



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

Dear DLA Energy Customer:

September 18, 2012

This is the fourth in a series of communications from the Defense Logistics Agency (DLA) Energy intended to provide you information and updates concerning the DLA Enterprise External Business Portal (EEBP).

The EEBP provides Business Partners at the Defense Fuel Support Points (DFSPs), Customers, Service Control Point Personnel, and Demand Collaborators with a single point of access to DLA applications.

DLA Enterprise External Business Portal: Ordering Users To Start Requesting Access

ACTION REQUIRED: Customer Direct and DLA Into-Stock Ordering Users Only:

At this time, Customer Direct and DLA Into-Stock Ordering users with Alaska Ordering DoDAACs are required to begin the process of requesting access to the EEBP via DLA's Account Management and Provisioning System (AMPS). Please note that although access to Customer Direct and DLA Into-Stock Ordering functionality will not be available until November 10, 2012, your access request must be submitted prior to this date to allow sufficient processing time.

Users who request, and are approved for this functionality will have the ability to place Customer Direct Sales Orders and DLA Inventory Resupply for their authorized Petroleum DoDAAC(s). For Rollout 1, Orders will only be able to be placed for Alaska DoDAAC(s). Ordering for remaining DoDAAC(s) will continue in the legacy system until the specified Rollout date per rollout schedule (refer to the [FAQ](#) on [DLA Energy's External Website](#) for the detailed rollout schedule).

External users who currently place orders for Alaska Ordering DoDAACs should request access at this time.

Note: All Line of Accounting (LOA) users should have already applied for their appropriate AMPS role at this time per Communication #3 delivered on 10 September 2012. Refer to [DLA Energy's External Website](#) to access Communication #3.

The process to request access to the EEBP is as follows:

- **Step 1: Create an account in AMPS.** AMPS is DLA's automated application access system that processes access requests, account creation, and maintains user accounts. If you do not already have an AMPS account, go to <https://amps.dla.mil/> and follow the instructions found within the provided job aid (below) on how to create an AMPS account

NOTE: If you are a current PORTS or FES users, you may already have an AMPS account.

- **Step 2: Submit a role request via AMPS.** You will receive an email confirmation once your AMPS account has been created. You will then need to use AMPS to submit a "role request" for access to LOA applications

Job aids on requesting roles in AMPS have been posted to DLA Energy’s external website, providing step-by-step instructions and screenshots on how you will submit your request. Please select the appropriate job aid based on the email address you will use to submit your AMPS request, and if you are a CAC or NON-CAC user.

- [Enterprise External Business Portal - AMPS Job Aid for DLA.MIL CAC](#)
- [Enterprise External Business Portal - AMPS Job Aid for NON CAC](#)
- [Enterprise External Business Portal - AMPS Job Aid for NON-DLA.MIL CAC](#)

• For Ordering functionality, you will select one of the below roles in AMPS:

- **Energy Customer Direct Order Processor:** This is for users requesting access to place Customer Direct Orders in EEBP. This should be selected for those users who currently place Customer Direct Orders in PORTS and/or FES today.

AMPS Role to Select for Users Without a “dla.mil” Email Address	AMPS Role to Select for Users With a “dla.mil” Email Address
JD-2200 / JD-2200B*: Energy Customer Direct Order Processor	JD-790 / JD-790B*: Energy Customer Direct Order Processor

- **Energy Into-Stock Order Processor:** This is for users requesting access to place Into-Stock Orders (Inventory Resupply) in EEBP. This should be selected for those users who currently place Into-Stock Orders in FES today.

AMPS Role to Select for Users Without a “dla.mil” Email Address	AMPS Role to Select for Users With a “dla.mil” Email Address
JD-2201 / JD-2201B*: Energy Into-Stock Order Processor	JD-791 / JD-791B*: Energy Into-Stock Order Processor

NOTE: The first AMPS role selected by a user becomes their primary JD. Once a user has requested a primary JD, the primary JD must be fully approved before the user can request a secondary JD. If the primary JD has not been approved, the user will receive an error message when requesting their secondary JD.

* Denotes a secondary JD. This option will only appear in AMPS if the user already has a primary JD.

- **Step 3: Notify Your Supervisor and Security Officer:** When submitting your role request in AMPS, you will be required to provide the name and contact information of your direct Supervisor and Security Officer who will perform a review and approval of your request. Below is a communication to provide to your Supervisor and Security Officer, notifying them of their role as an AMPS approver. It is critical that you send this communication prior to submitting your role request in AMPS, so they are aware they will receive your request. This communication also contains a job aid that will assist them with conducting the approval process.

NOTE: If you will request a role in AMPS using a “dla.mil” email address, your Security Officer will be pre-populated in AMPS, and the communication does not need to be sent to the Security Officer.

