



# DEFENSE LOGISTICS AGENCY

AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY



## DLA RTD Web Guide 2017 V2



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# RTD Web

Please note, what you are authorized to screen (view) and requisition (order) on RTD Web will depend on what agency you are registered under. As an example, most DOD customers will have fewer restrictions than other customers. It is equally important to ensure you are using the correct DoDAAC(s) for the requisition(s) you are placing on RTD Web. If you do not have an option to select an Account Supply Officer (ASO) for your DoDAAC during check out, ensure they are aware of your request(s) and encourage them to get registered as an ASO for your DoDAAC ASAP. To request a change of address for your DoDAAC, contact the appropriate [Service Point of Contact](#).

\*Note: This link is valid only for .mil and .gov domains.



# DLA RTD Web Guide

This guide picks up after the user has gained access to the DLA Business Portal via AMPS and has been approved for the RTD Web role. If you have not set up your AMPS account yet, please start by clicking [Here](#) and then locate and click on the Step by Step Guide to Getting Access link. Be sure to keep your user ID and password you used in AMPS. Below are the RTD Web role(s) required to gain access to RTD Web.

**Note\* Be sure to select the correct role in AMPS so your request is not rejected!**

For all external customers (Non DLA Employee) request role (DDS 413 Prod)

For DLA Employees (Disposition Services and CIC) request roles (DDS-408 Prod and JD-00854 Prod)

For DLA Employees (non-Disposition Services and non-CIC) request roles (DDS-369 Prod and JD-00854 Prod)



# DLA RTD Web Guide

## Help for AMPS Users

For technical problems with AMPS or AMPS role questions, please contact the DLA Enterprise Help Desk using one of the channels below:

Toll Free: 855.352.0001

Email: DLA Enterprise Help Desk ([DLAEnterpriseHelpDesk@dla.mil](mailto:DLAEnterpriseHelpDesk@dla.mil))

Web: [EHD Self Service](#)



# DLA RTD Web Guide

The first step after your required AMPS role(s) is approved is requesting an RTD Web Role. Login to the Business Systems Portal (EBS) by selecting the correct link below.

For all external customers (Non DLA Employee) use link:

<https://business.dla.mil/landing/index.jsp>

For all internal DLA employees use link and skip the next slide :

<https://pep1.bsm.dla.mil/consent/consent.jsp>





# The DLA External Landing

This is the DLA Landing Page for external users. From here click on "Registered Users Login Here". Internal DLA users will not see or use this.

The screenshot shows the DLA External Landing Page. At the top left is the DLA logo. To its right is the text "DEFENSE LOGISTICS AGENCY" and "AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY". Further right is a "STRATEGIC PLAN 2015 - 2022" badge. Below the header is a date "7/5/2016" and a link "For display issues with Internet Explorer 11 Click Here". A "DLA Systems" dropdown menu is visible. The main content area is divided into two columns. The left column has a "DLA Enterprise External Business Portal" link, a "For Browser Support Click Here" link, a yellow "Registered Users Login Here" button with a red arrow pointing to it, and a "DLA's 3 Areas of Focus" box listing "WARFIGHTER SUPPORT", "STEWARDSHIP EXCELLENCE", and "WORKFORCE DEVELOPMENT". The right column has an "AVAILABLE SERVICES" section with a large image of soldiers in a mountainous area and a "339 RMS" text block below it, and a "MULTIMEDIA" section with a "HOW TO DO COMBAT LOGISTICS" video thumbnail and a "Why Buy Green?" thumbnail. At the bottom is a footer with links: "Privacy/Security Statement", "508 Compliance Statement", "Job-Aid", "FOIA Privacy", "Site Index", "DLA Webmaster", and "Strategic Communication".

**DEFENSE LOGISTICS AGENCY**  
AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY

7/5/2016 [For display issues with Internet Explorer 11 Click Here](#)  
DLA Systems

**AVAILABLE SERVICES**

**339 RMS**  
339 Records Management System gives DLA employees and military engineering support activities, or ESAs, online access in one place the means to communicate on engineering and technical issues that arise during the DLA acquisition process.

**MULTIMEDIA**

**HOW TO DO COMBAT LOGISTICS**  
This video looks at what goes into successful combat logistics support.

**Why Buy Green?**  
The success of the Defense Department's "Buying Green" strategy relies on all employees to make the right decisions when it comes to everyday purchases.

[Privacy/Security Statement](#) | [508 Compliance Statement](#) | [Job-Aid](#) | [FOIA Privacy](#) | [Site Index](#) | [DLA Webmaster](#) | [Strategic Communication](#)



# Getting Started

**DEFENSE LOGISTICS AGENCY**  
AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY

Welcome to the Enterprise External Business Portal

Enter your Enterprise External Portal user name and password.

User \*  

Password \*  



For external users enter your User ID and Password you used in AMPS, then click on "Log On" Internal DLA users may be prompted for a CAC cert.





# Getting Started

## U. S. Government (USG) Information System (IS) - Use and Consent

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

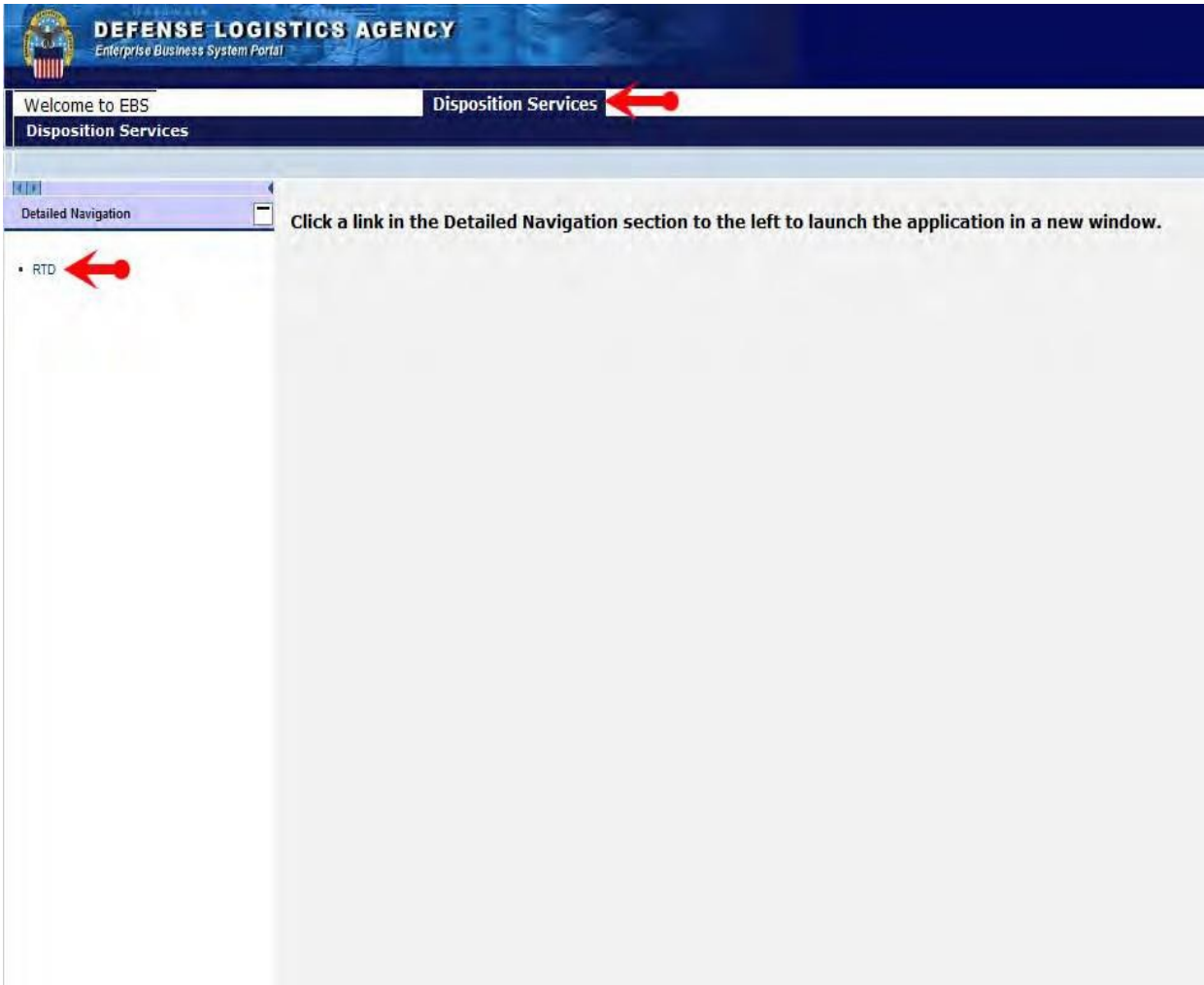
- USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE, or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communication and work product are private and confidential. See User Agreement for details.

You are now at the first page of the DLA Business Portal. Read the Use and Consent information and then click “I Accept”.



# DLA Enterprise Business Systems Portal (EBS)

Go to the Disposition Services Tab at the top and click on the RTD link located on the left.





# Requesting Your RTD Web Role

This is RTD Web, you will now need to request an RTD role to allow you to search for DLA property. This is accomplished on this webpage (not in AMPS). At the bottom of the page click on Request Role.

