email notification, copy and paste the AMPS link into a browser.
   ▶ ***AMPS opens the External Authorizing Official's* AMPS Approval Work Queue.**
2. In the **Work Queue** list of **Approval Actions**, click the SAAR number for the SAAR you want to work on.
   ▶ ***AMPS opens the Role Request*— External Authorizing Official Decision *screen.***
3. In the **Role Request—External Authorizing Official Decision** screen, review the **Additional Role Attributes** for accuracy.
4. Review the following on the **Role Request Details** tab page:
   - **Role Information:** name and details of the role requested, along with the user's justification for requesting the role.
   - **User Summary:** User ID, name, and contact information regarding the end user.
   - **Additional Role Attributes:** Some roles may have additional attributes, such as an access code or a DoDAAC, supplied by the requestor during the role request process. Those attributes are displayed in this table.
   - **Requestor Information:** User ID, name, and other information about the requestor. In an ordinary role request, the requestor is the end user. However, if a Supervisor submits a role request on the user's behalf, this section contains information about the Supervisor.
5. Click the **Additional Information** tab.
   ▶ ***AMPS displays the* Additional Information *tab page.***





Application Access Decision Options:

- ***Cancel:*** AMPS closes the decision screen without action on the SAAR. AMPS leaves the current task assigned to the current approver.
- ***Reject:*** If the approver has added text to the **Comments** area, AMPS enables the ***Reject*** button. After an approver rejects an approval request, AMPS closes the decision screen and notifies the requestor by email message that the role request is rejected.
- ***Approve:*** AMPS closes the decision screen and moves the SAAR to the next step in the approval process. All Status indicators in AMPS for the SAAR will reflect the advancement of the SAAR to the next approval step. AMPS also sends email notifications to the user and to the next approver regarding the change in SAAR status.

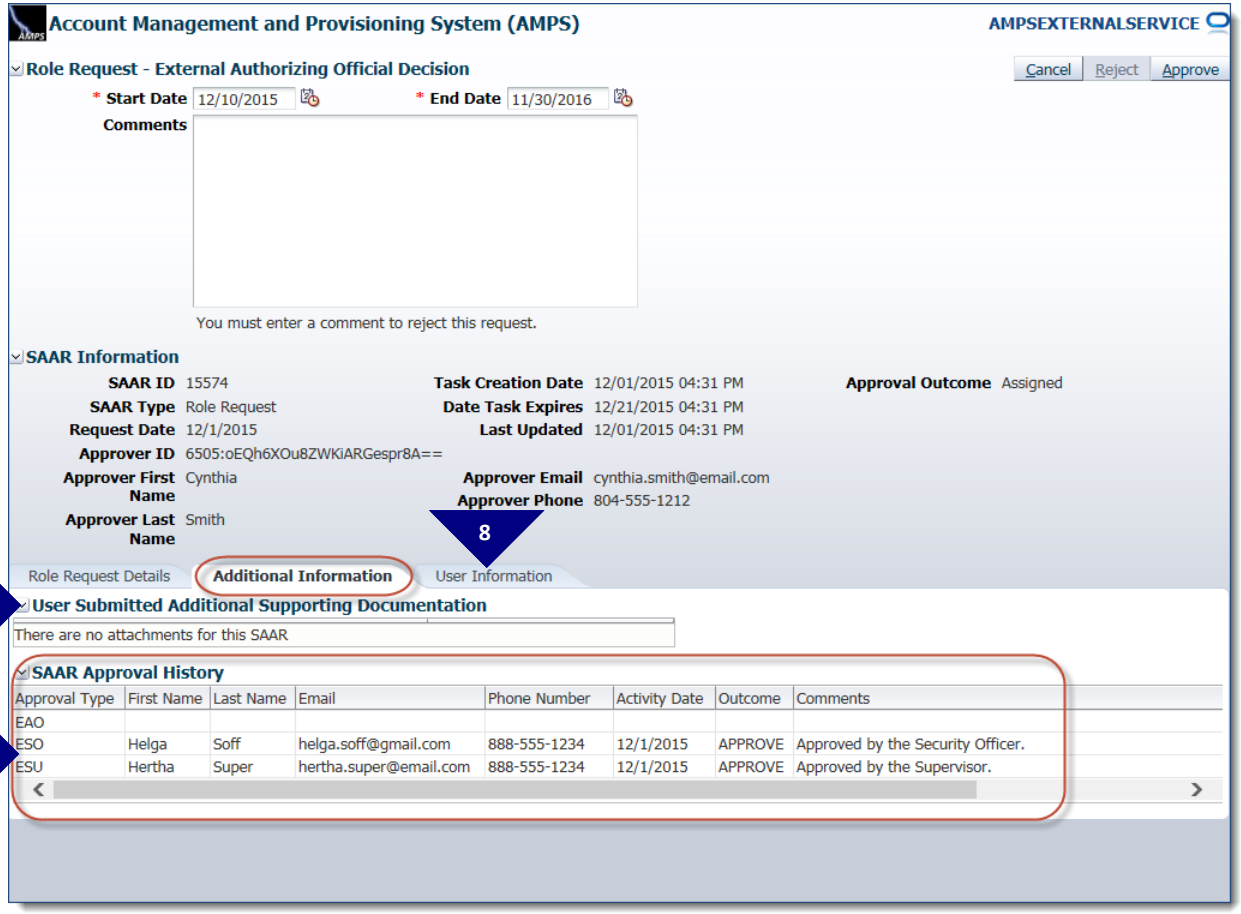
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AMPS Snapshot: Approving an AMPS Role Request — External Authorizing Official

