

UNCLASSIFIED

DEFENSE LOGISTICS AGENCY

Established 1961



RTD User Role Approval



THE NATION'S LOGISTICS COMBAT SUPPORT AGENCY

UNCLASSIFIED

PEOPLE ★ PRECISION ★ POSTURE ★ PARTNERSHIPS

WARFIGHTER ALWAYS

Last updated: April 22, 2026

RTD User Role Approval Step 1



Step 1

- It is the responsibility of the SC/SPOC to review the pending user information before approval.
- Only users listed on the current LESO approved Application for Participation can be approved at this level. If user is not on approved application, request must be denied.
- After the role request is approved, the user will appear in LESO RTD pending approvals.

Note: SC/SPOC does not receive a notification when a pending user has submitted their role.

RTD User Role Approval Step 1

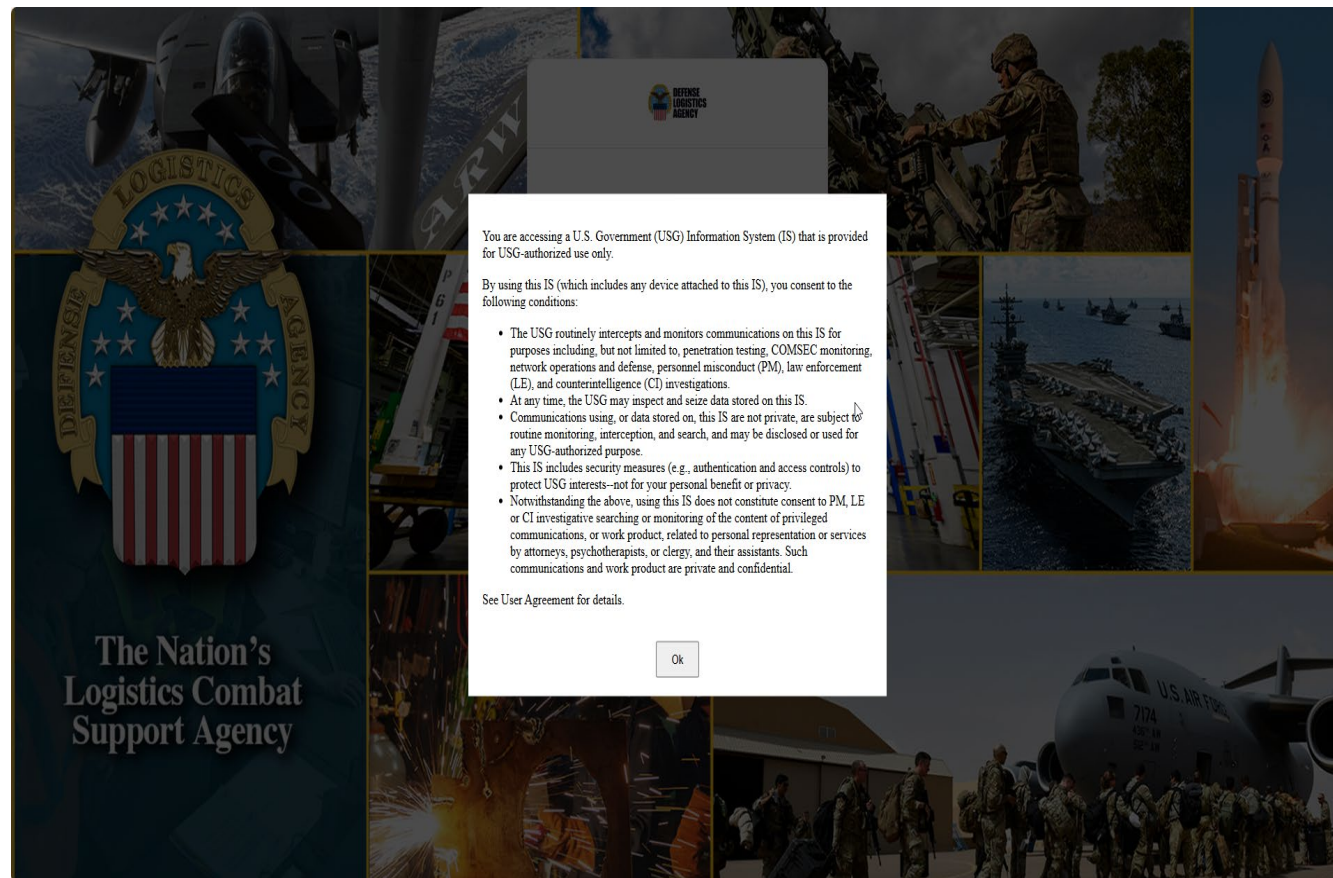


LEA screener must have an approved role before requesting property through the LESO program.

Access RTD Web
through web portal
address.

