DEFENSE LOGISTICS AGENCY AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY

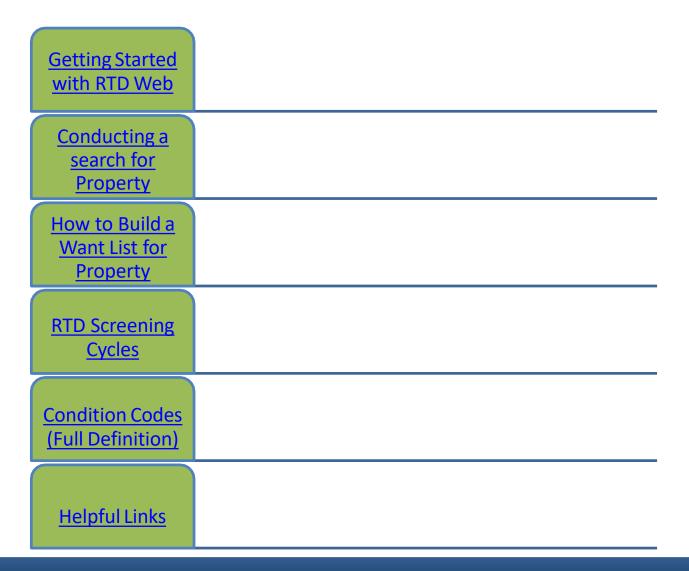




DLA RTD Web Guide 2017 V2



DLA RTD Web Guide Index





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 <u>Service Point of Contact</u>.

*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 <u>Here</u> 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 Employées (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 (<u>DLAEnterpriseHelpDesk@dla.mil</u>) Web: <u>EHD Self Service</u>



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

For all internal DLA employees use link and skip the next slide : <u>https://pep1.bsm.dla.mil/consent/consent.jsp</u>

The DLA External Landing

DEFENSE LOGISTICS AGENCY STRATEGIC AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY 7/5/2016 For display issues with Internet Exp DLA Systems **DLA Enterprise External** AVAILABLE SERVICES MULTIMEDIA **Business Portal** For Browser Support Click Here Registered Users Login Here HOW TO DO COMBAT LOGISTICS This video looks at what goes into successful combat logistics support. **Areas of Focus** ΠLΔ's WARFIGHTER SUPPORT STEWARDSHIP EXCELLENCE **WORKFORCE DEVELOPMENT** 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. 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. Privacy/Security Statement | 508 Compliance Statement | Job-Aid | FOIA Privacy | Site Index | DLA Webmaster | Strategic Communication

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.



Getting Started



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 dergy, and their assistants. Such
 communication and work product are private and confidential. See User Agreement for details.

IAccept IDecline

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)

DEFENSE LOO Enterprise Business System Welcome to EBS	Disposition Services	Go to the Disposition Services Tab at the top
Disposition Services	Click a link in the Detailed Navigation section to the left to launch the application in a new window.	and click on the RTD link located on the left.
• RTD		





RTD Home

Request Role

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Blabaal			6 4 -	-

Home About Us Public Affairs Publications FAQs FOIA Reutilization / Transfer / Donation (RTD) RTD Main

Show reminder

Reutilization, Transfer, Donation Home

Announcements		1
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	1649
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.	
etter 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, select Reutilization Transfer Donation button.	1 and
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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.

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WARFIGHTER FIRST - PEOPLE & CULTURE - STRATEGIC ENGAGEMENT - FINANCIAL STEWARDSHIP - PROCESS EXCELLENCE
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Requesting Your RTD Web Role

Select the Application

that you require.

RTD Home	Reutilization / Transfer / Donation (RTD) RTD Pre-Register
	Application: Choose
DOD	Role: Choose V
	Submit
Want Lists	

Request Role

My Pending Roles



Requesting Your RTD Web Role

RTD Home	Reutilization / Transfer / Donation (RTD) RTD Pre-Register
RTD Home	
Want Lists	Veterans Administration (VA)

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

Request Role My Pending Roles



Requesting Your RTD Web Role



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?	No 🗸
Receive NIIN notification email:	No 🗸
Receive property receipt email:	Yes 🗸
Submit	

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

Requesting Your RTD Web Role

	DEFENSE LOGISTICS AGENCY Disposition Services	
	Home About Us Public Affairs Publications FAQs FOIA 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.	
D - v2.6.16244.0	Customer Service: 1-877-352-2255 or DSN: 661-7766 Email: <u>diacontactcenter@dia.mil</u> Privacy/Security I Accessibility (Contact Webmaster I Download Accrobat I Download MS Word Viewer	Application - v5.0

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.



Requesting Your RTD Web Role

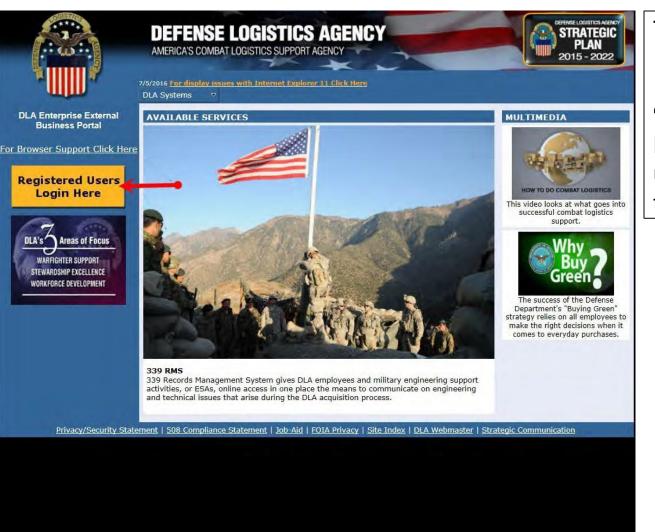
Once your RTD Web role is approved, you will need to log back into the Business Systems Portal (EBS) by selecting the correct link below as you did before.

For all external customers (Non DLA Employee) use link: <u>https://business.dla.mil/landing/index.jsp</u>

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 AMERICA'S COMB		PORT AGENCY	CY	
/elcome to the	e Enterprise	External Busi	ness Portal	
nter your Enterprise	e External Portal	user name and pas	sword.	
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Jser * Passw ord *		\sum		

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 dergy, and their assistants. Such
 communication and work product are private and confidential. See User Agreement for details.

IAccept IDecline

Read the Use and Consent information and then click "I Accept".



RTDIId

DOD

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Requesting Your RTD Web Role

CFL Schools A ti F Letter of Authorization C	hen conducting property searches on RTD web, al quisitioned via GSAXcess.gov MOAs (Memorandum of Agreement) must be curn school) before any Computer Equipment can be		cycle must be		
CFL Schools A ti F Letter of Authorization C	quisitioned via GSAXcess.gov MOAs (Memorandum of Agreement) must be curr		cycle must be		4 9
Letter of Authorization D	inthermore, CFL Schools who were issued Letters ade Security Assessment Control Office must be r	received by the school under the Do of Assessment by the DLA Office of enewed within one year from the da	OD CFL PROGRAM the Inspector Gener- ite on the LOA (Letter		
v Target Range-EOD-SOF Schools-	sessment) in order to continue to receive Demil (DD must have a current Letter of Authonization (LO uy DLA Disposition Services site. The LOAtemplat www.dispositionservices dia.mil, select Reutilizator) in the Centralized File prior to pick and instructions may be obtained Transfer Donation button.	king up property from at		
Weapons Testing or Destructive F	ease contact steven carter@dia mil DSN 961-719	or Jenniter Lobello 269-961-5523	ior orect support		
				Pause	(Pre
Requisition Status					

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.



