



# DEFENSE LOGISTICS AGENCY

THE NATION'S COMBAT LOGISTICS SUPPORT AGENCY



**RTD Web**



**WARFIGHTER FIRST**



# Authorized Users



- Must be a governmental agency whose PRIMARY function is the enforcement of applicable Federal, State, and Local laws and whose compensated Law Enforcement Officers have the powers of arrest and apprehension.
- Private agencies, Fire Departments, Prisons, and Office of Coroners do not fit into this category. (Questions regarding this should be directed to your respective State Coordinator's Office)



# RTD Web



Access the RTD Web using: <https://business.dla.mil/landing/index.jsp>

- RTD Web
  - **Reutilization, Transfer, and Donation**
- Purpose:
  - It is the portal to request excess DoD property through the LESO Program
- Gaining Access:
  - User ID & Password is created in the Account Management and Provisioning System (AMPS)
  - Approved State/Local LEA screeners are to request the LESO **State/Local Screener Role**.
  - Authorized State Coordinators (SC) and State Point of Contacts (SPOC) are to request the **LESO State/Local Coordinator Role**.



# Request Role



Access the RTD Web using: <https://business.dla.mil/landing/index.jsp>

**DLA Enterprise External Business Portal**

For Browser Support Click Here

Registered Users Login Here

Areas of Focus

- WARFIGHTER SUPPORT
- STEWARDSHIP EXCELLENCE
- WORKFORCE DEVELOPMENT

**AVAILABLE SERVICES**

**DLA Enterprise External Business Portal**  
Provides industry and service personnel with centralized access to DLA Business Services.

Select the “DLA Enterprise External Business Portal” link.





# Request Role



## Welcome to the Enterprise External Business Portal

Enter your Enterprise External Portal user name and password.

User \*

Password \*

Enter **User ID** and **Password** created in AMPS, then select **“Log On.”**



# Request Role



- If a user (LEA) receives the error message “**User Authentication Failed**” upon login, this indicates a password reset is needed.
- Use the AMPS “Printable PDF Instructions” guide (slides 20-24) by accessing the “Training and Instruction” link from the LESO Website:  
<http://www.dla.mil/DispositionServices/Offers/Reutilization/LawEnforcement/Training.aspx>
- If the user (LEA) can successfully log into the RTD Web, continue to the next slide.



# Request Role



## 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.

I Accept

I Decline

Please read the **Use and Consent** information and then select **“I Accept.”**



# Request Role



DEFENSE LOGISTICS AGENCY  
Enterprise Business System Portal

Welcome to EBS | SSO SAPGUI | BusinessObject | **Disposition Services** | EDW

Disposition Services

Detailed Navigation

Click a link in the Detailed Navigation section to the left to launch the application in a new window.

• RTD

Select the Disposition Services Tab and then select the **RTD** link that populates under the Detailed Navigation section. **RTD** will then launch in a new window.

DEFENSE LOGISTIC  
Enterprise Business System Portal

Welcome to EBS | SSO SAPGUI | Disposition Services

Detailed Navigation

Expand tray

Click

**Note:** If the **RTD** link does not populate after selecting the Disposition Services tab, select the square icon.





# Request Role



## DEFENSE LOGISTICS AGENCY Disposition Services

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

Show reminder

#### Reutilization, Transfer, Donation Home

##### Announcements

At the RTD Main page, select the **“Request Role”** link that appears on the left side of the page.

Property searches on RTD web, all property within the GSA screening cycle must be processed on the GSA website (www.gsa.gov).  
The Letter of Agreement (LOA) must be current (Person who signed the MOA must still be employed).  
Computer Equipment can be received by the school under the DOD CFL PROGRAM.  
Schools who were issued Letters of Assessment by the DLA Office of the Inspector General must be renewed within one year from the date on the LOA (Letter of Assessment).  
To continue to receive Demil Q Integrity Code 8 excess computer equipment, you must submit a current Letter of Authorization (LOA) in the Centralized File prior to picking up property from the services site. The LOA template and instructions may be obtained at [rtddia.mil](mailto:rtddia.mil), select Reutilization Transfer Donation button.



