## DEFENSE LOGISTICS AGENCY

Established 1961



Briefer: December 17, 2024

#### THE NATION'S LOGISTICS COMBAT SUPPORT AGENCY

PEOPLE ★ PRECISION ★ POSTURE ★ PARTNERSHIPS 🔰 WARFIGHTER ALWAYS



## **RTD Overview**





- Physical or Electronic Turn-In
- Unserviceable property downgraded to scrap
- Serviceable property goes on the shelf
- DEMIL-required property screened for 14 days, followed by disposal processing
- Customer designation determines screening timeline in RTD Web
- After screening, all non-reutilized property is dispositioned through useable or scrap sales contracts
- Authorities:
  - GSA regulations Part 102 of Title 41, CFR
  - DoD Manual 4160.21 "Defense Materiel Disposition"

#### Screening Cycle

#### **Reutilization (14 Days)**

- DOD Internal Screening
- Special Programs (Law Enforcement, Firefighters, etc.)
- Foreign Military Sales

Transfer (21 Days) ≻ Federal Agencies

## Donation (5 Days) ≻ State Agencies

State Agencies

RTD 2 – Last Chance (2 Days)

All Customers

#### **Ultimate Disposal**

- Usable/Scrap Sales
- Hazardous Sales/Service
- Abandonment and Destruction



3

## FY 24 Highlights



#### Reutilization

Services	Value FY 24	Monthly Avg MROs
Air Force	\$567M	700
Space Force	\$76M	Baked in with Air Force
🥸 Army	\$223M	738
Navy	\$121M	915
Marines	\$23M	187
Coast Guard	\$115K	1
DLA SL4701	\$32M	808

#### Top 5 High Acq Value items

- Light Armored Vehicles \$336M
- Surveillance system elevated sensor \$84M
- Drones \$69M
- Border Wall Bollards \$60M
- Truck Cargo \$56M

Transfers / Special Programs	Value FY 24	Monthly Avg MROs
Federal and State activities \$89M	\$89M	222
Foreign Military Sales (FMS)	\$87M	257
Fire Fighter Program	\$71M	145
LESO	\$241M	555
CFL	\$1.9M	15
Donations		
Non-profits, State sponsored programs, etc.	\$181M	1,256

#### **Special Operations**

- Hurricane Helene \$1.5M
- Hurricane Milton \$235K
- Border wall reallocations \$141M
- Ukraine US deployed unit support \$23M (no changes since Dec 23)
- Photo APP: 96.4%



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





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 (DDS413-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)







## AMPS - DLA Account Management and Provisioning System

# **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: 844.347.2457 DSN: 850.0032
    - Web: <u>DISAGlobalServiceDesk</u>



#### WARFIGHTER ALWAYS

#### **The DLA External Landing**



**Business Portal** 

Login Here



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.

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WARFIGHTER ALWAYS

#### **Getting Started**



# **DEFENSE LOGISTICS AGENCY**

AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY

#### Welcome to the Enterprise External Business Portal

Enter your Enterprise External Portal user name and password.

User *	
Password *	

Log On

For external users enter your User ID and password you used in AMPS, then click on "Log On"

Internal DLA users may be prompted for a CAC cert.

## **Getting Started**



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

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

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

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

This is the first page of the DLA Business Portal.

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

Accept I Decline

#### **DLA Enterprise Business Systems Portal (EBS)**





Select the Disposition Services tab at the top and click on the RTD link located on the left.

#### WARFIGHTER ALWAYS





RTD Home

Wy Pending Re

#### DEFENSE LOGISTICS AGENCY Disposition Services

eutilization, Transfer, Don	ation Home		
Announcements			Boguine
Title	Description	-1-	POSIWEAR
14 day wait for MRO approvals.	ATTENTION SPECIAL PROGRAMS CUSTOMERS: Requisitions submitted in RTD will be placed in an approval hold status during the first 14 days of DoD screening. When the 14 days is completed, and DTID requested is still available, it will be processed on a first in, first awarded basis. You will receive an automated email message of MRO approval or rejection.	and and a	POLE STORL DESCRIPTION: COVERALL
DOD Property	As a Reutilization customer, you'll be withdrawing Department of Defense property that is not authorized for personal use to be sold or traded. You will need your Accountable Supply Officer's approval before you submit a requisition. RTD Web customers are to follow all required DOD regulations and policies that anniv.	-	CONTENTS: ST: Cathowners ST: Cathowners MAGE III CHINA
ARMY National Guard (ARNG)	Only the USPFO and selected individuals designated in writing by the USPFO shall be authorized to obtain property from DLA Disposition Services. All ARNG DoDAAC's must have a PBO assigned as a ASO before they can be used.	RUT	RN 67368 Ftp FD 1132134 mar Coulor Factories Gare Andreson garages
ARMY CORPS OF ENGINEERS	All requests for equipment withdrawals must be coordinated with the USACE Fleet Manager and or Beninnal Property Rock Officer (BPRO). The procedures to follow can be found in EP 700-1.1 &P 71.32	10.0	Annual and a second second. Any construction of the same of the second s
		Pause	< Pre

This is RTD Web, you will now need to request a 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.



Home About Us Public Affairs Publications FAQs FOIA
Reutilization / Transfer / Donation (RTD)
RTD Pre-Register
Application:
Chonse
(Computers for Learning (CPL)
Department of Defense (DOD)
Department of Defense (DOD)
Department of Defense Contractor (COCC)
Elealables (EE)
Fireigner (FF)
Foreign Military Sales (FMS)
Federal/State Screener (FS)
Humanitarian Assistance Program (HAP)
Law Enforcement Support Office (LESO)
Military Affiliate Radio System (MARS)
Reserve Officer Training Corps (ROTC)
Service Museum (SVCMUS)
Southwest Asia (SWA)
Veterans Administration (VA)

Select the Application that you require.

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



1111 ×	
	Home About Us Public Affairs Publications FAQs FOIA Reutilization / Transfer / Donation (RTD)
10	RTD Pre-Register
	Application:
	Department of Defense (DOD)
	Role:
	Choose
	Choose
	DODASO
	DOD Screener
ole	
a Dalas	

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.

User Information	
User ID: Title:	
* First Name:	
* Last Name:	
* Organization Name:	
* Work Address Line 1:	
Work Address Line 2:	
* Work Address City:	
* Work Address State:	Choose an option from the drop-down menu $\checkmark$
* Work Address Zip:	
Country:	
* Work Phone:	
Work Ext:	
Work Fax:	
* Work Email:	
Customer Type:	
Opt-out of all email?	No 🗸
Receive NIIN notification email:	No 🗸
Receive property receipt email:	No 🗸
Submit	

\*\* (1) \*\*

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





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.