How to Complete an External Authorizing Official Approval

6. In the **Additional Information** tab page, review the **Additional Supporting Documentation** section and download any relevant documents, if they have been made available.
7. Note the **SAAR Approval History.** Comments are not added until the review is completed.
8. Click the **User Information** tab.

AMPS displays the User Information tab page.



Special Features

The **Additional Information** tab contains the following sections and features:

- **User-submitted Additional Supporting Documentation**—This section provides a listing of the documents in PDF format, which the user attached to the role request. Additional documentation is not required for a role request. However, if a user attaches documentation, it is available to any approver for download and review.
- **SAAR Approval History**—This table contains a list of prior approvers and any corresponding comments the approver may have added to the approval form. Comments are not added to this table until the reviewer or approver submits it to the approval workflow. An External Authorizing Official can review all comments by previous approvers.

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AMPS Snapshot: Approving an AMPS Role Request — External Authorizing Official

How to Complete an External Authorizing Official Approval

9. In the **User Information** tab page, note the following two sections:

   a. **Current Roles:** Displays a list of roles the user already has been assigned. The user shown in the example at right currently has five roles.

   b. **Pending Requests:** Displays a list of all SAARs for pending role requests, role removal requests, expiring roles, and annual revalidation requests.

10. After deciding whether or not to approve the role request, you can add text, as an option, to the **Comments** field to explain the review decision.