Pause

« Prev Next »



# Request Role Options

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

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

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

Application:  
Law Enforcement Support Office (LESO) ▼

Role:  
Choose:  
LESO Federal Screener  
LESO State/Local Screener  
LESO Tribal Screener  
LESO Federal Coordinator  
LESO State/Local Coordinator  
LESO Tribal Coordinator  
LESO HQ Admin

Select “**Law Enforcement Support Office (LESO)**” from the Application field drop-down

- **LESO State/Local Screener** (Required for any authorized State or Local LEA screener to request property)
- **LESO State/Local Coordinator** (Required for authorized State Coordinator/SPOC to review LEA submitted requests/roles)

Note: Disregard all other listed LESO roles



# Request Role User Information



## User Information

Title:

\* First Name:

First name is required

\* Last Name:

Last Name is required.

\* Organization Name:

Organization Name is required

\* Work Address Line 1:

Work Address is required.

Work Address Line 2:

\* Work Address City:

City is required.

\* Work Address State:

State is required.

\* Work Address Zip:

Zip is required.

Country:

\* Work Phone:

Work Phone is required.

Work Ext:

Work Fax:

\* Work Email:

Work email is required

**Customer Type**

Opt-out of all email?

Receive NIIN notification email:

Receive property receipt email:

Recommended email selections (not required)

- Most information will be pre-populated from the user's AMPS account. Red asterisks (\*) indicate required fields.
- User's first name (use full name- no nicknames or initials) should match the user's first name provided on latest approved LESO application.
- Indicate LEAs current physical address (no Post Office Box). The physical address should match the physical address provided on latest approved LESO application.
- In the "Customer Type" field, the LEA should type "Screener." Also note recommended email selections.
- Scroll down and complete the LEA information.



# Request Role LEA Information



LEA Information: (Red asterisk (\*)) indicate required fields)

1. Select **Agency Type** using the drop-down. (Select "State-Local")
2. Enter the **Number of Officers** (Full-Time) and **Part-Time Officers**. Enter zero (0) for Number of 1<sup>st</sup> Responders and Reserve Officers as these do not apply.
3. Choose a **Level**: Screener for LEAs, Coordinator (SC) for SC/SPOCs.
4. Enter **Weapons/Aircraft Point of Contact (POC)**. If non-applicable, type "NA."
5. Using the drop-down, select respective State where agency is located (**State Assigned**).
6. Select "Submit."

## Law Enforcement Agency (LEA) Information

\* Agency Type:  This field is required.

\* Number of Officers:  Number of Officers is required.

\* Number of Part Time Officers:  Number of Part Time Officers is required.

\* Number of 1st Responder Officers:  Enter zero (0)

\* Number of Reserve Officers:  Enter zero (0)

\* Level:

\* Weapons POC:  Weapons POC is required for Screeners.

\* Aircraft POC:  Aircraft POC is required for Screeners.

Does Agency have equipment from the 1208/1033 Program?  This field is optional.

If so, please specify equipment types:

Weapons:

Aircraft:

APCs:

HMMWV:

Watercraft:

Vehicles:

\* State Assigned:  This field is required.

### Note:

**Number of Officers** – Total number of Full-Time compensated officers with full powers of arrest and apprehension.

**Part-Time Officers** – Compensated Part-Time officers with full powers of arrest and apprehension.

**Submit** ←



# Request Role Registration/Status



Once the role request is submitted, the registration is complete and pending processing. **Note:** Due to a system issue, an email confirmation will not be sent at this time. See below instructions to inquire on the status of a pending user role.

## 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](#)

Request Role

My Pending Roles

To receive status of a pending role (user) request, select the “**My Pending Roles**” menu option.

LESO State/Local Coordinator ▼

Select

You are currently at step 1 out of 3

Ensure requested role displays. If it does not, select correct role in the drop-down field and then click “**Select.**” The current status should then display. If the role is denied, please review the **COMMENTS** message.