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.

Customer type	Links
For all <b>external customers</b> (Non DLA Employee) use link: <u>https://business.dla.mil/landing/index.html</u>	
For all <b>internal DLA employees</b> use link: <u>https://pep1.bsm.dla.mil/consent/consent.jsp</u>	

WARFIGHTER ALWAYS

## The DLA External Landing

12/20/2024

HOW TO DO COMBAT LOGISTICS

support.



**Business Portal** 

Login Here

DEFENSE LOGISTICS AGENCY AMERICA'S COMBAT LOGISTICS SUPPORT AGENC DLA Systems • Home **DLA Enterprise External** AVAILABLE SERVICES MULTIMEDIA **Registered Users** This video looks at what goes into successful combat logistics 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.



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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.



https://business.dla.mil/landing/index.html

#### **Getting Started**



DEFENSE LOGISTICS AGENCY AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY
Welcome to the Enterprise External Business Portal
Enter your Enterprise External Portal user name and password.
User * Password *
Log On

For external users enter your User ID and password you used in AMPS, then click on "Log On"

\*Once provisioned or after a few hours your CAC can be used\*

Internal DLA users may be prompted for a CAC cert.

#### **DLA Business Portal**



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- 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

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



RID Ma	arn reminder ation, Transfer, Dona	tion Home		
Reutiliza	ation, Transfer, Dona	tion Home		
		lion nome		
Anno	ouncements			
Title 14 day	wait for MRO approvals.	Description ATTENTION SPECIAL PROGRAMS CUSTOMERS: Requisitions submitted in RTD will be placed in an approval hold status during the first 14 days of DoD screening. When the 14 days is completed, and DTID requested is still available. It will be processed on a first in, first awarded basis. You will receive an automated areal message of MED approximation are intered.	1	
DOD P	roperty	automated email message of NRCO approval or rejection. As a Reutifization customer, you'll be writhdrawing Department of Defense property that is not authorized for personal use to be sold or traded. You will need your Accountable Supply Officer's approval before you submit a requisition. RTD Web customers are to follow all required DOD regulations and policies that apply.		
ARMY	CORPS OF ENGINEERS	Only the USPFO and selected individuals designated in writing by the USPFO shall be authorized to obtain property from DLA Disposition Services. All ARNG DoDAAC's must have a PBO assigned as ASO before they can be used. All requests for equipment withdrawals must be coordinated with the USACE Fleet Manager and or	-	
/6/E))	leare	Reninnal Prinarty Role Officer (RPRO). The noncertained to follow can be found in ER 700.1.1 (8R 71.27)	Play	(Prev 1
Requ	isition 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.

Request Role My Pending Roles

RTD Hor

DCD

## RTD Web Main Page (Overview)



Charles and the second s					
Reutilization, Transfer, Donat	on Home				
Announcements					
Property in GSA screening cycle	When conducting propert requisitioned via GSAXce	ysearches on RTD web, all property withi ss.oov	n the GSA screening cycle must be		
CFL Schools	All MOAs (Memorandum the school) before any Co Furthermore, CFL School Trade Security Assessme Assessment) in order to	of Agreement) must be current (Person wi imputer Equipment can be received by the s who were issued Letters of Assessmer ant Control Office must be renewed within continue to receive Demil Olineority Code	to signed the MOA must still be employed school under the DOD CFL PROGRAM. It by the DLA Office of the Inspector Gene one year from the date on the LOA (Letter 6 everes computer equipment		
Letter of Authonization	DOD must have a current any DLA Disposition Serv	Letter of Authorization (LOA) in the Centra ices site. The LOA template and instruction	lized File prior to picking up property from ns may be obtained at		0
Target Range-EOD-SOF Schools Weapons Testing or Destructive	www.dispositionservices Please contact steven.ca	dla.mil, select Reutilization Transfer Don ter@dla.mil DSN 961-7191 or Jennifer Lo	ation button. bello 269-961-5523 for direct support	v	All and a second
10			>		
-				Pause	(P)
Requisition Status					
Requisition Number Requis	tion Date DTID	item Name	Quantity Curr	ent Action	Last Updat

From the RTD Home page 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 (Overview )



## 

RTD Home

DOD

#### DEFENSE LOGISTICS AGENCY Disposition Services

Show reminder		
Reutilization, Transfer, Dona	ation Home	
Announcements	•	
Title	Description A	STAT
14 day wait for MRO approvals.	ATTENTION SPECIAL PROGRAMS CUSTOMERS: Requisitions submitted in RTD will be placed in an approval hold status during the first 14 days of DoD screening. When the 14 days is completed, and DTID requested is still available, it will be processed on a first in, first awarded basis. You will receive an automated email message of MRO approval or rejection.	and the second second
DOD Property	As a Reutilization customer, you'll be withdrawing Department of Defense property that is not authorized for personal use to be sold or traded. You will need your Accountable Supply Officer's approval before you submit a requisition. RTD Web customers are to follow all required DOD regulations and policies that apply.	
ARMY National Guard (ARNG)	Only the USPFO and selected individuals designated in writing by the USPFO shall be authorized to obtain property from DLA Disposition Services. All ARNG DoDAAC's must have a PBO assigned as a ASO before they can be used.	
ARMY CORPS OF ENGINEERS (ACE) Users	All requests for equipment withdrawals must be coordinated with the USACE Fleet Manager and or Regional Property Book Officer (RPBO). The procedures to follow can be found in ER 700-1-1, AR 71-	
		Pause (Pn
Degulation Status		

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.

Request Role My Pending Roles

Want Lists

#### WARFIGHTER ALWAYS

## RTD Web Main Page (Overview)



Reutilization / Transfer RTD Main	/ Donation (RTD)		
Show reminder			
Reutilization, Transfer, Dona	ation Home		
Announcements			
Title	Description A	R	Th
14 day wait for MRO approvals.	ATTENTION SPECIAL PROGRAMS CUSTOMERS: Requisitions submitted in RTD will be placed in an approval hold status during the first 14 days of DoD screening. When the 14 days is completed, and DTID requested is still available, it will be processed on a first in, first awarded basis. You will receive an automated email message of MRO approval or relection.	Nin Ale	
DOD Property	As a Reutilization customer, you'll be withdrawing Department of Defense property that is not authorized for personal use to be sold or traded. You will need your Accountable Supply Officer's approval before you submit a requisition. RTD Web customers are to follow all required DOD regulations and policies that apply.	"	
ARMY National Guard (ARNG)	Only the USPFO and selected individuals designated in writing by the USPFO shall be authorized to obtain property from DLA Disposition Services. All ARING DoDAAC's must have a PBO assigned as a ASO before they can be used.	Contraction of the	
ARMY CORPS OF ENGINEERS (ACE) Users	All requests for equipment withdrawals must be coordinated with the USACE Fleet Manager and or Regional Property Book Officer (RPBO). The procedures to follow can be found in ER 700-1-1, AR 71-		
10		Pause	¢Ĩ
Requisition Status			
Requisition Number Requis	sition Date DTID Item Name Re	q. Qty Status Las	t Updated
Requisition Number Requis	sition Date DTID Item Name Re	q. Qty Status Las	! Updated

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.