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RTD Web Main Page

Show reminder					
Reutilization, Transfer, Donat	ion Home				
Announcements					-
Property in GSA screening cycle CFL Schools	requisitioned via GS/Xcee All MOAs (Memorandum o the school) before any Co Furthermore, CFL School Trade Security Assessme	f Agreement) must be current (Person w mputer Equipment can be received by th s who were issued Letters of Assessme int Control Office must be renewed within	ho signed the MOA must still be e e school under the DOD CFL PRC nt by the DLA Office of the Inspecto r one year from the date on the LO	mployed IGRAM. Ir Generi	
Letter of Authonzation Target Range-EOD-SOF Schools Weapons Testing or Destructive	DOD must have a current any DLA Disposition Servi www.dispositionservices.	ontinue to receive Demil Q Integrity Codd Letter of Authonzation (LCA) in the Centr ices site. The LOA template and instructi dla mil, select Reutilization Transfer Dor ter@dla.mil DSN 961-7191 or Jennifer L	alized File prior to picking up prope ons may be obtained at lation button.		0
(> Pause	(Prev 1
Requisition Status					
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	ition Date DTID	item Name	Quantity	Current Action	Last Updated
A TRACTORIES	ition Date DTID	item Name	Quantity	Current Action	Last Updated
	ition Date DTID	item Name	Quantity	Current Action	Last Updated

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.



RTD Web Main Page

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Reutilization, Trans	ter, Donation Home						
Announcement	s 🔶						
Property in GSA scree		onducting property sear	ches on RTD web, all proper	rty within the GSA screeni	ing cycle must l	be	
CFL Schools	All MOA the sch Furthen Trade S	s (Memorandum of Agre ool) before any Compute more, CFL Schools who Security Assessment Con	ement) must be current (Per er Equipment can be receive were issued Letters of Asso ntrol Office must be renewed te to receive Demil Q Integrit	ed by the school under the essment by the DLA Office d within one year from the	DOD CFL PRO c of the Inspect date on the LC	OGRAM. tor Genera	
Letter of Authorization	n DOD m any DL	ust have a current Letter A Disposition Services si	of Authorization (LOA) in the ite The LOA template and in	Centralized File prior to pastructions may be obtain	picking up prop	berty from	C. entrum
Target Range-EOD-S Weapons Testing or	SOF Schools-		il, select Reutilization Transf Ia.mil DSN 961-7191 or Jen		23 for direct su	upport	A Street
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Requisition Stat	us					Pause	r Prev 1
Requisition Stat	us Requisition Date	DTID	item Name		Quantity	Pause Current Action	r Prev 1 Last Updated
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Requisition Num ber	Requisition Date			ORTABLE BUILDINGS	Quantity 1 1	Current Action	Last Updated t 07/01/16 08:29:3
Requisition Number 2YTJD G6160MP01	Requisition Date 06/08/16 06:01:26	W58BXE60999980	MINE RESISTANT VEHI		1	Current Action MRO has been confirmed by depot	Last Updated t 07/01/16 08:29:3 06/17/16 10:00:1
Requisition Number 2YTJD G6160MP01 W33DL46160JR01	Requisition Date 06/08/16 06:01:26 06/17/16 10:00:07	W50BXE60999900 W33DL461750022	MINE RESISTANT VEHI PREFABRICATED AND PR	ORTABLE BUILDINGS	1	Current Action MRO has been confirmed by depor Request sent	Last Updated t 07/01/16 08:29:3 06/17/16 10:00:11 06/17/16 10:00:0
Requisition Number 2YTJDG6160MP01 W33DL46169JR01 W33DL46169JR02	Requisition Date 06/00/16 06:01:26 06/17/16 10:00:07 06/17/16 10:00:03	W58BXE60999980 W33DL461750022 W33DL461730002	MINE RESISTANT VEHI PREFABRICATED AND PO PREFABRICATED AND PO	ORTABLE BUILDINGS ORTABLE BUILDINGS	1 1 1	Current Action MRO has been confirmed by depol Request sent Request sent	t 07/01/16 08:29:3 06/17/16 10:00 1/ 06/17/16 10:00:0 06/17/16 09:59:50
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Requisition Number 2YTJD G6160MP01 W33DL46160JR01 W33DL46169JR02 W33DL46169JR03 2YTJ286161GD01	Requisition Date 06/08/16 06:01:26 06/17/16 10:00:07 06/17/16 10:00:03 06/17/16 09:59:52 06/09/16 16:46:01	W58BXE60999980 W33DL461750022 W33DL461730002 W33DL461730005 SZ35876160D015	MINE RESISTANT VEHI PREFABRICATED AND PO PREFABRICATED AND PO PREFABRICATED AND PO MINE RESISTANT VEHICL	ORTABLE BUILDINGS ORTABLE BUILDINGS LE	1 1 1 1	Current Action MRO has been confirmed by depor Request sent Request sent Request sent MRO has been confirmed by depor	Last Updated t 07/01/16 08:29:3 06/17/16 10:00:1 06/17/16 10:00:0 06/17/16 19:09:59: t 06/16/16 19:03:5
Requisition Number 2YTJDC66160MP01 W63DL46169JR01 W63DL46169JR02 W33DL46169JR03 2YTJ286161GD01 47881F6145D367	Requisition Date 06/08/16 06:01:26 06/17/16 10:00:07 06/17/16 10:00:03 06/17/16 09:59:52 06/09/16 16:46:01	W58BXE60999980 W33DL461750022 W33DL461730002 W33DL461730005 SZ35876160D015	MINE RESISTANT VEHI PREFABRICATED AND PO PREFABRICATED AND PO PREFABRICATED AND PO MINE RESISTANT VEHICL	ORTABLE BUILDINGS ORTABLE BUILDINGS LE	1 1 1 1	Current Action MRO has been confirmed by depor Request sent Request sent Request sent MRO has been confirmed by depor	Last Updated t 07/01/16 08:29:3 06/17/16 10:00:1 06/17/16 10:00:0 06/17/16 09:59:5 t 06/16/16 19:03:5

Reutilization / Transfer / Donation (RTD)

Rec

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.



RTD Web Main Page

Reutilization, Transfer, Donatio	on Home		
Announcements			
Property in GSA screening cycle CFL Schools Letter of Authorization Target Range-EOD-SOF Schools- Weapons Testing or Destructive	When conducting property searches on RTD web, all property within requisitioned via GSAXcess.gov All MOAs (Memorandum of Agreement) must be current (Person with the school) before any Computer Equipment can be received by the Furthermore, CFL Schools who were issued Letters of Assessmer Trade Security Assessment Control Office must be renewed within Assessment) in order to continue to receive Demil QIntegrity Code DOD must have a current Letter of Authorization (LOA) in the Centra any DLA Disposition Services site. The LOA template and instructio www.dispositionservices.dla.mil, select Reutilization Transfer Dom Please contact steven.carter@dla.mil DSN 961-7191 or Jennifer Lo	ho signed the MOA must still be employed e school under the DOD CFL PROGRAM. In thy the DLA Office of the Inspector Generation one year from the date on the LOA (Letter e 6 excess computer equipment. alized File prior to picking up property from ons may be obtained at nation button.	<u>.</u>
Requisition Status 🔶			
Requisition Number Requisit	ion Date DTID Item Name	Quantity Current Action	Last Updat
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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.

