

Distributed Incident Collaboration Environment (DICE)

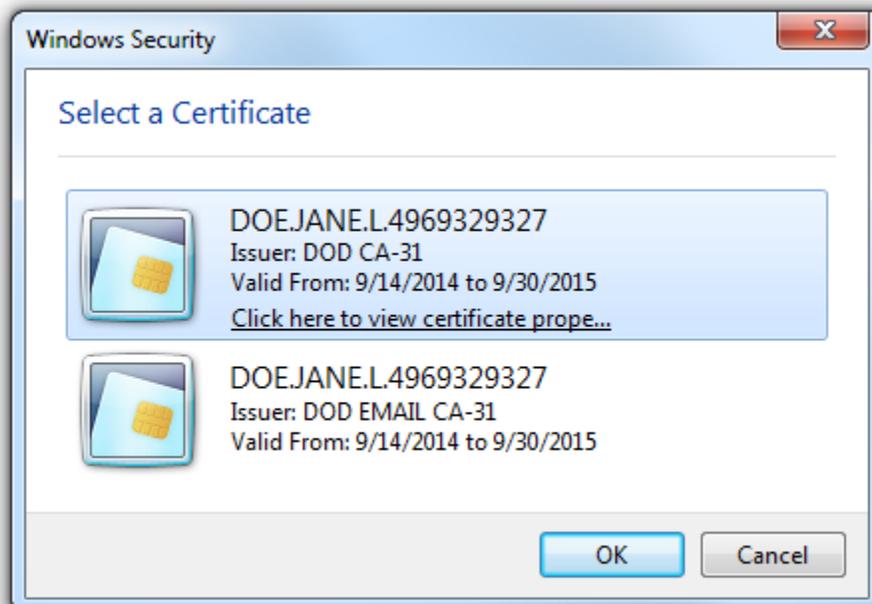
Instructions for Submitting an RFI

JTAPIC DICE is available for any user on the Department of Defense (DoD) network. The unclassified system uses Common Access Cards (CACs) to authenticate users. The classified system uses SIPR CACs or Intelink Passport IDs for authentication. Registration for Intelink is not required to use the unclassified version of DICE.

The **Distributed Incident Collaboration Environment (DICE)** is designed to work with any web browser. The instructions in this guide are illustrated with screenshots from Microsoft Internet Explorer.

SUBMIT A NEW RFI

1. Navigate to **https://jtapic.arl.army.mil/dice** or click on "Submit RFI" on the JTAPIC Home page **http://jtapic.amedd.army.mil**
2. A prompt will appear asking you to select the certificate with which you would like to authenticate. **Do not select the email certificate.** Use the pre-selected certificate by pressing **OK**.

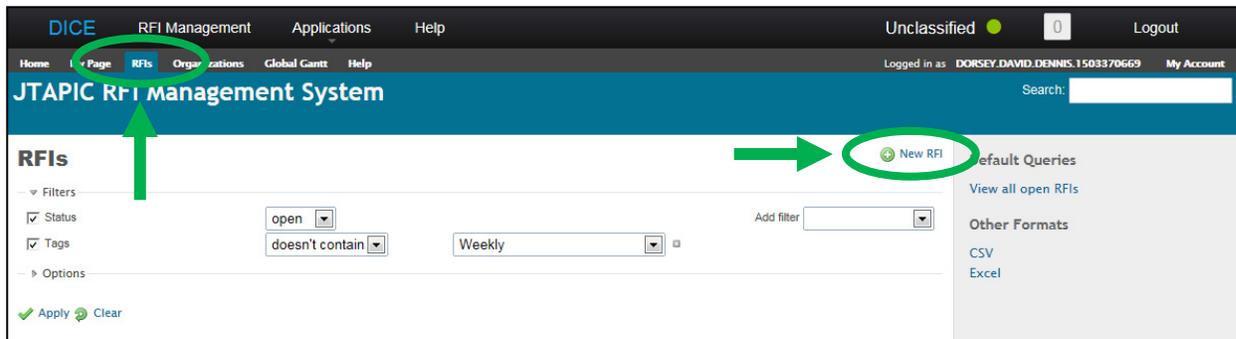


You will see the Terms and Agreements for accessing DICE, a U.S. Government Information System. Click **Accept** to continue to DICE.

