



DEFENSE LOGISTICS AGENCY

THE NATION'S COMBAT LOGISTICS SUPPORT AGENCY



Federal Reutilization, Transfer, and Donation (RTD) Web Guide



WARFIGHTER FIRST



Outline



- Who are authorized users?
- About RTD Web
- Request Role
- Approving Pending User (role) Requests - Federal Coordinators only
- Searching/Requesting Property
- Want Lists
- Approving Requisitions - Federal Coordinators only
- Checking status of property



Authorized Users



- Must be a governmental agency, to include a division of the Federal 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



RTD Web



- RTD Web
 - Reutilization, Transfer, and Donation
- Purpose:
 - It is the portal to request excess military property through the LESO Program
- Gaining Access:
 - Username/Password is created in Account Management and Provisioning System (AMPS)
 - Request Role in RTD Web
 - Must be listed as a “screener” on the application
 - Not applicable for “Federal Coordinators”
 - Must be employed by the requesting field office/division



Request Role

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

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AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY

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

DLA Systems ▾

AVAILABLE SERVICES

DLA Enterprise External Business Portal

For Browser Support Click Here

Registered Users Login Here

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

Click on "DLA Enterprise External Business Portal"

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



Request Role



Welcome to the Enterprise External Business Portal

Enter your Enterprise External Portal user name and password.

User *

Passw ord *

Enter Username and Password
created in AMPS.

Then click on "Log On"



Issues Logging in to RTD



- If you get an error message “User Authentication Failed”, this indicates a password reset in AMPS
- Follow the Federal AMPS guide on the LESO Website (slides 22-26),
<http://www.dla.mil/DispositionServices/Offers/Reutilization/LawEnforcement/Training.aspx>
- If you do not have issues while logging into RTD, 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



Hardware
DEFENSE LOGISTICS AGENCY
Enterprise Business System Portal

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

Disposition Services

Detailed Navigation

- RTD

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

Click on “Disposition Services”, then “RTD”.

If necessary, click on the box next to “Detailed Navigation” to populate “RTD.”



Request Role



- RTD Home
- Civil Air Patrol
- Computers For Learning
- DOD
- DOD Contractor
- Donation FEPD
- Firefighter
- Federal/State Screener
- Foreign Military Sales
- Humanitarian Assistance Program
- Law Enforcement Support Office
- Military Affiliate Radio System
- ROTC
- Service Museums
- Southwest Asia
- User Search
- Item History
- Veterans Affairs
- Want Lists
- Feedback
- Additional Property Data
- Reports
- Admin Links
- Request Role**
- My Pending Roles

Reutilization / Transfer / Donation (RTD) RTD Main

Show reminder

Reutilization, Transfer, Donation Home

Announcements

Title	Description
CFL Schools	All MOAs (Memorandum of Agreement) must be current (Person who sign the MOA still employed by the school) before any Computer Equipment can be received by the school under the DOD CFL PROGRAM.
Military Range Customers	Attention all military range customers: We are trying to ensure we are reaching all range customers regarding vehicles and equipment for range use so that we can better assist you. If you are not currently on the mass range email being sent out, please contact steven.carter@dla.mil ASAP.
Government Property	As a Reutilization customer, you'll be withdrawing Department of Defense property that is not authorized for personal use or ownership. You will need your Accountable Supply Officer's approval before you submit a requisition.



Click on "Request Role"

Pause

< Prev Next >

LESO HQ Admin

Assigned: Deassign Approve: <input type="checkbox"/> Approve <input type="checkbox"/> Reject Cancel Quantity: 10 Qty Avail: 41 Unit of Issue: EA Comments:	DTID: W81LG642410021A Site: DLA DS TUCSON CDC (SZW) Cycle: DOD Last Action: Approved by State Coordinator John Smith (EJS00439) Agency: PROSPECT STATE TROOPER Req. Number: 2YTJYC43022142	Item Name: BINOCULAR Request Date: 10/29/14 10:51:32 Days Left: 8 Last Updated: 10/30/14 13:51:48 Requested By: Andrew Giordino (EAG00333)	NSN: 1240014993547 Condition: B DEMIL: E Justification: FOR USE BY PATROL OFFICERS State: Connecticut
Assigned: Assign Approve: <input type="checkbox"/> Approve <input type="checkbox"/> Reject Quantity: 1 Qty Avail: 2 Unit of Issue: EA Comments:	DTID: SX12934260F003 Site: DLA DS SUSQUEHANNA (SVE) Cycle: RTD2 Last Action: Approved by State Coordinator Ereno Lewis (EEL00129)	Item Name: OVERHEAD PROJECTOR Request Date: 10/30/14 08:30:47 Days Left: 1 Last Updated: 10/30/14 14:32:09	NSN: 6730DSOVERHEA Condition: H DEMIL: A Justification: USED FOR TRAINING OF PATROL, DETECTIVE, SWAT OFFICERS AND PRESENTATIONS FOR PUBLIC EVENTS



Request Role



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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 the applicable role:

- **LESO Federal Coordinator** (*ALL Federal Coordinators and designee (s) that want to Approve Requests*)
- **LESO Federal Screener** (*ALL Federal Agencies that want to request property*)

*Disregard all other LESO roles



Request Role



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:

* 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:

1. Most information will be pre-populated from the AMPS Account
2. Fill in empty fields that remain
3. Full names should be used; no nicknames or initials
4. The customer type field, should be "Screener." Federal Coordinator's should select "Coordinator"
5. **Verify that the address listed is the correct address (74 Washington Ave. N. pre-populates)**



Request Role



Federal Field Offices Only:

Number of Officers – Total number of compensated officers with full powers of arrest and apprehension.