LESO State/Local Coordinator ▼

Select

This role has been denied

**COMMENTS:** You have selected the incorrect role. Please select the LESO State/Local Screener role and resubmit. Please contact your State Coordinator’s office with questions.





# Role Request Review



- **LESO State/Local Screener** : The role request requires three (3) levels of review to be approved. Once the role request is successfully submitted, the request is sent to the respective State Coordinator for review to approve/deny. If approved, the role request is then sent to LESO to review to approve/deny at the remaining two (2) levels. Once the role request is fully approved by LESO, follow the next slides to log back into the RTD Web to begin searching for excess DoD property with LEA assigned Department of Defense Activity Address Code (DODAAC).

**Note:** The role request will be denied at any level if the requestor's (screener) full name, physical address or LEA name provided in the role request does not match the full name, physical address, or agency name as provided on LEA's latest approved LESO Application for Participation/Screeners Letter on file at LESO.

- **LESO State/Local Coordinator Screener**: The submitted role request is sent to LESO for two (2) levels of review to approve/deny. Once approved, this allows the SC/SPOC the ability to review LEA submitted requisitions, LESO State/Local Screener role requests and to screen excess DoD property on behalf of State LEAs with assigned SC/SPOC DODAAC.

**Note:** The role request will be denied if LESO does not have an approved SC/SPOC appointment letter on file *or* if the full name, physical address or agency name provided in the role request does not match the full name, physical address or agency name provided in the appointment letter.



# Searching for Property



Access the RTD Web using: <https://business.dla.mil/landing/index.jsp>

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

3/9/2017 [For display issues with Internet Explorer 11 Click Here](#)

DLA Systems ▾

**AVAILABLE SERVICES**

**Registered Users Login Here**

Select "Registered Users Login Here"

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Provides industry and service personnel with centralized access to DLA Business Services.



# Searching for Property



## Welcome to the Enterprise External Business Portal

Enter your Enterprise External Portal user name and password.

User \*

Password \*

Enter **User ID** and **Password** created in AMPS, then select **“Log On.”**



# Searching for Property



- If a user (LEA) receives the error message “**User Authentication Failed**” upon login, this indicates a password reset is needed.
- Use the AMPS “Printable PDF Instructions” guide (slides 20-24) by accessing the “Training and Instruction” link from the LESO Website:  
<http://www.dla.mil/DispositionServices/Offers/Reutilization/LawEnforcement/Training.aspx>
- If the user (LEA) can successfully log into the RTD Web, continue to the next slide.



# Searching for Property



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- 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.

I Accept

I Decline

Please read the **Use and Consent** information and then select **“I Accept.”**





# Searching for Property



DEFENSE LOGISTICS AGENCY  
Enterprise Business System Portal

Welcome to EBS | SSO SAPGUI | BusinessObjects | **Disposition Services** | EDW

Disposition Services

Detailed Navigation

Click a link in the Detailed Navigation section to the left to launch the application in a new window.

• RTD

Select the **Disposition Services** tab and then select the **RTD** link that populates under the **Detailed Navigation** section. **RTD** will then launch in a new window.

DEFENSE LOGISTIC  
Enterprise Business System Portal

Welcome to EBS | SSO SAPGUI | BusinessObjects | Disposition Services | EDW

Detailed Navigation

Expand tray

Click

Note: If the **RTD** link does not populate after selecting the **Disposition Services** tab, select the square icon.



# Searching for Property



## DEFENSE LOGISTICS AGENCY Disposition Services

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### Reutilization / Transfer / Donation (RTD)

#### RTD Main

LESO Search

LESO Shopping Cart

Manage Users

Edit Profile

Pending Users

Transfer, Donation Home

#### Announcements

No announcements

At the RTD Main page, hover mouse pointer over the **Law Enforcement Support Office** link and then select the **LESO Search** link from the menu that appears.