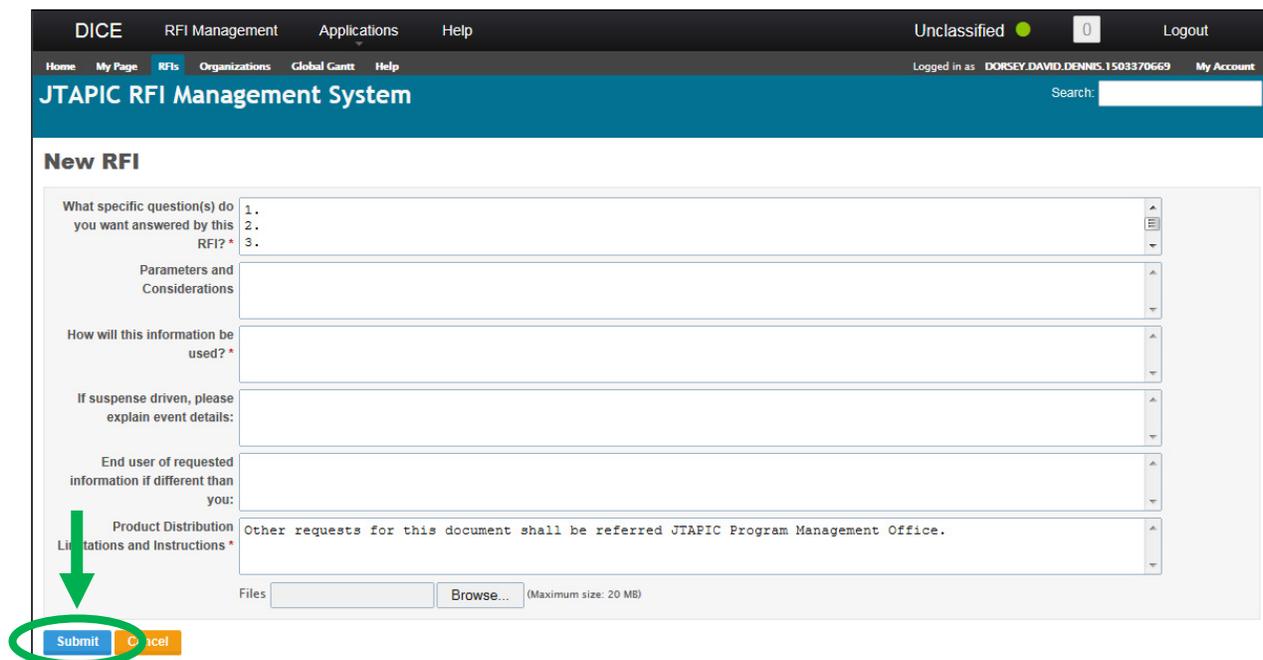
3. You are now at the DICE home page. Click **RFI Management** in the navigation bar. You will be taken to the JTAPIC RFI Management System.

NOTE: If you are not a registered user of DICE, you will need to click the **DICE Registration** option instead. On the following screen, click **Continue as a Guest**, complete the form, and **skip to step 7**.

- Click **RFIs** in the dark gray navigation bar. You will be taken to the RFIs screen. Then, click **+ New RFI** in the upper right.



- Fill out the New RFI form. Required fields are marked with a red asterisk (*). When you are finished, click **Submit**.



6. When you click submit, a notification email will be sent to the JTAPIC Program Management Office so your RFI can be reviewed. The Program Management Office will contact you with any questions regarding your request. You will be notified once a determination has been made.

You can visit the JTAPIC RFI Management System at any time to review the status of your request.