**DEFENSE LOGISTICS AGENCY**  
Disposition Services

Home | About Us | Public Affairs | Publications | FAQs | FOIA

RTD Home

**Reutilization / Transfer / Donation (RTD)**  
**RTD Main**

☒ Show reminder

Reutilization, Transfer, Donation Home

**Announcements**

Title	Description
Property in GSA screening cycle	When conducting property searches on RTD web, all property within the GSA screening cycle must be requisitioned via GSAXcess.gov
CFL Schools	All MOAs (Memorandum of Agreement) must be current (Person who signed the MOA must still be employed the school) before any Computer Equipment can be received by the school under the DOD CFL PROGRAM. Furthermore, CFL Schools who were issued Letters of Assessment by the DLA Office of the Inspector General Trade Security Assessment Control Office must be renewed within one year from the date on the LOA (Letter Assessment) in order to continue to receive Demil Q Integrity Code 6 excess computer equipment.
Letter of Authorization	DOD must have a current Letter of Authorization (LOA) in the Centralized File prior to picking up property from any DLA Disposition Services site. The LOA template and instructions may be obtained at <a href="http://www.dispositionsservices.dla.mil">www.dispositionsservices.dla.mil</a> , select Reutilization Transfer Donation button.

Target Dates: EOD, SAE, Schools

Request Role

My Pending Roles



# Requesting Your RTD Web Role

Select the Application that you require.

RTD Home

Reutilization / Transfer / Donation (RTD)

RTD Pre-Register

Application:

Choose



Role:

Choose

Submit

DOD

Want Lists

Request Role

My Pending Roles



# Requesting Your RTD Web Role

We will use Department of Defense (DOD) for this example.

RTD Home

Reutilization / Transfer / Donation (RTD)  
RTD Pre-Register

Application:

Choose

---

Civil Air Patrol (CAP)

Computers for Learning (CFL)

Department of Defense (DOD) ←

Department of Defense Contractor (DODC)

Disposition Services (DS)

Donation FEPD (FEPD)

Firefighter (FF)

Foreign Military Sales (FMS)

Federal/State Screener (FS)

Humanitarian Assistance Program (HAP)

Law Enforcement Support Office (LESO)

Military Affiliate Radio System (MARS)

Reserve Officer Training Corps (ROTC)

Service Museum (SVC MUS)

Southwest Asia (SWA)

Veterans Administration (VA)

Want Lists

Request Role

My Pending Roles





# Requesting Your RTD Web Role

Application:

Department of Defense (DOD) ▼

Role:

Choose  
---  
DOD ASO  
DOD Screener

Application:

Department of Defense (DOD) ▼

Role:

DOD Screener ▼

Submit

Next select the Role you need. If you are not an ASO (Account Supply Officer) then select screener. Then click on Submit. \*Note: Do not select ASO if you are not authorized to do so. If you are not sure, contact your chain of command first. For this example we will select DOD Screener.



# Requesting Your RTD Web Role

## User Information

Title:

\* First Name:

\* Last Name:

\* Organization Name:

\* Work Address Line 1:

Work Address Line 2:

\* Work Address City:

\* Work Address State:

\* Work Address Zip:

Country:

\* Work Phone:

Work Ext:

Work Fax:

\* Work Email:

Customer Type:

\* DODAAC:

Opt-out of all email?

Receive NIIN notification email:

Receive property receipt email:

Next, ensure all your information is correct to include your DoDAAC, then hit the Submit button.



# Requesting Your RTD Web Role

Your request for your RTD Web Role has now been sent for review. You will receive an email when it has been approved or disapproved.



## DEFENSE LOGISTICS AGENCY Disposition Services

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### Reutilization / Transfer / Donation (RTD) Registration Complete

Thank you for registering. Your request will be processed in the order it is received. You will receive a confirmation email when the process is complete.

[Return to RTD Home](#)



PROD - v2.6.16244.0

Customer Service: 1-877-352-2265 or DSN: 661-7766 Email: [dlacustomercenter@dlm.mil](mailto:dlacustomercenter@dlm.mil)  
[Privacy/Security](#) | [Accessibility](#) | [Contact Webmaster](#) | [Download Acrobat](#) | [Download MS Word Viewer](#)

Application - v5.0



## Requesting Your RTD Web Role

Once your RTD Web role is approved, you will need to log back into the Business Systems Portal (EBS) by selecting the correct link below as you did before.

For all external customers (Non DLA Employee) use link:

<https://business.dla.mil/landing/index.jsp>

For all internal DLA employees use link:

<https://pep1.bsm.dla.mil/consent/consent.jsp>



# DLA Business Portal

This is the DLA Landing Page for external users. From here click on "Registered Users Login Here". Internal DLA users will not see or use this.

**DEFENSE LOGISTICS AGENCY**  
AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY

7/5/2016 [For display issues with Internet Explorer 11 Click Here](#)  
DLA Systems

**AVAILABLE SERVICES**

**339 RMS**  
339 Records Management System gives DLA employees and military engineering support activities, or ESAs, online access in one place the means to communicate on engineering and technical issues that arise during the DLA acquisition process.

**MULTIMEDIA**

**HOW TO DO COMBAT LOGISTICS**  
This video looks at what goes into successful combat logistics support.

**Why Buy Green?**  
The success of the Defense Department's "Buying Green" strategy relies on all employees to make the right decisions when it comes to everyday purchases.

**DLA's 3 Areas of Focus**  
WARFIGHTER SUPPORT  
STEWARDSHIP EXCELLENCE  
WORKFORCE DEVELOPMENT

**DLA Enterprise External Business Portal**  
[For Browser Support Click Here](#)

**Registered Users Login Here**

[Privacy/Security Statement](#) | [508 Compliance Statement](#) | [Job-Aid](#) | [FOIA Privacy](#) | [Site Index](#) | [DLA Webmaster](#) | [Strategic Communication](#)





# DLA Business Portal

**DEFENSE LOGISTICS AGENCY**  
AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY

Welcome to the Enterprise External Business Portal

Enter your Enterprise External Portal user name and password.

User \*  

Password \*  



For external users: enter your User ID and Password you used in AMPS if required, or your CAC cert if prompted. Then click on “Log On”, internal DLA users may be asked for a CAC cert.



# DLA Business Portal

## U. S. Government (USG) Information System (IS) - Use and Consent

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE, or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communication and work product are private and confidential. See User Agreement for details.

Read the Use and Consent information and then click “I Accept”.



# Requesting Your RTD Web Role

You should now see a DOD (or other Application you applied for) link has been added to your list to the left. You are now ready to start screening for property.

**DEFENSE LOGISTICS AGENCY**  
**Disposition Services**

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RTD Home

**Reutilization / Transfer / Donation (RTD)**  
**RTD Main**

☒ Show reminder

Reutilization, Transfer, Donation Home

**Announcements**

Property in GSA screening cycle When conducting property searches on RTD web, all property within the GSA screening cycle must be requisitioned via GSAXcess.gov

CFL Schools All MOAs (Memorandum of Agreement) must be current (Person who signed the MOA must still be employed the school) before any Computer Equipment can be received by the school under the DOD CFL PROGRAM. Furthermore, CFL Schools who were issued Letters of Assessment by the DLA Office of the Inspector General Trade Security Assessment Control Office must be renewed within one year from the date on the LOA (Letter Assessment) in order to continue to receive Demil Q Integrity Code 6 excess computer equipment.

Letter of Authorization DOD must have a current Letter of Authorization (LOA) in the Centralized File prior to picking up property from any DLA Disposition Services site. The LOA template and instructions may be obtained at [www.dispositionsservices.dla.mil](http://www.dispositionsservices.dla.mil), select Reutilization Transfer Donation button.

Target Range-EOD-SOF Schools- Weapons Testing or Destructive Please contact [steven.carter@dlamil](mailto:steven.carter@dlamil) DSN 961-7191 or Jennifer I obello 269-961-5523 for direct support

**Requisition Status**

Requisition Number	Requisition Date	DTID	Item Name	Quantity	Current Action	Last Updated

Want Lists



# RTD Web Main Page

From here you can search and requisition DLA property. For this example I will use a DOD customer role, some roles will have restrictions \*You will not have the extra dark blue boxes on the far left of your screen as displayed here.

Home | About Us | Public Affairs | Publications | FAQs | FOIA

RTD Home

Reutilization / Transfer / Donation (RTD)  
RTD Main

☒ Show reminder

Reutilization, Transfer, Donation Home


**Announcements**

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Letter of Authorization UOD must have a current Letter of Authorization (LOA) in the Centralized File prior to picking up property from any DLA Disposition Services site. The LOA template and instructions may be obtained at [www.dispositionservices.dla.mil](http://www.dispositionservices.dla.mil), select Reutilization Transfer Donation button.

Target Range-EOD-SOF Schools- Weapons Testing or Destructive Please contact [steven.carter@dlm.mil](mailto:steven.carter@dlm.mil) DSN 981-7191 or Jennifer Lobello 289-961-5523 for direct support



Pause (Prev Next)

**Requisition Status**

Requisition Number	Requisition Date	DTID	Item Name	Quantity	Current Action	Last Updated
<p>&lt; &gt;</p>						

Want Lists

Request Role  
My Pending Roles





# RTD Web Main Page

On the top of this page is announcements pertaining to RTD Web. Please check this from time to time as it may contain helpful information for you.

[Home](#) | [About Us](#) | [Public Affairs](#) | [Publications](#) | [FAQs](#) | [FOIA](#)

## Reutilization / Transfer / Donation (RTD)

### RTD Main

☒ Show reminder

### Reutilization, Transfer, Donation Home

#### Announcements

Property in GSA screening cycle When conducting property searches on RTD web, all property within the GSA screening cycle must be requisitioned via GSAXcess.gov

CFL Schools All MOAs (Memorandum of Agreement) must be current (Person who signed the MOA must still be employed the school) before any Computer Equipment can be received by the school under the DOD CFL PROGRAM. Furthermore, CFL Schools who were issued Letters of Assessment by the DLA Office of the Inspector General Trade Security Assessment Control Office must be renewed within one year from the date on the LOA (Letter Assessment) in order to continue to receive Demil Q Integrity Code 6 excess computer equipment.