# **Property Search**



#### **RTD Web Main Page**



ome	Reutilization / Transfer RTD Main	r / Donation (RTD)				
	Show reminder	ENINALESSE AMULTADAM				
	DOD Search Carefer, Don	ation Home				
	DOD Shopping Cart					
	Edit.Profile					
	Title	Description			STATISTICS	
	14 day wait for MRO approvals.	ATTENTION SPECIAL PROGR approval hold status during the DTID requested is still available automated email message of M	AMS CUSTOMERS: Requisitions submitted i first 14 days of DoD screening. When the 14 4 , it will be processed on a first in, first awarder RO approval or rejection.	n RTD will be placed in an days is completed, and d basis. You will receive an		
	DOD Property	As a Reutilization customer, you for personal use to be sold or the you submit a requisition. RTD V that anoty	/II be withdrawing Department of Defense pro aded. You will need your Accountable Supply /eb customers are to follow all required DOD	perty that is not authorized Officer's approval before regulations and policies		-
	ARMY National Guard (ARNG)	Only the USPFO and selected i obtain property from DLA Dispo	ndividuals designated in writing by the USPF0 sition Services. All ARNG DoDAAC's must ha	O shall be authorized to ave a PBO assigned as a		
	ARMY CORPS OF ENGINEERS (ACE) Users	All requests for equipment withor Regional Property Book Officer	travals must be coordinated with the USACE (RPBO). The procedures to follow can be fou	Fleet Manager and or nd in ER 700-1-1, AR 71-		
				Pa	use Prev Ne	d >
	Requisition Status					
	Requisition Number Requi	sition Date DTID	Item Name	Req. Qty	Status Last Updated	*
sts						
st Role						

Going back to the top of the page, hover over DOD. This will cause the field to expand and give you further options.

DOD Search is where you go to screen for DLA property. DOD Shopping Cart is where your incomplete orders will be held.

Last, is the Edit Profile link where you can make changes to your profile. For now, click on DOD Search

## **RTD Web Property Search Page**







Search Clear Search Cr	teria		
* Required Field			
* DoDAAC:	SC4400 🗸	N.	
Sort By:	Date Entered Inventory 🛩		
Sort By Direction:	Descending 🗸		
Up to 70,000 NIINs or NSNs:			
	(If NSN is entered, the NIIN will be extracted from the NSN.)	Play	Prev Nevt
Up to 70,000 NIINs or NSNs / LSNs File Upload:	Choose File No file chosen (.bt or .xis files only, if NSNs / LSNs are uploaded, the NIIN will be extracted from the NSN / LSN.)	- 107.	
Federal Supply Classes (FSC):	(2 digit FSGs or 4 digit FSCs separated by a space)		←
Up to 16 Federal Supply Classes (FSC):	1190 - Specialized Test and Handling Equipment, Nuclear Ordnance 1195 - Miscellaneous Nuclear Ordnance	<u>≜</u>	
(Hold down CTRL or Shift to select multiple FSCs)	1210 - Fire Control Directors 1220 - Fire Control Computing Sights and Devices	•	
(Only 16 FSCs will be used in the search)	1230 - Fire Control Systems, Complete 1240 - Optical Sighting and Ranging Equipment 1250 - Fire Control Stabilizing Mechanisms 1260 - Fire Control Designating and Indicating Equipment 1265 - Fire Control Transmitting and Receiving Equipment, except Airborne 1270 - Aircraft Gunnerv Fire Control Components		
Item Name:	Smart Word Search O Includes O Equals O Starts With     APD entered information		

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 Ctrlkey. Lastly, you can perform an Item name search by typing it in the Item Name field.

STATES OF BUILD	
Up to 20 DTID Numbers:	
Container ID:	
RTD Screening Cycle:	🗹 ACCM 🗹 DOD 🗹 GSA 🖉 RTD2 🗹 FEPP 🗹 FEPD 🗹 DONATION
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 Anchorage DLA DS Anniston DLA DS Anniston Demil DLA DS Aviano DLA DS Barstow DLA DS Campbell DLA DS Cavazos DLA DS Colorado Springs DLA DS Columbus DLA DS Corpus Christi
Miles from DoDAAC Location:	
Zip Code: (Enter Zip Code and Miles to search from the Zip location.)	
Search Clear Search Cr	iteria

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



Code	Description
ACCM	Prior to Accumulation Close
DoD	Days 1-14 after Accumulation Close
GSA	Days 15-35 after Accumulation Close
RTD2	Days 41-42 after Accumulation Close
FEPP	Foreign Excess Personal Property, Days 1-21 after Accumulation Close
FEPD	Donation Screening and Allocation, Days 22-42
Donation	Days 36-40 after Accumulation Close

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.

When conducting searches on RTD web, all property in the GSA screening cycles must be requisitioned via ppms.gov

#### WARFIGHTER ALWAYS

## \*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 propety within the GSA screening cycle must be requisitioned viaGSAXcess.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)



ltem Name:	O Smart Word Search		Supply Condition Codes		
	APD entered information	Code	Description		
Up to 20 DTID Numbers :		Α	Serviceable - Issuable without Qualification		
		В	Serviceable - Issuable with Qualification		
		С	Serviceable - Priority Issue		
		D	Serviceable - Test/Modification		
		Е	Unserviceable - Limited Restoration		
		F	Unserviceable - Reparable		
Container ID:		G	Unserviceable - Incomplete		
		Н	Unserviceable - Condemned		
Date Entered Inventory: 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	<			
les from DoDAAC Location:					
Zip Code : (Enter Zip Code and Miles to earch from the Zip location )					

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



Up to 20 DTID Number	
up to 20 DTID Numbers:	4
Container ID:	
RTD Screening Cycle:	ACCM 🗹 DOD 🗹 GSA 🗹 RTD2 🗹 FEPP 🗹 FEPD 🗹 DONATION
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 Anchorage DLA DS Anniston DLA DS Anniston Demil DLA DS Aviano DLA DS Aviano DLA DS Barstow DLA DS Campbell DLA DS Colorado Springs DLA DS Columbus DLA DS Corpus Christi
Miles from DoDAAC Location:	
Zip Code: (Enter Zip Code and Miles to search from the Zip location.)	
Search Clear Search Cr	iteria

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.