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

1st Responders – Compensated officers with full powers of arrest and apprehension who are ONLY 1st Responders.

Reserve Officers – Compensated reserve officers with full powers of arrest and apprehension.

Law Enforcement Agency (LEA) Information

Subtype is required.

* Agency Type:

* Number of Officers:

* Number of Part Time Officers:

* Number of 1st Responder Officers:

* Number of Reserve Officers:

* Level: This field is required.

Weapons POC:

Aircraft POC:

Does Agency have equipment from the 1208/1033 Program?

If so, please specify equipment types:

Weapons:

Aircraft:

APCs:

HMMWW:

Watercraft:

Vehicles:

SubType Assigned:

Submit

Required Fields:

- Agency Type:** “Federal”
- Number of Officers:** Screeners – enter for your field office/division only. Federal Coordinator’s – these should be left “0”.
- Level:** Field Office: “Screener” Federal Coordinators: “Coordinator”
- Weapons/Aircraft Point of Contact (POC)** are mandatory fields. Field Offices complete if applicable or enter “NA” (not applicable). Coordinator’s enter “NA”.
- SubType Assigned:** Select the one that applies to your agency. Refer questions to LESO’s Federal Liaison – LESO@dla.mil or 1-800-532-9946
- Click “Submit”**



Role Approval



- Field Office/Divisions:
 - When the role request is submitted, it goes to your Federal Coordinator for approval, and two levels of review/approval at LESO
- Federal Coordinators:
 - Requests go straight to LESO for two levels of review/approval
 - *Coordinators should not request property with their “LESO Federal Coordinator” role
 - Create an additional Account in AMPS and request the “LESO Federal Screener” role in RTD, and have another Federal Coordinator approve the pending user request and all future requisitions (i.e. don’t approve your own requisitions)
- Once the role is approved, go to slide 15 to search for property



Approving Pending Users

(Federal Coordinators only)



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Reutilization / Transfer / Donation (RTD)

RTD Main

- RTD Home
- DOD
- Law Enforcement Support Office
- User Search
- Want Lists
- Reports
- Admin Links
- Request Role
- My Pending Roles

- LESO Search
- LESO Shopping Cart
- Manage Users
- Transfer, Donation Home
- Edit Profile
- Pending Users

Title	Description
CFL Schools	All MOAs (Memorandum of Agreement) must be current (Person who sign the MOA still employed by the school) before any Computer Equipment can be received by the school under the DOD CFL PROGRAM.

1. Hover over "Law Enforcement Support Office"
2. Click on "Pending Users"



LESO HQ Admin

DTID: MMV22242660015

Item Name: RATION HEATING SET

NSN: 7310012957479

Pause

< Prev Next >

Local Intranet | Protected Mode: Off



Approving Pending Users

(Federal Coordinators only)





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Reutilization / Transfer / Donation (RTD)

Pending Approvals (LESO)

Show reminder

Acting approval role: LESO HQ Admin ▼

Select "LESO Federal Coordinator" from the drop-down

Pending Role Requests

User Name	App	Role	Last User to Approve	Last Action Date	Action	Deny	Show/Add Comments
ETH0052	LESO	LESO Federal Screener	ETR0674	2/22/2018 3:44:56 PM	Approve	Deny	Show/Add

Item Details

USERNAME	
ID_TYPE	
USER_STATUS	A
APPROVAL_LEVEL	
EDIT_USERS	
TITLE	Chief CBP Officer
FIRST_NAME	
LAST_NAME	
ADDRESS1	
ADDRESS2	
CITY	
STATE	
ZIP	
PHONE	
PHONE_EXTENSION	
FAX	
FAX_EXTENSION	
EMAIL	
DATE_ADDED	1/31/2018 3:21:30 PM
LAST_UPDATE_DATE	2/8/2018 12:47:26 PM
LAST_LOGIN	2/12/2018 2:34:32 PM
DODAAC	
REUT_STATUS	
OPT_OUT	N
COUNTRY	
COMPANYNAME	US Customs and Border Protection
Action	Approve
Deny	Deny

Federal Coordinator is responsible for:

1. Verifying the information submitted by the User, and ensure the User is employed by the agency/field office.
2. The User is an approved Screener (listed on Application), and the address is the address from the application.
3. If the role requested and information submitted is correct, select APPROVE.