RTD Web Main Page



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

RTD Main							
Show remine	ler						
DOD Search DOD Shopping Ca	nster, Donatio	n Home					
Edit Profile	ints					-	-
Property in GS CFL Schools	A screening cycle	requisitioned via GSAXcess.gov All MOAs (Memorandum of Agreen the school) before any Computer I Furthermore, CFL Schools who w	nent) must be current (Person Equipment can be received by t ere issued Letters of Assessm of Office must be renewed with	hin the GSA screening cycle must be who signed the MCA must still be em he school under the DOD CFL PROC ent by the DLA Office of the Inspector in one year from the date on the LOA to 6 excess computer equipment.	ployed GRAM. Generi		SELEP
Letter of Autho	rization	DOD must have a current Letter of any DLA Disposition Services site www.dispositionservices.dla.mil.	. The LOA template and instruc		ty from		9
	EOD-SOF Schools- ting or Destructive	and the second second		Lobello 269-961-5523 for direct supp	voort V		-
<					>		

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

Want Lists

RTD Hom

RTD Web Property Search Page

* DoDAAC:	W12345 V			
			Te and	
Sort By:	Date Entered Inventory V		1 to a	
Sort By Direction:	Descending V			
Up to 70,000 NIINs or NSNs:			-Bu	1
	^ ←→			1
			2.20	
	×			
	(If NSN is entered, the NIIN will be extracted from the NSN.)			
Up to 70,000 NIINs or NSNs /	Browse		Pause	
LSNs File Upload:	(.bt or xls files only, if NSNs / LSNs are uploaded, the NIIN will be extracted from the N	NSN/LSN.)	14400	
Federal Supply Classes (FSC):				
receral supply classes (FSC).				
redetal supply classes (roc).	(2 digit FSGs or 4 digit FSCs separated by a space)			
Up to 16 Federal Supply				
	1005 - Guns, through 30 mm 1010 - Guns, over 30 mm up to 75 mm	^		
Up to 16 Federal Supply Classes (FSC):	1005 - Guns, through 30 mm 1010 - Guns, over 30 mm up to 75 mm 1015 - Guns, 75 mm through 125 mm	^		
Up to 16 Federal Supply	1005 - Guns, through 30mm 1010 - Guns, over 30mm up to 75mm 1015 - Guns, 75mm through 125mm 1020 - Guns, over 125mm through 150mm	^		
Up to 16 Federal Supply Classes (FSC): (Hold down CTRL or Shift to select multiple FSCs)	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	^		
Up to 16 Federal Supply Classes (FSC): (Hold down CTRL or Shift to select multiple FSCs) (Only 16 FSCs will be used in	1005 - Guns, through 30mm 1010 - Guns, over 30mm up to 75mm 1015 - Guns, 75mm through 125mm 1020 - Guns, over 125mm through 150mm	^		
Up to 16 Federal Supply Classes (FSC): (Hold down CTRL or Shift to select multiple FSCs)	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	^		
Up to 16 Federal Supply Classes (FSC): (Hold down CTRL or Shift to select multiple FSCs) (Only 16 FSCs will be used in	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			

Want Lists

Request R

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

Search Clear Searc	h Criteria	
* Required Field * DoDAAC:	W12345 V	
Sort By: Sort By Direction:	Date Entered Inventory V Descending V	
Up to 70,000 NINs or NSNs:		- CIA
	Y	1 1 - 1/2
	(If NSN is entered, the NIIN will be extracted from the NSN.)	
Up to 70,000 NIINs or NSNs / LSNs File Upload:	Browse (.bt or xis files only, if NSNs / LSNs are uploaded, the NIIN will be extraded from the NSN / L	Pause (F LSN)
Federal Supply Classes (FSC):	(2 digit FSGs or 4 digit FSCs separated by a space)	
Up to 16 Federal Supply		
Classes (FSC):	1005 - Guns, through 30 mm 1010 - Guns, over 30 mm up to 75 mm	^
(Hold down CTRL or Shift to select multiple FSCs)	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	
(Only 16 FSCs will be used in the search)	1040 - Chemical Weapons and Equipment	
		v
	1040 - Chemical Weapons and Equipment 1045 - Launchers, Torpedo and Depth Charge	v

Reque My Per Next is the Federal Supply Classes (FSC) box where you can input up to16 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.

RTD Web Search Page

Container ID: RTD Screening Oycle: Ø DOD Ø DONATION Ø EXP DOD Ø EXP FCADON Ø FEPD Ø FEPP Ø GSA Ø RTD2 Date Entered Inventory: Ø (mmiddlyy) Supply Condition Code: Ø A Ø B Ø C Ø D Ø E Ø F Ø G Ø H Search by Location: (Hold down the CTRL or Shift key to select multiple items DLA DS 29 Palms DLA DS 29 Palms DLA DS Aberdeen DLA DS Anchorage	
Date Entered Inventory: Imm/ddlyy) Supply Condition Code: Imm/ddlyy) Search by Location: Imm/ddlyy) Hold down the CTRL or Shift DLA DS 29 Palms DLA DS Aberdeen Imm/ddlyy)	
Supply Condition Code:	
Search by Location: (Hold down the CTRL or Shift but a schedule and the company of the company o	
(Hold down the CTRL or Shift DLA DS Aberdeen	
from the list) DLA DS Aniston DLA DS Aniston DLA DS Aniston DLA DS Aniston DLA DS Aniston DLA DS Bangkok DLA DS Bangkok 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.

*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

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

OCONUS (overseas)

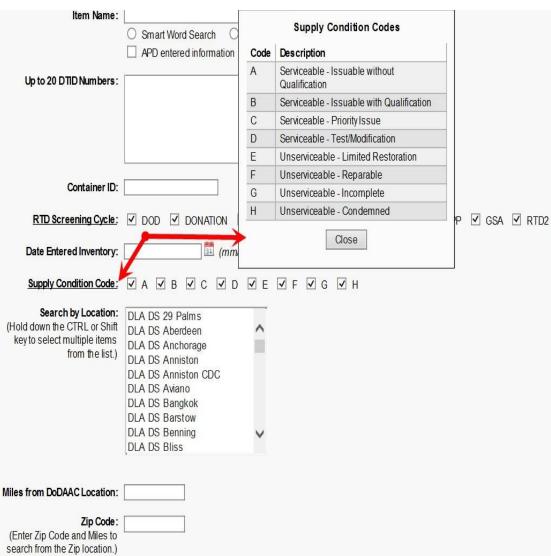
FEPP Foreign Excess Personal Property (DOD and Federal – Days 1-21)

FEPD Foreign Excess Personal Donation (Donation – Days 22-42)

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



RTD Web Search Page



If you are unsure of the RTD Screening Cycle or supply condition code descriptions, just click on the <u>RTD Screening Cycle</u> or <u>Supply Condition Code</u> 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

Up to 20 DTID Numbers:	
Container ID:	
RTD Screening Cycle:	☑ DOD ☑ DONATION ☑ EXPLODD ☑ EXPLICADION ☑ FEPD ☑ FEPP ☑ GSA ☑ RID2
Date Entered Inventory:	(mm/dd/yy)
Supply Condition Code:	YAVBVCVDVEVFVGVH
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 Anchorage DLA DS Anniston DLA DS Anniston CDC DLA DS Aviano DLA DS Bangkok DLA DS Barstow DLA DS Benning DLA DS Billss
Miles from DoDAAC Location:	
Zip Code: (Enter Zip Code and Miles to search from the Zip location.)	
Search Clear Searc	ih Criteria
Previously Viewed Items	

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.