DOD Search			
Search Clear Search Cr	teria		
* Required Field		WEAT DE	ANI WIDE
* DoDAAC:	SC4400 ¥	291G/1888 100	FT 805 MTR
Sort By:	Date Entered Inventory 🛩	Hand the second	Const Constants
Sort By Direction:	Descending 🗸	10 10 10 10 10 10 10 10 10 10 10 10 10 1	
Up to 70,000 NIINs or NSNs:	2320013469317		11/12/2004 58
Up to 70 000 NIINs or NSNs /	(If NSN is entered, the NIIN will be extracted from the NSN.)	Pause	Prev M
LSNs File Upload:	(.bt or .xls files only, if NSNs / LSNs are uploaded, the NIIN will be extracted from the	PNSN / LSN.)	
Federal Supply Classes			
	(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	<b>^</b>	
(Hold down CTRL or Shift to select multiple FSCs)	1015 - Guns, 75 mm through 125 mm 1020 - Guns, over 125 mm through 150 mm	•	
(Only 16 FSCs will be used in the search)	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	~	

Now we will perform a search for items currently available on RTD Web. For this example, I have only typed in NSN (2320-01-346-9317) in the NSN field box. Nothing else is required for this search so click on the Search box to conduct the search.



Reutiliza DOD Sea	tion / Transfer / Donatio arch Results	n (RTD)				
Show rea	minder					
Return to Sear	ich				Previous S	earches: 1
DOD Shop	pping Cart [Check Out]					
You Have	0 item(s) in your Shopping	Cart. The Shopping	Cart holds 50 items 🔶			
Search Cr	iteria					
See NIIN I DoDAAC: Screening Supply Co Sort By: D Want List Container	List SC4400 Cycle(s): ACCM, DOD, GSA, RTD2, Fi notition Code(s): A, B, C, D, E, F, G, H VATE ENTERED INVENTORY - <u>Schedule</u> this search to notify you wh r Requisition - Please click on the cont esults 1 all 91 items	EPP, FEPD, DONATION en property enters the Disposi ainer number to requisition the	ition Services/Site inventory. entire container.			
Sort By:	Date Entered Inventory 🛩 0	rder: Descending 🗸	Sort			<u>&lt;&lt;12&gt;&gt;</u>
No Info Availat	DID: Item Name: Condition: DEMIL: Integrity Code Miles from Zip:	: <u>W50JM843480001</u> : TRUCK,UTILITY : 2 <u>320013469317</u> : <u>Q</u> : б : N/A	Site: Warehouse Location: Receipt in Place: Orig. Acq. Value: Unit of Issue: Quantity Available:	DLA DS GRAFENWOEHR No 94171 EA 1	Cycle: Days Left in Cycle: Expedited: Date Entered Inv.: Container ID: Hazardous: MSDS:	ACCM 0 No 12/19/24
	DTID Item Name NSN Condition DEMIL Integrity Code	W5CK4Y42980025           TRUCK,UTILITY           2320013469317           E           Q           5           200	Site: Warehouse Location: Receipt in Place: Orig. Acq. Value: Unit of Issue: Quantity Available:	DLADS COLUMBUS No 94171 EA 1	Cycle: Days Left in Cycle: Expedited: Date Entered Inv.: Container ID: Hazardous: MEDE	ACCM 0 No 12/19/24

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.



OD Sea	arch Results	nation (R	(TD)				
Show rer	minder				1.		
turn to Sear	<u>ich</u>					Previous S	Searches: 1
OD Shop	oping Cart [Check Out]						
'ou Have	0 item(s) in your Shop	oping Cart	. The Shopping	Cart holds 50 items			
earch Cri	iteria						
DoDAAC: Screening Supply Co	SC4400 Cycle(s): ACCM, DOD, GSA, R ndition Code(s): A, B, C, D, E, F	TD2, FEPP, F G, H	EPD, DONATION				
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Next is the Want List which will be covered later. Moving down the page you will see the Search Results field which shows all results from the search.

If you want to send your results to an Excel sheet just click on Download all ### Items and it will generate an Excel data sheet with information from the search.



Download	all 04 items							
Download	an 91 nems			-	-			
Sort By:	Date Entered Inventory V	Order:	Descending V	Sort			$\rightarrow$	<u>&lt;&lt;12&gt;&gt;</u>
No Info Availab	le Cond	DTID: <u>W</u> ame: TF NSN: <u>23</u>	50JM843480001 RUCK,UTILITY 20013469317		Site: Warehouse Location: Receipt in Place: Orig. Acc. Value:	DLA DS GRAFENWOEHR	Cycle: Days Left in Cycle: Expedited: Date Entered law :	ACCM 0 No
602	DE Integrity C Miles from	EMIL: Q Code: 6 Zip: N/	A		Unit of Issue: Quantity Available:	EA 1	Container ID: Hazardous: MSDS:	12/18/24
	Item N Cond DE Integrity C Miles from	DTID:         W           ame:         TF           NSN:         23           ition:         E           EMIL:         Q           Code:         6           Tip:         20	5 <u>CK4Y42980025</u> RUCK,UTILITY 20013469317 0		Site: Warehouse Location: Receipt in Place: Orig. Acq. Value: Unit of Issue: Quantity Available:	<u>DLA DS COLUMBUS</u> No 94171 EA 1	Cycle: Days Left in Cycle: Expedited: Date Entered Inv.: Container ID: Hazardous: MSDS:	ACCM 0 No 12/19/24
	litem N Cond Di Integrity ( Miles from	OTID:         W/           ame:         TF           NSN:         23           ition:         E           EMIL:         Q           Code:         6           Zip:         20	5 <u>CK4Y42980026</u> RUCK,UTILITY 20013469317 0		Site: Warehouse Location: Receipt in Place: Orig. Acq. Value: Unit of Issue: Quantity Available:	<u>DLA DS COLUMBUS</u> No 94171 EA 1	Cycle: Days Left in Cycle: Expedited: Date Entered Inv.: Container ID: Hazardous: MSDS:	ACCM 0 No 12/19/24
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6 😳 🕈	DE Integrity C	EMIL: Q Code: §			Unit of Issue: Quantity Available:	EA 1	Container ID: Hazardous:	

We have 91 items that matched and have several pages to look at. You can move to the next page by clicking on the top right, >>. If photo(s) or other information is available for the item(s) you will see them here.