<https://login-legacy.dla.mil>

Log in using the Okta
Multi Factor
Authentication (MFA).



RTD User Role Approval Step 1



Click
“Law Enforcement
Support Office”.

Drop down
selections will
appear.

Choose option
“Pending Users”.

Role:
“LESO State/Local
Screener”.

Click:
“Submit”.

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Reutilization / Transfer / Donation (RTD)

RTD Main

☒ Show reminder

Reutilization, Transfer, Donation Home

Announcements

Title	Description
Requisition Location	Regarding the physical location of R beginning APLD are receipt in place Service site. Any other warehouse location not beginning with APLD, in Services site.
14 day wait for MRO approvals.	ATTENTION SPECIAL PROGRAMS placed in an approval hold status du days is completed, and DTID reques first awarded basis. You will receive rejection.
DOD Property	As a Reutilization customer, you'll be not authorized for personal use to be

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

Law Enforcement Support Office
Military Affiliate Radio System
ROTC

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

DEFENSE LOGISTICS AGENCY

Disposition Services

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Reutilization / Transfer / Donation (RTD)

Pending Approvals (LESO)

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Acting approval role: LESO State/Local Coordinator ▼

Pending Role: Choose an acting role

Requests: (no pending items)

Item Details: **LESO State/Local Screener**

(select an item in the list above)

Pending User Supplemental Information

RTD User Role Approval Step 1



Step 1

SC/SPOC will review the user information compared to the current approved Application for Participation on file with LESO.

If correct, Click: "Approve".

If incorrect, Click: "Deny" and contact user for corrections.

User Name	App	Role	Last User to Approve	Last Action Date	Action	Deny	Show/Add Comments
	LESO	LESO State/Local Screener		6/17/2024 10:11:02 AM	Approve	Deny	Show/Add
	LESO	LESO State/Local Screener		6/28/2024 9:52:42 AM	Approve	Deny	Show/Add
	LESO	LESO State/Local Screener		6/27/2024 2:38:04 PM	Approve	Deny	Show/Add

Item Details

USERNAME

ID_TYPE

USER_STATUS

APPROVAL_LEVEL

EDIT_USERS

TITLE

FIRST_NAME

LAST_NAME

ADDRESS1

ADDRESS2

CITY

STATE

ZIP

PHONE

PHONE_EXTENSION

FAX

FAX_EXTENSION

EMAIL

DATE_ADDED

LAST_UPDATE_DATE

LAST_LOGIN

DODAAC

REUT_STATUS

OPT_OUT

COUNTRY

COMPANYNAME

Action

Deny

Approve

Deny

DoDAAC Profile

Username: Acting Username:

This UserName is not assigned to any DoDAACs.

DoDAAC: Add

Pending User Supplemental Information

Data Name	Data Value
NUMBER OF OFFICERS	19
NUMBER OF PART TIME OFFICERS	2
WEAPONS POC	
AIRCRAFT POC	
HAVE 1208/1033 EQUIPMENT	Y
HAVE WEAPONS	N
HAVE AIRCRAFT	N
HAVE APCS	N
HAVE HMMWV	N
HAVE WATERCRAFT	Y

RTD User Role Approval Step 2



Step 2

- Once Step 1 is completed, LESO Customer Support Team (CST) will review pending users that require approval for access into RTD.
- LESO CST will go thru two step process to review pending user in RTD.
- If approved, user access will be granted to request property.
- If denied, user will be informed why their request was denied and to re-submit their request.

RTD User Role Approval Step 2



Step 2

LESO CST conducts a first review of the user information. This includes:

Role Request.

Current approved Application for Participation on file with LESO.

DODAAC Validation.

User Name	App	Role	Last User to Approve	Last Action Date	Action	Deny	Show/Add Comments
	LESO	LESO State/Local Screener		6/17/2024 10:11:02 AM	Approve	Deny	Show/Add
	LESO	LESO State/Local Screener		6/28/2024 9:52:42 AM	Approve	Deny	Show/Add
	LESO	LESO State/Local Screener		6/27/2024 2:38:04 PM	Approve	Deny	Show/Add

DEFENSE LOGISTICS AGENCY
DISPOSITION SERVICES
74 WASHINGTON AVENUE NORTH
BATTLE CREEK, MICHIGAN 49037-3092

Law Enforcement Support Office (LESO)
Application for Participation / Authorized Screeners Letter
(This form is for State/Local Law Enforcement Agencies (LEA) only) *Indicates Required Fields

SECTION 1:

*Agency Name: _____ Originating Agency Identifier (OAI) #: _____ (if applicable)

*Agency Physical Address: _____ *City: _____

*State: _____ *Zip Code: _____ *NOC P.O. Box or Address (if different than above, in terminal location)

*Phone #: _____ *Email: _____ Note: Email is needed for automated system verification.