Searching for Property



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Reutilization / Transfer / Donation (RTD)
RTD Main

Show reminder

Reutilization, Transfer, Donation Home

Announcements

Title	Description
RTD WEB Down Starting Friday June 24th at NOON	RTD web application will be down starting Friday, June 24, 2016 at 1200 hours (EST) and extending until Sunday, June 26, 2016 at 1800 hours (EST). Downtime is to support Disposition Integration Web migration a new server. Users will have full current functionality available Monday, June 27th.
Property in GSA screening cycle	When complete requisition All MOAs by the schedule. Furtherm Trade Sec of Assessment) in order to continue to receive Demil Q Integrity Code 6 excess computer equipment. DOD must have a current Letter of Authorization (LOA) in the Centralized File prior to picking up property from
CFL Schools	

Law Enforcement Support Office

- LESO Search
- LESO Shopping Cart
- Manage Users
- Edit Profile
- Pending Users

Hover over "Law Enforcement Support Office" and Select "LESO Search"

Pause < Prev Next



Searching for Property



* 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 file)

Federal Supply Classes (FSC):

(2 digit FSCs 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

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



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
- RTD Screening Cycle
- Supply Condition Code
- DLA Disp Svcs Site
- Miles from DoDAAC
- Miles from Zip Code

Press "Search" to view available property that meets selected criteria



Selecting Property



Search Results

[Download all 1563 items](#)

Sort By: Order: << 1 2 3 4 5 ... >>

No Info Available	Cycle: <u>DOD</u>	Days Left in Cycle: 11	Hazardous:
	Quantity Available: 3	Inte	Container ID:
	Condition: <u>A</u>	Condition Code, Item Name, DTID	Orig. Acq. Price: 62.47
	Item Name: JACKET,PHYSICAL FIT		Miles from Zip: 441
	DTID: W25KYQ61120010		Date Entered Inv: 6/21/2016 12:00:00 AM
	MSDS:	Un	Expedited: No
	Warehouse Location: E020144C0	Receipt in Place: No	
No Info Available	Cycle: <u>DOD</u>	Days Left in Cycle: 11	Hazardous:
	Quantity Available: 1	Integrity Code: <u>Z</u>	Container ID:
	DLA Disp Svcs Site and National Stock Number	Site: <u>DLADS SUSQUEHANNA</u>	Orig. Acq. Price: 63.45
		NSN: <u>8415015754445</u>	Miles from Zip: 441
	DEMIC: <u>A</u>	Unit of Issue: EA	Date Entered Inv: 6/21/2016 12:00:00 AM
	Warehouse Location: E020144C0	Receipt in Place: No	Expedited: No
No Info Available	Cycle: <u>RTD2</u>	Days Left in Cycle: 0	Hazardous:
	Quantity Available: 1		
	Condition: <u>A</u>	Click on Photo to view information about the property and to view photos (if available) in a larger view	
	Item Name: <u>ELF</u>		
	DTID: <u>FB5</u>		
	MSDS:		
	Warehouse Location: C010632C0	Receipt in Place: No	
	Cycle: <u>RTD2</u>	Days Left in Cycle: 0	Hazardous:
	Quantity Available: 16	Integrity Code: <u>1</u>	Container ID:
		AD S KASER SLAUTERN	Orig. Acq. Price: 18.75
		15015302351	Miles from Zip: N/A
			Date Entered Inv: 5/10/2016 12:00:00 AM
			Expedited: No

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



Submitting Justification



LESO Shopping Cart [Check Out]

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

Add Item to LESO Shopping Cart

Inventory Information

No Info Available

Cycle: FEPP Day
Quantity Available: 1
Condition: B
Item Name: JACKET,FLYER'S
DTID: W908WZ61673034V
Unit of Issue: EA
Warehouse: B010414C0
Location:

DoDAAC: 2YT05K
Quantity Requested: 1
Justification (required, 500 characters max):

Save To Cart Return to Previous Page

1. Agencies are required to submit a justification that meets the following three requirements:

- Must be for use by the requesting agency
- Must be for a law enforcement purpose/use
- Must be persuasive (provide examples on how the item would be used)

2. Click "Save to Cart"



Shopping Cart



- The Shopping Cart populates at the top of the page.

Reutilization / Transfer / Donation (RTD) LESO Search Results

Show reminder

[Return to Search](#)

Previous Searches: 1

LESO Shopping Cart [Check Out]

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

DTID	Site	Serial No.	Quantity	Cycle	Days Left in Cycle	Item Name	NSN	Condition	DEMIL
 W57KFP73480029	DLADS WHITEMAN	1458	1	DOD	9	TRACTORS, WHEELED	2420DSTRACTO1	H	A

Click "Return to Search" to continue searching for property.

Click the Shopping Cart icon to remove the property from the cart.



Check Out



Reutilization / Transfer / Donation (RTD) LESO Search Results

Show reminder

[Return to Search](#)

Previous Searches: 1

Select "Check Out" when done searching for property.

LESO Shopping Cart [Check Out]

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

	DTID	Site	Serial No.	Quantity	Cycle	Days Left in Cycle	Item Name	NSN	Condition	DEMIL
	W57KFP73480029	DLADS.WHITEMAN	1458	1	DOD	9	TRACTORS, WHEELED	2420DSTRACTO1	H	A

LESO Shopping Cart

Customer must arrange for transportation of property items.