Pause

Prev Next

#### Requisition Status

Requisition Number	Requisition Date	DTID	Item Name	Quantity	Current Action	Last Update
<a href="#">2YTQQL80587642</a>	02/27/18 12:51	M320018023TT01	UTILITY VEHICLE, OFF ROAD	1	Rejected - No record of Sales Order document.	02/27/18 16:11



# Searching for Property



## Reutilization / Transfer / Donation (RTD) LESO Search

Show reminder

You must have an assigned DoDAAC in order to search

**Note:** RTD Web user's that receive this message have been removed or blocked from agency assigned DODAAC and should contact their respective State Coordinator's Office for assistance.

### LESO 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)



# Searching for Property

Search for property using any (or all) of the following criteria:

- **National Stock Number (NSN)**
- **Federal Supply Class (FSC)**
- **Item Name**, or a keyword from the Item Name

\* 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 in formation



# Searching for Property



**Up to 20 DTID Numbers:**

Container ID:

**RTD Screening Cycle:**  DOD  EXP DOD  FEPP  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.)

Search for property using any (or all) of the following criteria:

- **DTID (Disposal Turn-in Document)**
- **RTD Screening Cycles**
- **Supply Condition Code**
- **DLA Disp Svcs Site**
- *Miles from DoDAAC*
- *Miles from Zip Code*

Select **“Search”** to view available property that meets selected criteria.





# Searching for Property



**Search Results**

Download all 1563 Items

Sort By: Condition Code Order: Ascending Sort

Condition Code, Item Name, DTID

Condition: A  
Item Name: JACKET, PHYSICAL FIT  
DTID: W25KYQ61120010

DLA Disp Svcs Site and National Stock Number (NSN)

Site: DLADS SUSQUEHANNA  
NSN: 8415015754445

Unit of Issue: LT

Click on Photo to view information about the property and to view photos (if available) in a larger view

Click on the Shopping Cart icon to add the item to your cart

**Note:** LESO will not approve property with a Unit of Issue of "LT" (LOT) as property cannot be properly accounted for in FEPMIS. Please contact State Coordinator Office with questions.




# Searching for Property



**Search Results**

Download all 2 items

Sort By:  Order:   << 1 >>

	Cycle: <u>DOD</u>	Days Left in Cycle: 7	Hazardous:
Quantity Available: 1	Condition: <u>H</u>	Integrity Code: <u>1</u>	Container ID:
Item Name: TRUCK,UTILITY	Site: <u>DLADS RED RIVER</u>	Orig. Acq. Price: 192513	Miles from Zip: 803
DTID: <u>S4402A7179004E</u>	NSN: <u>2320014133739</u>	Date Entered Inv.: 1/22/2018 12:00:00 AM	Expedited: No
MSDS:	DEMIL: <u>C</u>	Unit of Issue: EA	
Warehouse Location: T010101A0	Receipt in Place: No		
	Days Left in Cycle: 0		

**CONTROLLED**

Property that have additional authorization requirements will be flagged as “**CONTROLLED**” in the RTD Web. Please contact respective State Coordinator Office before requisitioning.





# Submitting Justification

LESO Shopping Cart [Check Out]

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

Add Item to LESO Shopping Cart

## Inventory Information



Cycle: <u>DOD</u>	Days Left in Cycle: 7	Hazardous:
Quantity Available: 1	Integrity Code: <u>6</u>	Container ID:
Condition: <u>E</u>	Site: <u>DLA DS HILL</u>	Orig. Acq. Price: 41,061.00
Item Name: TRUCK,UTILITY	NSN: 2320011077155	Date Entered Inv.: 01/25/18
DTID: <u>W90F5M80170001</u>	DEML: <u>Q</u>	MSDS:
Unit of Issue: EA	Expedited: No	
Warehouse Location: APLDW90F5M7BC256		

DoDAAC: 2YT05K

Quantity Requested:

Justification (required, 500 characters max):

Save To Cart

Return to Previous Page

After saving the property to your Cart, select “**Check Out**” when you are ready to submit your request.