RTD Web Search Page

Reutilization / Trans DOD Search	fer / Donation (RTD)		
Show reminder			Previous Searches: 1
DOD Search			
Search Clear Search	h Criteria		
* Required Field * DoDAAC: Sort By: Sort By Direction: Up to 70,000 NIINs or NSNs:	W12345 V Date Entered Inventory V Descending V 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 (.bt or .xls files only, if NSNs /LSNs are uploaded, the NIIN will be extracted from the NSN / LSN.)	Pause	(Prev Next)
Federal Supply Classes (FSC):	(2 digit FSGs or 4 digit FSCs separated by a space)		
Up to 16 Federal Supply Classes (FSC):	1005 - Guns, through 30 mm 1010 - Guns, over 30 mm up to 75 mm	^	
(Hold down CTRL or Shift to select multiple FSCs)	1015 - Guns, 75 mm through 125 mm 1020 - Guns, over 125 mm through 150 mm 1025 - Guns, over 150 mm through 200 mm		
(Only 16 FSCs will be used in the search)	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	n / Transfer / Donation (RTD) n Results		
Show reminde	r		
Return to Search ┥	\leftarrow		Previous Searches: <u>1</u>
DOD Shopping	Cart [Check Out]		
You Have 0 item	(s) in your Shopping Cart. The Shopping Cart hold	ls 50 item s 🔶 🗕	
Supply Condition Sort By: DATE E Want List - Sch	/	sposition Services/Site inventory.	
Search Results			
Download all 17	4 items		
Sort By: Dale	Entered Inventory V Order: Descending V	Sort	1234>>>
	Oycle: DOD Quantity Available: 1 Condition: <u>H</u> Item Name: TRUCKUTILITY DTID: <u>2YTAWP61730902</u> MSDS:	Days Left in Cycle: 10 Integrity Code: 6 Site: DLADS KNOX NSN: 2320011077155 DEMIL: Q Unit of issue: EA	Hazardous: Container ID: Orig. Arg. Price: 41061 Miles from Zip: N/A Date Entered Inv: 7/1/2016 12:00:00 AM Expedited: No
30?	Warehouse Location: R010112A0	Receipt in Place: No	Capediled. No
No Info Available	Cycle: DOD Quantity Available: 1 Condition: E Item Name: TRUCK,UTILITY DTID: SZ31296183D001	Days Left in Cycle: 10 Integrity Code: <u>6</u> Site: <u>DLADS BARSTOW</u> NSN: <u>2320011077155</u> DEMIL: Q	Hazardous: Container ID: Orig. Acq. Price: 39052 Miles from Zip: 1727 Date Entered Inv.: //1/2016.12:00:00 AM
	MSDS: Warehouse Location: Q010509A0	Unit of Issue: EA Receipt in Place: No	Expedited: No
No Info	Cycle: DOD Quantity Available: 1	Days Left in Cycle: 10 Integrity Code: 6	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

eutilization / Transfer / Donation (RTD) OD Search Results		
Show reminder		
um to Search		Previous Searches: 1
A STREET AND A STREET AND A STREET		
DD Shopping Cart [Check Out]		
u Have 0 item(s) in your Shopping Cart. The Shopping Cart holds	50 items	
earch Criteria		
Sector Care		
See NIIN List DoDAAC: SC4400		
Screening Cycle(s): DOD, DONATION, EXP DOD, EXP FCA DON, FEPD, FE	PP. GSA RTD2	
Supply Condition Code(s): A, B, C, D, E, F, G, H		
Sort By: DATE ENTERED INVENTORY	and the second second	
Want List - Schedule this search to notify you when property enters the Disp Container Requisition - Please click on the container number to requisition		
container requisition - Flease circk on the container humber to requisition	ule entre container.	
earch Results		
Download all 174 items		
	ort	<u>≤1234≫</u>
Cycle: DOD	Days Left in Cycle: 10	Hazardous:
Quantity Available: 1 Condition: H	Integrity Code: 6 Site: DLADS KNOX	Container ID: Orig. Acq. Price: 41061
Item Name: TRUCKUTILITY	NSN: 2320011077155	Miles from Zip: N/A
DTID: 2YTAWB61730002	DEMIL: Q	Date Entered Inv.: 7/1/2016 12:00:00 AM
MSDS:	Unit of Issue: EA	Expedited: No
Warehouse Location: R010112A0	Receipt in Place: No	
Cycle: DOD	Days Left in Cycle: 10	Hazardous:
No Info Quantity Available: 1	Integrity Code: 6	Container ID:
Available Condition: E	Site: DLADS BARSTOW	Orig. Acq. Price: 39052
Item Name: TRUCKUTILITY	NSN: 2320011077155	Miles from Zip: 1727
DTID: SZ31296183D001	Demil: Q	Date Entered Inv.: 7/1/2016 12:00:00 AM
MSDS: Warehouse Location: 001050040	Unit of Issue: EA	Expedited: No
valenouse Location. Q01030370	Receipt in Place: No	
Cycle: DOD Quantity Available: 1	Days Left in Cycle: 10	Hazardous:
No Info Quantity Available: 1	Integrity Code: 6	Container ID:

ext is the Want List hich will be covered ter. Moving down the age you will see the earch Results field hich shows all results om the search. If you ant to send your sults to an Excel neet just click on ownload all ### Items nd it will generate an xcel data sheet with formation from the earch.

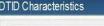
RTD Web Search Results Page

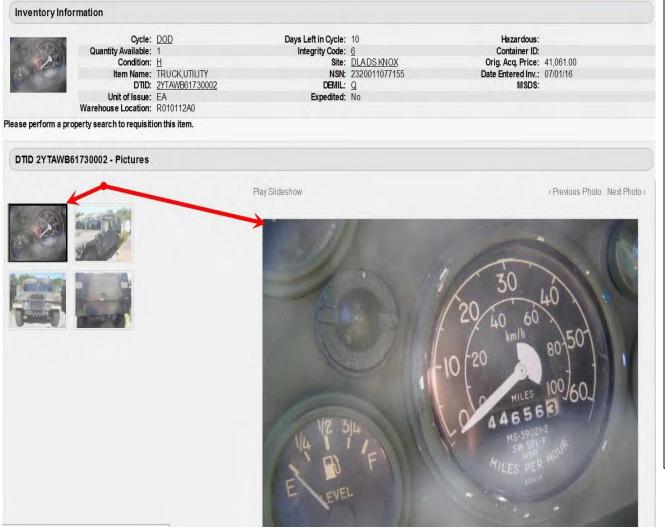
Download all 174	items					
		Dessenting M	ort			→ 1 <u>234>></u>
Sort By: Date	Entered Inventory V 0 Cycle:			10	Hazardous:	122422
1 (TA)	and the second se		Days Left in Cycle:			
	Quantity Available:		Integrity Code:	- T.	Container ID:	14004
No.	Condition:			DLADS KNOX	Orig. Acq. Price:	
100		TRUCKUTILITY		2320011077155	Miles from Zip:	
		2YTAWB61730002	Demil:			7/1/2016 12:00:00 AM
1 ?	MSDS:		Unit of Issue:	- Tele	Expedited:	No
	Warehouse Location:		Receipt in Place:			
No webs	Cycle:	A CONTRACTOR OF A CONTRACTOR OFTA CONTRACTOR O	Days Left in Cycle:		Hazardous:	
No Info	Quantity Available:		Integrity Code:	The second second second	Container ID:	
Available	Condition:	-		DLADS BARSTOW	Orig. Acq. Price:	
		TRUCKUTILITY		2320011077155	Miles from Zip:	
		SZ31296183D001	Demil:	-		7/1/2016 12:00:00 AM
10 2	MSDS:		Unit of Issue:		Expedited:	No
	Warehouse Location:		Receipt in Place:			
	Cycle:		Days Left in Cycle:	10	Hazardous:	
No Info	Quantity Available:	1	Integrity Code:	<u>6</u>	Container ID:	
Available	Condition:	E	Site:	DLADS BARSTOW	Orig. Acq. Price:	39052
	Item Name:	TRUCK,UTILITY	NSN:	2320011077155	Miles from Zip:	1727
	DTID:	SZ31296183D003	Demil.:	Q	Date Entered Inv.:	7/1/2016 12:00:00 AM
-	MSDS:		Unit of Issue:	EA	Expedited:	No
602	Warehouse Location:	M010101A0	Receipt in Place:	No		
	Cycle:	DOD	Days Left in Cycle:	10	Hazardous:	
No Info	Quantity Available:	1	Integrity Code:	6	Container ID:	
Available	Condition:	E	Site:	DLADS BARSTOW	Orig. Acq. Price:	39052
and an an an a	Item Name:	TRUCKUTILITY	NSN:	2320011077155	Miles from Zip:	1727
		SZ31296183D005	Demil:	Martin The State State State State		//1/2016 12:00:00 AM
-	MSDS:		Unit of Issue:	FA	Expedited:	No
. 🕲 ?	Warehouse Location:	Q010509A0	Receipt in Place:	No		
	Cycle:	DOD	Days Left in Cycle:		Hazardous:	
Na Infa	Quantity Available:	522.507	Integrity Code:		Container ID:	
Available	Condition:			DLADS BARSTOW	Orig. Acq. Price:	39052
A PARTICIPATIA		TRUCKUTILITY		23200110//155	Miles from Zip:	
		S731296183D004	DEMIL			7/1/2016 12:00:00 AM
-	MSDS:		Unit of Issue:	17 M	Expedited:	
2	Warehouse Location:	O010509A0	Receipt in Place:	07.4		100 C
	Cycle:		Days Left in Cycle:		Hazardous:	
No Info	Quantity Available:		Integrity Code:		Container ID:	
Available	Condition:			DLADS BARSTOW	Orig. Acg. Price:	30052