For this demonstration we will use the second 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**



DTIC

PCharacteristics  ventory Information  The Manne IPICKAY42980025 Stee DLADS COLUMBUS Day Crycle: ACM Photo Next 2020/1469317 Org.Acq.Value: 94.171.0 Exceedent No Date Entered Hw: 10/19/24 Condition: E OCundition: E OCUNATIVA Available: 1 OCundition: D Integrity Code: 9 OCundition: Preveous Photo Next Photo NaSDs  Phy Slideshow  Previous Photo Next		TATES OF					
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Product of the state of the sta			Play Slideshow			Previous Photo Next Photo >	added applic When pictur for ea may b Dispo site ad provid site fu

ter clicking on the oto, the DTID aracteristics page will en. This will provide ore pictures and sposition Services site ded information (if plicable). hen clicking on other ctures, it will expand easy viewing. There ay be additional sposition Services e added information ovided by the field e further down this



	Item Name: 1 NSN: 2 Condition: E DEMIL: 0	RUCK,UTILITY 2320013469317	Warehouse Location: Receipt in Place:	No	•	Days Left in Cycle:	7 No
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	Condition: <u>F</u> DEMIL: (					EVAcation:	114
	DEMIL:		Orig. Acq. Value:	94171		Date Entered Inv.:	12/19/24
) 2		2	Unit of Issue:	EA		Container ID:	
2	Integrity Code: 6	3	Quantity Available:	1		Hazardous:	
	Miles from Zip: 2	200				MSDS:	
	DTID: 1	N5CK4Y42980026	Site:	DLA DS COLUMBUS	2	Cycle:	DOD
	Item Name: 1	RUCK,UTILITY	Warehouse Location:			Days Left in Cycle:	7
	NSN: 2	2320013469317	Receipt in Place:	No		Expedited:	No
	Condition: E		Orig. Acq. Value:	94171		Date Entered Inv.:	12/19/24
	DEMIL: (	2	Unit of Issue:	EA		Container ID:	
	Integrity Code: 6	2	Quantity Available:	1		Hazardous:	
/ 🖬	Miles from Zip: 2	200				MSDS:	
Inventory Informati	on						
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-	DTID	W5CK4Y42980025		Site:	DLA DS COLUMBUS	Cycl	e: <u>DOD</u>
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	DEMIL	: <u>Q</u>		Quantity Available:	1	Container II	D:
	Integrity Code	: <u>6</u>	Specia	Program Qty Avail:	1	Hazardou	s:
				Freeze Qty:	0	MSD	S:
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Just below the picture you will find a blue icon with a question mark inside it. This is used if you want to send an email to the field site that has the item in question.

After clicking on it, it will take you to another page to ask your question. When done, click on Submit Question. It will automatically return you to the previous screen.

If you change your mind and no longer want to ask a question, just click on Return to Previous Page



Search Res	ults						
Download a	ll 91 items						
Sort By:	Date Entered Inventory 🗸	Order: Descending 🗸	Sort				<u>&lt;&lt;</u> 1 <u>2</u> >:
No Info Availabl	B Search Results Download all 42 items Sort By: Date Entered Invent No Info	tory   Order: Descending  TDD: WX3JP843400099 Item Name: TRUCK UTILITY	Sort Site: DLADS PEA Warehouse Location:	RL HARBOR Cycle: Days Left in Cycle:	≪1≥≥ : 000 : 7	Cycle: Days Left in Cycle: Expedited: Date Entered Inv.: Container ID: Hazardous:	ACCM 0 No 12/19/24
	Available	NSN:         2320013469317           Condition:         E           DEMIL:         Q           ntegrity Code:         6           files from Zip:         4730	Receipt in Place: No Orig. Acq. Value: 94171 Unit of Issue: EA Quantity Available: 1	Expedited: Date Entered Inv. Container ID: Hazardous: MSDS:	No 12/20/24	MSDS: Cycle: Days Left in Cycle: Expedited:	ACCM 0 No
<b>200</b>	No Info Available	DTD: <u>WXSUPR43400100</u> Item Name:         TRUCK UTILITY           NSN:         2320013469317           Condition:         E           DEMIL:         Q           ntegrity Code:         6	Site: <u>DLADS PEA</u> Warehouse Location: Receipt in Place: No Orig, Acq. Value: 94171 Unit of issue: EA Quantity Available: 1	RLHARBOR Cycle: Days Left in Cycle: Expediated: Date Entered inv: Container ID: Hazardous:	DDD 7 No 12/20/24	Date Entered Inv.: Container ID: Hazardous: MSDS:	12/19/24
<b>()</b>	No Info Available	Miles from Zip: 4730 DTID: <u>WC3JPR45400095</u> Item Name: TRUCK UTILITY NSN: 2220013469317 Condition: E	Site: <u>DLA DS PEA</u> Warehouse Location: Receipt in Place: No Orig.Acq. Value: 94171	MSD5: RL HARBOR Cycle: Days Left in Cycle: Expedited: Date Entered Inv: Container In	DOD 7 No 12/20/24	Cycle: Days Left in Cycle: Expedited: Date Entered Inv.: Container ID: Hazardous: MSDS:	ACCM 0 No 12/19/24
	Item Nam NSI Conditio DEMI	e: TRUCK,UTILITY N: 2320013469317 n: <u>E</u> L: <u>Q</u>	Warehouse Lo Receipt in Orig. Acq Unit o	ocation: 1 Place: No . Value: 94171 f Issue: EA		Cycle: Days Left in Cycle: Expedited: Date Entered Inv.: Container ID:	ACCM 0 No 12/19/24

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 42 additional items of interest.