Go to AMPS Approver Communication

Communication for Supervisor and Security Officer

Please reach out to your Service Control Point with questions. For specific questions regarding account creation or role requests, contact the DSCR Help Desk at 804.279.HELP (4357) or 866.335.HELP (4357).

EEBP Job Aid Walk-Throughs:

Ordering users that will begin using EEBP on 10 November 2012 are encouraged to attend two Job Aid Walk-Throughs which will be accessed via Defense Connect Online (DCO).

To access DCO, click the link provided below at the scheduled time. Log in as a guest. Identify your first and last name when prompted. Make sure your computer speakers are turned on so that you can hear the presentation.

1. Ordering Users: Submitting a role request in AMPS

- Two sessions are scheduled for Wednesday, 26 September 2012
- Users may dial-in using a touch phone at: (703) 767-8552

Session 1:

Time: 1300-1430 EDT

The DCO Session can be accessed at: <https://connect.dco.dod.mil/orderingsession1>

Session 2:

Time: 1700-1830 EDT

The DCO Session can be accessed at: <https://connect.dco.dod.mil/orderingsession2>

2. Ordering Users: Accessing and navigating EEBP

- Four sessions are scheduled for Monday, 5 November 2012 and Tuesday, 6 November 2012
- Users may dial-in using a touch phone at: (703) 767-8537
- EEBP Ordering Job Aids will be sent via email prior to the sessions, and will be accessible through the EEBP once a user has access and logs on

Session 1: 5 November 2012

Time: 1300-1500 EDT

The DCO Session can be accessed at: <https://connect.dco.dod.mil/omeebp1>

Session 2: 5 November 2012

Time: 1600-1800 EDT

The DCO Session can be accessed at: <https://connect.dco.dod.mil/omeebp2>

Session 3: 6 November 2012

Time: 1300-1500 EDT

The DCO Session can be accessed at: <https://connect.dco.dod.mil/omeebp3>

Session 4: 6 November 2012

Time: 1600-1800 EDT

The DCO Session can be accessed at: <https://connect.dco.dod.mil/omeebp4>

In the coming weeks, communications to begin the AMPS process for Reporting will be sent from the Energy Convergence Project Team. For additional information, refer to [DLA Energy's External Website](#) to access the FAQ document and all previous EEBP communications.

For questions, additional information, or if this communication has been received in error, please contact DLAEnergyConvergence@dla.mil.

Sincerely,

DLA Energy



DEFENSE LOGISTICS AGENCY

AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY

This message is being sent as part of a series of communications from the Defense Logistics Agency (DLA) Energy intended to bring you information and updates concerning the DLA Enterprise External Business Portal (EEBP).

****You have been identified as an approver for DLA Energy Convergence application access****

If you are receiving this communication, you have been identified as a Supervisor or Security Officer by a DLA Energy Convergence application user. As a Supervisor or Security Officer you will be required to review and approve user access requests via DLA's Account Management and Provisioning System (AMPS).

The Enterprise External Business Portal (EEBP) provides Business Partners at the Defense Fuel Support Points (DFSPs), Customers, Service Control Point Personnel, and Demand Collaborators with a single point of access to DLA applications. Customers or Business Partners that need to place Customer Direct or Into Stock Orders, will be impacted by the EEBP when Ordering functionality goes live on **10 November 2012**. In preparation for this change, users will have to request access to the application prior to the go-live date via AMPS.

The process for users to submit a request will be as follows:

- **Step 1:** Users create an account in AMPS. AMPS is DLA's automated application access system that processes access requests, account creation, and maintains user accounts. There will be no action for the Supervisor or Security Officer at this time
- **Step 2:** Users submit a role request in AMPS. After a user's AMPS account has been created, they will submit a "role request" for access to their respective application
- **Step 3: Your Action:** At this time, as the Supervisor or Security Officer, you will receive an email stating that an access request has been submitted for your approval. This "System Authorization Access Request" (SAAR) will detail the application for which a user is requesting access. You will need to take steps to review the SAAR and approve or deny the request. Please reference the job aid below for details on how to conduct the approval process

NOTE: If the user requests a role in AMPS using a "dla.mil" email address, a designated DLA Security Officer will be required to review and approve the SAAR instead of the user's Security Officer.

Over the coming weeks you will receive requests to approve SAARs via email. Please complete your review and approval of the SAAR within 48 hours of receiving the email request. Your review is one of the first steps in a series of reviews that will conclude with DLA Data Owner and DLA Information Assurance Officer approval.

Detailed instructions and screenshots on how to review and approve these SAARs can be found on DLA Energy's external website: [DLA Energy External Website](#). Access the attachment titled "*AMPS Approver Job Aid for EEBP_Final*".

Should you have any questions or feel as though this email has reached you in error, please reach back out to the person who originally sent this communication to you.