Letter of Authorization DOD must have a current Letter of Authorization (LOA) in the Centralized File prior to picking up property from any DLA Disposition Services site. The LOA template and instructions may be obtained at [www.dispositionsservices.dla.mil](http://www.dispositionsservices.dla.mil), select Reutilization Transfer Donation button.

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Pause

« Prev Next »

#### Requisition Status

Requisition Number	Requisition Date	DTID	Item Name	Quantity	Current Action	Last Updated
<a href="#">2YTJDG6160MP01</a>	06/08/16 06:01:26	W580XC60999900	MINE RESISTANT VEH	1	MRO has been confirmed by depot	07/01/16 08:29:33
<a href="#">W33DL46169JR01</a>	06/17/16 10:00:07	W33DL461750022	PREFABRICATED AND PORTABLE BUILDINGS	1	Request sent	06/17/16 10:00:10 <a href="#">G</a>
<a href="#">W33DL46169JR02</a>	06/17/16 10:00:03	W33DL461730002	PREFABRICATED AND PORTABLE BUILDINGS	1	Request sent	06/17/16 10:00:05 <a href="#">G</a>
<a href="#">W33DL46169JR03</a>	06/17/16 09:59:52	W33DL461730005	PREFABRICATED AND PORTABLE BUILDINGS	1	Request sent	06/17/16 09:59:56 <a href="#">G</a>
<a href="#">2YTJ286161GD01</a>	06/09/16 16:46:01	SZ35876160D015	MINE RESISTANT VEHICLE	1	MRO has been confirmed by depot	06/16/16 19:03:59
<a href="#">47881F6145D367</a>	06/07/16 02:27:50	R4658730760001	ROAD CLEARING, CLEANING, AND MARKING	1	MRO has been confirmed by depot	06/07/16 02:27:50

#### Firefighter Admin / Firefighter PMO / LESO HQ Admin

 DTID: [SH520C6176X015](#)  
 Site: [DLADS GUAM \(SSB\)](#)  
 Status: [N/A](#)

 Item Name: LANTERN ELECTRIC  
 Request Date: 06/30/16 08:19:47  
 Requester: [N/A](#)

 NSN: 6230006433661  
 Condition: [B](#)  
 Remarks: [N/A](#)





# RTD Web Main Page

Just below Announcements is Requisition Status. When you requisition property from RTD Web you will see it listed here. This will provide you with basic information of your order(s).  
\*After time these will drop off this list and be unavailable for you to view.

## Reutilization / Transfer / Donation (RTD)

### RTD Main

☒ Show reminder

### Reutilization, Transfer, Donation Home

#### Announcements

- Property in GSA screening cycle When conducting property searches on RTD web, all property within the GSA screening cycle must be requisitioned via GSAXcess.gov
- CFL Schools All MOAs (Memorandum of Agreement) must be current (Person who signed the MOA must still be employed the school) before any Computer Equipment can be received by the school under the DOD CFL PROGRAM. Furthermore, CFL Schools who were issued Letters of Assessment by the DLA Office of the Inspector General Trade Security Assessment Control Office must be renewed within one year from the date on the LOA (Letter Assessment) in order to continue to receive Demil Q Integrity Code 6 excess computer equipment.
- Letter of Authorization DOD must have a current Letter of Authorization (LOA) in the Centralized File prior to picking up property from any DLA Disposition Services site. The LOA template and instructions may be obtained at [www.dispositionservices.dla.mil](http://www.dispositionservices.dla.mil), select Reutilization Transfer Donation button.
- Target Range-EOD-SOF Schools- Weapons Testing or Destructive Please contact [steven.carter@dlm.mil](mailto:steven.carter@dlm.mil) DSN 961-7191 or Jennifer Lobello 269-961-5523 for direct support



Pause


&lt; Prev Next &gt;

#### Requisition Status

Requisition Number	Requisition Date	DTID	Item Name	Quantity	Current Action	Last Updated
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# RTD Web Main Page



Want Lists

Request Role

My Pending Roles

Next is the Want List. This is where you go to manage your Want List. (You can not create them from here, that will be covered later.) Next is Request Role and My Pending Roles, both of which you should have already used to gain access to RTD Web, so they will not be covered in this guide.



# RTD Web Main Page

DEFENSE LOGISTICS AGENCY  
Disposition Services

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RTD Home

Reutilization / Transfer / Donation (RTD)  
RTD Main

☒ Show reminder

DOD

DOD Search  
DOD Shopping Cart  
Edit Profile

Property in GSA screening cycle When conducting property searches on RTD web, all property within the GSA screening cycle must be requisitioned via GSAXcess.gov

CFL Schools All MOAs (Memorandum of Agreement) must be current (Person who signed the MOA must still be employed the school) before any Computer Equipment can be received by the school under the DOD CFL PROGRAM. Furthermore, CFL Schools who were issued Letters of Assessment by the DLA Office of the Inspector General Trade Security Assessment Control Office must be renewed within one year from the date on the LOA (Letter of Authorization) in order to continue to receive Demilitarized Code 6 excess computer equipment.

Letter of Authorization DOD must have a current Letter of Authorization (LOA) in the Centralized File prior to picking up property from any DLA Disposition Services site. The LOA template and instructions may be obtained at [www.dispositionsservices.dla.mil](http://www.dispositionsservices.dla.mil), select Reutilization Transfer Donation button.

Target Range-ECU-SOF Schools-Weapons Testing or Destructive Please contact [steven.carter@dlm.mil](mailto:steven.carter@dlm.mil) DSN 961-7191 or Jennifer Lobello 269-961-5523 for direct support.

Requisition Status

Requisition Number	Requisition Date	DTID	Item Name	Quantity	Current Action	Last Updated

Going back to the top of the page, hover over DOD. This will cause the field to expand and give you further options. DOD Search is where you go to screen for DLA property. DOD Shopping Cart is where your incomplete orders will be held. Last, is the Edit Profile link where you can make changes to your profile. For now, click on DOD Search

# RTD Web Property Search Page

**DOD Search**

\* Required Field

\* DoDAAC:

Sort By:

Sort By Direction:

Up to 70,000 NIINs or NSNs:

(If NSN is entered, the NIIN will be extracted from the NSN.)

Up to 70,000 NIINs or NSNs / LSNs File Upload:

(.txt or .xls files only; if NSNs / LSNs are uploaded, the NIIN will be extracted from the NSN / LSN.)

Federal Supply Classes (FSC):

(2 digit FSGs or 4 digit FSCs separated by a space)

Up to 16 Federal Supply Classes (FSC):

(Hold down CTRL or Shift to select multiple FSCs)

(Only 16 FSCs will be used in the search)

1005 - Guns, through 30 mm  
1010 - Guns, over 30 mm up to 75 mm  
1015 - Guns, 75 mm through 125 mm  
1020 - Guns, over 125 mm through 150 mm  
1025 - Guns, over 150 mm through 200 mm  
1030 - Guns, over 200 mm through 300 mm  
1035 - Guns, over 300 mm  
1040 - Chemical Weapons and Equipment  
1045 - Launchers, Torpedo and Depth Charge  
1055 - Launchers, Rocket and Pyrotechnic

Item Name:

☐ Smart Word Search ☐ Includes ☐ Equals ☐ Starts With

☐ APD entered information



Pause

(Prev Next)

This is the main RTD Search page. At the top of the page you see a Search and Clear Search Criteria box. Below that is your DoDAAC selection box (you may only have one to choose from). You have Sort By choices also. Next is the field box to add up to 70,000 NIIN's or NSN's, or you can upload them by clicking the Browse button.





# RTD Web Search Page

## DOD Search

\* Required Field

\* DoDAAC:

Sort By:

Sort By Direction:

Up to 70,000 NIINs or NSNs:

(If NSN is entered, the NIIN will be extracted from the NSN.)

Up to 70,000 NIINs or NSNs / LSNs File Upload:

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1005 - Guns, through 30 mm  
1010 - Guns, over 30 mm up to 75 mm  
1015 - Guns, 75 mm through 125 mm  
1020 - Guns, over 125 mm through 150 mm  
1025 - Guns, over 150 mm through 200 mm  
1030 - Guns, over 200 mm through 300 mm  
1035 - Guns, over 300 mm  
1040 - Chemical Weapons and Equipment  
1045 - Launchers, Torpedo and Depth Charge  
1055 - Launchers, Rocket and Pyrotechnic

Item Name:

☐ Smart Word Search ☐ Includes ☐ Equals ☐ Starts With

☐ APD entered information



Next is the Federal Supply Classes (FSC) box where you can input up to 16 FSCs separated by a space. If you are not sure what FSC you need, you can search for it from the list below. To select more than one FSC from the list just hold down the Ctrl key. Lastly, you can perform an Item name search by typing it in the Item Name field.

Want Lists

Request Role

My Pending Roles





# RTD Web Search Page

Up to 20 DTID Numbers:

Container ID:

RTD Screening Cycle: ☒ DOD ☒ DONATION ☒ EXP DOD ☒ EXP FCA DON ☒ FEPD ☒ FEPP ☒ GSA ☒ RTD2Date Entered Inventory:  (mm/dd/yy)Supply Condition Code: ☒ A ☒ B ☒ C ☒ D ☒ E ☒ F ☒ G ☒ H

Search by Location:

(Hold down the CTRL or Shift key to select multiple items from the list.)