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 nere. 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.



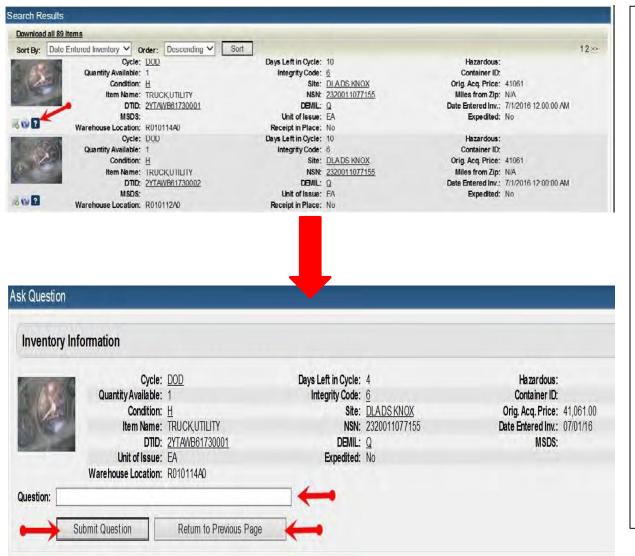
DTID Characteristics





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**

RTD Web Search Results Page

Search Resu	lts			
Download all	174 items			
	ate Entered Inventory ♥ Order: Descending ♥ Cycle: DOD Quantity Available: 1 Condition: H Item Name: TRUCK,UTILITY DTID: 2YTAWB61730002 MSDS: Warehouse Location: R010112A0 Cycle: DOD Quantity Available: 1	Sort 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	Hazardous: Container ID: Orig. Acq. Price: 41061 Miles from Zip: N/A Date Entered Inv.: 7/1/2016 12:00:00 A Expedited: No Hazardous: Container ID:	<u>1234≥</u>
Search Result			Ą	М
	e Entered Inventory ✓ Order: Descending ✓ Sort Cycle: DOD Quantity Available: 1 Condition: <u>H</u> Item Name: TRUCKUTILITY DTID: <u>2YTAWB61730001</u> MSDS: Warehouse Location: R01011440	Days Left in Cycle: 10 Integrity Code: <u>6</u> Site: <u>DLADS KNOX</u> NSN: <u>2320011077155</u> DEMIL: Q Unit of Issue: EA Receipt in Place: No	≤12≥> Hazardous: Container ID: Orig. Acq. Price: 41061 Miles from Zip: N/A Date Entered Inv.: 7/1/2016 12:00:00 AM Expedited: No	М
	Cycle: DOD Quantity Available: 1 Condition: <u>H</u> Item Name: TRUCK UTILITY DTID: <u>2YTAWB61730002</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	M
No Info	Cycle: DOD Quantity Available: 1 Condition: F	Days Left in Cycle: 10 Integrity Code: <u>6</u> Site: DLA DS BARSTOW	Hazardous: Container ID: Orig. Acq. Price: 39052	

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.

WARFIGHTER FIRST - PEOPLE & CULTURE - STRATEGIC ENGAGEMENT - FINANCIAL STEWARDSHIP - PROCESS EXCELLENCE



RTD Web Search Results Page

ownload	all 89 items					
ort By:	Date Entered Inventory V	rder: Descending 🗸 🔄	Sort			<u>_12</u>
	Cycle:	DOD	Days Left in Cycle:	10	Hazardous:	
AK:	Quantity Available:	1	Integrity Code:	<u>6</u>	Container ID:	
1 chat	Condition:	Н	Site:	DLADS KNOX	Orig. Acq. Price:	41061
	Item Name:	TRUCKUTILITY	NSN:	2320011077155	Miles from Zip:	N/A
1	DTID:	2YTAWB61730001	DEMIL:	Q	Date Entered Inv.:	7/1/2016 12:00:00 AM
	MSDS:		Unit of Issue:	EA	Expedited:	No
2	Warehouse Location:	R010114A0	Receipt in Place:	No		
100	Cycle:	DOD	Days Left in Cycle:	10	Hazardous:	
Du.	Quantity Available:	1	Integrity Code:	<u>6</u>	Container ID:	
16	Condition:	Н	Site:	DLADS KNOX	Orig. Acq. Price:	41061
100	Item Name:	TRUCKUTILITY	NSN:	2320011077155	Miles from Zip:	N/A
-	DTID:	2YTAWB61730002	DEMIL:	Q	Date Entered Inv.:	7/1/2016 12:00:00 AM
-	MSDS:		Unit of Issue:	EA	Expedited:	No
2	Warehouse Location:	R010112A0	Receipt in Place:	No		

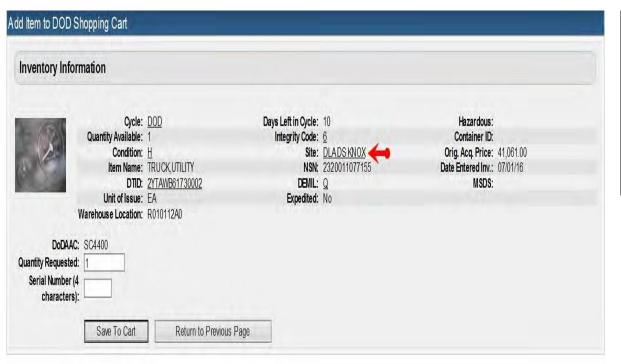
To the left of the globe is a shopping cart. If this is the item you want, then click on it to begin the order process. For this example we will click on the shopping cart for this item.

Add Items to Shopping Cart



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.





