Reutilization, Transfer, and Donation (RTD) Web Guide

Outline

- Who are authorized users?
- About RTD Web
- Request Role
- Searching/Requesting Property
- Want Lists
- Checking status of property
- Acronym listing page 32

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
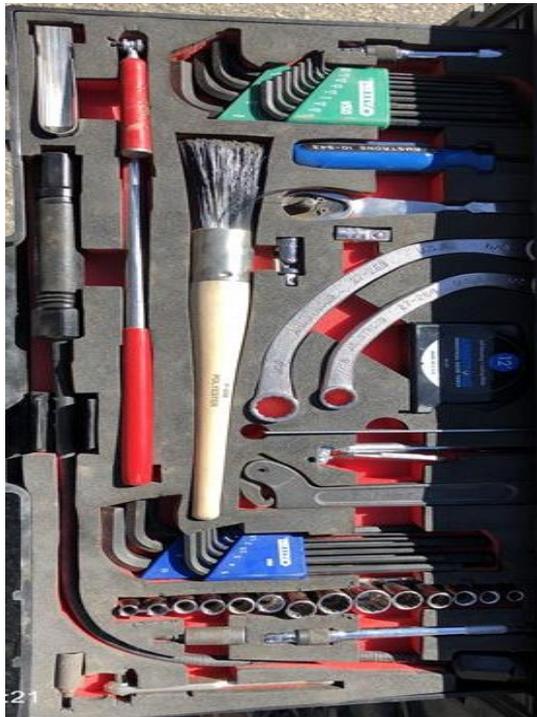
RTD Web

- RTD Web
  - **R**eutilization, **T**ransfer, and **D**onation
- 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.html

Select "Registered Users Login Here"

Request Role

DEFENSE LOGISTICS AGENCY
AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY

Welcome to the Enterprise External Business Portal

Enter your Enterprise External Portal user name and password.

User * [   ]
Password * [   ]

Enter Username and Password created in AMPS. Select Log On.

[Log On]

Issues Logging in to RTD

- If you get an error message "User Authentication Failed", this indicates a password reset is needed in AMPS.

- Follow the Federal AMPS guide on the LESO Website (slides 24-28), 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

Select the Disposition Services Tab first, it will load RTD, select RTD.

Request Role

Select "Request role

Request Role

Request Role

User Information

Field	Value
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:	Choose an option from the drop-down menu ▾
* 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:	Screener
Opt-out of all email?	No ▾
Receive NIIN notification email:	Yes ▾
Receive property receipt email:	Yes ▾

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."

5. Verify that the address listed is the correct address and matches the current application on file (74 Washington Ave. N. pre-populates)

Request Role

Reutilization / Transfer / Donation (RTD)
Edit Profile

☑ Show reminder

User Info	Role Info	LESO Federal Coordinator	**LESO Federal Screener**

LESO Federal Screener Profile Information

Subtype is required.

Agency Type:	Federal	
* Number of Officers:	0	Required
* Number of Part Time Officers:	0	Required
Level:	Screener	
Weapons POC:		
Aircraft POC:		
Does Agency have equipment from the 1208/1033 Program?	No	

If so, please specify equipment types:

Weapons:	No
Aircraft:	No
APCs:	No
HMMWV:	No
Watercraft:	No
Vehicles:	No
SubType Assigned:	(Select Item) ▾ Required
State Assigned:	(Unassigned) ▾

State Assigned is required.

Save   Reset

Some of the fields on this page will auto populate from your information on the previous page.

1. Number of officers is required
2. Sub type is required. Use the drop down for the correct selection.
3. State Assigned is required.

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

Searching For Property

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

Searching for Property

* **Required Field**

* **DoDAAC:** 2YT05K ▾

Sort By: Date Entered Inventory ▾
Sort By Direction: Descending ▾

Up to 70,000 NIINs or NSNs:

[text area]

(If NSN is entered, the NIIN will be extracted from the NSN.)

Up to 70,000 NIINs or NSNs / LSNs File Upload: [_____] Browse...
(.txt or .xls files only, if NSNs / LSNs are uploaded, the NIIN will be extracted)

Federal Supply Classes (FSC): [_____]
(2 digit FSGs 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 information

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

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   Clear Search Criteria

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.
- After criteria is chosen, select search

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.

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.

Close

Cycles

LESO Federal Coordinator	Sort by:	DTID		

Approve: ☐ Approve ☐ Reject _Cancel_
Quantity: 1
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: 2YTAAA72006024
No. Officers: 12

Item Name: TANK,RADIATOR,OVERF
Request Date: 07/19/17 11:54:18
Cycle: DOD
Last Updated:
Requested By:
SubType:
Req. 12 Mo. Total for FSC: 2

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

Screening cycles available for property.
1. DOD
2. EXP DOD
3. FEPP
4. RTD2

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
FEPD	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.

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	**DTID:** W52H094302W803L
Approve: ☐ Approve ☐ Reject	**Site:** RCP MECHANICSBURG (AN5)
Quantity: 2	**Cycle:** DOD

Item Name: TOWBAR,MOTOR VEHICLE
Request Date: 10/31/14 07:55:53
Days Left: 15

NSN: 49 0013659304
Condition: A
DEMIL: A

Qty Avail: 25
Unit of Issue: EA
omments:

Last Action: Approved by State Coordinator

Last Updated: 10/31/14 09:14:24

Justification: HOWELL TOWNSHIP POLICE DEPARTMENT HAS POSSESSION OF NUMEROUS VEHICLES THAT REQUIRED TO BE TOWED WHEN THEY BREAK DOWN.

