



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

December 12, 2012

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: Alaska Ordering Users To Start Requesting Access

ACTION REQUIRED: Alaska Ordering Users Only

At this time, users who require Customer Direct or DLA Into-Stock Ordering 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 place Customer Direct Sales Orders or DLA Inventory Resupply Requests (Into-Stock Orders) via EEBP will not be available until February 13, 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 place Customer Direct Sales Orders and DLA Inventory Resupply Requests (Into-Stock Orders) for their authorized Alaska Petroleum DoDAAC(s). After February 13, 2013, all order requests for Alaska DoDAAC(s) with deliveries on or after March 1, 2013 will only be placed using the EEBP. Ordering for DoDAAC(s) outside the Alaska Region will continue in the legacy system (PORTS) until the specified Rollout date per the Rollout Deployment Schedule. Please see the EEBP FAQ document posted to [DLA Energy's External Website](#) for the full Rollout Deployment Schedule.

NOTE: Due to a planned period of system downtime from **Friday, February 15, 2013 at 1700 EST** until **Monday, February 18 at 0600 EST**, any incoming orders received during this period will not be processed until Monday, February 18, 2013.

NOTE: All Line of Accounting (LOA), Delivery Location Conditions, and Planning Collaboration users should have already applied for their appropriate AMPS role(s) at this time. Please refer to [DLA Energy's External Website](#) to access communications and Job Aids pertaining to the above functionality.

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 Customer Direct Ordering 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-2200 / JD-2200B*: Energy Customer Direct Order Processor	JD-790/ JD-790B*: Energy Customer Direct Order Processor

- For DLA Into-Stock Ordering 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-2201 / JD-2201B*: Energy Into-Stock Order Processor	JD-790/ 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.

[**External AMPS Approver Job Aid**](#)

Communication for Supervisor and Security Officer

EEBP Job Aid Walk-Throughs:

All Ordering users that will begin using EEBP on February 13, 2013 are encouraged to attend two Job Aid Walk-Throughs which will be accessed via Defense Connect Online (DCO). Both Customer Direct Ordering and DLA Into-Stock Ordering users are encouraged to attend one of each type of Job Aid Walk-through: **Submitting a role request in AMPS** and **Accessing and Navigating the EEBP** prior to using EEBP for placing orders.

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 or dial-in using a touch phone using the numbers provided below.

1. ALL Ordering Users: Submitting a role request in AMPS

- Two sessions are scheduled for **Tuesday, December 18, 2012**
- Users may dial-in using a touch phone at: 703-767-0678

Session 1:

Date: Tuesday December 18, 2012

Time: 1400-1530 EST

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

Session 2:

Date: Tuesday December 18, 2012

Time: 1600-1730 EST

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

2. Customer Direct Ordering Users: Accessing and navigating EEBP

- Four sessions are scheduled for **Wednesday, January 30, 2013** and **Thursday, January 31, 2013**
- Users may dial-in using a touch phone at: (703) 767-0678
- EEBP Customer Direct Order Processing 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: January 30, 2013

Time: 1300-1500 EST

The DCO Session can be accessed at: <https://connect.dco.dod.mil/cdou1>

Session 2: January 30, 2013

Time: 1600-1700 EST

The DCO Session can be accessed at: <https://connect.dco.dod.mil/cdou2>

Session 3: January 31, 2013

Time: 1300-1500 EST

The DCO Session can be accessed at: <https://connect.dco.dod.mil/cdou3>

Session 4: January 31, 2013

Time: 1600-1700 EST

The DCO Session can be accessed at: <https://connect.dco.dod.mil/cdou4>

3. DLA Into-Stock Ordering Users: Accessing and navigating EEBP

- Four sessions are scheduled for **Wednesday, February 6, 2013** and **Thursday, February 7, 2013**
- Users may dial-in using a touch phone at: (703) 767-0678

- EEBP Into-Stock Order Processing 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: February 6, 2013

Time: 1300-1500 EST

The DCO Session can be accessed at: <https://connect.dco.dod.mil/into1>

Session 2: February 6, 2013

Time: 1600-1700 EST

The DCO Session can be accessed at: <https://connect.dco.dod.mil/into2>

Session 3: February 7, 2013

Time: 1300-1500 EST

The DCO Session can be accessed at: <https://connect.dco.dod.mil/into3>

Session 4: February 7, 2013

Time: 1600-1700 EST

The DCO Session can be accessed at: <https://connect.dco.dod.mil/into4>

In the coming weeks, you will receive communications to begin the AMPS process for Reporting and SCP Reporting. For additional information, refer to [DLA Energy's External Website](#) to access the EEBP 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 ECCC) 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 place Customer Direct Sales Orders and/or DLA Inventory Resupply Requests (Into-Stock Orders) will be impacted by the EEBP when Ordering functionality goes live on **February 13, 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 are provided in the [AMPS Approver for External Users Job Aid](#) posted on [DLA Energy's External Website for EEBP](#).

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.