- DLA DS 29 Palms
- DLA DS Aberdeen
- DLA DS Anchorage
- DLA DS Anniston
- DLA DS Anniston CDC
- DLA DS Aviano
- DLA DS Bangkok
- DLA DS Darstow
- DLA DS Benning
- DLA DS Bliss

Miles from DoDAAC Location:

Zip Code:

(Enter Zip Code and Miles to search from the Zip location.)

Search

Clear Search Criteria

Moving down the page, you can search by DTID if known (up to 20). Next is Container ID (not currently used), RTD Screening Cycle (recommended to leave all of them checked) and Supply Condition Code. As an example, If you want to restrict the system from pulling supply condition code items in "H", just uncheck the box. Likewise with the RTD Screening Cycles. Note \*Screening cycles EXP DOD and EXP FCA DON are not currently being used\*. See page 20 for more details on Screening Cycles.

Previously Viewed Items



# \*Note on RTD Screening Cycles

Please be sure to note the screening cycle of the item(s) you are requesting as some cycles may have restrictions or other requirements to get them.

**DOD** Days 1-14 (to include first 7 days of Accumulation)

**GSA (Transfer Cycle – FEDERAL customers)** Days 15-35 after Accumulation Close \*

**GSA (Donation Cycle – State Agencies for Surplus Property (SASP))** Days 36-40 after Accumulation Close \*

\*When conducting property searches on RTD web, all property within the GSA screening cycle must be requisitioned via [GSAXcess.gov](http://GSAXcess.gov)

**RTD2** Days 41-42 of cycle (All customers eligible – last chance)

**OCONUS (overseas)**

**FEPP** Foreign Excess Personal Property (DOD and Federal – Days 1-21)

**FEPP** Foreign Excess Personal Donation (Donation – Days 22-42)

**RTD2** Days 43-45 (All customers eligible – last chance)



# RTD Web Search Page

Item Name: 

- ☐ Smart Word Search ☐  
☐ APD entered information

Up to 20 DTID Numbers: Container ID: RTD Screening Cycle: ☒ DOD ☒ DONATIONDate Entered Inventory:  (mm/dd/yyyy)Supply Condition Code: ☒ A ☒ B ☒ C ☒ D ☒ E ☒ F ☒ G ☒ H

Search by Location:  
 (Hold down the CTRL or Shift  
 key to select multiple items  
 from the list.)

DLA DS 29 Palms  
 DLA DS Aberdeen  
 DLA DS Anchorage  
 DLA DS Anniston  
 DLA DS Anniston CDC  
 DLA DS Aviano  
 DLA DS Bangkok  
 DLA DS Barstow  
 DLA DS Benning  
 DLA DS Bliss

Miles from DoDAAC Location: Zip Code: 

(Enter Zip Code and Miles to  
 search from the Zip location.)

## Supply Condition Codes

Code	Description
A	Serviceable - Issuable without Qualification
B	Serviceable - Issuable with Qualification
C	Serviceable - Priority Issue
D	Serviceable - Test/Modification
E	Unserviceable - Limited Restoration
F	Unserviceable - Repairable
G	Unserviceable - Incomplete
H	Unserviceable - Condemned

Close

☒ GSA ☒ RTD2

If you are unsure of the RTD Screening Cycle or supply condition code descriptions, just click on the RTD Screening Cycle or Supply Condition Code text and it will provide you with a pop up window with the descriptions. This holds true with any underlined text on the RTD Web page.



# RTD Web Search Page

Next you can have the system search by DLA Site Location(s), Miles from a DoDAAC or Zip Code. At the bottom of the page is another set of Search and Clear Search Criteria buttons. Please note, unless you are sure you want to reduce the system's search options, it is recommended to leave them default (all options checked) to provide listings of maximum available inventory.

Up to 20 DTID Numbers:

Container ID:

RTD Screening Cycle: ☒ DOD ☒ DONATION ☒ EXPDOD ☒ EXPFCADON ☒ FEPD ☒ FEPP ☒ GSA ☒ RTD2

Date Entered Inventory:  (mm/dd/yy)

Supply Condition Code: ☒ A ☒ B ☒ C ☒ D ☒ E ☒ F ☒ G ☒ H

Search by Location:  
(Hold down the CTRL or Shift key to select multiple items from the list.)

- DLA DS 29 Palms
- DLA DS Aberdeen
- DLA DS Anchorage
- DLA DS Anniston
- DLA DS Anniston CDC
- DLA DS Aviano
- DLA DS Bangkok
- DLA DS Barstow
- DLA DS Benning
- DLA DS Bliss

Miles from DoDAAC Location:

Zip Code:   
(Enter Zip Code and Miles to search from the Zip location.)

Previously Viewed Items



# RTD Web Search Page

Reutilization / Transfer / Donation (RTD)

DOD Search

☒ Show reminder

Previous Searches: 1

DOD Search

Search

Clear Search Criteria

\* Required Field

\* DoDAAC: W12345

Sort By: Date Entered Inventory

Sort By Direction: Descending

Up to 70,000 NIINs or NSNs: 2320-01-107-7155

(If NSN is entered, the NIIN will be extracted from the NSN.)

Up to 70,000 NIINs or NSNs /

LSNs File Upload:

Browse...

(.txt or .xls files only, if NSNs / LSNs are uploaded, the NIIN will be extracted from the NSN / LSN.)

Federal Supply Classes (FSC):

(2 digit FSGs or 4 digit FSCs separated by a space)

Up to 16 Federal Supply  
Classes (FSC):

(Hold down CTRL or Shift to  
select multiple FSCs)

(Only 16 FSCs will be used in  
the search)

1005 - Guns, through 30 mm  
1010 - Guns, over 30 mm up to 75 mm  
1015 - Guns, 75 mm through 125 mm  
1020 - Guns, over 125 mm through 150 mm  
1025 - Guns, over 150 mm through 200 mm  
1030 - Guns, over 200 mm through 300 mm  
1035 - Guns, over 300 mm



Now we will perform a search for items currently available on RTD Web. For this example I have only typed in NSN (2320-01-107-7155) in the NSN field box. Nothing else is required for this search so click on the Search box to conduct the search.



# RTD Web Search Results Page

## Reutilization / Transfer / Donation (RTD)

### DOD Search Results

☒ Show reminder

[Return to Search](#)

Previous Searches: 1

### DOD Shopping Cart | Check Out |

You Have 0 item(s) in your Shopping Cart. The Shopping Cart holds 50 items

### Search Criteria

[See NIIN List](#)

DoDAAC: SC4400

Screening Cycle(s): DOD, DONATION, EXP DOD, EXP FGADON, FEPO, FEPP, GSA RTD2

Supply Condition Code(s): A, B, C, D, E, F, G, H

Sort By: DATE ENTERED INVENTORY

Want List - Schedule this search to notify you when property enters the Disposition Services/Site inventory.

Container Requisition - Please click on the container number to requisition the entire container.

### Search Results

[Download all 174 items](#)

 Sort By:  Order:  

1 2 3 4 &gt;&gt;


 Cycle: DOD  
 Quantity Available: 1  
 Condition: H  
 Item Name: TRUCKUTILITY  
 DTID: 2YTAWB61730002  
 MSDS:

Warehouse Location: R010112A0

 Cycle: DOD  
 Quantity Available: 1  
 Condition: E  
 Item Name: TRUCKUTILITY  
 DTID: SZ31296183D001  
 MSDS:

Warehouse Location: Q010509A0

 Cycle: DOD  
 Quantity Available: 1

Days Left in Cycle: 10

Integrity Code: 6

Site: DLADS KNOX

NSN: 2320011077155

DEMIL: Q

Unit of Issue: FA

Receipt in Place: No

Days Left in Cycle: 10

Integrity Code: 6

Site: DLADS BARSTOW

NSN: 2320011077155

DEMIL: Q

Unit of Issue: EA

Receipt in Place: No

Days Left in Cycle: 10

Integrity Code: 6

Hazardous:

Container ID:

Orig. Acq. Price: 41061

Miles from Zip: N/A

Date Entered Inv.: 7/1/2016 12:00:00 AM

Expedited: No

Hazardous:

Container ID:

Orig. Acq. Price: 39052

Miles from Zip: 1727

Date Entered Inv.: 7/1/2016 12:00:00 AM

Expedited: No

Hazardous:

Container ID:

This is the result of the search requested for the NSN. If you are done with this search you can return to the previous search page by clicking on Return to Search. Next is your Shopping Cart (currently empty). The next field is Search Criteria which shows all the search requirements from the previous page. In this case only an NSN was used, if you click on the "See NIIN List" it will show you the NIIN(s) you used for this search.