* Required field

No Info Available

* Justification: (Required Justification type here)

* Quantity: 1

Remove From Cart

Unit of Issue: EA

Container ID:

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

Submit Requisition

Return

If the LEA is physically on the DLA Disposition Services site, they can submit the requests as Walk-in Requisitions

Select "Submit Requisition" to submit the Shopping Cart to the Federal Coordinator for approval



Setting Up a “Want List”



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Disposition Services

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Reutilization / Transfer / Donation (RTD)
LESO Search Results

Show reminder

[Return to Search](#)

LESO Shopping Cart [Check Out]

You Have 0 item(s) in your Shopping Cart. The Shopping Cart has

Search Criteria

DoDAAC: 2YT05K
FSC(s): 6515
Screening Cycle(s): DOD, EXP DOD, FEPP, RTD2
Supply Condition Code(s): A, B, C, D, E, F, G, H
Sort By: DATE ENTERED INVENTORY

Want List - Schedule this search to notify you when property enters the Disposition Services/Site inventory.
Container Requisition - Please click on the container number to requisition the entire container.

Search Results

Download all 778 items

Sort By: Date Entered Inventory Order: Descending Sort

Days Left in Cycle: 23

LEAs can setup a “Want List” in RTD 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.

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: Options	Want List Number: 272503	Type: LESO
Submitted: 02/28/18	Expires: 03/31/18	Scheduled: Daily Monday through Saturday
Uploaded:	Item Name:	Output: Text
FSC: 6615	Secondary Email:	

Select the “Want Lists” menu option to view “Active Want Lists.”



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.

Specify the frequency of the report

What format would you like to receive the data in?

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 Point of Contact info that would like to receive the email notification

Point of Contact: Jacob Collier
 Email Address: Jacob.Collier@dla.mil
 Secondary Email Address:

Press "Create Want List" to submit



DEMIL Codes



If you click on the DEMIL Code of an item in RTD Web, it will bring up what the description is for all DEMIL Codes

LESO Federal Coordinator Sort by: DTID

Approve: Approve Reject
 Quantity: 1
 Qty Avail: 68
 Unit of: EA
 Issue:

DTID: FB20272156RJ11
 Site: DLA DS SPARTA (ST8)
 DEMIL: **A**
 Last Action: Request submitted
 Agency: A TASK FORCE ADMIN LAW OFFICE
 Req. Number: 2YTA0072006024
 No. Officers: 12

Item Name: TANK,RADIATOR,OVERF
 Request Date: 07/19/17 11:54:18
 Cycle: DOD
 Last Updated:
 Requested By: Katie Moravek (S9DS068)
 SubType: DHS/CBP...test
 Req. 12 Mo. Total 2 for FSC:

NSN: 2930015140785
 Condition: H
 Days Left: 0
 Justification: TEST
 State: Tennessee

Comments:

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 key point(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.



Cycles



LESO Federal Coordinator Sort by: DTID

Approve: Approve Reject
 Quantity:
 Qty Avail: 68
 Unit of Issue: EA
 Comments:

DTID: FB20272156RJ11
 Site: DLA DS SPARTA (ST8)
 DEMIL: A
 Last Action: Request submitted
 Agency: A TASK FORCE ADMIN LAW OFFICE
 Req. Number: 2YTAA72006024
 No. Officers: 12

Item Name: TANK,RADIATOR,OVERF
 Request Date: 07/19/17 11:54:18
 Cycle: **DOD**
 Last Updated:
 Requested By: Katie Moravek (S9DS068)
 SubType: DHS/CBP...test
 Req. 12 Mo. Total for FSC: 2

NSN: 2930015140785
 Condition: H
 Days Left: 0
 Justification: TEST
 State: Tennessee

• Restricted Cycles:

- Donation
- EXP FCA DON
- GSA
- FEPP

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

NOTE: LESO Customers are allowed to receive items in FEPP (Foreign Cycle). However, they are responsible for Shipping/Handling which could be a significant cost. In addition, the item may have to clear customs. LESO Customers are not able to receive property from overseas RCP sites.



Condition Codes



If you click on the Condition Code of an item in RTD Web, it will bring up what the description is for all condition codes.

Assigned: Assign Approve: <input type="checkbox"/> Approve <input type="checkbox"/> Reject Quantity: 2 Qty Avail: 25 Unit of Issue: EA Comments:	DTID: W52H094302W803L Site: RCP MECHANICSBURG (AN5) Cycle: DOD	Item Name: TOWBAR,MOTOR VEHICLE Request Date: 10/31/14 07:55:53 Days Left: 15	NSN: 4910013659304 Condition: A DEML: A
	Last Action: Approved by State Coordinator Robert Aponte (ERA00320) Agency: HOWELL TOWNSHIP POLICE DEPT Req. Number: 2YTFKZ43044078	Last Updated: 10/31/14 09:14:24 Requested By: Richard Conte (ERC00676)	Justification: HOWELL TOWNSHIP POLICE DEPARTMENT HAS POSSESSION OF NUMEROUS VEHICLES THAT REQUIRED TO BE TOWED WHEN THEY BREAK DOWN. State: New Jersey

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



Approving Requisitions

(Federal Coordinators only)