Agencies are required to submit a **Justification** that meets the following three (3) requirements:

- Must be for use by the requesting agency
- Must be for a law enforcement purpose/use
- Must be persuasive (property and justification make sense together)

Select “**Save to Cart**” after adding your justification or select “**Return to Previous Page**” to go back to the property search results page.

**Note:** Preference will be given to agencies with justifications related to valid Counter-Drug, Counter-Terrorism, or Border Security use.



# Submitting Requisitions



**LESO Shopping Cart**

Customer must arrange for transportation of property items.

\* Required field

No Info Available

\* Justification:

Item Name: STAND, COMPUTER  
 NSN: 7035DSSTANDAR  
 DTID: W8086B80196014

\* Quantity:

Condition: H

Unit of Issue: EA  
 Quantity Available: 140

Container ID:  
 Expedited: No

[Remove From Cart](#)

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

[Submit Requisition](#) [Return](#)

- Review the requisition that was placed in the **LESO Shopping Cart** for accuracy. To remove the requisition from the Shopping Cart, select **Remove From Cart**
- If applicable, check the box to submit requisition as a **“Walk-in Requisition”** (See slide 32 in this guide for LESO “Walk-in” requisition requirements)
- Select **“Submit Requisition”** to send requisition to State Coordinator or select **“Return”** to go back to your LESO Shopping Cart

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

**LESO Shopping Cart**

**Requests submitted for approval.**

Show reminder

**LESO Shopping Cart**

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

- After submitting the requisition, the message **“Requests submitted for approval”** will appear to provide notification that the requisition was submitted successfully.
- To view a submitted requisition status, select **“RTD Home”**





# RTD Web Main Page



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 of Authorization) in order to continue to receive Demilit 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, select Reutilization Transfer Donation button.

Target Range-EOD-SOF Schools- Weapons Testing or Destructive: Please contact steven.carter@dla.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
<a href="#">ZYT03Z80414016</a>	02/10/18 14:33	W9046W729009B11	FOLDER,FILE	8	Request sent	02/12/18 08:42
<a href="#">ZYT03Z80414017</a>	02/10/18 14:33	W9046W729008Y4L	MOPHEAD,WET	15	Request sent	02/12/18 08:42
<a href="#">ZYT03Z80414018</a>	02/10/18 14:33	W9046W729008G2L	BINDER,LOOSE-LEAF	8	Canceled by LESO HQ Admin	02/12/18 08:34
<a href="#">ZYT03Z80414367</a>	02/10/18 14:33	W25G1Q8009M018	GYM	6	Request sent	02/12/18 08:19

At the RTD Web Main page, requested property will be listed under **Requisition Status**. Users can select a listed requisition link to obtain more information relating to the requisition.

Note: Move the slide bar to the far right to view all requisition information.

Slide bar



# Requisition Status



The RTD Web automatically provides the most recent **Current Action** of a requisition. Selecting the **Get Updated Status** link will provide an update only if there is a new status is available in the system.

Requisition Date	DTID	Item Name	Quantity	Current Action	Last Updated	
02/10/18 14:33	W9046W729009BIL	FOLDER,FILE	6	Request sent	02/12/18 08:42	<a href="#">Get Updated Status</a> <a href="#">Cancel</a>
02/10/18 14:33	W9046W729008Y4L	MOPHEAD,WET	15	Request sent	02/12/18 08:42	<a href="#">Get Updated Status</a> <a href="#">Cancel</a>
02/10/18 14:33	W9046W729008G2L	BINDER,LOOSE-LEAF	8	Canceled by LESO HQ Admin	02/12/18 08:34	<a href="#">Cancel</a>
02/10/18 14:33	W25G1Q8009M018	GYM	6	Request sent	02/12/18 08:19	<a href="#">Get Updated Status</a> <a href="#">Cancel</a>

In the event a requisition requires cancellation, select the “**Cancel**” link. Note that this option displays for three (3) days only. After this time, please contact the respective DLA Disp Svcs Field Site to request cancellation.





# Current Action Status



Examples of **Current Action** status messages that may appear for a requisition.