# RTD Web Search Results Page

Reutilization / Transfer / Donation (RTD)

DOD Search Results

☒ Show reminder

[Return to Search](#)

Previous Searches: 1

DOD Shopping Cart [Check Out]

You Have 0 item(s) in your Shopping Cart. The Shopping Cart holds 50 items

## Search Criteria

[See NIIN List](#)

DoDAAC: SC4400

Screening Cycle(s): DOD, DONATION, EXP DOD, EXP FCADON, FEPP, FEPP, GSA, RTD2

Supply Condition Code(s): A, B, C, D, E, F, G, H

Sort By: DATE ENTERED INVENTORY

**Want List** - Schedule this search to notify you when property enters the Disposition Services/Site inventory.

**Container Requisition** - Please click on the container number to requisition the entire container.

## Search Results

Download all 174 items

Sort By:  Order:

<< 1 2 3 4 >>



Cycle: DOD  
Quantity Available: 1  
Condition: H  
Item Name: TRUCK UTILITY  
DTID: 2YTAWB61730002  
MSDS:

Warehouse Location: R010112A0

Cycle: DOD  
Quantity Available: 1  
Condition: E  
Item Name: TRUCK UTILITY  
DTID: SZ31296183D001  
MSDS:

Warehouse Location: Q010509A0

Cycle: DOD  
Quantity Available: 1

Days Left in Cycle: 10  
Integrity Code: 6  
Site: DLADS KNOX  
NSN: 2320011077155  
DEMIL: Q

Unit of Issue: EA  
Receipt in Place: No  
Days Left in Cycle: 10  
Integrity Code: 6

Site: DLADS BARSTOW  
NSN: 2320011077155  
DEMIL: Q

Unit of Issue: EA  
Receipt in Place: No  
Days Left in Cycle: 10  
Integrity Code: 6

Hazardous:  
Container ID:  
Orig. Acq. Price: 41061  
Miles from Zip: N/A  
Date Entered Inv.: 7/1/2016 12:00:00 AM  
Expedited: No

Hazardous:  
Container ID:  
Orig. Acq. Price: 39052  
Miles from Zip: 1727  
Date Entered Inv.: 7/1/2016 12:00:00 AM  
Expedited: No

Hazardous:  
Container ID:

Next is the Want List which will be covered later. Moving down the page you will see the Search Results field which shows all results from the search. If you want to send your results to an Excel sheet just click on Download all ### Items and it will generate an Excel data sheet with information from the search.



[illegible]

Since we had 174 items that matched, we have several pages to look at. You can move to the next page by clicking on the top right, >> If photo(s) or other information is available for the item(s) you will see them here. For this demonstration we will use the first item on the list. Click on the photo to show more information. Note, not all items have additional information and may require you to contact the DLA Field site if you need more information.



# DTID Characteristics

## DTID Characteristics

### Inventory Information



Cycle:	DOD	Days Left in Cycle:	10	Hazardous:	
Quantity Available:	1	Integrity Code:	6	Container ID:	
Condition:	H	Site:	DLADS.KNOX	Orig. Acq. Price:	41,061.00
Item Name:	TRUCK, UTILITY	NSN:	2320011077155	Date Entered Inv.:	07/01/16
DTID:	2YTAWB61730002	DEMIL:	Q	MSDS:	
Unit of Issue:	EA	Expedited:	No		
Warehouse Location:	R010112A0				

Please perform a property search to requisition this item.

### DTID 2YTAWB61730002 - Pictures



Play Slideshow

< Previous Photo Next Photo >



After clicking on the photo you will be brought here to the DTID Characteristics page. This will provide more pictures and Disposition Services site added information (if available). By clicking on the small photo it will expand on the right for easy viewing. There may be additional Disposition Services site added information provided by the field site further down this page.





# RTD Web Search Results Page

Just below the picture you will find a blue icon with a question mark inside it. This is used if you want to send an email to the field site that has the item in question. After clicking on it, it will take you to another page to ask your question. When done, click on Submit Question. It will automatically return you to the previous screen. If you change your mind and no longer want to ask a question just click on Return to Previous Page

Search Results


Download all 89 items

Sort By: Date Entered Inventory Order: Descending Sort 12 >>

	Quantity Available: 1 Condition: H Item Name: TRUCK UTILITY DTID: 2YTAWB61730001 MSDS:	Cycle: DOD Days Left in Cycle: 10 Integrity Code: 6 Site: DLADS KNOX NSN: 2320011077155 DEMIL: Q Unit of Issue: EA Receipt in Place: No	Hazardous: Container ID: Orig. Acq. Price: 41061 Miles from Zip: N/A Date Entered Inv.: 7/1/2016 12:00:00 AM Expedited: No
	Quantity Available: 1 Condition: H Item Name: TRUCK UTILITY DTID: 2YTAWB61730002 MSDS:	Warehouse Location: R010114A0 Cycle: DOD Days Left in Cycle: 10 Integrity Code: 6 Site: DLADS KNOX NSN: 2320011077155 DEMIL: Q Unit of Issue: FA Receipt in Place: No	Hazardous: Container ID: Orig. Acq. Price: 41061 Miles from Zip: N/A Date Entered Inv.: 7/1/2016 12:00:00 AM Expedited: No

Ask Question

Inventory Information

	Cycle: DOD Quantity Available: 1 Condition: H Item Name: TRUCK UTILITY DTID: 2YTAWB61730001 Unit of Issue: EA Warehouse Location: R010114A0	Days Left in Cycle: 4 Integrity Code: 6 Site: DLADS KNOX NSN: 2320011077155 DEMIL: Q Expedited: No	Hazardous: Container ID: Orig. Acq. Price: 41,061.00 Date Entered Inv.: 07/01/16 MSDS:
---	---	---	--

Question:





# RTD Web Search Results Page

To the left of the ask question icon is a globe icon. Use this to locate other items that are similar to the item(s) you just searched for. In this case clicking on the globe icon provided 89 additional items of interest.

**Search Results**

Download all 174 items


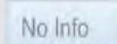
Sort By:  Order:   << 1 2 3 4 >>

	Cycle: <u>DOD</u> Quantity Available: 1 Condition: <u>H</u> Item Name: <u>TRUCKUTILITY</u> DTID: <u>2YTAWB61730002</u> MSDS: <u>MSDS</u> Warehouse Location: <u>R010112A0</u> Cycle: <u>DOD</u> Quantity Available: 1	Days Left in Cycle: 10 Integrity Code: <u>6</u> Site: <u>DLADS KNOX</u> NSN: <u>2320011077155</u> DEMIL: <u>Q</u> Unit of Issue: <u>EA</u> Receipt in Place: No Days Left in Cycle: 10 Integrity Code: <u>6</u>	Hazardous: Container ID: Orig. Acq. Price: 41061 Miles from Zip: N/A Date Entered Inv.: 7/1/2016 12:00:00 AM Expedited: No Hazardous: Container ID:
			

**Search Results**

Download all 89 items

Sort By:  Order:   << 1 2 >>

	Cycle: <u>DOD</u> Quantity Available: 1 Condition: <u>H</u> Item Name: <u>TRUCKUTILITY</u> DTID: <u>2YTAWB61730001</u> MSDS: <u>MSDS</u> Warehouse Location: <u>R010114A0</u> Cycle: <u>DOD</u> Quantity Available: 1 Condition: <u>H</u> Item Name: <u>TRUCKUTILITY</u> DTID: <u>2YTAWB61730002</u> MSDS: <u>MSDS</u> Warehouse Location: <u>R010112A0</u> Cycle: <u>DOD</u> Quantity Available: 1 Condition: <u>F</u>	Days Left in Cycle: 10 Integrity Code: <u>6</u> Site: <u>DLADS KNOX</u> NSN: <u>2320011077155</u> DEMIL: <u>Q</u> Unit of Issue: <u>EA</u> Receipt in Place: No Days Left in Cycle: 10 Integrity Code: <u>6</u> Site: <u>DLADS KNOX</u> NSN: <u>2320011077155</u> DEMIL: <u>Q</u> Unit of Issue: <u>EA</u> Receipt in Place: No Days Left in Cycle: 10 Integrity Code: <u>6</u> Site: <u>DLADS BARSTOW</u>	Hazardous: Container ID: Orig. Acq. Price: 41061 Miles from Zip: N/A Date Entered Inv.: 7/1/2016 12:00:00 AM Expedited: No Hazardous: Container ID: Orig. Acq. Price: 39052
			

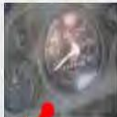





# RTD Web Search Results Page

Search Results

Download all 89 items

Sort By:  Order:   << 12 >>

 	Cycle: <u>DOD</u> Quantity Available: 1 Condition: <u>H</u> Item Name: TRUCK,UTILITY DTID: <u>ZYTAWB61730001</u> MSDS: Warehouse Location: R010114A0	Days Left in Cycle: 10 Integrity Code: <u>6</u> Site: <u>DLADS KNOX</u> NSN: <u>2320011077155</u> DEMIL: <u>Q</u> Unit of Issue: EA Receipt in Place: No	Hazardous: Container ID: Orig. Acq. Price: 41061 Miles from Zip: N/A Date Entered Inv.: 7/1/2016 12:00:00 AM Expedited: No
 	Cycle: <u>DOD</u> Quantity Available: 1 Condition: <u>H</u> Item Name: TRUCK,UTILITY DTID: <u>ZYTAWB61730002</u> MSDS: Warehouse Location: R010112A0	Days Left in Cycle: 10 Integrity Code: <u>6</u> Site: <u>DLADS KNOX</u> NSN: <u>2320011077155</u> DEMIL: <u>Q</u> Unit of Issue: EA Receipt in Place: No	Hazardous: Container ID: Orig. Acq. Price: 41061 Miles from Zip: N/A Date Entered Inv.: 7/1/2016 12:00:00 AM Expedited: No

To the left of the globe is a shopping cart. If this is the item you want, then click on it to begin the order process. For this example we will click on the shopping cart for this item.