*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.



difference from		,,							
Show reminder									
to Search									
	A							Previ	ous Search
) Shopping Cart [Che	ick Out1			-					
Have 1 item (s) in your		honning Cart I	olds 50 item						
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סודס 🖊	Site	Serial No.	Quantity	Cycle	Days Left in Cycle	ltem Name	NSN	Condition	DEMIL
Section of the sectio									
e NIIN List DAAC: SC4400	DLADS KNOX	FCADON FEP	1 D FFPP GSA	DOD RTD2	10	TRUCKUTILITY	2320011077155	<u>H</u>	Q
rch Criteria <u>e NIIN List</u> DDAAC: SC4400 reening Cycle(s): DOD, DOI pply Condition Code(s): A I rt By: DATE ENTERED INVE ant List - <u>Schedule</u> this sea	IATION, EXP DOD, EXF 3, C, D, E, F, G, H NTORY rch to notify you when p	P FCADON, FEP	D, FEPP, GSA	RTD2 Services/Sit	e inventory.	TRUCKUTILITY	2320011077155	H	<u>Q</u>
rch Criteria <u>ee NIIN List</u> DDAAC: SC4400 :reening Cycle(s): DOD, DOI ipply Condition Code(s): A I tBy: DATE ENTERED INVE ant List - <u>Schedule</u> this sea	IATION, EXP DOD, EXF 3, C, D, E, F, G, H NTORY rch to notify you when p	P FCADON, FEP	D, FEPP, GSA	RTD2 Services/Sit	e inventory.	TRUCKUTILITY	2320011077155	H	<u>Q</u>
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rch Criteria <u>ee NIIN List</u> DDAAC: SC4400 reening Cycle(s): DOD, DOI upply Condition Code(s): A I ort By: DATE ENTERED INVE ant List - <u>Schedule</u> this sea ontainer Requisition - Pleas rch Results	IATION, EXP DOD, EXF 3, C, D, E, F, G, H NTORY rch to notify you when p	P FCADON, FEP	D, FEPP, GSA	RTD2 Services/Sit	e inventory.	TRUCKUTILITY	2320011077155	<u>H</u>	Q
rch Criteria ee NIIN List oDAAC: SC4400 creening Cycle(s): DOD, DOI pply Condition Code(s): A I ort By: DATE ENTERED INVE ant List - <u>Schedule</u> this sea portainer Requisition - Pleas rch Results pwnload all 174 items ort By: Date Entered Inve	VATION, EXP DOD, EXF 3, C, D, E, F, G, H NTORY rch to notify you when pi e click on the container	P FCADON, FEP	D, FEPP, GSA	RTD2 Services/Sit	e inventory.	TRUCKUTILITY	2320011077155		Q 1234>

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

2 193	* Date (mm/dd/y): 07/05/16	31	Item Name:	TRUCK,UTILITY	Site:	DLADS KNOX
- A	* Serial No (4 characters): TEST		NSN:	2320011077155	Date Entered Inv.:	07/01/16
	* Priorit	y : 15		DTID:	2YTAWB61730002	Orig. Acq. Price:	41,061.00
	* Signal Cod	e: D 🗸		Condition:	H	Demil:	Q
emove From Cart	* Quantit	y: 1		Quantity Available:	1	Cycle:	DOD
Dodaac: SC4400	Expedited:	No		Unit of Issue:	EA	Container ID:	
ASO Information							
	ig this form must have auth	orization from	n the Accountable	e Supply Officer (ASO).			
Requesters completin	Shift key to	orization from Willerson@US		e Supply Officer (ASO).			
	Shift key to or notification: John C			e Supply Officer (ASO).			
Requesters completin old down the CTRL or elect multiple ASOs fo Additional Informa	Shift key to or notification: John C ation		AF.mil				
Requesters completin fold down the CTRL or elect multiple ASOs fo	Shift key to or notification: John C ation e: S		AF.mil Supp	e Supply Officer (ASO).		Demand 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.



	t					
	* Date (mm/dd/yy): * Serial No (4 characters):			TRUCK,UTILITY 2320011077155	Site: Date Entered Inv.:	DLADS KNOX 07/01/16
1	* Priority:	15	DTID:	2YTAWB61730002	Orig. Acq. Price:	41,061.00
Iomava From Cat	* Signal Code:	M	Condition:	Н	DEMIL:	Q
lemove From Cart	* Quantity:		Quantity Available:	1	Cycle:	DOD
DoDAAC: SC4400	Expedited:	No	Unit of Issue:	EA	Container ID:	
	ing this form must have autho	rization from the	e Accountable Supply Officer (ASO).			
Requesters complet Iold down the CTRL o	r Shift key to	rization from the Villerson@USAF.m				
ASO Information Requesters complet Hold down the CTRL of select multiple ASOs	r Shift key to for notification:					

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".



2 00	* Date (mm/dd/yy):	07/05/16	Item Nan	e: TRUCK,UTILITY	Site: DLADS KNOX
1	* Serial No (4 characters):	TEST] N	N: 2320011077155	Date Entered Inv.: 07/01/16
	* Priority:	15	וס	D: <u>2YTAWB61730002</u>	Orig. Acq. Price: 41,061.00
	* Signal Code:	DV	Conditi	on: <u>H</u>	Demil: Q
Remove From Cart	* Quantity:	1	Quantity Availab	le: 1	Cycle: DOD
DoDAAC: SC4400	Expedited:	No	Unit of Iss	ie: EA	Container ID:
ASO Information					
Requesters completi	ng this form must have author	ization from th	ne Accountable Supply Officer (ASO	()	
Requesters completi	ng this form must have author	ization from th	ne Accountable Supply Officer (ASO	\leftarrow	
lold down the CTRL or	r Shift key to			~	
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lold down the CTRL or	r Shift key to			~	
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Hold down the CTRL or elect multiple ASOs f	r Shift key to for notification: John.C.W			~	Demand Code:
Hold down the CTRL or Relect multiple ASOs f Additional Inform	r Shift key to for notification: John.C.W Nation				Demand 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.



Additional Information			
M&S Code: S Fund Code: Document Identity: A0A A01 A0A 	Supp Address: Project Code: A0D Delivery Date:	Demand Code: Distribution Code:	
Influenced Your Decision			
*What helped influence your decision to order from ι	us?		
O Want List Results Email			
O Property Search on Web			
O Customer Notification Email			
O Visual Inspection at Site			
O Rotating Photo on Web			
O Other			
If Other, explain:]	
Walk-in Requisition (Customer is on site and war Customer Pick-up	ints to remove items the same day)		
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 Pickup". *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.

WARFIGHTER FOCUSED, GLOBALLY RESPONSIVE, FISCALLY RESPONSIBLE SUPPLY CHAIN LEADERSHIP

DOD Shopping Cart

Requests submitted to ASO for approval.		After
Show reminder		Requ
	Previous Searches: $1 2 3$	page
		the p
DOD Shopping Cart		mess
Your shopping cart is empty. <u>Search for inventory.</u>		know
Return		your
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clicking on Submit uisition you will be sent to this . If you selected an ASO from revious page you will see a sage at the top letting you they have been notified of request for this item. It is your onsibility to ensure your /PBO is aware and approves ur request(s) on RTD Web. It so important for your ASO to ond to your request quickly as will not "hold" the item(s) and e available for other eners to requisition until your approves your request. From here, click on Return.



RTD Web Main Page

Reutization, Transfer, Donation Home

Announcements						-	
Property in GSA screening cycle	When conducting requisitioned via (property searches on RTD we	b, all property within the G	SA screening cycle			
CFL Schools	All MOAs (Memora the school) before Furthermore, CFL Trade Security As:	indum of Agreement) must be any Computer Equipment can Schools who were issued Let sessment Control Office must rder to continue to receive Den	t be received by the school ters of Assessment by the be renewed within one ye	of under the DOD C to DLA Office of the ar from the date or	FL PROGRAM Inspector Generi I the LOA (Letter	100	
Letter of Authonization	DOD must have a any DLA Disposib	current Letter of Authorization on Services site. The LOA tem ervices dia mil, select Reutiliz	(LOA) in the Centralized F plate and instructions ma	le prior to picking i y be obtained at			
Target Range-ECD-SOF Schools		ences dramm, select Reduit2	ation mansier ponation of	unum.			
Weapons Testing or Destructive		even carter@dla mil DSN 961-	7191 or Jennifer Lobello 2	269-961-5523 for d	irect support		
**							
Paguicition Status					• •	-	
Requisition Status	equisition Date	DTID	Item Name	Quantity	Current Action		Last Updated
equisition Number R	Lequisition Date 8/08/16 13:50:53	DTID W331603077A001A	Item Name TRUCK,UTILITY	Quantity 1	Current Action Request sent to ASO	for approval	Last Updated 08/08/16 13:50:55
equisition Number R				Quantity 1		for approval	