LESO Federal Coordinator		Sort by: DTID	
Approve: <input type="checkbox"/> Approve <input type="checkbox"/> Reject <input type="button" value="Cancel"/> Quantity: <input type="text" value="1"/> Qty Avail: 68 Unit of Issue: EA Comments: <input type="text"/>	DTID: FB20272156RJ11 Site: DLA DS SPARTA (ST8) DEMIL: A Last Action: Request submitted Agency: A TASK FORCE ADMIN LAW OFFICE Req. Number: 2YTAAA72006024 No. Officers: 12	Item Name: TANK,RADIATOR,OVERF Request Date: 07/19/17 11:54:18 Cycle: DOD Last Updated: Requested By: Katie Moravek (S9DS068) SubType: DHS/CBP...test Req. 12 Mo. Total 2 for FSC:	NSN: 2930015140785 Condition: H Days Left: 0 Justification: TEST State: Tennessee
	DTID: W81H2P61270009 Site: DLA DS HILL (SYB)	Item Name: MODULAR SLEEP SYSTE Request Date: 07/19/17 12:04:41	NSN: 8465014456274 Condition: G Days Left: 0 Justification: SLEEP SYSTEMS WILL BE ISSUED TO BORDER PATROL AGENTS BEING DEPLOYED TO FORWARD OPERATING BASES AND VARIOUS OTHER BORDER AREAS TO AUGMENT PERSONNEL IN AREAS EXPERIENCING AN INCREASE OF ILLEGAL BORDER CROSSINGS. State: Tennessee
	No. Officers: 12	Req. 12 Mo. Total 2 for FSC:	

Agencies are required to submit a justification that meets the following three requirements:

- Must be for use by the requesting agency
- Must be for a law enforcement purpose/use
- Must be persuasive (provide examples on how the item would be used)



Approving Requisitions – Allocation Limits



- There are allocation limits for each type of equipment based on the number of officers the agency has
 - Most items are 1 item per 1 officer
 - Some general property (medical supplies, clothes, etc.) are more than 1 for 1
 - Aircraft – case-by-case basis
 - MRAPs – 1 per agency
 - HMMWV/Up Armored HMMWV – 1 per 3 officers



Approving Requisitions – Allocation Limits



(Federal Coordinators only)

- There is an Allocation Report in the Federal Excess Property Management Information System (FEPMIS)
- The Allocation Report shows what has previously been shipped to a specific field office/division for a specific Federal Stock Class (FSC) and/or National Stock Number (NSN)
- This should be utilized when approving requisitions in RTD

The screenshot shows a web form titled "PROPERTY ALLOCATION REPORT" with the Law Enforcement Support Office logo. The form includes input fields for "DODAAC:" and "NSN:", both with red asterisks and dashed lines below them. Below the NSN field is the instruction "Enter Full NSN With / Without Dashes". A section titled "JUSTIFICATION REQUIREMENTS:" lists three items: 1. Property must be for use by the requesting Agency, 2. Property must be for a law enforcement purpose/use, and 3. The Justification itself must be persuasive. Another section titled "PREFERENCE GIVEN TO AGENCIES WITH JUSTIFICATIONS THAT INCLUDE:" lists three items: 1. Counter-Drug, 2. Counter-Terrorism, and 3. Border Security. At the bottom, there is a "[ENTER] TO SUBMIT" instruction and a "Cancel" button.



Approving Requisitions – Allocation Limits



(Federal Coordinators only)

<https://fam.nwcg.gov/fam-web/>

The screenshot shows the 'NATIONAL FIRE AND AVIATION MANAGEMENT WEB APPLICATIONS' homepage. On the left is a navigation menu with categories like 'FAMWEB', 'Electronic Forms', and 'Log On'. A red arrow points from the 'Log On' link to a red-bordered box containing the text 'Click "Log On"'. At the top right, a cyan box contains a reminder: '**FTP2 Reminder**' dated April 16, 2014, stating that the FTP2 website is no longer available and that KCFAST query results are now accessible via a batchout link. Below this, there is a section titled 'Welcome to FAMWEB' with various links and logos. At the bottom, a large red-bordered box contains the instruction: '**Go to the FEPMIS guide to create a FEPMIS account: <http://www.dla.mil/DispositionServices/Offers/Reutilization/LawEnforcement/Training.aspx>'.



Approving Requisitions – Allocation Limits



(Federal Coordinators only)

FAMWEB Home

- ▶ FAMWEB
- AMIS
- AWSR
- FIRESTAT
- ▶ SIT-209
- ▶ FAMWEB Data Warehouse
- ▶ KCAST
- ▶ WIMS
- FPEMIS
- LESO FPEMIS
- ▶ Electronic Forms
- ▶ Wildland Fire Related Links
- ▶ Other Links/Forms
- FAMTEST
- FAMWEB Logon Request (AWSR, AMIS, ARS, FIRESTAT, SIT, 209)
- CONTACT FAMWEB HELP
- Log Off (AWSR, AMIS, ARS, FIRESTAT, SIT, 209)

***Popup blocker must be turned off as the logon screen opens in a new window

Logon Required

Unauthorized access to this United States Government Computer System and software is prohibited by Title 18, United States Code 1030. This statute states that: Whoever knowingly or intentionally accesses a computer without authorization or exceeds authorized access, and by means of such conduct obtains, alters, damages, destroys, or discloses information or prevents authorized use of (data or a computer owned by or operated for) the Government of the United States, shall be punished by a fine under this title or imprisonment for not more than 10 years, or both. All activities on this system and network may be monitored, intercepted, recorded, read, copied, or captured in any manner and disclosed in any manner, by authorized personnel.