Item Name:	TRUCK, UTILITY
NSN:	2320013469317
Condition:	Ε
DEMIL:	Q
Integrity Code:	<u>6</u>
Miles from Zip:	200
DTID:	W5CK4Y4298002
Item Name:	TRUCK,UTILITY
NSN:	2320013469317
Condition:	Ε
DEMIL:	Q
Integrity Code:	<u>6</u>
Miles from Zip:	200

\*\* (1) \*

DTID: W5CK4Y42980025

# Site: DLA DS COLUMBUS Warehouse Location: Receipt in Place: No Orig. Acq. Value: 94171 Unit of Issue: EA Quantity Available: 1 Site: DLA DS COLUMBUS Warehouse Location: Receipt in Place: No

Orig. Acq. Value: 94171

Unit of Issue: EA

Quantity Available:

Cycle:DODDays Left in Cycle:7Expedited:NoDate Entered Inv.:12/19/24Container ID:Hazardous:Hazardous:DODDays Left in Cycle:DODDays Left in Cycle:NoDate Entered Inv.:12/19/24Container ID:12/19/24Container ID:12/19/24Hazardous:MSDS:

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



## **Add Items to Shopping Cart**



Add

In

ltem to DOD Shop	ping Cart				After clicking on the shopping cart, you
ventory Informat	tion				ordering this item, enter the quantity
	DTID: Item Name: NSN: Condition: DEMIL: Integrity Code:	<u>W5CK4Y42980025</u> TRUCK,UTILITY 2320013469317 E Q 6	Site:     DLA DS COLUMBUS       Warehouse Location:     94,171.00       Orig. Acq. Value:     94,171.00       Unit of Issue:     EA       Quantity Available:     1       Special Program Qty Avail:     1	Cycle:     DOD       Days Left in Cycle:     7       Expedited:     No       Date Entered Inv.:     12/19/24       Container ID:     Hazardous:	available on this DTID) and your Serial Number provided by your ASO/PBO.
DoDAAC: SC4 antity Requested: 1 Serial Number (4 characters): S	4400	urn to Previous Page	Freeze Qty: 0	MSDS:	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.

\*Please note the location of the property.

OCONUS location have a limited ability to support request with special handling requirements.

This could cause the request to be denied unless you have a mission essential need for it.



#### Reutilization / Transfer / Donation (RTD) **DOD Search Results**

Show reminder

Re

<u>etur</u>	n to Search								Previous Sea	rches: <u>1 2 3</u>
0	D Shopping Cart [Ch	eck Out ]								
οι	u Have 1 item(s) in y	our Shopping Cart.	The Shoppi	ng Cart h	olds 50	items				
	DTID	Site	Serial No.	Quantity	Cycle	Days Left in Cycle	Item Name	NSN	Condition	DEMIL
64 III	W5CK4Y42980025	DLA DS COLUMBUS	TEST	1	DOD	7	TRUCK, UTILITY	2320013469317	E	Q
ea	irch Criteria									
Q	oo NIIN Liet									

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.



	* Date (mm/dd/yy):	12/27/24	Item Name:	TRUCK,UTILITY	Site:	DLA DS COLUMBUS	
	* Serial No (4 characters):	TEST	N SN:	2320013469317	Warehouse Location:		After clicking on Check Out you will
	* Priority:	15 🔶	DTID:	W5CK4Y42980025	Date Entered Inv.:	12/19/24	be brought to this page. You have
Remove From Cart	* Signal Code:	D 🗸	Condition:	E	Cycle:	DOD	be brought to this page. Tou have
DoDAAC: SC4400	* Quantity:	1	DEMIL:	Q	Days Left in Cycle:	7	an option to change the priority of
	Quantity Available: Hold Date:	1 1/3/2025 12:00:00 AM	Integrity Code: Orig. Acq. Value:	6 94,171.00	Expedited: Container ID:	No	your order, default is 15.
Walk-in Requisition	(Customer is on site and wa	ants to remove items the s	ame day)				
							*If you have a mission critical need
ASO Information							for the item, then change to a
ASO Information							
Requesters completin	ig this form must have au	thorization from the Acc	ountable Supply Officer (A	SO).			priority code you are authorized to
							USE.
Hold down the CTRL or	r Shift key to select multip	le ASOs for notification:			Michael Hose (Mic Tammy Higgins (Ta	hael.Hose@dla.mil) 🔺 ammy.Higgins@dla.mil)	
					Jose Delva (Jose.	Delva@dla.mil)	Do not obvice this option or change
							It to a number lower than required
Additional Informat	tion						or your request(s) may be denied.
M&S Code:	s	Supp	p Address:	]	Demand Code:		
Fund Code:		Pro	ject Code:		Distribution Code:		
Document Identity:	● A0A ○ A01 ○	A0D Deli	ivery Date:	31	Advice Code:		

#### WARFIGHTER ALWAYS



DOD Shopping Cart

	* Date (mm/dd/yy):	12/27/24	Item Name:	TRUCK, UTILITY	Site:	DLA DS COLUMBUS			
	* Serial No (4 characters):	TEST	N SN:	2320013469317	Warehouse Location:				
	* Priority:	15	DTID:	W5CK4Y42980025	Date Entered Inv.:	12/19/24			
Remove From Cart	* Signal Code:		Condition:	E	Cycle:	DOD			
DoDAAC: SC4400	* Quantity:	1	DEMIL:	Q	Days Left in Cycle:	7			
	Quantity Available:	1	Integrity Code:	6	Expedited:	No			
	Hold Date:	1/3/2025 12:00:00 AM	Orig. Acq. Value:	94,171.00	Container ID:				
Walk-in Requisition	(Customer is on site and w	ants to remove items the same d	ay)						
ASO Information									
Requesters completing this form must have authorization from the Accountable Supply Officer (ASO).									
Hold down the CTRL or	Shift key to select multip	le ASOs for notification:			Michael Hose (Michael Hose (Michael Hose)	hael.Hose@dla.mil) 🔺			
Tammy Higgins (Tammy.Higgins@dla.mil)									
					JUSE Delva (JUSE.L	verva@uia.mii)			
Additional Information	ion								
				1 🗕	Durrent Garden				
M&S Code:	5	Supp Add	ress:		Demand Code:				
Fund Code:		Project C	ode:		Distribution Code:				
Document Identity:	● A0A ○ A01 ○	A0D Delivery [	Date:	31	Advice Code:				

Next is the Signal Code. Use this option if you are requesting the item(s) you are ordering needs 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".



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.



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

0	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 wants to remove items the same day)
 Customer Pick-up

Submit Requisition Return

Moving down the page are the final steps for ordering this item.

Select what influenced your decision from the list.

If you are on the DLA site and conducting a "walk-in Requisition" then check this box.

If you are picking the item up because you are required to or you are not wanting DLA to ship it to you, then click "Customer Pick-up". \*If a screener selects the walk-in option the system will automatically select the customer pick up box. An LOA must be on file in the centralized file if this is selected.

Lastly, click on Submit Requisition to complete your order request or Return to go back.



#### Reutilization / Transfer / Donation (RTD) DOD Shopping Cart Checkout

Requests submitted to ASO for approval.

Show reminder

#### DOD Shopping Cart

Return

Your shopping cart is empty. Search for inventory.

After clicking on Submit Requisition you will be sent to this page.