Agency MUST have at least 1 full-time officer to participate in the program. Indicate the number of compensated officers with arrest and apprehension authority. Part-time field MUST be filled in: N/A, 0 or - is acceptable. *Full-time ☐ *Part-time ☐

RTD Screener - RTD Screeners MUST be employed by the aforementioned LEA. Individuals identified below may request access to act as an authorized "RTD Screener" on behalf of this Law Enforcement Agency. Agency MUST have at least 1 RTD Screener. Enter "XXXXX" or "N/A" into all screener fields not used.

*#1 *Official Title / Rank: _____ *First Name: _____ *Last Name: _____
*Email: _____ *Phone Number: _____ POC (Aircraft/Small Arms/Vehicle): _____

*#2 *Official Title / Rank: _____ *First Name: _____ *Last Name: _____
*Email: _____ *Phone Number: _____ POC (Aircraft/Small Arms/Vehicle): _____

*#3 *Official Title / Rank: _____ *First Name: _____ *Last Name: _____
*Email: _____ *Phone Number: _____ POC (Aircraft/Small Arms/Vehicle): _____

*#4 *Official Title / Rank: _____ *First Name: _____ *Last Name: _____
*Email: _____ *Phone Number: _____ POC (Aircraft/Small Arms/Vehicle): _____

*#5 *Official Title / Rank: _____ *First Name: _____ *Last Name: _____
*Email: _____ *Phone Number: _____ POC (Aircraft/Small Arms/Vehicle): _____

*#6 *Official Title / Rank: _____ *First Name: _____ *Last Name: _____
*Email: _____ *Phone Number: _____ POC (Aircraft/Small Arms/Vehicle): _____



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Reutilization / Transfer / Donation (RTD)

DoDAAC Validation

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DoDAAC Validation

* DoDAAC: 2YT

Search

RTD User Role Approval Step 2



Pending Role Requests

User Name	App	Role	Last User to Approve	Last Action Date	Action	Deny	Show/Add Comments
LESO	LESO State/Local Screener			5/17/2024 10:11:02 AM	Approve	Deny	Show/Add
LESO	LESO State/Local Screener			5/28/2024 9:52:42 AM	Approve	Deny	Show/Add
LESO	LESO State/Local Screener			5/27/2024 2:38:04 PM	Approve	Deny	Show/Add

Item Details

USERNAME: [Redacted]
 ID_TYPE: [Redacted]
 USER_STATUS: [Redacted]
 APPROVAL_LEVEL: A
 EDIT_USERS: [Redacted]
 TITLE: Sheriff
 FIRST_NAME: [Redacted]
 LAST_NAME: [Redacted]
 ADDRESS1: [Redacted]
 ADDRESS2: [Redacted]
 CITY: [Redacted]
 STATE: [Redacted]
 ZIP: 61036
 PHONE: 8157772141
 PHONE_EXTENSION: [Redacted]
 FAX: [Redacted]
 FAX_EXTENSION: [Redacted]
 EMAIL: [Redacted] DV
 DATE_ADDED: 5/27/2024 11:22:49 PM
 LAST_UPDATE_DATE: 5/27/2024 10:35:46 AM
 LAST_LOGIN: 5/27/2024 10:28:27 AM
 DODAAC: [Redacted]
 REUT_STATUS: [Redacted]
 OPT_OUT: [Redacted]
 COUNTRY: [Redacted]
 COMPANYNAME: [Redacted]

Action:

DoDAAC Profile

Username: [Redacted] Acting Username: [Redacted]

This Username is not assigned to any DoDAACs.

 DoDAAC: [Redacted]

Pending User Supplemental Information

Data Name	Data Value
NUMBER OF OFFICERS	19
NUMBER OF PART TIME OFFICERS?	[Redacted]
WEAPONS POC	[Redacted]
AIRCRAFT POC	[Redacted]
HAVE 1208/1033 EQUIPMENT	Y
HAVE WEAPONS	N
HAVE AIRCRAFT	N
HAVE APCs	N



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(This form is for State/Local Law Enforcement Agencies (LEA) only)

*Indicates Required Fields

SECTION 1:

*Agency Name: [Redacted] Originating Agency Identifier (OAI) # (if available): [Redacted]
 *Agency Physical Address: [Redacted] *City: [Redacted]
 *State: [Redacted] *Zip Code: [Redacted] *NOC P.O. Box or Address (if different than above (a, service location): [Redacted]
 *Phone #: [Redacted] *Email: [Redacted]

Agency MUST have at least 1 full-time officer to participate in the program. Indicate the number of compensated officers with arrest and apprehension authority. Part-time field MUST be filled in: N/A, 0 or - is acceptable. *Full-time: *Part-time:

RTD Screener - RTD Screeners MUST be employed by the aforementioned LEA. Individuals identified below may request access to act as an authorized "RTD Screener" on behalf of this Law Enforcement Agency. Agency MUST have at least 1 RTD Screener. Enter "XXXXXX" or "N/A" into all screener fields not used.