# Add Items to Shopping Cart

Add Item to DOD Shopping Cart

Inventory Information

	Cycle: DOD Quantity Available: 1 Condition: H Item Name: TRUCK, UTILITY DTID: 2YTAWB61730002 Unit of Issue: EA Warehouse Location: R010112A0	Days Left in Cycle: 10 Integrity Code: 6 Site: DLADS KNOX NSN: 2320011077155 DEMIL: Q Expedited: No	Hazardous: Container ID: Orig. Acq. Price: 41,061.00 Date Entered Inv.: 07/01/16 MSDS:
--	--	--	--

DoDAAC: SC4400

Quantity Requested:

Serial Number (4 characters):

After clicking on the shopping cart you will be brought here. To continue with ordering this item, enter the quantity you wish to requisition (only one available on this DTID) and your Serial Number provided by your ASO/PBO. If they did not provide you one then you can create your own (4 character, Alphanumeric) I will use Serial Number "TEST" for this example. Then click on Save to Cart. If you have changed your mind, just click on Return to Previous Page to cancel this step.



# Add Items to Shopping Cart


\*Please note the location of your item as it may be located overseas and your request may be denied unless you have a mission essential need for it.

## Add Item to DOD Shopping Cart

### Inventory Information



Cycle: DOD  
Quantity Available: 1  
Condition: H  
Item Name: TRUCK, UTILITY  
DTID: 2YTAWB61730002  
Unit of Issue: EA  
Warehouse Location: R010112A0

Days Left in Cycle: 10  
Integrity Code: 6  
Site: DLADS KNOX   
NSN: 2320011077155  
DEMIL: Q  
Expedited: No

Hazardous:  
Container ID:  
Orig. Acq. Price: 41,061.00  
Date Entered Inv.: 07/01/16  
MSDS:

DoDAAC: SC4400

Quantity Requested:

Serial Number (4 characters):

Save To Cart

Return to Previous Page





# DOD Shopping Cart

Reutilization / Transfer / Donation (RTD)


DOD Search Results

☒ Show reminder

[Return to Search](#) Previous Searches: 1

**DOD Shopping Cart** [\[ Check Out \]](#)

You Have 1 item(s) in your Shopping Cart. The Shopping Cart holds 50 items

DTID	Site	Serial No.	Quantity	Cycle	Days Left in Cycle	Item Name	NSN	Condition	DEMIL
 2YTAWB61730002	DLADS KNOX	TEST	1	DOD	10	TRUCK UTILITY	2320011077155	H	Q


**Search Criteria**

[See NIIN List](#)  
DoDAAC: SC4400  
Screening Cycle(s): DOD, DONATION, EXP DOD, EXP FCADON, FEPP, GSA RTD2  
Supply Condition Code(s): A, B, C, D, E, F, G, H  
Sort By: DATE ENTERED INVENTORY  
Want List - [Schedule](#) this search to notify you when property enters the Disposition Services/Site inventory.  
Container Requisition - Please click on the container number to requisition the entire container.

**Search Results**

[Download all 174 items](#)

Sort By:  Order:   << 1 2 3 4 >>

	Cycle: <u>DOD</u>	Days Left in Cycle: 10	Hazardous:
	Quantity Available: 1	Integrity Code: <u>6</u>	Container ID:
	Condition: <u>H</u>	Site: <u>DLADS KNOX</u>	Orig. Acq. Price: 41061
	Item Name: TRUCK UTILITY	NSN: <u>2320011077155</u>	Miles from Zip: N/A



After clicking on Save to Cart you will be brought back to your Search Results page. In the Shopping Cart field you will now have 1 item listed. You can continue this process for up to 50 items (DTID's). If you do not want this item you can remove it from your cart by clicking on the shopping cart icon with a red circle on it. For this example we will make this the only item we need and click on Check Out.







# DOD Shopping Cart

**DOD Shopping Cart**

 \* Date (mm/dd/yy): 07/05/16  Item Name: TRUCK,UTILITY Site: DLADS KNOX

\* Serial No (4 characters): TEST NSN: 2320011077155 Date Entered Inv.: 07/01/16

\* Priority: 15  DTID: 2YTAWB61730002 Orig. Acq. Price: 41,061.00

\* Signal Code: D  Condition: H DEMIL: Q

\* Quantity: 1 Quantity Available: 1 Cycle: DOD

Expedited: No Unit of Issue: EA Container ID:

[Remove From Cart](#)

DoDAAC: SC4400

**ASO Information**

Requesters completing this form must have authorization from the Accountable Supply Officer (ASO).


Hold down the CTRL or Shift key to select multiple ASOs for notification:

John.C.Willerson@USAF.mil

**Additional Information**

M&S Code: S Supp Address:  Demand Code:


Fund Code:  Project Code:  Distribution Code:

Document Identity: ☒ A0A ☐ A01 ☐ A0D Delivery Date:   Advice Code:

After clicking on Check Out you will be brought to this page. You have an option to change the priority of your order, default is 15. If you have a mission critical need for the item then change to a priority code you are authorized. Do not abuse this option or change it to a number lower than required or your request(s) may be denied.



# DOD Shopping Cart

  
[Remove From Cart](#)  
DoDAAC: SC4400

\* Date (mm/dd/yy): 07/05/16

\* Serial No (4 characters): TEST

\* Priority: 15

\* Signal Code: **D**

\* Quantity: 1

Expedited: No

Item Name: TRUCK,UTILITY

NSN: 2320011077155

DTID: 2YTAWB61730002

Condition: H

Quantity Available: 1

Unit of Issue: EA

Site: DLADS KNOX

Date Entered Inv.: 07/01/16

Orig. Acq. Price: 41,061.00

DEMIL: Q

Cycle: DOD

Container ID:

ASO Information

Requesters completing this form must have authorization from the Accountable Supply Officer (ASO).

Hold down the CTRL or Shift key to select multiple ASOs for notification:

John.C.Willerson@USAF.mil

Additional Information

M&S Code: S

Fund Code:

Document Identity: ☒ A0A ☐ A01 ☐ A0D

Supp Address:

Project Code:

Delivery Date:

Demand Code:

Distribution Code:

Advice Code:

Next is the Signal Code. Use this option if you are requesting that the item(s) you are ordering need to be shipped to an address other than the one on your primary DoDAAC. If this is needed, then change the Signal Code from "D" to "M". Then add the other DoDAAC in the Supp Address box. For this example we will not use the Supp Address and keep the Signal Code as a "D".



## DOD Shopping Cart



\* Date (mm/dd/yyyy): 07/05/16

Item Name: TRUCK,UTILITY

Site: DLADS KNOX

\* Serial No (4 characters): TEST

NSN: 2320011077155

Date Entered Inv.: 07/01/16

\* Priority: 15

DTID: 2YTAWB61730002

Orig. Acq. Price: 41,061.00

\* Signal Code: D

Condition: H

DEMIL: Q

\* Quantity: 1

Quantity Available: 1

Cycle: DOD

Expedited: No

Unit of Issue: EA

Container ID:

[Remove From Cart](#)

DoDAAC: SC4400

## ASO Information

Requesters completing this form must have authorization from the Accountable Supply Officer (ASO).

Hold down the CTRL or Shift key to  
select multiple ASOs for notification:

John.C.Willerson@USAF.mil

## Additional Information

M&amp;S Code: S

Fund Code:

Document Identity: ☒ AOA ☐ A01 ☐ A0D

Supp Address:

Project Code:

Delivery Date:

Demand Code:

Distribution Code:

Advice Code:


Next is your ASO selection. Some DoDAAC's have mandatory ASO requirements that will require you to select one before you can continue. Just click on the one that you are working with from the list. If you do not see your ASO on this list it is because they have not registered in RTD Web as the ASO and need to do so. Always be sure to keep your ASO informed of your RTD Web requests.



# DOD Shopping Cart

## Additional Information

M&S Code: S  
Fund Code:   
Document Identity: ☒ A0A ☐ A01 ☐ A0D

Supp Address:   
Project Code:   
Delivery Date:  

Demand Code:   
Distribution Code:   
Advice Code:

## Influenced Your Decision

\*What helped influence your decision to order from us?

- ☐ Want List Results Email
- ☐ Property Search on Web
- ☐ Customer Notification Email
- ☐ Visual Inspection at Site
- ☐ Rotating Photo on Web
- ☐ Other

If Other, explain:

- ☐ Walk-in Requisition (Customer is on site and wants to remove items the same day)
- ☐ Customer Pick-up

Submit Requisition



Return

Moving down the page are the final steps for ordering this item. Select what influenced your decision from the list. If you are on the DLA site and conducting a “walk-in Requisition” then check this box. If you are picking the item up because you are required to or you are not wanting DLA to ship it to you, then click “Customer Pick-up”. \*If a screener selects the walk-in option the system will automatically select the customer pick up box. An LOA must be on file in the centralized file if this is selected. Lastly, click on Submit Requisition to complete your order request or Return to go back.





# DOD Shopping Cart

 Requests submitted to ASO for approval. 


☒ Show reminder

Previous Searches: 1 | 2 | 3

## DOD Shopping Cart

Your shopping cart is empty. [Search for inventory.](#)

Return



After clicking on Submit Requisition you will be sent to this page. If you selected an ASO from the previous page you will see a message at the top letting you know they have been notified of your request for this item. It is your responsibility to ensure your ASO/PBO is aware and approves of your request(s) on RTD Web. It is also important for your ASO to respond to your request quickly as DLA will not “hold” the item(s) and will be available for other screeners to requisition until your ASO approves your request. From here, click on Return.





