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

Click on “DLA Enterprise External Business Portal”
Request Role

Welcome to the Enterprise External Business Portal

Enter your Enterprise External Portal user name and password.

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),

• If you do not have issues while logging into RTD, continue to the next slide
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.

IAccept  IDecline

Please read the Use and Consent information and then select “I Accept.”
Click on “Disposition Services”, then “RTD”.

If necessary, click on the box next to “Detailed Navigation” to populate “RTD.”
Click on “Request Role”
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*
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)**
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.

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### Required Fields:

1. **Agency Type**: “Federal”
2. **Number of Officers**: Screeners – enter for your field office/division only. Federal Coordinator’s – these should be left “0”.
4. **Weapons/Aircraft Point of Contact (POC)** are mandatory fields. Field Offices complete if applicable or enter “NA” (not applicable). Coordinator’s enter “NA”.
5. **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
6. **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)

1. Hover over “Law Enforcement Support Office”
2. Click on “Pending Users”
### Approving Pending Users
(Federal Coordinators only)

Select “LESO Federal Coordinator” from the drop-down

#### 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.
Hover over “Law Enforcement Support Office” and Select “LESO Search”
Searching for Property

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

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

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

Condition Code, Item Name, DTID

DLA Disp Svcs Site and National Stock Number

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

Click on the Shopping Cart icon to add the item to your cart
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”
• The Shopping Cart populates at the top of the page.

Click “Return to Search” to continue searching for property.

Click the Shopping Cart icon to remove the property from the cart.
## Check Out

Select “Check Out” when done searching for property.

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.
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.

Select the “Want Lists” menu option to view “Active Want Lists.”
Setting Up a “Want List”

Specify the frequency of the report

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

Press “Create Want List” to submit
Approving Requisitions
(Federal Coordinators only)

The requisition queue is under “RTD Home”:

Review all of these fields to identify what the item is and what the field office is requesting the item for. Follow the next slides for tools to help process requisitions.

*The number of officers are uploaded to RTD once a year and might not be accurate.
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.

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

- **Restricted Cycles:**
  - Donation
  - EXP FCA DON
  - GSA
  - FEPD

**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.
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)
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
Approving Requisitions – Allocation Limits
(Federal Coordinators only)

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

**FTP2 Reminder**
April 16, 2014

The FTP2 website is no longer available. To retrieve your KFAST query results, the Batchout link has been provided for your use and is now located under the KFAST menu option.

Click “Log On”

***Go to the FEPmis guide to create a FEPmis account:
Approving Requisitions – Allocation Limits
(Federal Coordinators only)

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

Enter User Name and Password
Approving Requisitions – Allocation Limits
(Federal Coordinators only)

Click “LESO FEPMIS”
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)

Welcome to FAMWEB

*This opens COGNOS

Click “Queries and Reports”

NOTE: JIA 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)

Click “STATE FOLDERS”
Approving Requisitions – Allocation Limits
(Federal Coordinators only)

Click “Report View of PROPERTY ALLOCATION REPORT”
Approving Requisitions – Allocation Limits

(Federal Coordinators only)

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.
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.
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.
• 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:

<table>
<thead>
<tr>
<th>FSC</th>
<th>Requested NIIN not in FEMIS - further research maybe required</th>
</tr>
</thead>
<tbody>
<tr>
<td>2320</td>
<td></td>
</tr>
</tbody>
</table>

#### ALL NIINs on LEA Property Book Associated with searched FSC:

<table>
<thead>
<tr>
<th>NSN</th>
<th>ITEM NAME</th>
<th>UI</th>
<th>DMIL</th>
<th>COMMODITY</th>
<th>SN REQ</th>
<th>PROP STATUS</th>
<th>STATUS</th>
<th>LAST CHANGE</th>
<th>LAST CHANGE</th>
<th>FORM</th>
<th>TOTAL QTY</th>
<th>% NIIN_ALLOCATED</th>
</tr>
</thead>
<tbody>
<tr>
<td>232011077153</td>
<td>TRUCK, UTILITY</td>
<td>Each</td>
<td>C</td>
<td>CONTROLLED</td>
<td>Y</td>
<td>ASSIGNED</td>
<td>Oct 21, 2016</td>
<td>redaries0</td>
<td>1</td>
<td>14.29%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>232011077153</td>
<td>TRUCK, UTILITY</td>
<td>Each</td>
<td>C</td>
<td>CONTROLLED</td>
<td>Y</td>
<td>ASSIGNED</td>
<td>Oct 21, 2016</td>
<td>redaries0</td>
<td>1</td>
<td>14.29%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>232014886992</td>
<td>TRUCK, TRACTOR</td>
<td>Each</td>
<td>A</td>
<td>VEHICLE NON-TACTICAL</td>
<td>N</td>
<td>ASSIGNED</td>
<td>Jun 15, 2017</td>
<td>jamesmw454</td>
<td>1</td>
<td>14.29%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Overall - Summary: 3

<table>
<thead>
<tr>
<th>EXTENDED VEHICLE SEARCH: FSG: 23, 38, 49, 66 and SNREQ</th>
</tr>
</thead>
<tbody>
<tr>
<td>NSN</td>
</tr>
<tr>
<td>---------------</td>
</tr>
<tr>
<td>232011077153</td>
</tr>
<tr>
<td>232014886992</td>
</tr>
<tr>
<td>230015161867</td>
</tr>
<tr>
<td>2340015251865</td>
</tr>
<tr>
<td>23400155069371</td>
</tr>
<tr>
<td>23400157000000</td>
</tr>
</tbody>
</table>

#### Overall - Summary: 7

- 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)

- Select the blue play button in the top right corner to conduct another search
Click on “RTD Home” to view the Requisition Status queue.
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.

<table>
<thead>
<tr>
<th>Requisition Date</th>
<th>DTID</th>
<th>Item Name</th>
<th>Quantity</th>
<th>Current Action</th>
<th>Last Updated</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/10/18 14:33</td>
<td>W9046W729009B1L</td>
<td>FOLDER,FILE</td>
<td>6</td>
<td>Request sent</td>
<td>02/12/18 08:42</td>
</tr>
<tr>
<td>02/10/18 14:33</td>
<td>W9046W729008Y4L</td>
<td>MOPHEAD,WET</td>
<td>15</td>
<td>Request sent</td>
<td>02/12/18 08:42</td>
</tr>
<tr>
<td>02/10/18 14:33</td>
<td>W9046W729008G2L</td>
<td>BINDER,LOOSE-LEAF</td>
<td>8</td>
<td>Canceled by LESO HQ Admin</td>
<td>02/12/18 08:34</td>
</tr>
<tr>
<td>02/10/18 14:33</td>
<td>W25G1Q8009M018</td>
<td>GYM</td>
<td>6</td>
<td>Request sent</td>
<td>02/12/18 08:19</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Action</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>MRO has been confirmed by depot</td>
<td>Sales Order #: 2092325610\nRTD Screening Code: DOD</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Action</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rejected - Cancel - Message Forward w/ Rejct. Reason</td>
<td>Sales Order #: 2092689283\nRTD Screening Code: DOD</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Action</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Canceled by LESO HQ Admin</td>
<td>CANCELLED: Item(s) has already been approved for another agency.</td>
</tr>
</tbody>
</table>

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.
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 FEP MIS (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 FEP MIS 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