Authorized Users

• Must be a governmental agency whose PRIMARY function is the enforcement of applicable Federal, State, and Local laws and whose compensated Law Enforcement Officers have the powers of arrest and apprehension.

• Private agencies, Fire Departments, Prisons, and Office of Coroners do not fit into this category. (Questions regarding this should be directed to your respective State Coordinator’s Office)

- **RTD Web**
  - Reutilization, Transfer, and Donation

- **Purpose:**
  - It is the portal to request excess DoD property through the LESO Program

- **Gaining Access:**
  - User ID & Password is created in the Account Management and Provisioning System (AMPS)
  - Approved State/Local LEA screeners are to request the LESO State/Local Screener Role.
  - Authorized State Coordinators (SC) and State Point of Contacts (SPOC) are to request the LESO State/Local Coordinator Role.
Request Role

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

Select the “DLA Enterprise External Business Portal” link.
Request Role

Welcome to the Enterprise External Business Portal

Enter your Enterprise External Portal user name and password.

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

• If a user (LEA) receives the error message “User Authentication Failed” upon login, this indicates a password reset is needed.

• Use the AMPS “Printable PDF Instructions” guide (slides 20-24) by accessing the “Training and Instruction” link from the LESO Website: http://www.dla.mil/DispositionServices/Offers/Reutilization/LawEnforcement/Training.aspx

• If the user (LEA) can successfully log into the RTD Web, continue to the next slide.
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.

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

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

Note: If the RTD link does not populate after selecting the Disposition Services tab, select the square icon.
At the RTD Main page, select the "Request Role" link that appears on the left side of the page.
Request Role Options

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

- **LESO State/Local Screener** *(Required for any authorized State or Local LEA screener to request property)*

- **LESO State/Local Coordinator** *(Required for authorized State Coordinator/SPOC to review LEA submitted requests/roles)*

**Note:** Disregard all other listed LESO roles
Request Role User Information

Most information will be pre-populated from the user’s AMPS account. Red asterisks (*) indicate required fields.

User’s first name (use full name- no nicknames or initials) should match the user’s first name provided on latest approved LESO application.

Indicate LEAs current physical address (no Post Office Box). The physical address should match the physical address provided on latest approved LESO application.

In the “Customer Type” field, the LEA should type “Screener.” Also note recommended email selections.

Scroll down and complete the LEA information.
LEA Information: (Red asterisk (*) indicate required fields)

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

**Note:**

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

This field is required.

Number of Officers is required.

Number of Part Time Officers is required.

Enter zero (0)

Enter zero (0)

Weapons POC is required for Screeners.

Aircraft POC is required for Screeners.

This field is optional.

This field is required.

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

### Reutilization / Transfer / Donation (RTD)

**Registration Complete**

Thank you for registering. Your request will be processed in the order it is received. You will receive a confirmation email when the process is complete.

*Return to RTD Home*

---

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

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

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

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

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

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

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

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

Select “Registered Users Login Here”
Searching for Property

Welcome to the Enterprise External Business Portal

Enter your Enterprise External Portal user name and password.

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

• If a user (LEA) receives the error message “User Authentication Failed” upon login, this indicates a password reset is needed.

• Use the AMPS “Printable PDF Instructions” guide (slides 20-24) by accessing the “Training and Instruction” link from the LESO Website:

• If the user (LEA) can successfully log into the RTD Web, continue to the next slide.
Searching for Property

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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.

Please read the Use and Consent information and then select “I Accept.”
Select the **Disposition Services** tab and then select the **RTD** link that populates under the **Detailed Navigation** section. **RTD** will then launch in a new window.

Note: If the **RTD** link does not populate after selecting the **Disposition Services** tab, select the square icon.
At the RTD Main page, hover mouse pointer over the **Law Enforcement Support Office** link and then select the “**LESO Search**” link from the menu that appears.
Searching for Property

Reutilization / Transfer / Donation (RTD)
LESO Search

* Required Field

* DoDAAC:  

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.)

Up to 70,000 NIINs or NSNs / LSNs File Upload:
Browse…

(If NSNs / LSNs are uploaded, the NIIN will be extracted from the NSN / LSN.)

Federal Supply Classes (FSC):

(2 digit FSGs or 4 digit FSCs separated by a space)

Note: RTD Web user’s that receive this message have been removed or blocked from agency assigned DODAAC and should contact their respective State Coordinator’s Office for assistance.
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 (Disposal Turn-in Document)
- RTD Screening Cycles
- Supply Condition Code
- DLA Disp Svcs Site
- Miles from DoDAAC
- Miles from Zip Code

Select “Search” to view available property that meets selected criteria.
Searching for Property

- Click on the Shopping Cart icon to add the item to your cart.
- Click on Photo to view information about the property and to view photos (if available) in a larger view.
- Condition Code, Item Name, DTID
- DLA Disp Svcs Site and National Stock Number (NSN)
- Note: LEO will not approve property with a Unit of Issue of “LT” (LOT) as property cannot be properly accounted for in FEMPIS. Please contact State Coordinator Office with questions.
Property that have additional authorization requirements will be flagged as “CONTROLLED” in the RTD Web. Please contact respective State Coordinator Office before requisitioning.
Submit Justification