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

	nouncements		_				
Prop	perty in GSA screening cycle	When conducting property's requisitioned via GSAVcess.		property within the	GSA screening cycle must be		Lan
CFL	Schools	All MOAs (Memorandum of A the school) before any Com Furthermore, CFL Schools v	greement) must be oure puter Equipment can be re tho were issued Letters of Control Office must be re	eceived by the sch (Assessment by) newed within one	gned the MOA must still be employed ool under the DOD CFL PROGRAM the DLA Office of the Inspector Generi year from the date on the LOA (Letter	100-7	
Let	er of Authorization	DOD must have a current Le any DLA Disposition Service	tter of Authonization (LOA) is site. The LOA template	in the Centralized and instructions m	File prior to picking up property from nay be obtained at		
1000	et Range-EOD-SOF Schools- apons Testing or Destructive	www.dispositionservices.dli Please contact steven carter			269-961-5523 for direct support		
-					,		
Rec	uisition 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	Cancel
							>
							/

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

Show reminder					
DOD Search nster, Donati	on Home				
Edit Profile					
CFL Schools	the school) before any Co Furthermore, CFL School Trade Security Assessme Assessment) in order to o DOD must have a current any DLA Disposition Serv	of Agreement) must be current (Person wh imputer Equipment can be received by the s who were issued Letters of Assessmen ant Control Office must be renewed within continue to receive Demid Q Integrity Code Letter of Authorization (LOA) in the Centra ices site. The LOA template and instructio	school under the DOD CFL PRC by the DLA Office of the Inspecto one year from the date on the LO 5 excess computer equipment used File prior to picking up prope to may be obtained at	OGRAM or Gener: A (Letter	6
Target Range EOD SOF Schools Weapons Testing or Destructive		dla mil, select Reutilization Transfer Dona ter@dla mil DSN 961-7191 or Jennifer Lo		poput V	a grand
(Pause	
Requisition Status					
Requisition Number Requisi	tion Date DTID	ltem Name	Quantity	Current Action	Last Upda

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.

WARFIGHTER FIRST - PEOPLE & CULTURE - STRATEGIC ENGAGEMENT - FINANCIAL STEWARDSHIP - PROCESS EXCELLENCE



DD Search	າ / Transfer / Donation (RTD) າ Results				
Show reminde	r				
urn to Search					Previous Searches:
OD Shopping	Cart [Check Out]				
u Have 0 item	(s) in your Shopping Cart. The Shopping Cart	holds 50 items			
earch Criteria					
Supply Conditio Sort By: DATE E Want List - <u>Sch</u> Container Requi	2(s): DOD, DONATION, EXP DOD, EXP FCA DON, FEI n Code(s): AG, C, D, E, F, G, H NTERED-AVENTORY edule ons search to notify you when property enters th isition - Please click on the container number to require number to	he Disposition Services/Site inventor	5	Hazardous:	≤1234≫
	Cycle: <u>DUD</u> Quantity Available: 1 Condition: <u>H</u> Item Name: TRUCKUTILITY	Integrity Code: Site: NSN:	<u>6</u> <u>DLADS KNOX</u> <u>2320011077155</u>	Container ID: Orig. Acq. Price: 41061	
	DTID: 2YTAWB61730002	DEMIL:	Q	Miles from Zip: N/A Date Entered Inv.: 7/1/2016	12:00:00 AM
8 10 2	MSDS:	Unit of Issue:	ĒA		12:00:00 AM
			EA No	Date Entered Inv.: 7/1/2016	12:00:00 AM
No Info	MSDS: Warehouse Location: R010112A0 Cycle: <u>DOD</u> Quantity Available: 1	Unit of Issue: Receipt in Place: Days Left in Cycle: Integrity Code:	EA No 10 <u>6</u>	Date Entered Inv.: 7/1/2016 Expedited: No Hazardous: Container ID:	12:00:00 AM
No Info Available	MSDS: Warehouse Location: R010112A0 Cycle: DOD Quantity Available: 1 Condition: E	Unit of Issue: Receipt in Place: Days Left in Cycle: Integrity Code: Site:	EA No 10 <u>6</u> DLADS BARSTOW	Date Entered Inv.: 7/1/2016 Expedited: No Hazardous: Container ID: Orig. Acq. Price: 39052	12:00:00 AM
	MSDS: Warehouse Location: R010112A0 Cycle: <u>DOD</u> Quantity Available: 1 Condition: <u>E</u> Item Name: TRUCK,UTILITY	Unit of Issue: Receipt in Place: Days Left in Cycle: Integrity Code: Site: NSN:	EA No 10 <u>6</u> DLADS BARSTOW 2320011077155	Date Entered Inv.: 7/1/2016 Expedited: No Hazardous: Container ID: Orig. Acq. Price: 39052 Miles from Zip: 1727	
No Info Available	MSDS: Warehouse Location: R010112A0 Cycle: DOD Quantity Available: 1 Condition: E	Unit of Issue: Receipt in Place: Days Left in Cycle: Integrity Code: Site:	EA No 10 6 DLADS BARSTOW 2320011077155 Ω	Date Entered Inv.: 7/1/2016 Expedited: No Hazardous: Container ID: Orig. Acq. Price: 39052	
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When you get your search results, look in the Search Criteria box and next to the text **Want List** you will see <u>Schedule</u>, click on it. WARFIGHTER FOCUSED, GLOBALLY RESPONSIVE, FISCALLY RESPONSIBLE SUPPLY CHAIN LEADERSHIP

How to Build a Want List

Show reminder					Previous Searche
eate Want List					
Select Want List	t Criteria				
hese criteria will be sto	red and used to search for property	items that match and notify	you at the specified interval as they become availabl	e.	
	What format would ye	ou like to receive the data in	n? CSV 🗸		
	How often would you like	e to receive your notification	? 🖲 Daily Monday through Saturday 🔘 Every M	onday	
	How long would you	like to receive notifications	s? 1 Month 🗸 🔶		
	Send notification	n when no results are found	1? 🔽		
	Send a listing of new	and previously found items	s?		
Search Paramet	ters : SC4400	Item Name:		Date Entered Inv.:	
DODAAC			DOD, DONATION, EXP DOD, EXP FCA DON,	Container ID:	
NIINS:		Screening Cycle:	FEPD, FEPP, GSA, RTD2	container ib.	
NIINs:	: A, B, C, D, E, F, G, H	<u>Screening Cycle:</u> Miles from location:	FEPD, FEPP, GSA, RTD2	Zip Code:	
NIINs: <u>Condition:</u> FSCs:	: A, B, C, D, E, F, G, H : 2320	Miles from location: Sites:			
NIINs: <u>Condition:</u> FSCs:	A, B, C, D, E, F, G, H	Miles from location:		Zip Code:	
NIINs: <u>Condition:</u> FSCs:	: A, B, C, D, E, F, G, H : 2320 : DATE ENTERED INVENTORY	Miles from location: Sites:		Zip Code:	
NIINS: <u>Condition:</u> FSCs: Sort By: Contact Informa	: A, B, C, D, E, F, G, H : 2320 : DATE ENTERED INVENTORY	Miles from location: Sites: Sort Direction:		Zip Code: DTIDs:	
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After clicking on <u>Schedule</u> 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



RTD Home

Want Lists

Disposition Services

Home About Us Public Affairs Publications FAQs FOIA Reutilization / Transfer / Donation (RTD)