Agency: HOWELL TOWNSHIP POLICE DEPT
Req. Number: 2YTFKZ43044078

Requested By:

State: New Jersey

Supply Condition Codes

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 - Reparable
G	Unserviceable - Incomplete
H	Unserviceable - Condemned

Close

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

Search Results

Download all 1563 items

Sort By: Condition Code ▾   Order: Ascending ▾   Sort   ≪ 1 2 3 4 5 … ≫

No Info Available	**Cycle:** DOD	**Days Left in Cycle:** 11	**Hazardous:**
	Quantity Available: 3	**Integrity Code:** 1	**Container ID:**
	Condition: A	**Site:** DLADS SUSQUEHANNA	**Orig. Acq. Price:** 62.47
	Item Name: JACKET,PHYSICAL FIT	**NSN:** 8415014654666	**Miles from Zip:** 441
	DTID: W25KYQ61120010	**DEMIL:** A	**Date Entered Inv.:** 6/21/2016 12:00:00 AM
	MSDS:	**Unit of Issue:** EA	**Expedited:** No
	Warehouse Location: E020144C0	**Receipt in Place:** No	

No Info Available	**Cycle:** DOD	**Days Left in Cycle:** 11	**Hazardous:**
	Quantity Available: 1	**Integrity Code:** 7	**Container ID:**
	Condition: A	**Site:** DLADS SUSQUEHANNA	**Orig. Acq. Price:** 63.45
	Item Name: JACKET,PHYSICAL FIT	**NSN:** 8415015754445	**Miles from Zip:** 441
	DTID: W25KYQ61120009	**DEMIL:** A	**Date Entered Inv.:** 6/21/2016 12:00:00 AM
	MSDS:	**Unit of Issue:** EA	**Expedited:** No
	Warehouse Location: E020144C0	**Receipt in Place:** No	

No Info Available	**Cycle:** RTD2	**Days Left in Cycle:** 0	**Hazardous:**
	Quantity Available: 1	**Integrity Code:** 1	**Container ID:**
	Condition: A	**Site:** DLADS KAISERSLAUTERN	**Orig. Acq. Price:** 11.75
	Item Name: ELBOW,PADS	**NSN:** 8415015302161	**Miles from Zip:** N/A
	DTID: FB562161160130	**DEMIL:** A	**Date Entered Inv.:** 5/10/2016 12:00:00 AM
	MSDS:	**Unit of Issue:** PR	**Expedited:** No
	Warehouse Location: C010632C0	**Receipt in Place:** No	

No Info Available	**Cycle:** RTD2	**Days Left in Cycle:** 0	**Hazardous:**
	Quantity Available: 16	**Integrity Code:** 1	**Container ID:**
	Condition: A	**Site:** DLADS KAISERSLAUTERN	**Orig. Acq. Price:** 18.75
	Item Name: PAD,KNEE	**NSN:** 8415015302351	**Miles from Zip:** N/A
	DTID: FB562161160129	**DEMIL:** A	**Date Entered Inv.:** 5/10/2016 12:00:00 AM
	MSDS:	**Unit of Issue:** PR	**Expedited:** No
	Warehouse Location: C010632C0	**Receipt in Place:** No	

LESO Shopping Cart [Check Out]

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

Add Item to LESO Shopping Cart

Inventory Information

No Info
Available

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

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

Save To Cart   Return to Previous Page

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)
- Example: CBP will use the Flyers Jackets
  to outfit agents while out on patrol to
  protect against the elements.
- Select Save to Cart.

Shopping Cart

Reutilization / Transfer / Donation (RTD)
LESO Search Results

☑ Show reminder

Return to Search

Select "Return to Search" for more property.

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

To Remove property from basket, select the shopping cart

When finished, select "Check Out"

Check Out

LESO Shopping Cart

Customer must arrange for transportation of property items.

* Required field

No Info Available

Remove From Cart

* Justification: (Required Justification type here)

* Quantity: 1
Unit of Issue: EA
Container ID:

Item Name: STAND, COMPUTER
NSN: 7035DSSTANDAR
DTID: W8086B80196014
Condition: H
Quantity Available: 140
Expedited: No

Site: DLADS COLUMBUS
Date Entered Inv.: 02/03/18
Orig. Acq. Price: 200.00
DEMIL: A
Cycle: DOD

☐ 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"

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.

After initial search criteria is selected (See slide 17) this is the screen that loads. To create a want list, select "Schedule".

Active "Want Lists" are here

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 report parameters.

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?	☐

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

Verify Point of Contact, add additional email if needed. Select "Create Want List"

...cheduled Want List query. If specified, the same results will be sent to the secondary email address.

Point of Contact:	John Doe
Email Address:	JohnDoe@DLA.mil
Secondary Email Address:	[ ]

Create Want List

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, 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
- Robots – 1 per 10 officers
- Magazines – 6 per officer

Requisition Status

Select "RTD Home"

DEFENSE LOGISTICS AGENCY

RTD Home
DOD
Law Enforcement Support Office
User Search
Want Lists
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)

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.

To Cancel a requisition, select the "**Cancel**" link. Note: this option displays for three (3) days only. After this time, please contact the respective DLA Disp Svcs Field Site to request the cancellation

Requisition Status

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

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 Frward 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 Admin	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

Acronym List

Important ACRONYMs

- AMPS – Account Management and Provisioning System

- DEMIL – Demilitarization

- DLA – Defense Logistics Agency

- DOD – Department of Defense

- DODAAC – Department of Defense Activity Address Code

- FEPMIS - Federal Excess Property Management Information System

- FSC – Federal Stock Class

- LEA – Law Enforcement Activity/Agency

- NSN – National Stock Number

- PCR – Program Compliance Review

- RTD – Reutilization, Transfer and Donation

- SC – State Coordinator

- POC – Point of Contact

Questions?

LESO HQ: 1-800-532-9946

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