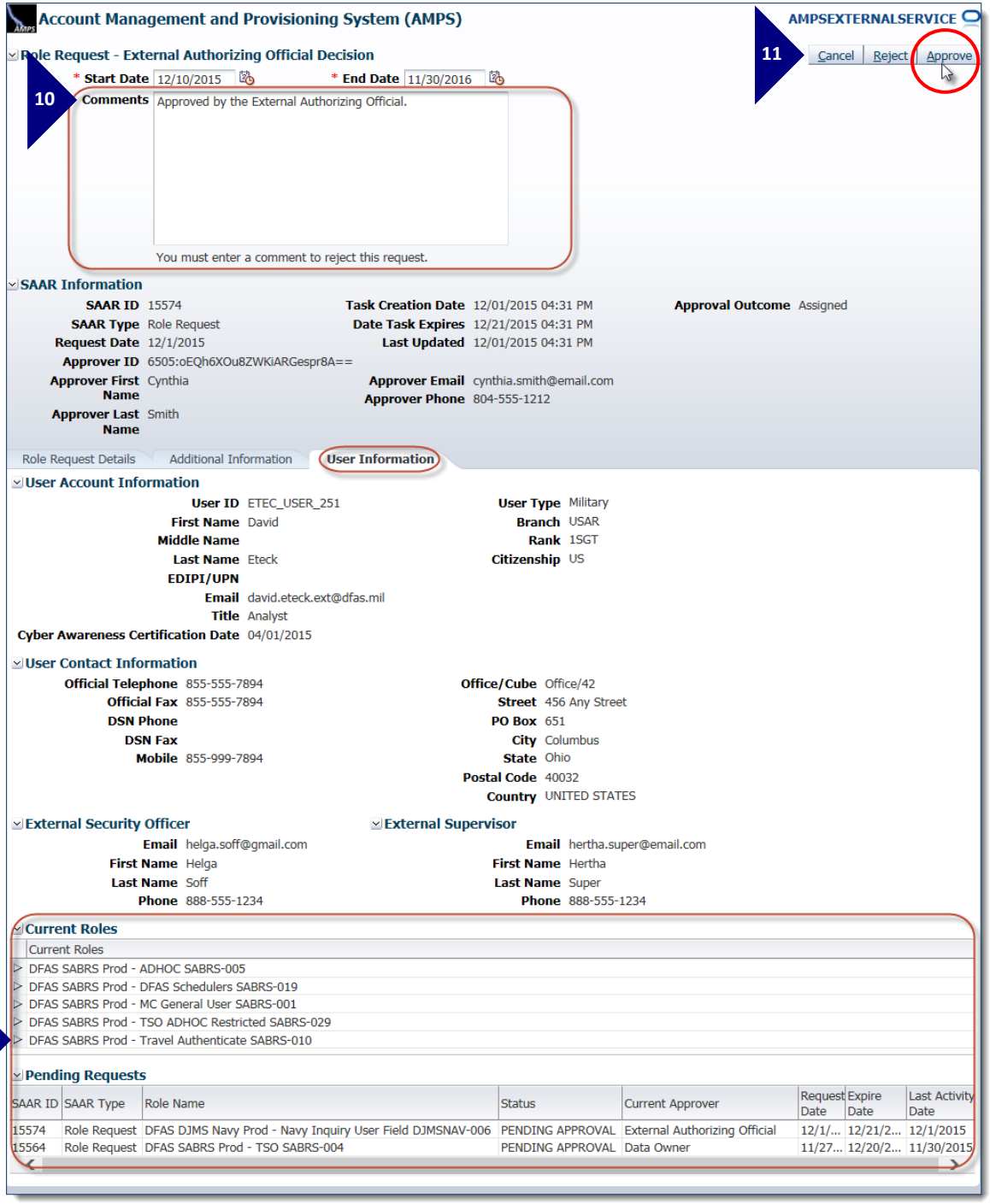
    Added comments are displayed in the **SAAR History** *on the* **Additional Information** *page after the decision is submitted.*

    Comments are required only when you need to activate the **Reject** *button.*

11. Click the **Approve** button to finish the EAO decision task.

AMPS closes the screen and sends the approval to the next approver.

NOTE: If you click the **Reject** button to reject the user's request, the user is notified through email of the rejection decision.



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AMPS Snapshot: Approving an AMPS Role Request — External Authorizing Official

How to Complete an External Authorizing Official Approval

12. After you approve or reject a role request SAAR, AMPS displays a small **Task Completed** window.

    Click the link labeled **Return to the External Approval Worklist** to return to the **AMPS Approval Work Queue**.

13. In the **AMPS Approval Work Queue**, you can select other SAARs for approval work, if additional SAARs appear in the list.

