LESSON NUMBER: 1 Introduction
COURSE OBJECTIVES: Administrative Requirements, Course Overview, Student Expectations
CONDITION: Classroom environment
OVERVIEW:
CONTENTS:

1. RTD Search Overview
2. Search RTD for Property
3. Create a Want list

STANDARDS: Demonstrate master of course subject matter by duplication of processes
ESTIMATED COURSE LENGTH: .5 Hours
MEDIA: www.dla.mil/dispositionservices
https://business.dla.mil
Handout

PART I. RTD Search Overview

DLA Disposition Services offers a wide variety of serviceable property for transfer to other DOD agencies. Property reutilized through Disposition Services is at no cost to the receiving DOD activity in most cases. US Army customers should contact their Finance Office prior to ordering to determine if the US Army will charge them for the items ordered from Disposition Services.

Conduct searches, view results, and choose to have future search results automatically emailed to an account in various formats. Users control how often and for how long to receive search results. Accounts are managed by individual users and can be changed at any time.

Reutilization customers, withdraw Department of Defense (DoD) property on a DD Form 1348-1A (MILSTRIP Requisition) and need Accountable Supply Officer's approval before submission of a requisition.

DoD contractors and other specialized programs often have additional requirements. For regulatory guidance, check the DoD 4160.21-M, DLA Disposition Services Disposal Manual.

PART II. Search RTD for Property

- Log into the Business Systems Portal (EBS) https://businessportal.dla.mil. After logging into the portal, Business portal, select the Enter the USER ID and password used by AMPS. Some users may have CAC enabled accounts and therefore will be able to bypass this step
- Go to the Disposition Services Tab and click on the RTD link
- On the main page for RTD web, hover over the DOD link and select the DOD Search option.

The main RTD Search page is composed of various different search categories that can be used to refine and narrow searches to a specific item, location, FSC or even radius around a location. It is important to consider item supply condition codes when conducting an RTD search. Condition codes classify the physical condition of the property in relation to its serviceability.

Once the search fields have been configured to conduct a search, select the search button at the bottom of the page. To reset the page, press the Clear Search Criteria to start over.

Once the search runs and the page refreshes, the results will be presented in a row format. The entire search can be downloaded by selecting the download link in the top left corner of the results. This will generate an Excel data sheet for the entire search.

To view more information regarding a specific item, click the DTID link in that item's row in the search. Additional information including a list of all photos (if available) will then be presented in the following screen. For questions regarding specific property, click the blue question mark icon under the photo section. This will provide a section to submit a question about a specific DTID to the location where that item is located. To locate similar items in RTD web, click the blue globe icon adjacent to the blue question mark.

To request an item, click the shopping cart icon with the green circle and plus (+) symbol. After the page refreshes, enter the quantity of items that are needed to be requested (if applicable) and click the save to cart button. This action will save this request to the account shopping cart. The shopping cart will hold up to 50 individual DTIDs.

To complete a transaction, click the checkout link next to the DOD Shopping Cart in the header. The following page will present additional questions to finalize the request. On this page, DOD users have the ability to adjust the priority of a request under the "Priority" segment. Under the "Signal Code" section, users can choose to have property shipped to a supplemental address by selecting "D" instead of an "M" in that block. Supplemental Addresses must be input in the "Additional Information" section below.

Continuing on, verify that the quantity requested is correct. Afterwards, complete the ASO selection. Some DoDAACs have mandatory ASO requirements that will require selection of an ASO before the transaction can continue. ASOs should always be kept informed of new requests in RTD web.

Walk-in Requisitions can be conducted if a user is physically present at a DLA Disposition Services location viewing an item. To enable the walk-in request feature, click the specified box.

Once all of the mandatory blocks are filled, click the submit requisition button. The request will then be processed. If an ASO was selected from the previous page, a message will appear announcing that the ASO has been notified of the request. Ensure the appropriate ASO is aware of the request.

Progress of the request can be monitored from the RTD main page. View the most current status update for the requisition under the "Current Action" for the appropriate DTID. Requisitions can be cancelled up to three days after the initial request by clicking the cancel link.

PART III. Want List Creation

Want lists are helpful tools that notify users when property or items become available in RTD web. To create a want list, follow the previous instructions to perform a search in RTD web. Once the search has been refined and performed, the results will display in the following page. Click the "Schedule" link next to "Want List" in the "Search Criteria" section.

The notifications for the want list can then be determined on the following page. Select the notification frequency that will prompt the system to send emails to a user's account. Additional refinements to the

want list can also be made. Once the necessary adjustments have been made, click the "Create Want List" button on the bottom of the page.

To manage active want lists, hover over the "Options" link in the left hand menu and select which list to adjust.

If you have any questions regarding the information presented in this lesson, please contact your nearest Disposal Service Representative for assistance.