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

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

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

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

**LESO Shopping Cart**
Customer must arrange for transportation of property items.

- **Required field**
  - Item Name: STAND, COMPUTER
  - NSN: 7035DSSTANDAR
  - DTID: W8066B80196014
  - Quantity: 1
  - Unit of Issue: EA
  - Container ID:
  - Condition: H
  - Quantity Available: 140
  - Expedited: No

- **Remove From Cart**
  - No Info Available

- **Walk-in Requisition** (Customer is on site and wants to remove items the same day)
  - Select “Submit Requisition” to send requisition to State Coordinator or select “Return” to go back to your LESO Shopping Cart

- Review the requisition that was placed in the LESO Shopping Cart for accuracy. To remove the requisition from the Shopping Cart, select “Remove From Cart”

- If applicable, check the box to submit requisition as a “Walk-in Requisition” (See slide 32 in this guide for LESO “Walk-in” requisition requirements)

- Select “Submit Requisition” to send requisition to State Coordinator or select “Return” to go back to your LESO Shopping Cart

- After submitting the requisition, the message “Requests submitted for approval” will appear to provide notification that the requisition was submitted successfully.

- To view a submitted requisition status, select “RTD Home”
At the RTD Web Main page, requested property will be listed under **Requisition Status**. Users can select a listed requisition link to obtain more information relating to the requisition.

**Note:** Move the slide bar to the far right to view all requisition information.
The RTD Web automatically provides the most recent **Current Action** of a requisition. Selecting the **Get Updated Status** link will provide an update only if there is a new status is available in the system.

In the event a requisition requires cancellation, select the **“Cancel”** link. Note that this option displays for three (3) days only. After this time, please contact the respective DLA Disp Svcs Field Site to request cancellation.
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>
<tr>
<td>Rejected - Cancel - Message Frward w/ Rejec. Reason</td>
<td>Sales Order #: 2092689283\nRTD Screening Code: DOD</td>
</tr>
<tr>
<td>Canceled by LESO HQ Adm in</td>
<td>CANCELLED: Item(s) has already been approved for another agency.</td>
</tr>
</tbody>
</table>

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

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

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

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

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

• “Walk-in” requisition requirements:

  - Coordination is required with the DLA Disp Svcs site and SC/SPOC prior to arriving to screen for property

  - Authorized screeners are required to provide a LESO approved screener letter upon arrival

  - Only authorized screeners may physically screen for property at a DLA Disp Svcs location and submit a requisition as a “Walk-in”

  **Note:** The current LESO Application for Participation (version October 31st, 2017) serves dual purpose as the LEAs application and screener letter

• Requisitions that do not meet the above requirement will be cancelled by LESO

• Approval does not guarantee that the property will be able to be removed the same day as it may take up to four (4) hour for the Material Release Order (MRO) to process

  - If property cannot be removed the same day, requestor should coordinate packaging/pick up/shipment within the designated fourteen (14) day property removal period
If there are no results after searching for property, LEAs can select the **Schedule** link to set up a “Want List” so that the system will automatically run a report using the specified **Search Criteria**. The system will email the user at the selected intervals whenever an item that meets their criteria becomes available.
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.

- **What format would you like to receive the data in?** CSV
- **How often would you like to receive your notification?** Daily, Monday through Saturday, 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?**

**Use drop-down for more choices**

**Search Parameters**

- **DoDAAC:** 2YT05K
- **Item Name:** DOD, EXP DOD, FEPP, RTD2
- **Screening Cycle:** DOD, EXP DOD, FEPP, RTD2
- **Condition:** A, B, C, D, E, F, G, H
- **Miles from location:**
- **FSCs:** 8515
- **Sites:**
- **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.

- **Point of Contact:**
- **Em ail Address:**
- **Secondary Email Address:**

**Create Want List**

**Specify the “Contact Information.”**

**RTD Home**

**Law Enforcement Support Office**

**Want Lists**

**Request Role**

**My Pending Roles**

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

**Active Want Lists**

- **Actions:** Options
- **Submitted:** 02/28/18
- **Uploaded:** 02/31/18
- **Item Name:**
- **Scheduled:** Daily Monday through Saturday
- **Output:** Text

**Note:** Select the “Want Lists menu option link to view “Active Want Lists.”
If you click the Cycle link of an item in RTD Web, it will display all property screening cycles. LESO LEAs can only be approved for property that is in the DoD, EXP DoD, FEPP and RTD2 Property Screening Cycles.

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

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

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

### Supply Condition Codes

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Serviceable - Issuable without Qualification</td>
</tr>
<tr>
<td>B</td>
<td>Serviceable - Issuable with Qualification</td>
</tr>
<tr>
<td>C</td>
<td>Serviceable - Priority Issue</td>
</tr>
<tr>
<td>D</td>
<td>Serviceable - Test Modification</td>
</tr>
<tr>
<td>E</td>
<td>Unserviceable - Limited Restoration</td>
</tr>
<tr>
<td>F</td>
<td>Unserviceable - Reparable</td>
</tr>
<tr>
<td>G</td>
<td>Unserviceable - Incomplete</td>
</tr>
<tr>
<td>H</td>
<td>Unserviceable - Condemned</td>
</tr>
</tbody>
</table>

[Close]
If you click on the **DEMIL Code** of an item in RTD Web, it will display 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 keypoint(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>
Questions?

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