Show reminder				
Reutilization, Transfer, Donati	n Home			
Announcements				
Property in GSA screening cycle	When conducting property searches on RTD web, all proper requisitioned via GSAXcess.gov	rty within the GSA screening cycle must be	Children and State	
CFL Schools	All MOAs (Man obstress, given and a second s	ed by the school under the DOD CFL PRO essment by the DLA Office of the Inspector d within one year from the date on the LOA	GRAM.	
Letter of Authorization	DOD must have a current Letter of Authorization (LOA) in th any DLA Disposition Services site. The LOA template and i	e Centralized File prior to picking up prope nstructions may be obtained at	rty from	aticizou Bizz
Target Range-EOD-SOF Schools-	www.dispositionservices.dla.mil, select Reutilization Trans	fer Donation button.		
Weapons Testing or Destructive	Please contact steven.carter@dla.mil DSN 961-7191 or Je	nnifer Lobello 269-961-5523 for direct sup	port	
<			>	
			Pause	«Prev Ne
Requisition Status				
Case of the second	on Date DTID Item Name	Quantity	Current Action	Last Updated
	on Date DTID Item Name	Quantity	Current Action	Last Updated
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	on Date DTID Item Name	Quantity	Current Action	Last Updated

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

WARFIGHTER FIRST - PEOPLE & CULTURE - STRATEGIC ENGAGEMENT - FINANCIAL STEWARDSHIP - PROCESS EXCELLENCE

WARFIGHTER-FOCUSED, GLOBALLY RESPONSIVE, FISCALLY RESPONSIBLE SUPPLY CHAIN LEADERSHIP

How to Build a Want List

Show reminder			
ctive Want Lists			
Actions:	Options .	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:	
eutilization / Tra	ansfer / Donation (RT	D)	
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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.

WARFIGHTER-FOCUSED, GLOBALLY RESPONSIVE, FISCALLY RESPONSIBLE SUPPLY CHAIN LEADERSHIP

Disposition Services Home Page



Subscription Subscription <th>ME WHAT DLA OFFERS</th> <th>DOING BUSINESS WITH DLA</th> <th>ABOUT DLA</th> <th>CAREERS</th> <th></th>	ME WHAT DLA OFFERS	DOING BUSINESS WITH DLA	ABOUT DLA	CAREERS	
Specifies Services Personnel gave an old ny tupboal its final sendoff for a post-rememt life back at sea. Full Story Full Story Full Story Exposition Services Home DLA Headquarters Recent News That Disposition Services Offers DLA Headquarters Recent News Insider Threats OPERATING Stratue Othor Disposition Services Operation Services Othor Operation Services Othor Operation Services Oth Disposition Services Operation Services Othor Oper	LA Disposition S	Services			
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Full Story Resiliency Full Story Better Buying Power 3.0 - In Fo Seposition Services Home Correction Services Home nat Disposition Services Offers DLA Headquarters Recent News Teams safeguard employees against insider threats New the latest version of Insight, the 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. New the latest version of Insight, the logistics of the Dec. 31 deadline.	osition Services personnel gave an old	-	A =		
Full Story Sexual Assault Prevention & Resp. Provide the intervices of the intervices of the prosition Services Offers DLA Headquarters Recent News Intervices Store Image: Store Intervices Store Image: Store Intervices Offers Image: Store Intervices Offers Image: Store Intervices Image: Store				F	Resiliency
Position Services Home DLA Headquarters Recent News at Disposition Services Offers Image: Control Contreconte Conteconte Control Control Control Contreconte Co	Full Story				and the second second
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A 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.	position Services Home	DLA Headquarters Recent	News		ERATING STATUS
ut Disposition Services of 43 Department of Defense components to have a fully operational insider-threat program, achieving this goal well ahead of the Dec. 31 deadline.		Teams safeguard en		Click the icon f	ERATING STATUS for additional information on of Insight, the
A operational insider-threat program, achieving this goal well ahead of the Dec. 31 deadline.	at Disposition Services Offers	Teams safeguard en insider threats	mployees against	Click the icon f	ERATING STATUS for additional information on of Insight, the
A 31 deadline.	at Disposition Services Offers ng Business With Disposition Svcs	Teams safeguard en insider threats construction of 43 Department of Defense of 43 Department of Defense	nployees against	View the latest versi Disposition Services C	ERATING STATUE for additional information on of Insight, the Quarterly Newsletter
	at Disposition Services Offers ng Business With Disposition Svcs ut Disposition Services	 Teams safeguard en insider threats Construction of the safety of the safety will be the to f 43 Department of Defense components to have a fully operational insider-threat 	first	View the latest versi Disposition Services C	ERATING STATUE for additional information on of Insight, the Quarterly Newsletter
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DLA Disposition Services News	at Disposition Services Offers ng Business With Disposition Svcs out Disposition Services ntact Disposition Services	 Teams safeguard en insider threats Complexity of the same safe safe same safe safe safe safe safe safe safe saf	first	View the latest versi Disposition Services C	ERATING STATUE for additional information on of Insight, the Quarterly Newsletter

his is the DLA isposition Services lome page. Here you ill find many helpful nks and information on LA and more. To get tarted with RTD Web, lick on "Doing Business /ith Disposition Svcs"

WARFIGHTER FIRST - PEOPLE & CULTURE - STRATEGIC ENGAGEMENT - FINANCIAL STEWARDSHIP - PROCESS EXCELLENCE

Disposition Services Home Page



	DEFENSE LOO THE RIGHT SOLUTION	GIST	ICS AGENCY IN TIME, EVERY TIME	1	Search D	efense Logistics Agency	٩
HOME	WHAT DLA OFFERS	DOI	NG BUSINESS WITH DLA	ABOUT DLA	CAREERS		
Agency s complete tugboat s After a year of Disposition See Army tugboat i retirement life b	Disposition S successfully es one-time sale in Kuwait navigating tricky waters, DLA trices personnel gave an old ts final sendoff for a post- back at sea. Full Story	ervi	ces		Bi	DLA STRATEGIC PLA 2015-2022 Acquisition Professionals Se Warfighter First Resiliency etter Buying Power 3.0 - In F ual Assault Prevention & Re OPERATING STATUE	eries Focus espons
Disposition	Services Home		DLA Headquarters Recent	News			
What Dispo	sition Services Offers	-	Teams safeguard er	nployees against		atest version of Insight , t Services Quarterly News	
Doing Busir	ness With Disposition Svcs		July 1, 2016 - The Defense	INSIDER THREAT PROTECTIN	Disposition	ior nood quartery none	
Find and A	cquire Items	+	Logistics Agency will be the of 43 Department of Defense		DLA	osition	
Search for	Turn-In Documents		components to have a fully	Manual Annual	Serv	vices	
Turn-In Pro	operty (Equipment Disposition)		operational insider-threat program, achieving this goal	well ahead of the Dec.		Right	
Schedule a	i Turn-In		31 deadline.				
About Dispo	osition Services	-		MORE DLA NEWS	Th	e April Edition	
Contact Dis	position Services	-	DLA Disposition Services	News			
FOIA		-	Agency successfull		and the second second	Quick Links	

one-time tugboat sale in Kuwait

Then click on "Find and Acquire Items"

WARFIGHTER FIRST - PEOPLE & CULTURE - STRATEGIC ENGAGEMENT - FINANCIAL STEWARDSHIP - PROCESS EXCELLENCE

Disposition Services Home Page



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.



Getting Started Step by Step Guide to Getting Access AMPS Website

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.

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



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 - Reparable

Economically reparable material which requires repair, overhaul, or reconditioning. Includes reparable 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



Combatant Commands







DLA Pacific



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Digital DSR





Turn In Property



Quick Links





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 <u>RTD Branch HQ</u> or contact the DLA field site

What is a DEMIL Code?: <u>Click Here</u>

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, 24 hours a day, 7 days a week.

DEFENSE LOGISTICS AGENCY

AMERICA' S COMBAT LOGISTICS SUPPORT AGENCY

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