If you selected an ASO from the previous page you will see a message at the top letting you know they have been notified of your request for this item. It is your responsibility to ensure your ASO/PBO is aware and approves of your request(s) on RTD Web.

It is also important for your ASO to respond to your request quickly as DLA will not "hold" the item(s) and will be available for other screeners to requisition until your ASO approves your request.

From here, click on Return.

## **RTD Web Main Page**



#### Reutilization, Transfer, Donation Home

Announcements			100 A
Title 14 day wait for MRO approvals.	Description ATTENTION SPECIAL PROGRAMS CUSTOMERS: Requisitions submitted in RTD will be placed in an	i	
·····	approval hold status during the first 14 days of DoD screening. When the 14 days is completed, and DTID requested is still available, it will be processed on a first in, first awarded basis. You will receive an automated email message of MRO approval or rejection.		
DOD Property	As a Reutilization customer, you'll be withdrawing Department of Defense property that is not authorized for personal use to be sold or traded. You will need your Accountable Supply Officer's approval before you submit a requisition. RTD Web customers are to follow all required DOD regulations and policies that apply.		
ARMY National Guard (ARNG)	Only the USPFO and selected individuals designated in writing by the USPFO shall be authorized to obtain property from DLA Disposition Services. All ARNG DoDAAC's must have a PBO assigned as a ASO before they can be used.		Root
ARMY CORPS OF ENGINEERS (ACF) Users	All requests for equipment withdrawals must be coordinated with the USACE Fleet Manager and or Recional Property Book Officer (RPBO) The procedures to follow can be found in FR 700-1-1 AR 71-32	¥	

Requisition Statu	S						
Requisition Number	Requisition Date	DTID	Item Name	Req. Qty	Status	Last Updated	
<u>SC44004362TEST</u>	12/27/24 11:42:44	W5CK4Y42980025	TRUCK,UTILITY	1	Request sent to ASO for approval	12/27/24 11:42:47	<u>Cancel</u>

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 aftertime.

(Prev Next)

## **RTD Web Main Page**



#### Reutilization, Transfer, Donation Home

Announcements			
Title 14 day wait for MRO approvals.	Description ATTENTION SPECIAL PROGRAMS CUSTOMERS: Requisitions submitted in RTD will be placed in an approval hold status during the first 14 days of DoD screening. When the 14 days is completed, and DTID requested is still available, it will be processed on a first in, first awarded basis. You will receive an automated email message of MRO approval or rejection.		E1:22 V002/91/21
DOD Property	As a Reutilization customer, you'll be withdrawing Department of Defense property that is not authorized for personal use to be sold or traded. You will need your Accountable Supply Officer's approval before you submit a requisition. RTD Web customers are to follow all required DOD regulations and policies that apply.	ALA	L
ARMY National Guard (ARNG)	Only the USPFO and selected individuals designated in writing by the USPFO shall be authorized to obtain property from DLA Disposition Services. All ARNG DoDAAC's must have a PBO assigned as a ASO before they can be used.		
ARMY CORPS OF ENGINEERS (ACF) Users	All requests for equipment withdrawals must be coordinated with the USACE Fleet Manager and or Regional Property Book Officer (RPBO) The procedures to follow can be found in FR 700-1-1 AR 71-32		
		Pause	Prev Next

Requisition Status							
Requisition Number	Requisition Date	DTID	Item Name	Req. Qty	Status	Last Updated	Î
<u>SC44004362TEST</u>	12/27/24 11:42:44	W5CK4Y42980025	TRUCK,UTILITY	1	Request sent to ASO for approval	12/27/24 11:42:47	<u>Cancel</u>

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 if needed.

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.









Email notification when inventory stock matches your want list needs













RTD Home

Want Lists

My Pending Roles

Reutilization / Transfer	/ Donation (RTD)		
Show reminder			
DOD Search Canorfer, Dona DOD Shopping Cart	tion Home		
Eat Profile			
Title 14 day wait for MRO approvals. DOD Property ARMY National Guard (ARNG)	Description ATTENTION SPECIAL PROGRAMS CUSTOMERS: Requisitions submitted in RTD will be placed in an approval hold status during the first 14 days of DoD screening. When the 14 days is completed, and DTID requested is still available, it will be processed on a first in, first awarded basis. You will receive an automated email message of MRO approval or rejection. As a Reutilization customer, you'll be withdrawing Department of Defense property that is not authorized for personal use to be sold or traded. You will need your Accountable Supply Officer's approval before you submit a requisition. RTD Veb customers are to follow all required DOD regulations and policies that apply. Only the USPFO and selected individuals designated in writing by the USPFO shall be authorized to obtain property from DLA Disposition Services. All ARNG DoDAAC's must have a PBO assigned as a		•
ARMY CORPS OF ENGINEERS (ACE) Users	ASO before they can be used. All requests for equipment withdrawals must be coordinated with the USACE Fleet Manager and or Regional Property Book Officer (RPBO). The procedures to follow can be found in ER 700-1-1, AR 71-	,	

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.



DOD Shopping Cart [Check Out]

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

#### Search Criteria

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

Search Result	s					
Download all 9	1 items					
Sort By: Da	ate Entered Inventory 🗸 Or	der: Descending 🗸	Sort			<u>&lt;&lt; 1 2 &gt;&gt;</u>
	DTID:	W50JM843480001	Site:	DLA DS GRAFENWOEHR	Cycle:	ACCM
No Info	Item Name:	TRUCK, UTILITY	Warehouse Location:		Days Left in Cycle:	0
Available	NSN:	2320013469317	Receipt in Place:	No	Expedited:	No
	Condition:	E	Orig. Acq. Value:	94171	Date Entered Inv.:	12/19/24
	DEMIL:	Q	Unit of Issue:	EA	Container ID:	
ao 🐨 🖬	Integrity Code:	<u>6</u>	Quantity Available:	1	Hazardous:	
	Miles from Zip:	N/A			MSDS:	
	DTID:	W5CK4Y42980025	Site:	DLA DS COLUMBUS	Cycle:	ACCM
STATISTICS.	Item Name:	TRUCK,UTILITY	Warehouse Location:		Days Left in Cycle:	0
	NSN:	2320013469317	Receipt in Place:	No	Expedited:	No
ID 49 M	Condition:	E	Orig. Acq. Value:	94171	Date Entered Inv.:	12/19/24
	DEMIL:	Q	Unit of Issue:	EA	Container ID:	
	Integrity Code:	6	Quantity Available:	1	Hazardous:	
in 19 🔁 🕄	Miles from Zip:	200			MSDS:	

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



#### Create Want List

#### Select Want List Criteria

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

What format would you like to receive the data in?	CSV V
How often would you like to receive your notification?	Daily Monday through Saturday O Every Monday
How long would you like to receive notifications?	1 Month 🗸 🛻
Send notification when no results are found?	
Send a listing of new and previously found items	

#### Search Parameters

DoDAAC:	SC4400	Item Name:		Date Entered Inv.:	
NIINS:		Screening Cycle:	ACCM, DOD, GSA, RTD2, FEPP, FEPD, DONATION	Container ID:	
Condition:	A, B, C, D, E, F, G, H	Miles from location:		Zip Code:	
FSCs:		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.