THERE IS NO RIGHT OF PRIVACY IN THIS SYSTEM. System personnel may give to law enforcement officials any potential evidence of crime found on USDA computer systems. USE OF THIS SYSTEM BY ANY USER, AUTHORIZED OR UNAUTHORIZED, CONSTITUTES CONSENT TO THIS MONITORING, INTERCEPTION, RECORDING, READING, COPYING OR CAPTURING AND DISCLOSURE. REPORT UNAUTHORIZED USE TO AN INFORMATION SYSTEM SECURITY OFFICER.

Please enter your User Name and Password to log on.

User Name

Password

Enter User Name and Password

Log on

Note: Processing may take a few moments to set all security features. Please do not click the Log on button more than once.



Approving Requisitions – Allocation Limits



(Federal Coordinators only)

NATIONAL FIRE AND AVIATION MANAGEMENT WEB APPLICATIONS

FAMWEB Home Contact Us FAQ Help Disclaimer Thu Jul 20 2017

- ▶ FAMWEB
- ▶ Administration
- ▶ AMIS
- ▶ AWSR
- ▶ FIRESTAT
- ▶ SIT-209
- ▶ FAMWEB Data Warehouse
- ▶ KCFAST
- ▶ WIMS
- ▶ FEPMIS
- ▶ LESO FEPMIS
- ▶ Electronic Forms
- ▶ Wildland Fire Related Links
- ▶ Other Links/Forms
- FAMTEST
- CONTACT FAMWEB HELP
- Log Off (AWSR, AMIS, ARS, FIRESTAT, SIT, 209)

DATE **ATTENTION ALL FAMWEB USERS**

Click "LESO FEPMIS"

DATE **ATTENTION ALL USERS**

KATIE MORAVEK
Your last logon was on: 07/20/17 10:57:30
Your password will expire on: 08/29/17

TechNotes

05/23/2013 - [WIMS-TechNote-2013-02](#)
WIMS-TechNote-2013-02 WXML - Web Services Updating WIMS Web Services Documentation for HTTPS

02/28/2013 - [WIMS TechNote-2013-01](#)
WIMS TechNote-2013-01 Providing Users with detailed information regarding the implementation of NAP Access to WIMS

02/17/2009 - [WIMS Ver 1.2.0 Release Information](#)
WIMS Ver 1.2.0 Release Information

06/24/2008 - [Wims*TechNote2008_01](#)
Technote on the release of WIMS Version 1.1.7

Click on **Complete List** to view all of the



Approving Requisitions – Allocation Limits



(Federal Coordinators only)

The logon was successful if the users name shows up in the top right corner of both webpages.



Approving Requisitions – Allocation Limits



(Federal Coordinators only)



LESO FEPMIS

Menu

- [Home](#)
- [Approve Receipts](#)
- [Approve COS](#)
- [Inventory Worksheets](#)
- [LESO Inventory](#)
- [Station Mgmt Utility](#)
- [User Management](#)
- [Query Property](#)
- [Queries and Reports](#)

[Logoff portal](#)

Email: LESO@DLA.MIL
 Phone: 800.532.9946
 Fax: 269.961.4431
 Password Reset:
 866.224.7677 opt #4

Welcome to FAMWEB

LESO FEPMIS



The Law Enforcement Support Office (LESO) has adopted the Federal Excess Property Management Information System (FEPMIS) as the automated property management system that will be used to provide accountability and

management for property requisitioned through the Department of Defense Logistics Agency program.

Click “Queries and Reports”

*This opens COGNOS

DATE: 2

NOTE: IIA Helpdesk should only be contacted for password resets. All other LESO FEPMIS access issues should be directed to your **State Coordinator**. If the State Coordinator cannot resolve your issue then the State Coordinator should contact the LESO HQ.

NOTE: All DLA access questions (ie **DLA Enterprise External Business Portal**, **DLA AMPS**) should be directed to the **DLA Enterprise help desk**
 Toll Free: 855.352.0001



Approving Requisitions – Allocation Limits



(Federal Coordinators only)

IBM Cognos Connection KATIE MORAVEK Log Off

Public Folders My Folders

Public Folders > LESO

Entries: 1 - 7

Name	Modified	Actions
LESO HQ	December 8, 2016 7:57:32 AM	More...
STATE FOLDERS		More...
STATION/USER REPORTS	April 5, 2017 5:34:35 AM	More...
DD-1348-1A	July 20, 2017 9:40:50 AM	More...
DD-1348-1A DoD Acquisitions	July 18, 2017 9:53:02 AM	More...
DD-1348-1A Transfer	July 17, 2017 7:23:25 AM	More...
_Hold the Shift Key and Click this link to launch Query Studio in a new Window	January 6, 2016 8:51:43 AM	More...

Click "STATE FOLDERS"



Approving Requisitions – Allocation Limits



(Federal Coordinators only)

IBM Cognos Connection KATIE MORAVEK Log Off

Public Folders My Folders

Public Folders > LESO > STATE FOLDERS

Entries: 1 - 15

Name	Modified	Actions
FEDERAL/TRIBAL STATIONS	January 8, 2016 8:53:51 AM	More...
STATES A-L	January 8, 2016 8:12:49 AM	More...
STATES M-N	September 30, 2015 2:21:25 PM	More...
STATES O-Z	September 30, 2015 2:20:57 PM	More...
Report View of AUDIT_BY_NIIN	December 9, 2016 12:54:47 PM	More...
Report View of EO_CONTROLLED_PROHIBITED_NSN_LSN	July 18, 2017 12:47:01 PM	More...
Report View of FY Inventory Detail Report		More...
Report View of PCR_Report_201706		More...
Report View of PROPERTY ALLOCATION REPORT		More...
Report View of SPO/APPLICATION		More...
Report View of SPO_RESEARCH	October 3, 2016 9:16:06 AM	More...
Report View of STATE CLOSED	February 29, 2016 9:44:55 AM	More...