Action	Comments
MRO has been confirmed by depot	\nSales Order #: 2092325610\nRTD Screening Code: DOD

The requested property has been shipped per the system. Disregard the **Comments** notes.

Action	Comments
Rejected - Cancel - Message Forward w/ Rejec. Reason	\nSales Order #: 2092689283\nRTD Screening Code: DOD

The system cancelled the requisition as the property was allocated to another RTD customer. Disregard the **Comments** notes.

Action	Comments
Cancelled by LESO HQ Admin	CANCELLED: Item(s) has already been approved for another agency.

The LESO cancelled the requisition for a specific reason and provided a capitalized keyword and explanation in the **Comments** notes. The next slide lists all LESO cancellation keywords and what they mean.



# RTD Cancellation Keywords



When denying requests for property in the RTD Web System, LESO will use descriptive **Cancellation Keywords** to explain the reason behind the cancellation. These keywords are as follows:

- **JUSTIFICATION** – Used when the three (3) justification requirements are not met (too vague, firefighting comments, not law enforcement purpose, etc.)
- **ALLOCATION** – Used when the agency is at their allocation limit for an item/FSC or when an agency has zero (0) officers listed in FEPMIS (excludes Federal/Tribal)
- **RECEIPTS** – Used when an agency has overdue property Receipts (excludes Federal/Tribal)
- **TRANSFERS** - Used when an agency has overdue property Transfers (excludes Federal/Tribal)
- **PROHIBITED** – Used when certain DEMIL Code F property cannot be reutilized as identified by the TACOM Unique Logistics Support Application (TULSA) , DEMIL Code E property, Kevlar Helmets / Body Armor / Armor plates (FSC 8470, DEMIL Code D), DLA Prohibited, etc.,
- **POC** – Used when there is no POC listed in FEPMIS for an agency (excludes Federal/Tribal)
- **PAPERWORK** – Used when an agency does not have LESO approved armored paperwork uploaded in FEPMIS, an agency does not have an approved State Plan of Operation (SPO) uploaded in FEPMIS (excludes Federal/Tribal)
- **CYCLE** – Used when the item has rolled into a restricted screening cycle in RTD Web (ex., GSA, FEPD)
- **ELIGIBILITY** – Used when LESO is questioning the requesting agency's eligibility in the LESO (1033) Program
- **CANCELLED** – Used when the Approver is the same as the Requestor, the property has been already approved to another agency, or other generic reasons not covered by above listed categories



# “Walk-in” Requisitions



- “Walk-in” requisition requirements:
  - Coordination is required with the DLA Disp Svcs site and SC/SPOC prior to arriving to screen for property
  - Authorized screeners are required to provide a LESO approved screener letter upon arrival
  - Only authorized screeners may physically screen for property at a DLA Disp Svcs location and submit a requisition as a “Walk-in”
- Note: The current LESO Application for Participation (version October 31<sup>st</sup>, 2017) serves dual purpose as the LEAs application and screener letter
- Requisitions that do not meet the above requirement will be cancelled by LESO
- Approval does not guarantee that the property will be able to be removed the same day as it may take up to four (4) hour for the Material Release Order (MRO) to process
  - If property cannot be removed the same day, requestor should coordinate packaging/pick up/shipment within the designated fourteen (14) day property removal period



# Setting Up a “Want List”



## DEFENSE LOGISTICS AGENCY Disposition Services

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

### Reutilization / Transfer / Donation (RTD) LESO Search Results

Show reminder

Return to Search

Previous Searches: 112

LESO Shopping Cart [Check Out]

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

#### Search Criteria

See NIN List

DoDAAC: ZYT05K

FSC(s): 8815

Screening Cycle(s): DOD, EXP DOD, FEPP, RTD2

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

Site(s): SWM

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.

If there are no results after searching for property, LEAs can select the **Schedule** link to set up a “Want List” so that the system will automatically run a report using the specified **Search Criteria**. The system will email the user at the selected intervals whenever an item that meets their criteria becomes available

#### Search Results

Download all 0 items

Sort By: Date Entered Inventory Order: Descending Sort

No results for the criteria entered.

