



**DEFENSE LOGISTICS AGENCY
ENERGY
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FORT BELVOIR, VIRGINIA 22060-6222**

Dear DLA Energy Customer:

This communication is part of a series from the Defense Logistics Agency (DLA) Energy 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: Delivery Location Conditions Users To Start Requesting Access

ACTION REQUIRED: Delivery Location Conditions Users Only

At this time, users who require Delivery Location Conditions functionality should begin the process of requesting access to the EEBP via DLA's Account Management and Provisioning System (AMPS). **Please note that although access to Delivery Location Conditions via EEBP will not be available until January 1, 2013, 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 maintain Delivery Location Conditions for their authorized DoDAAC(s).

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

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 EEBP 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 Delivery Location Conditions functionality, you will select one of the below roles in AMPS:

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-2202 / JD-2202B*: Energy Delivery Location Conditions Maintainer	JD-792 / JD-792B*: Energy Delivery Location Conditions Maintainer

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.

External AMPS Approver
Communication for Supervisor and Security Officer

EEBP Job Aid Walk-Throughs:

Delivery Location Conditions users that will begin using EEBP on January 1, 2013 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. Delivery Location Conditions Users: Submitting a role request in AMPS

- Two sessions are scheduled for Tuesday November 27, 2012 and Thursday November 29, 2012
- Users may dial-in using a touch phone at: 703-767-8557

Session 1:

Date: Tuesday November 27, 2012

Time: 0900-1030 EST

The DCO Session can be accessed at: <https://connect.dco.dod.mil/planningsession1>

Session 2:

Date: Thursday November 29, 2012

Time: 1500-1630 EST

The DCO Session can be accessed at: <https://connect.dco.dod.mil/planningsession2>

2. Delivery Location Conditions Users: Accessing and navigating EEBP

- Two sessions are scheduled for Monday, December 3, 2012 and Tuesday, December 4, 2012
- Users may dial-in using a touch phone at: (703) 767-0678
- The EEBP Delivery Location Conditions Job Aid 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: December 3, 2012

Time: 1600-1700 EST

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

Session 2: December 4, 2012

Time: 1300-1400 EST

The DCO Session can be accessed at: <https://connect.dco.dod.mil/plfill2>

In the coming weeks, communications to begin the AMPS process for Customer Direct and DLA Into-Stock Ordering 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.

If you encounter technical difficulties or require assistance, please call the DLA Energy Help Desk (formerly BSM-E and ECC) at 800-446-4950, DSN: 697-6733/34/35/36/37/38, or Fax: 770-582-1463. You may also contact the DLA Energy Help Desk at any time by sending an e-mail message to Energy.HelpDesk@dla.mil.

All information regarding EEBP and AMPS will be posted to the [DLA Energy's External Website for EEBP](#).

For additional questions 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 maintain Delivery Location Conditions, will be impacted by the EEBP when Delivery Location Conditions functionality goes live on **January 1, 2013**. 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's 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.