Click “Report View of PROPERTY ALLOCATION REPORT”



Approving Requisitions – Allocation Limits



(Federal Coordinators only)

LESO Federal Coordinator Sort by: DTID

Approve: <input type="checkbox"/> Approve <input type="checkbox"/> Reject <input type="button" value="Cancel"/>	DTID: FB20272156RJ11	Item Name: TANK,RADIATOR,OVERF	NSN: 2930015140785
Quantity: 1	Site: DLA DS SPARTA (ST8)	Request Date: 07/19/17 11:54:18	Condition: <input type="checkbox"/>
Qty Avail: 68	DEMIL: A	Cycle: DOD	Days Left: 0
Unit of Issue: EA	Last Action: Request submitted	Updated: Last	Justification: TEST
Comments:	Agency: A TASK FORCE ADMIN LAW OFFICE	Requested By: Katie Moravek (S9DS068)	State: Tennessee
	Req. Number: 2YTAAA72006024	SubType: DHS/CBP...test	
	No. Officers: 12	Req. 12 Mo. Total for FSC: 2	



DODAAC: * 2YTAAA

NSN: * 2930015140785

Enter Full NSN With / Without Dashes

Copy and paste the “Req. Number” and “NSN” from the requisition in RTD to the “DODAAC” and “NSN” field in the Allocation Report and select “enter” on your keyboard



Approving Requisitions - Allocation Limits



(Federal Coordinators only)

PROPERTY ALLOCATION REPORT IN AUSTIN POLICE DEPT (2YTASD)		
SELECTED DoDAAC: 2YTASD	STATION: AUSTIN POLICE DEPT	TELEPHONE NUMBER: <input type="text"/>
NUMBER OF OFFICERS: <input type="text"/>	ADDRESS: <input type="text"/>	HIDTA: N
STATION TYPE: STATE	CITY: <input type="text"/> STATE: <input type="text"/>	AGREEMENT DATE: <input type="text"/>
STATION ACTIVE: Y	POSTAL CODE: <input type="text"/>	
SUSPENDED: N	RECEIPTS OVER 30 DAYS: 0	TRANSFER OVER 30 DAYS: 0

- The top section of the Allocation Report shows the basic information of the agency, including the number of officers
 - Suspended: If yes, the agency should not receive property through the LESO Program
 - Receipts Over 30 Days and Transfer Over 30 Days: Federal LEAs do not have to receipt for their property or notify LESO of transfers. These fields do not apply to Federal LEAs



Approving Requisitions - Allocation Limits



(Federal Coordinators only)

DOCUMENTS LOADED AGAINST THE STATION:

NO CONTROLLED PROPERTY REQUEST/JUSTIFICATION LETTER

TYPE	DESCRIPTION	CREATION	CREATION	FILENAME
State Plan Of Operation		Sep 16, 2016	ECH00100	Austin_PD_SPO_2016_135630.pdf Open Document

- Federal LEAs have to submit additional documentation when requesting MRAPs, and Aircraft
 - The documents are maintained in FEPMIS (for LESO use), however, the document entry will show up on the Allocation Report



Approving Requisitions - Allocation Limits



(Federal Coordinators only)

STATION CONTACTS:					
LAST_NAME	FIRST_NAME	LAST_LOGON_TIME	USER_STATUS	TELEPHONE_NUMBER	EMAIL_ADDRESS
[REDACTED]					

SCREENERS:					
LAST_NAME	FIRST_NAME	CREATION_DATE	CONTACT_TYPE	TELEPHONE_NUMBER	EMAIL_ADDRESS
[REDACTED]					

- Station Contacts are the users with FEPMIS accounts
- Federal LEAs are no longer be able to use FEPMIS as of October 1, 2017
 - All account access has been removed (except for Federal Coordinators to allow access to the Allocation Report



Approving Requisitions - Allocation Limits



(Federal Coordinators only)

SEARCHED:

FSC	REQUESTED NIIN NOT IN FEPMIS - FURTHER RESEARCH MAYBE REQUIRED
2320	

ALL NIINs ON LEA PROPERTY BOOK ASSOCIATED WITH SEARCHED FSC:

NSN	ITEM NAME	UI	DEMIL	COMMODITY	SN REQ	PROP STATUS	STATUS	LAST CHANGE	LAST CHANGE	FORM	TOTAL QTY	%NIIN_Allocated
2320011077153	TRUCK,UTILITY	Each	C	CONTROLLED	Y	ASSIGNED		Oct 21, 2016	redaries0		1	14.29%
2320011077153	TRUCK,UTILITY	Each	C	CONTROLLED	Y	ASSIGNED		Oct 21, 2016	redaries0		1	14.29%
2320014886962	TRUCK TRACTOR	Each	A	VEHICLE, NON-TACTICAL	N	ASSIGNED		Jun 15, 2017	jamesmw454		1	14.29%
Overall - Summary											3	42.86%