After clicking on Schedule, you will be brought to this page.

From here you can select the format (recommend keeping default CSV) and other settings including how long you want the system to look for your item(s).

Next is your Search Parameters it will be searching for. This is the information you used to conduct the initial search.

And last you can add a secondary Email to have your want list results sent to. Now click on Create Want List



Mant Lists

Request Role My Pending Roles

#### DEFENSE LOGISTICS AGENCY Disposition Services 🔊 Home About Us Public Affairs Publications FAQs FOIA Reutilization / Transfer / Donation (RTD) RTD Home **RTD Main** Show reminder Reutilization, Transfer, Donation Home Announcements Title Description 14 day wait for MRO approvals. ATTENTION SPECIAL PROGRAMS CUSTOMERS: Requisitions submitted in RTD will be placed in an approval hold status during the first 14 days of DoD screening. When the 14 days is completed, and DTID requested is still available. It will be processed on a first in, first awarded basis. You will receive an automated email message of MRO approval or rejection. DOD Property As a Reutilization customer, you'll be withdrawing Department of Defense property that is not authorized for personal use to be sold or traded. You will need your Accountable Supply Officer's approval before you submit a requisition. RTD Web customers are to follow all required DOD regulations and policies that apply. ARMY National Guard (ARNG) Only the USPFO and selected individuals designated in writing by the USPFO shall be authorized to obtain property from DLA Disposition Services. All ARNG DoDAAC's must have a PBO assigned as a ASO before they can be used. ARMY CORPS OF ENGINEERS All requests for equipment withdrawals must be coordinated with the USACE Fleet Manager and or (ACE) Users Regional Property Book Officer (RPBO). The procedures to follow can be found in ER 700-1-1, AR 71-Pause (Prev Next) **Requisition Status** DTID Item Name Requisition Number **Requisition Date** Reg. Qtv Status Last Updated

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



Reutilization / Tra Active Want Lists	nsfer	Donation (RTD)					
Show reminder							
New Want Lists must	be crea	ed using the Inventory Search	Results page.				
Active Want Lists							
Actions:	<b>Options</b>	W	/ant List Number:	356476		Туре:	DOD
Submitted:	12/27/24		Expires:	01/27/25	Sch	neduled:	Daily Monday through Saturday
Uploaded:	<u>1 NIIN</u>		Item Name:		_	Output:	Excel
FSC:		1	Secondary Email:				
Reutilization / Tra Active Want Lists	nsfer	/ Donation (RTD)			•		
New Want Lists must	be crea	ted using the Inventory Search	Results page.				
Active Want Lists							
Active Want Lists	Options	Perform Search V	Vant List Number:	356476		Туре:	DOD
Active Want Lists Actions: Submitted:	Options 12/27/2	Perform Search V Edit Want List	Vant List Number: Expires:	356476 01/27/25	Sch	Type: heduled:	DOD Daily Monday through Saturday
Active Want Lists Actions: Submitted: Uploaded:	Options 12/27/2 <u>1 NIIN</u>	Perform Search M Edit Want List Edit Want List Parameters	Vant List Number: Expires: Item Name:	356476 01/27/25	Sch	Type: heduled: Output:	DOD Daily Monday through Saturday Excel
Active Want Lists Actions: Submitted: Uploaded: FSC:	Options 12/27/2 <u>1 NIIN</u>	Perform Search M Edit Want List Edit Want List Parameters Copy Want List	Vant List Number: Expires: Item Name: Secondary Email:	356476 01/27/25	Sch	Type: heduled: Output:	DOD Daily Monday through Saturday Excel
Active Want Lists Actions: Submitted: Uploaded: FSC:	Options 12/27/2 1 NIIN	Perform Search Edit Want List Edit Want List Parameters Copy Want List Delete Want List	Vant List Number: Expires: Item Name: Secondary Email:	356476 01/27/25	Sch	Type: heduled: Output:	DOD Daily Monday through Saturday Excel

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. They are very helpful with locating inventory you are looking for. This concludes how to build a want list.



# Resources



## **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

#### 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 radio activity contaminated.

• New, used, repaired, or reconditioned material which is serviceable a issuable for its intended purpose but which is restricted from issue to spe units, activities, or geographical areas by reason of its limited usefulness short	nd cific <b>© -Unserviceable -Incomplete</b> Material requiring additional parts or components to complete the end item prior to issue.
<ul> <li>service life expectancy. Includes material with 3 through 6 months shelflife.</li> </ul>	
C -Serviceable -PriorityIssue	H -Unserviceable -Condemned Material which has been determined to be unserviceable and does not meet
<ul> <li>Items which are serviceable and issuable to selected customers, but which must be issued before ConditionA</li> </ul>	repair criteria; includes condemned items which are radioactivity contaminated, Type I self life material that has passed

 and B material to avoid loss as a usable asset. Includes material with less than 3 months shelf life remaining.
 the expiration date, and Type II shelf life material that has passed the expiration date and cannot be extended.

#### D -Serviceable -Test/Modification

• Serviceable material which requires test, alteration, modification, conversion or disassembly. This does not



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 into 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 DoDAACassigned 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**

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**

<u>H2 FSC Research Tool</u> <u>Webflis</u> Local Stock Number (LSN) Info

#### **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

## **Other Helpful Information**



DLA Hand Books: <u>ClickHere</u> DLA Site

Locator: <u>ClickHere</u>

• DLA Disposition Services function or program Directory: <u>ClickHere</u> DOD Letter of

Authorization Form: ClickHere

- DOD Letter of Authorization Instructions: <u>ClickHere</u>
- For Reutilization, Transfer and Donation (R/T/D) questions please email the <u>RTDBranchHQ</u> or contact the DLA field site
- What is a DEMIL Code?: <u>Click Here</u>
- CustomerHelp:
- Contact the DLA Global Service Desk or online at DISAGlobalServiceDesk,

24 hours a day, 7 days a week.

# **Questions?**



PEOPLE ★ PRECISION ★ POSTURE ★ PARTNERSHIPS 👘 WARFIGHTER ALWAYS