Download all 0 items

RTD Home

Law Enforcement Support Office

Want Lists

Request Role

My Pending Roles



# Setting Up a "Want List"

**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.

Indicate the "Want List" Criteria.

What format would you like to receive the data in?  Use drop-down for more choices

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

How long would you like to receive notifications?

Send notification when no results are found?

Send a listing of new and previously found items?

---

**Search Parameters**

DoDAAC: 2YT05K	Item Name:	Date Entered Inv.:
NIINs:	Screening Cycle: DOD, EXP DOD, FEPP, RTD2	Container ID:
Condition: A, B, C, D, E, F, G, H	Miles from location:	Zip Code:
FSCs: 6515	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.

Specify the "Contact Information."

Point of Contact:

Email Address:

Secondary Email Address:

Select "Create Want List" to submit.

- RTD Home
- Law Enforcement Support Office
- Want Lists**
- Request Role
- My Pending Roles

Reutilization / Transfer / Donation (RTD)

Active Want Lists

Show reminder

Active Want Lists

Actions: <a href="#">Customs</a>	Want List Number: 272583	Type: LESO
Submitted: 02/28/16	Expires: 03/31/16	Scheduled: Daily Monday through Saturday
Uploaded:	New Name:	Output: Text
FSC: 6515	Secondary Email:	

**Note:** Select the "Want Lists" menu option link to view "Active Want Lists."






# Property Screening Cycles



If you click the Cycle link of an item in RTD Web, it will display all property screening cycles. LESO LEAs can only be approved for property that is in the **DoD**, **EXP DoD**, **FEPP** and **RTD2** Property Screening Cycles.



Cycle: **DoD**  
 Quantity Available: 1  
 Condition: E  
 Item Name: TRUCK, CARGO  
 DTID: W69TYJ80440001  
 MSDS:  
 Warehouse Location: Y030117A0

Days Left in Cycle: 17  
 Integrity Code: Z  
 Site: DLA DS RILEY  
 NSN: 2320014473890  
 DEMIL: A  
 Unit of Issue: EA  
 Receipt in Place: No

Hazardous:  
 Container ID:  
 Orig. Acq. Price: 184333  
 Miles from Zip: 646  
 Date Entered Inv.: 3/5/2018 12:00:00 AM  
 Expedited: No

### Screening Cycles

Code	Description
DoD	Prior to Accumulation Close and Days 1-14 after Accumulation Close
<del>Donation</del>	Days 36-40 after Accumulation Close
EXP DOD	Prior to Accumulation Close and Days 1-7 after Accumulation Close
<del>EXP FCA</del>	Days 8-19 after Accumulation Close
<del>DON</del>	
<del>FEPP</del>	Foreign Excess Personal Donation not restricted to cycle determination
FEPP	Foreign Excess Personal Property not restricted to cycle determination
<del>GSA</del>	Days 15-35 after Accumulation Close
RTD2	Days 41-42 after Accumulation Close

**NOTE:** LESO LEAs can request property in the **FEPP** (Foreign Cycle) from an overseas DLA DS site, yet they are responsible for Shipping/Handling costs and the property may have to clear US customs. However, property requested from an overseas Recycling Control Point (**RCP**) site will not be approved by LESO. Contact your State Coordinator with questions regarding RCP sites.

Cycle: **FEPP**  
 Quantity Available: 7  
 Condition: B  
 Item Name: HANDCUFFS  
 DTID: W908RS73313009V  
 MSDS:  
 Warehouse Location: C020501A1

Days Left in Cycle: 2  
 Integrity Code: 6  
 Site: DLA DS KAISERSLAUTERN  
 NSN: 8465002427860  
 DEMIL: Q  
 Unit of Issue: EA  
 Receipt in Place: No

Hazardous:  
 Container ID:  
 Orig. Acq. Price: 12.79  
 Miles from Zip: N/A  
 Date Entered Inv.: 2/13/2018 12:00:00 AM  
 Expedited: No