EXTENDED VEHICLE SEARCH: FSG: 23,38,49,66 and SN REQ

NSN	ITEM NAME	UI	DEMIL	COMMODITY	SN REQ	PROP STATUS	TOTAL QTY	%NIIN_Allocated
2320011077153	TRUCK,UTILITY	Each	C	CONTROLLED	Y	ASSIGNED	2	28.57%
2320014886962	TRUCK TRACTOR	Each	A	VEHICLE, NON-TACTICAL	N	ASSIGNED	1	14.29%
2330DSTRAILE1	TRAILER	Each	A	OTHER	N	ASSIGNED	1	14.29%
2340015251655	ALL TERRAIN VEHICLE WHEELED	Each	A	VEHICLE, NON-TACTICAL	N	ASSIGNED	1	14.29%
2340015309371	MULTI-FUEL MOTORCYCLE	Each	A	VEHICLE, NON-TACTICAL	N	ASSIGNED	1	14.29%
2340DSCART000	CART, MOTORIZED	Each	A	OTHER	N	ASSIGNED	1	14.29%
Overall - Summary							7	100.00%

- The bottom of the Allocation Report shows the property shipped under the FSC, and an extended search for the Federal Supply Group (FSG)
- If an LEA is at their allocation limit, deny their RTD requisition



Approving Requisitions - Allocation Limits



(Federal Coordinators only)

A screenshot of a web application interface. At the top, there is a dark blue header with the text "ALLOCATION REPORT" on the left, "KATIE MORAVEK Log Off" in the center, and navigation icons (home, back, About, IBM) on the right. Below the header is a light blue toolbar containing several icons: a folder icon with "Keep this version", a blue play button (circled in red), two plus signs, a document icon, a printer icon, and a plus sign with "Add this report". Below the toolbar is a light blue box containing the text "PROPERTY ALLOCATION REPORT IN AUSTIN POLICE DEPT (2YTASD)".

- Select the blue play button in the top right corner to conduct another search



Requisition Status



DEFENSE LOGISTICS AGENCY Disposition Services

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

Reutilization / Transfer / Donation (RTD)

RTD Main

Show reminder

Reutilization, Transfer, Donation Home

Announcements

Title	Description
CFL Schools	All MOAs (Memorandum of Agreement) must be current (Person who sign the MOA still employed by the school)



Pause

< Prev Next >

Requisition Status

Requisition Number	Requisition Date	DTID	Item Name	Quantity	Current Action	Last Updated
2YT03Z80414016	02/10/18 14:33	W9046W729009BIL	FOLDER,FILE	6	Request sent	02/12/18 08:42
2YT03Z80414017	02/10/18 14:33	W9046W729008Y4L	MOPHEAD,WET	15	Request sent	02/12/18 08:42
2YT03Z80414018	02/10/18 14:33	W9046W729008G2L	BINDER,LOOSE-LEAF	8	Canceled by LESO HQ Admin	02/12/18 08:34
2YT03Z80414367	02/10/18 14:33	W25G1Q8009M018	GYM	6	Request sent	02/12/18 08:19

<

>

Click on "RTD Home" to view the Requisition Status queue

RTD Home

DOD

Law Enforcement Support Office

User Search

Want Lists

Reports

Admin Links

Request Role

My Pending Roles



Requisition Status



The Current Action field automatically provides the most recent status of a requisition. Selecting the **“Get Updated Status”** link will provide an update only if there is a new status 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	Get Updated Status Cancel
02/10/18 14:33	W9046W729008Y4L	MOPHEAD,WET	15	Request sent	02/12/18 08:42	Get Updated Status Cancel
02/10/18 14:33	W9046W729008G2L	BINDER,LOOSE-LEAF	8	Canceled by LESO HQ Admin	02/12/18 08:34	Cancel
02/10/18 14:33	W25G1Q8009M018	GYM	6	Request sent	02/12/18 08:19	Get Updated Status Cancel

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 the 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
Canceled by LESO HQ Adm in	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** – Use for any issue dealing with the justification (too vague, firefighting comments, not law enforcement purpose, etc.)
- **ALLOCATION** – Use when the agency is at their allocation limit for an item/FSC or when an agency has 0 officers listed in FEPMIS (excludes Federal/Tribal)
- **RECEIPTS** – Use when an agency has Overdue Receipts (excludes Federal/Tribal)
- **TRANSFERS** - Use when an agency has Overdue Transfers
- **PROHIBITED** – Use when the item is restricted in TULSA, Demil E, DLA or EO Prohibited, Fire Trucks, etc.
- **POC** – Use when there is no POC listed in FEPMIS for an agency (excludes Federal/Tribal)
- **PAPERWORK** – Use when the agency has not submitted EO Paperwork for required items
- **CYCLE** – Use when the item has rolled into an unapproved Cycle
- **ELIGIBILITY** – Use when you are questioning the agency's eligibility
- **CANCELLED** – Use when the Approver is the same as the Requestor (State only), when request is submitted as a Walk-In incorrectly, other generic reasons not covered by above listed categories



Questions?



LESO HQ: 1-800-532-9946
LESO@DLA.MIL