#1 *Official Title / Rank: [Redacted] *First Name: [Redacted] *Last Name: [Redacted]
 *Email: [Redacted] *Phone Number: [Redacted] POC (Aircraft/Small Arms/Vehicle): [Redacted]

#2 *Official Title / Rank: [Redacted] *First Name: [Redacted] *Last Name: [Redacted]
 *Email: [Redacted] *Phone Number: [Redacted] POC (Aircraft/Small Arms/Vehicle): [Redacted]

#3 *Official Title / Rank: [Redacted] *First Name: [Redacted] *Last Name: [Redacted]
 *Email: [Redacted] *Phone Number: [Redacted] POC (Aircraft/Small Arms/Vehicle): [Redacted]

#4 *Official Title / Rank: [Redacted] *First Name: [Redacted] *Last Name: [Redacted]
 *Email: [Redacted] *Phone Number: [Redacted] POC (Aircraft/Small Arms/Vehicle): [Redacted]

#5 *Official Title / Rank: [Redacted] *First Name: [Redacted] *Last Name: [Redacted]
 *Email: [Redacted] *Phone Number: [Redacted] POC (Aircraft/Small Arms/Vehicle): [Redacted]

#6 *Official Title / Rank: [Redacted] *First Name: [Redacted] *Last Name: [Redacted]
 *Email: [Redacted] *Phone Number: [Redacted] POC (Aircraft/Small Arms/Vehicle): [Redacted]

LESO CST reviews the user information compared to the current approved Application for Participation on file with LESO.

RTD User Role Approval Step 2



Utilizing LEA DODAAC validation, LESO CST will ensure the user's agency is Unblocked within RTD.

If user has more than one account, the oldest account will be disabled.

If Blocked, an email will be sent to the SC/SPOC with the screener information and the agency DODAAC.

DoDAAC Validation

* DoDAAC:

Search

DoDAAC:

Category:

LESO

Reutilization Status:

Soft R: Non-DoD Services and Agencies

Special Program:

Law Enforcement Support Office

DoDAAC Status:

Unblock

Screener Type:

State/Local

Organization:

Effective Date:

Address:

Mandatory ASO Routing: ☒

Save Changes

RTD User Role Approval Step 3



Step 3

LESO CST conducts a second review of the user information.

Once accuracy of Step 2 is complete, user will be approved.

User now has access to search for property.

User Name	App	Role	Last User to Approve	Last Action Date	Action	Deny	Show/Add Comments
	LESO	LESO State/Local Screener		6/17/2024 10:11:02 AM	Approve	Deny	Show/Add
	LESO	LESO State/Local Screener		6/28/2024 9:52:42 AM	Approve	Deny	Show/Add
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*Agency Physical Address: _____ *City: _____

*State: _____ *Zip Code: _____ *NOC P.O. Box or Address (if different than above, is, terminal location): _____

*Phone #: _____ *Email: _____

Agency MUST have at least 1 full-time officer to participate in the program. Indicate the number of compensated officers with arrest and apprehension authority. Part-time field MUST be filled in: N/A, 0 or - is acceptable. *Full-time: ☐ *Part-time: ☐

RTD Screener - RTD Screeners MUST be employed by the aforementioned LEA. Individuals identified below may request access to act as an authorized "RTD Screener" on behalf of this Law Enforcement Agency. Agency MUST have at least 1 RTD Screener. Enter "XXXXX" or "N/A" into all screener fields not used.

*#1 *Official Title / Rank: _____ *First Name: _____ *Last Name: _____

*Email: _____ *Phone Number: _____ POC (Aircraft/Small Arms/Vehicle): _____

*#2 *Official Title / Rank: _____ *First Name: _____ *Last Name: _____

*Email: _____ *Phone Number: _____ POC (Aircraft/Small Arms/Vehicle): _____

*#3 *Official Title / Rank: _____ *First Name: _____ *Last Name: _____

*Email: _____ *Phone Number: _____ POC (Aircraft/Small Arms/Vehicle): _____

*#4 *Official Title / Rank: _____ *First Name: _____ *Last Name: _____

*Email: _____ *Phone Number: _____ POC (Aircraft/Small Arms/Vehicle): _____

*#5 *Official Title / Rank: _____ *First Name: _____ *Last Name: _____

*Email: _____ *Phone Number: _____ POC (Aircraft/Small Arms/Vehicle): _____

*#6 *Official Title / Rank: _____ *First Name: _____ *Last Name: _____

*Email: _____ *Phone Number: _____ POC (Aircraft/Small Arms/Vehicle): _____

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DoDAAC Validation

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DoDAAC Validation

* DoDAAC: 2YT