# RTD Web Main Page

## Reutilization, Transfer, Donation Home

### Announcements

- Property in GSA screening cycle** When conducting property searches on RTD web, all property within the GSA screening cycle must be requisitioned via GSAXcess.gov
- CFL Schools** All MOAs (Memorandum of Agreement) must be current (Person who signed the MOA must still be employed the school) before any Computer Equipment can be received by the school under the DOD CFL PROGRAM. Furthermore, CFL Schools who were issued Letters of Assessment by the DLA Office of the Inspector General Trade Security Assessment Control Office must be renewed within one year from the date on the LOA (Letter Assessment) in order to continue to receive Demil Q Integrity Code 8 excess computer equipment.
- Letter of Authorization** DOD must have a current Letter of Authorization (LOA) in the Centralized File prior to picking up property from any DLA Disposition Services site. The LOA template and instructions may be obtained at [www.dispositionservices.dla.mil](http://www.dispositionservices.dla.mil) select Reutilization Transfer Donation button.
- Target Range-EOD-SOF Schools-Weapons Testing or Destructive** Please contact [steven.carter@dla.mil](mailto:steven.carter@dla.mil) DSN 961-7191 or Jennifer Lobello 289-961-5523 for direct support



### Requisition Status

Requisition Number	Requisition Date	DTID	Item Name	Quantity	Current Action	Last Updated
<a href="#">FB62226221TEST</a>	8/08/16 13:50:53	W33L603077A001A	TRUCK,UTILITY	1	Request sent to ASO for approval	08/08/16 13:50:59

You will be brought back to the RTD Web Main Page. Under the Requisition Status field it will display the order you just placed and the current action status it is in. This will automatically update as necessary as your request is processed. Please remember that your order information listed here will drop off this page after time.



# RTD Web Main Page

Reutilization, Transfer, Donation Home

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## Requisition Status

Requisition Date	DTID	Item Name	Quantity	Current Action	Last Updated	
08/08/16 13:50:53	W33L603077A001A	TRUCK,UTILITY	1	Request sent to ASO for approval	08/08/16 13:50:59	<a href="#">Cancel</a>



In the event you need to cancel your requisition you only have 3 days before this option is no longer available from this page. To do this, use the slide bar to bring the displayed information to the far right. Then click on "Cancel". If it is not displayed then you will need to contact the field site directly and request to cancel if it hasn't already shipped. This concludes the requisitioning process.



# How to Build a Want List

If you are in need of an item that isn't currently in our inventory, or need more than we have at the time of your search, you can create a Want List for it. To get started just perform a search for the item using the normal search function.

DEFENSE LOGISTICS AGENCY  
Disposition Services

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RTD Home

Reutilization / Transfer / Donation (RTD)  
RTD Main

☐ Show reminder

DOD Search  
DOD Shopping Cart  
Edit Profile

Property in GSA screening cycle When conducting property searches on RTD web, all property within the GSA screening cycle must be requisitioned via GSAXcess.gov

CFL Schools All MOAs (Memorandum of Agreement) must be current (Person who signed the MOA must still be employed the school) before any Computer Equipment can be received by the school under the DOD CFL PROGRAM. Furthermore, CFL Schools who were issued Letters of Assessment by the DLA Office of the Inspector General Trade Security Assessment Control Office must be renewed within one year from the date on the LOA (Letter Assessment) in order to continue to receive Demil Q Integrity Code 6 excess computer equipment. DOD must have a current Letter of Authorization (LOA) in the Centralized File prior to picking up property from any DLA Disposition Services site. The LOA template and instructions may be obtained at www.dispositionservices.dla.mil, select Reutilization Transfer Donation button.

Letter of Authorization

Target Range EOD SOF Schools  
Weapons Testing or Destructive Please contact steven carter@dla.mil DSN 961-7191 or Jennifer I obello 269-961-5523 for direct support

Requisition Status

Requisition Number	Requisition Date	DTID	Item Name	Quantity	Current Action	Last Updated
[Empty row]						

Want Lists





# How to Build a Want List

When you get your search results, look in the Search Criteria box and next to the text **Want List** you will see Schedule, click on it.

## Reutilization / Transfer / Donation (RTD)

### DOD Search Results

☒ Show reminder

[Return to Search](#)

Previous Searches: 1

### DOD Shopping Cart [CheckOut]

You Have 0 item(s) in your Shopping Cart. The Shopping Cart holds 50 items

### Search Criteria

[See NIIN List](#)

DoDAAC: SC4400

Screening Cycle(s): DOD, DONATION, EXP DOD, EXP FCA DON, FEPP, GSA, RTD2

Supply Condition Code(s): A, C, D, E, F, G, H

Sort By: DATE ENTERED INVENTORY

**Want List** - Schedule this search to notify you when property enters the Disposition Services/Site inventory.

**Container Requisition** - Please click on the container number to requisition the entire container.

### Search Results

Download all 174 items

Sort By:  Order:

<< 1 2 3 4 >>



Cycle: DOD

Quantity Available: 1

Condition: H

Item Name: TRUCK, UTILITY

DTID: ZYTAWB61730002

MSDS:

Warehouse Location: R010112A0

Cycle: DOD

Quantity Available: 1

Condition: E

Item Name: TRUCK, UTILITY

DTID: SZ31296183D001

MSDS:

Warehouse Location: Q010509A0

Cycle: DOD

Quantity Available: 1

Days Left in Cycle: 10

Integrity Code: 6

Site: DLADS KNOX

NSN: 2320011077155

DEMIL: Q

Unit of Issue: EA

Receipt in Place: No

Days Left in Cycle: 10

Integrity Code: 6

Site: DLADS BARSTOW

NSN: 2320011077155

DEMIL: Q

Unit of Issue: EA

Receipt in Place: No

Days Left in Cycle: 10

Integrity Code: 6

Hazardous:

Container ID:

Orig. Acq. Price: 41061

Miles from Zip: N/A

Date Entered Inv.: 7/1/2016 12:00:00 AM

Expedited: No

Hazardous:

Container ID:

Orig. Acq. Price: 39052

Miles from Zip: 1727

Date Entered Inv.: 7/1/2016 12:00:00 AM

Expedited: No

Hazardous:

Container ID:



# How to Build a Want List

Reutilization / Transfer / Donation (RTD)

Create Want List

☒ Show reminder

Previous Searches: 1

Create Want List

## Select Want List Criteria

These criteria will be stored and used to search for property items that match and notify you at the specified interval as they become available.

What format would you like to receive the data in? CSV ▾

How often would you like to receive your notification? ☒ Daily Monday through Saturday ☐ Every Monday

How long would you like to receive notifications? 1 Month ▾

Send notification when no results are found? ☒

Send a listing of new and previously found items? ☐

## Search Parameters

DoDAAC: SC4400

Item Name:

Date Entered Inv.:

NIIN:

Screening Cycle:

DOD, DONATION, EXP DOD, EXP FCA DON, FEPP, FEPP, GSA, RTD2

Container ID:

Condition: A, B, C, D, E, F, G, H

Miles from location:

Zip Code:

FSCs: 2320

Sites:

DTIDs:

Sort By: DATE ENTERED INVENTORY

Sort Direction: DESC

## Contact Information

The email address displayed will be sent the results of the scheduled Want List query. If specified, the same results will be sent to the secondary email address.

Point of Contact: Joe Snoffy

Email Address: Joe.Snoffy@usarmy.mil

Secondary Email Address:

Create Want List

After clicking on Schedule You will be brought to this page. From here you can select the format (recommend keeping default CSV) and other settings including how long you want the system to look for your item(s). Next is your Search Parameters it will be searching for. This is the information you used to conduct the initial search. And last you can add a secondary Email to have your want list results sent to. Now click on Create Want List





# How to Build a Want List

Now back to the  
RTD Home Page  
find Want List and  
click on it

DEFENSE LOGISTICS AGENCY  
Disposition Services

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Reutilization / Transfer / Donation (RTD)  
RTD Main

☒ Show reminder

Reutilization, Transfer, Donation Home

**Announcements**

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Pause ( Prev Next )

**Requisition Status**

Requisition Number	Requisition Date	DTID	Item Name	Quantity	Current Action	Last Updated
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Want Lists



# How to Build a Want List

Reutilization / Transfer / Donation (RTD)

Active Want Lists



☒ Show reminder

Active Want Lists

Actions: <a href="#">Options</a>	Want List Number: 200011	Type: DOD
Submitted: 08/10/16	Expires: 09/10/16	Scheduled: Daily Monday through Saturday
Uploaded:	Item Name:	Output: Excel
FSC: 2320	Secondary Email:	



Reutilization / Transfer / Donation (RTD)

Active Want Lists

☒ Show reminder

Active Want Lists

Actions: <a href="#">Options</a>	Want List Number: 200011	Type: DOD
Submitted: 08/10/16	Expires: 09/10/16	Scheduled: Daily Monday through Saturday
Uploaded:	Item Name:	Output: Excel
FSC: 2320	Secondary Email:	

[Perform Search](#)  
[Edit Want List](#)  
[Edit Want List Parameters](#)  
[Copy Want List](#)  
[Delete Want List](#)  
[Extend Expiration Date](#)

This is your Active Want List page. From here you can view and manage your want list. Hover your mouse over Options to bring up the field box. Select what you would like to do and make your changes. \*Note\* You can have multiple want lists and they are very helpful with locating inventory you are looking for. This concludes how to build a want list.



# Disposition Services Home Page



DEFENSE LOGISTICS AGENCY  
THE RIGHT SOLUTION - ON TIME, EVERY TIME

- HOME
- WHAT DLA OFFERS
- DOING BUSINESS WITH DLA
- ABOUT DLA
- CAREERS

## DLA Disposition Services

### Agency successfully completes one-time tugboat sale in Kuwait

After a year of navigating tricky waters, DLA Disposition Services personnel gave an old Army tugboat its final sendoff for a post-retirement life back at sea.