Cycle: **FEPP**  
 Quantity Available: 5  
 Condition: A  
 Item Name: GLOVES, WELDERS'  
 DTID: W9046W73520CWNL  
 MSDS:  
 Warehouse Location:

Days Left in Cycle: 9  
 Integrity Code:  
 Site: RCP GERMERSHEIM  
 NSN: 8415015063791  
 DEMIL: A  
 Unit of Issue: PR  
 Receipt in Place: No

Hazardous:  
 Container ID:  
 Orig. Acq. Price: 13.35  
 Miles from Zip: N/A  
 Date Entered Inv.: 2/21/2018 12:00:00 AM  
 Expedited: No






# Condition Codes



If you click on the **Condition Code** of an item in RTD Web, it will display all Supply Condition Codes.



Cycle: DOD  
 Quantity Available: 1  
 Condition: **H**  
 Item Name: TRUCK, UTILITY  
 DTID: W91UJ380390005  
 MSDS:  
 Warehouse Location: APLDW91UJ3BL4828

Days Left in Cycle: 9  
 Integrity Code: 1  
 Site: **DLADS KNOX**  
 NSN: 2320013469317  
 DEMIL: C  
 Unit of Issue: EA  
 Receipt in Place: Yes

Hazardous:  
 Container ID:  
 Orig. Acq. Price: 89900  
 Miles from Zip: N/A  
 Date Entered Inv.: 2/9/2018 12:00:00 AM  
 Expedited: No

**CONTROLLED**

**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


**Note:** If there is a doubt of the listed Condition Code of an item, please contact the DLA Disp Svcs Site where the property is located. To view the Site's contact information, click on the Site's name.



# DEMIL Codes




If you click on the **DEMIL Code** of an item in RTD Web, it will display all DEMIL Codes.

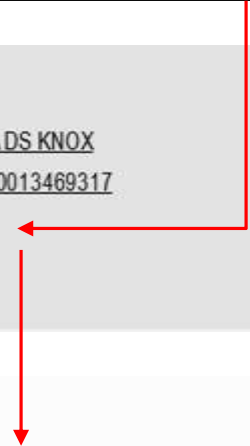


Cycle: DOD Days Left in Cycle: 9  
 Quantity Available: 1 Integrity Code: 1  
 Condition: H Site: DLADS KNOX  
 Item Name: TRUCK,UTILITY NSN: 2320013469317  
 DTID: W91UJ380390005 DEMIL: C  
 MSDS: Unit of Issue: EA  
 Warehouse Location: APLDW91UJ3BL4828 Receipt in Place: Yes

Hazardous:  
 Container ID:  
 Orig. Acq. Price: 89900  
 Miles from Zip: N/A  
 Date Entered Inv.: 2/9/2018 12:00:00 AM  
 Expedited: No

 **CONTROLLED**

### DEMIL Codes



Code	Description
A	Non-USML/Non-CCLI - No DEMIL or DoD TSC required. Department of Commerce may impose licensing requirements to certain destinations
B	USML Items - Mutilation to the point of scrap required worldwide.
C	USML Items - DEMIL required. Remove and demilitarize installed keypoint(s).
D	USML Items - DEMIL required. Destroy item and components to prevent restoration or repair to a usable condition.
E	DoD Demilitarization Program Office (DDPO) reserves this code for their exclusive-use only. DEMIL instructions will be furnished by the DDPO.
F	USML Items - DEMIL required. Item/Technical Managers or Equipment/Product Specialists will furnish Special DEMIL instructions.
G	U.S. Munitions List (USML) Items - DEMIL required - Ammunition and Explosives (AE). This code applies to both unclassified and classified AE items.
P	USML Items - DEMIL required. Security Classified Items.
Q	Commerce Control List Items (CCLI) - Mutilation to the point of scrap required outside the United States.

Close



# Questions?



Please contact your respective State Coordinator's Office with any questions. To find your State Coordinator contact information, visit the below website:

<http://www.dla.mil/DispositionServices/Offers/Reutilization/LawEnforcement/SCLocatorMap.aspx>