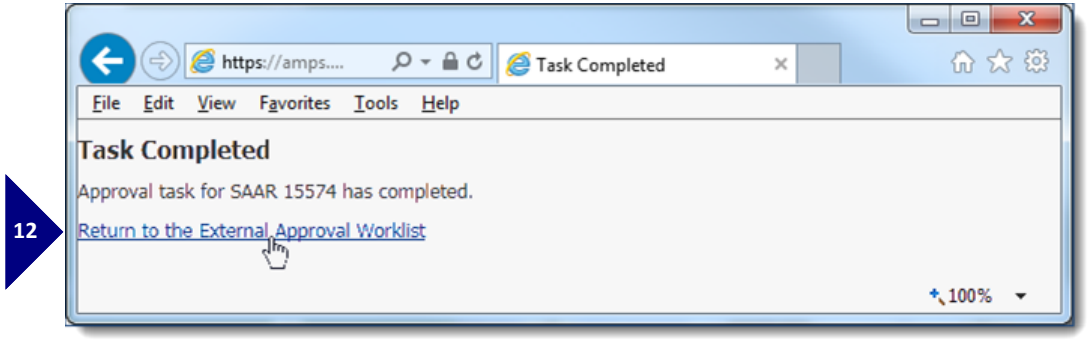
    If there are no other SAARs or you want to end the current session and return to the other SAARs later, click the **Logout** button.

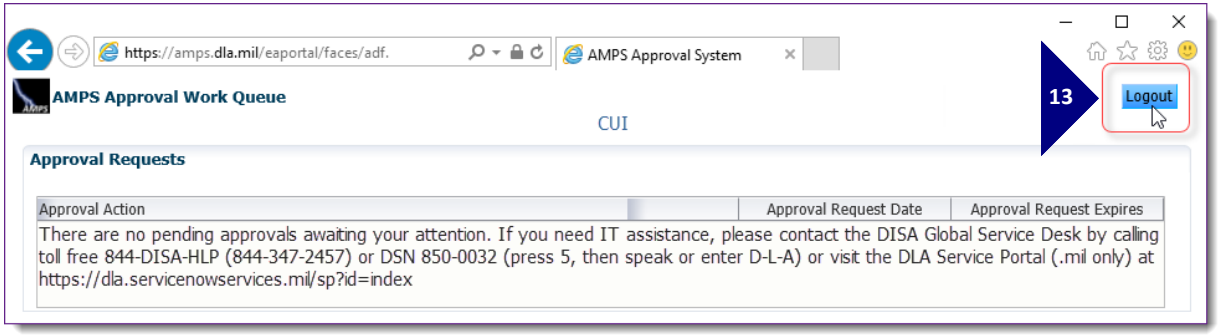
    AMPS closes the Work Queue window and displays a logout confirmation message window.

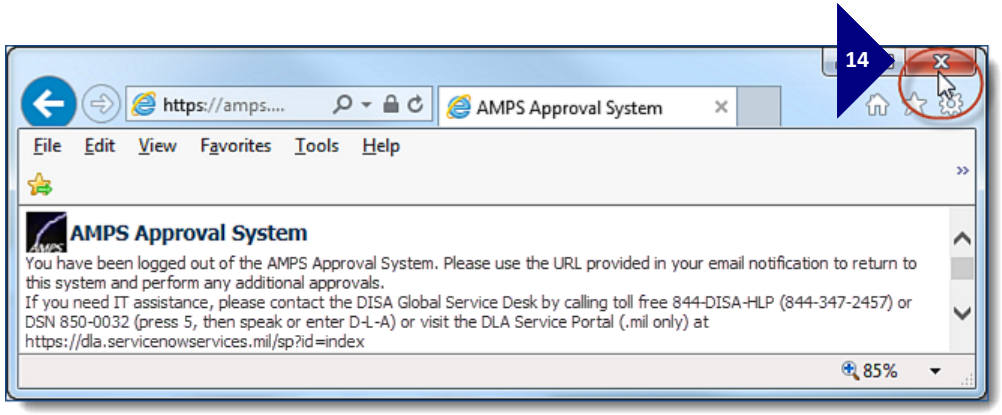
14. You can read the message in the browser for additional information on completing approvals.

    Click the **Close** button on the browser when you have finished.

    AMPS closes the browsing window.







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