[Full Story](#)



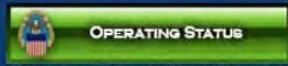
Acquisition Professionals Series

Warfighter First

Resiliency

Better Buying Power 3.0 - In Focus

Sexual Assault Prevention & Response



Click the icon for additional information

- Disposition Services Home
- What Disposition Services Offers
- Doing Business With Disposition Svcs
- About Disposition Services
- Contact Disposition Services
- FOIA

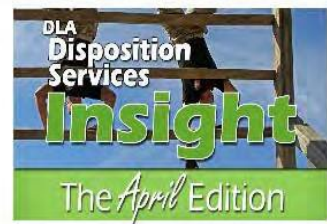
### DLA Headquarters Recent News

#### Teams safeguard employees against insider threats

July 1, 2016 - The Defense Logistics Agency will be the first of 43 Department of Defense components to have a fully operational insider-threat program, achieving this goal well ahead of the Dec. 31 deadline.



View the latest version of *Insight*, the Disposition Services Quarterly Newsletter



### Handbooks



### MORE DLA NEWS

### DLA Disposition Services News

Agency successfully completes one-time tugboat sale in Kuwait

[Quick Links](#)

This is the DLA Disposition Services Home page. Here you will find many helpful links and information on DLA and more. To get started with RTD Web, click on "Doing Business With Disposition Svcs"





# Disposition Services Home Page



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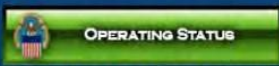
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Click the icon for additional information

Disposition Services Home

What Disposition Services Offers

Doing Business With Disposition Svcs

Find and Acquire Items

Search for Turn-In Documents

Turn-In Property (Equipment Disposition)

Schedule a Turn-In

About Disposition Services

Contact Disposition Services

FOIA

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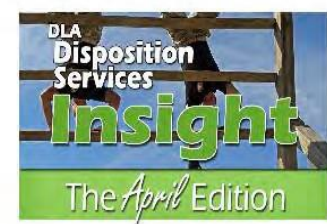


MORE DLA NEWS

### DLA Disposition Services News

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View the latest version of *Insight*, the Disposition Services Quarterly Newsletter



Quick Links

Then click on "Find and Acquire Items"





# Disposition Services Home Page

(DoDM) DoD Manuals on the DoD Issuances Website  
<http://www.dtic.mil/whs/directives/corres/pub1.html>



DEFENSE LOGISTICS AGENCY  
THE RIGHT SOLUTION - ON TIME, EVERY TIME

Search Defense Logistics Agency



- HOME
- WHAT DLA OFFERS
- DOING BUSINESS WITH DLA
- ABOUT DLA
- CAREERS

## DLA Disposition Services

Disposition Services Home

What Disposition Services Offers ▲

Doing Business With Disposition Svcs ▲

About Disposition Services ▲

Contact Disposition Services ▲

FOIA ▲

### Find and Acquire Items

DLA Disposition Services offers a wide variety of serviceable property for transfer to other DOD agencies. Property re-utilized through Disposition Services is at "no cost" to the receiving DOD activity in most cases. In many cases we will pay the transportation to ship to you.

All customers are required to create an AMPS account to request user accounts and passwords for certain DLA systems. For DLA Disposition Services if you want to search/requisition our excess inventory you will need to request access.

**Search for Property** ←

(Enterprise Business Portal Link)

### Getting Started

Step by Step Guide to Getting Access ←

AMPS Website ←

### Additional Information

Letter of Authorization (LOA)

Digitized LOA/electronic signatures and submission must be on file prior to removal of awarded property from a Disposition Service location.

LOA example

Then click on "Search for Property". There is other helpful information located here if needed. If you are helping someone else get started with RTD Web, the link to the guide and AMPS are also located here.



# Condition Codes (Full Definition)

## **A - Serviceable - Issuable without Qualification**

New, used, repaired, or reconditioned material which is serviceable and issuable to all customers without limitation or restrictions. Includes material with more than 6 months shelf life remaining.

## **B - Serviceable - Issuable with Qualification**

New, used, repaired, or reconditioned material which is serviceable and issuable for its intended purpose but which is restricted from issue to specific units, activities, or geographical areas by reason of its limited usefulness or short service life expectancy. Includes material with 3 through 6 months shelf life.

## **C - Serviceable - Priority Issue**

Items which are serviceable and issuable to selected customers, but which must be issued before Condition A and B material to avoid loss as a usable asset. Includes material with less than 3 months shelf life remaining.

## **D - Serviceable - Test/Modification**

Serviceable material which requires test, alteration, modification, conversion or disassembly. This does not include items which must be inspected or tested immediately prior to issue.

## **E - Unserviceable - Limited Restoration**

Material which involves only limited expense or effort to restore to serviceable condition and which is accomplished in the storage activity where the stock is located.

## **F - Unserviceable - Repairable**

Economically repairable material which requires repair, overhaul, or reconditioning. Includes repairable items which are radioactivity contaminated.

## **G - Unserviceable - Incomplete**

Material requiring additional parts or components to complete the end item prior to issue.

## **H - Unserviceable - Condemned**

Material which has been determined to be unserviceable and does not meet repair criteria; includes condemned items which are radioactivity contaminated, Type I self life material that has passed the expiration date, and Type II shelf life material that has passed the expiration date and cannot be extended.



# DoD Contractors

The disposal of DoD contractor inventory is generally the contractor's responsibility in accordance with subpart 45.602-1 of Reference (o), unless the contract specifies that excess DoD property be returned to the government, as a result of a determination by the contracting officer (CO) at contract expiration that DLA Disposition Services disposal would be in the best interests of the government. Property physically turned in to the DLA Disposition Services site does not qualify for reimbursement to the generating activity.

(b) If property is purchased and retained by a DoD contractor, net proceeds from the sale of the property will be deposited into the generating activity's suspense account.

(c) Reference (u) permits the Military Department or Defense Agency management control activity (MCA) to withdraw or authorize the withdrawal of specified excess DoD property from DLA Disposition Services sites for use as government-furnished material or government-furnished equipment to support contractual requirements.

(d) Orders will be completed in accordance with Chapter 11 of Reference (t) and include the DoDAAC assigned to the contractor. These orders must be processed by the MCA having cognizance of the applicable contract.

(e) Property ordered must be authorized and listed in the DoD contract(s) for which the property will be used, recorded in the ICP's MCA responsible for the contract, and the use of the ordered property approved by the CO or contracting officer's representative (COR) for such contract(s). Each electronic or manual order (DD Form 1348-1A) must contain the signature and title of the CO or COR authorizing the withdrawal of excess DoD property from the disposal system. Each order must also contain the certification: "For use under Contract Number(s).\_\_\_\_\_." The certification should be signed by an authorized official and should indicate his or her official title.

(f) DLA Disposition Services sites cannot guarantee the property withdrawn meets minimum specifications and standards in terms of quality, condition, and safety.



# Quick Links

## Organizational Information

[Disposition Services Org Chart](#)  
[Disposition Services 101 Briefing](#)  
[RTD Screening Cycle](#)  
[HQ Points of Contact](#)

## Business Links

[DoD Property Search](#)  
[Access To ETIDs](#)  
[Transportation Scheduler](#)  
[eDocs Document Retrieval System](#)

## Stock Numbers and Demil Codes

[H2 FSC Research Tool](#)  
[Webflis](#)  
[Local Stock Number \(LSN\) Info](#)  
[LSN Regulations](#)  
[LSN Master List](#)

## DEMIL Information

[Demil Codes](#)  
[Critical FSCs](#)  
[Critical FSC Placard](#)  
[DEMIL and Trade Security Home Page](#)  
[Demil F Info](#)  
[Demil F Instructions \(TULSA\)](#)  
[Controlled Property Verification Office](#)

## Regulations Disposition Guidance DoDM 4160.21

[Volume 1: Disposal Guidance and Procedures](#)  
[Volume 2: Property Disposal and Reclamation](#)  
[Volume 3: Reutilization, Transfer, and Sale of Property](#)  
[Volume 4: Instructions for Special Processing](#)

## Demilitarization DoDM 4160.28

[Volume 1: Program Administration](#)  
[Volume 2: Demilitarization Coding](#)  
[Volume 3: Procedural Guidance](#)





# Major Command Warfighter Support

## Military Services



[Army Service Team](#)



[Marine Corps Service Team](#)



[Navy Service Team](#)



[Air Force Service Team](#)



[Coast Guard Service Team](#)

## Combatant Commands



[DLA Central](#)



[DLA Europe & Africa](#)



[DLA Pacific](#)



[DLA-USTRANSCOM Division](#)



## Digital DSR



Search For Property



Turn In Property



Quick Links



Contact Us



Training School House



# Other Helpful Information

DLA Hand Books: [Click Here](#)

DLA Site Locator: [Click Here](#)

DLA Disposition Services function or program Directory: [Click Here](#)

DOD Letter of Authorization Form: [Click Here](#)

DOD Letter of Authorization Instructions: [Click Here](#)

For Reutilization, Transfer and Donation (R/T/D) questions please email the [RTD Branch HQ](#) or contact the DLA fieldsite

What is a DEMIL Code?: [Click Here](#)

Customer Help:

Contact the DLA Customer Interaction Center (CIC) at 1-877-DLA-CALL (1-877-352-2255) or email them at

[DLAContactCenter@dla.mil](mailto:DLAContactCenter@dla.mil), 24 hours a day, 7 days a week.



# DEFENSE LOGISTICS AGENCY

AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY

