

UNCLASSIFIED

DEFENSE LOGISTICS AGENCY

Established 1961



RTD User Role Request



THE NATION'S LOGISTICS COMBAT SUPPORT AGENCY

UNCLASSIFIED

PEOPLE ★ PRECISION ★ POSTURE ★ PARTNERSHIPS

WARFIGHTER ALWAYS

Last updated: April 22, 2026

RTD User Role Request



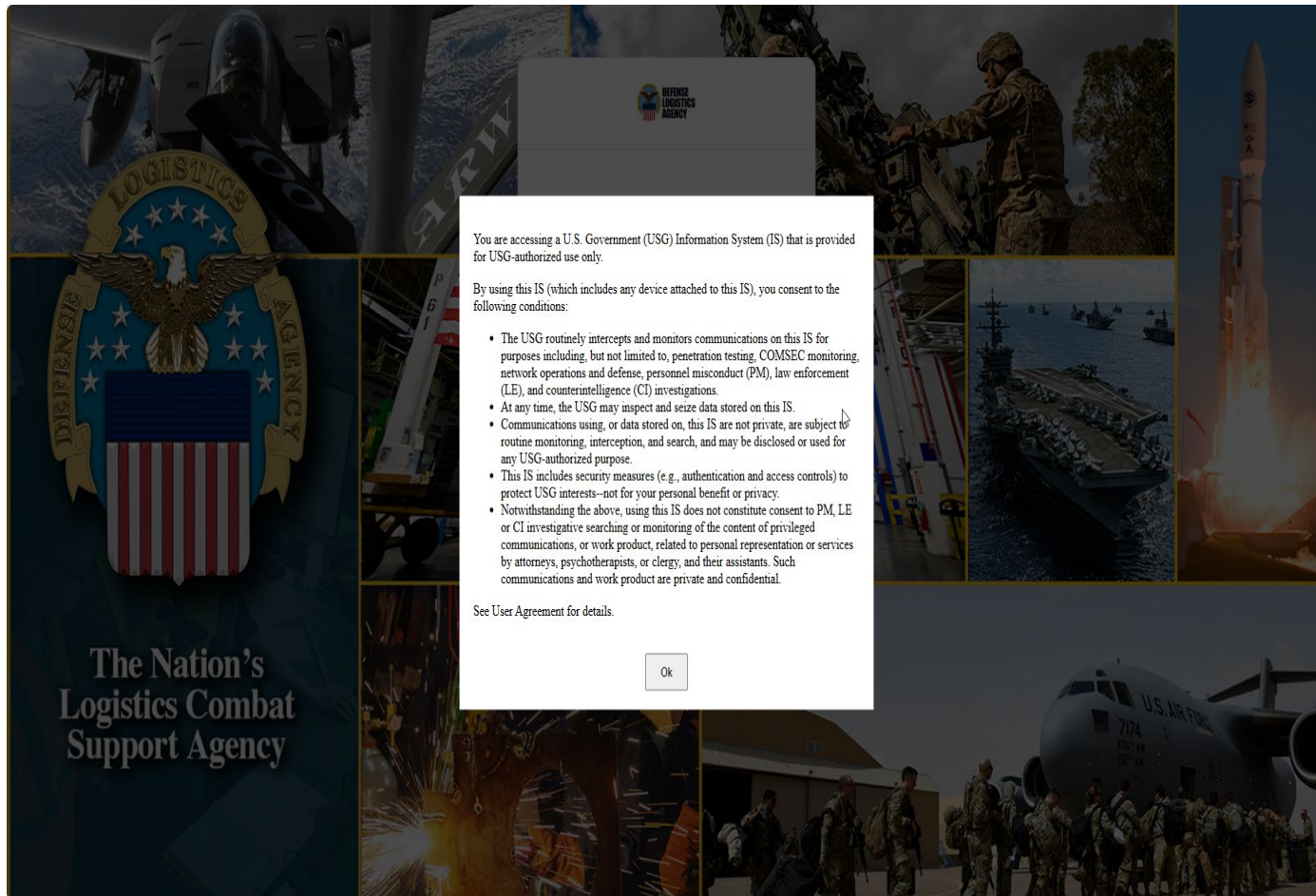
LEA screener must submit a request for User role in RTD for the purpose of requesting property through the LESO Program.

Access RTD Web through web portal address.

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

Click:

"Ok"





Enter your user email address.

Sign In

OR

User Email

[Need DLA Support?](#)

[First Time User? Click Here to Register](#)

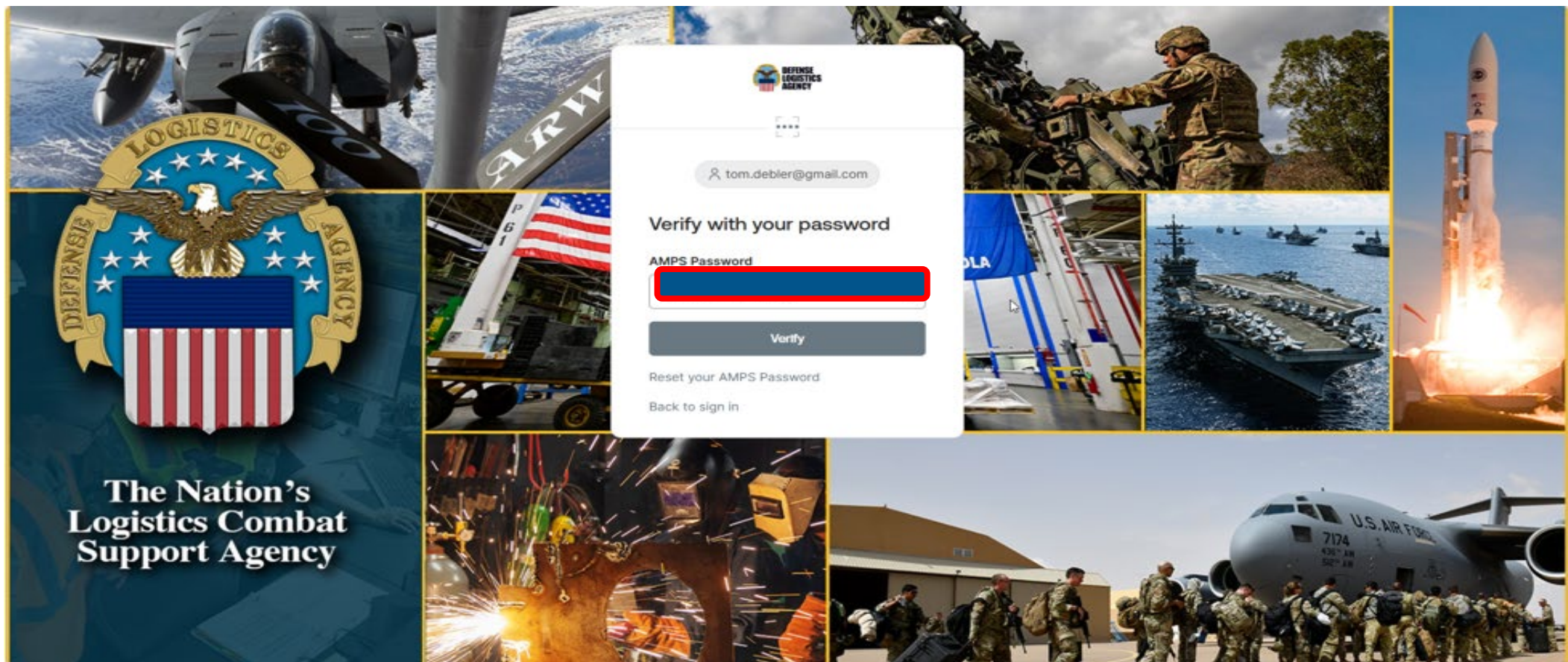
[First Time User Registration Guide](#)

Click: “Next”

RTD User Role Request



Then enter the password that was set up in AMPS.



Click "Verify"

RTD User Role Request

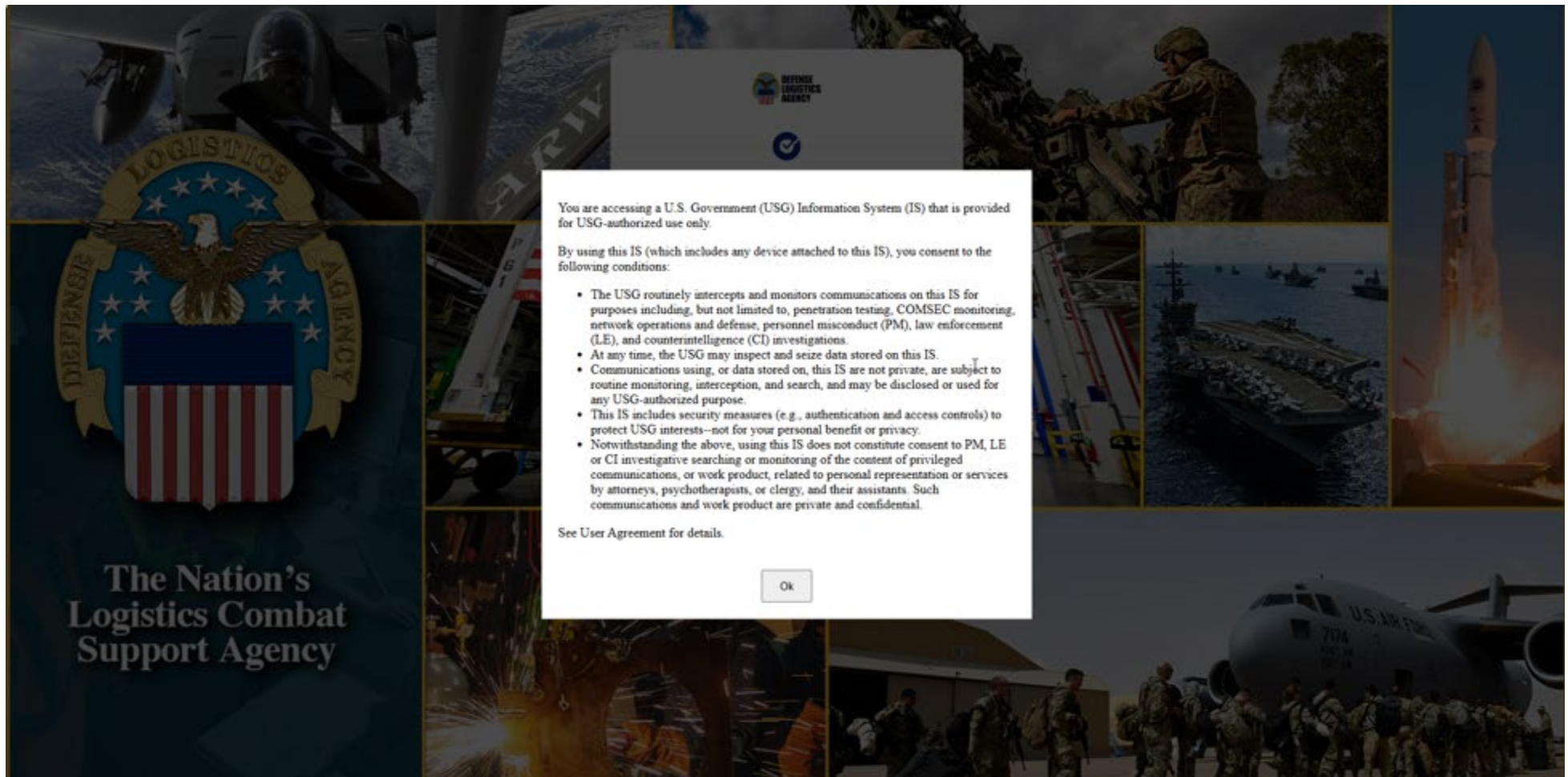


Click on the RTD Tile.

A screenshot of the 'My Apps' dashboard. The interface includes a dark blue sidebar on the left with 'My Apps', 'Work', 'Add section', and 'Notifications' (1). The main area has a search bar 'Search your apps' and a 'Sort' dropdown. Under the 'My Apps' section, there are three tiles: 'ServiceNow', 'ServiceNow (Training)', and 'RTD'. The 'RTD' tile, which features a gear icon, is highlighted with a red rectangular box. At the bottom left, it says 'Last sign in: a few seconds ago' and '© 2025 Okta, Inc. Privacy'. At the bottom center, there is a 'Support' link with the email 'ssoinfo@dla.mil'.



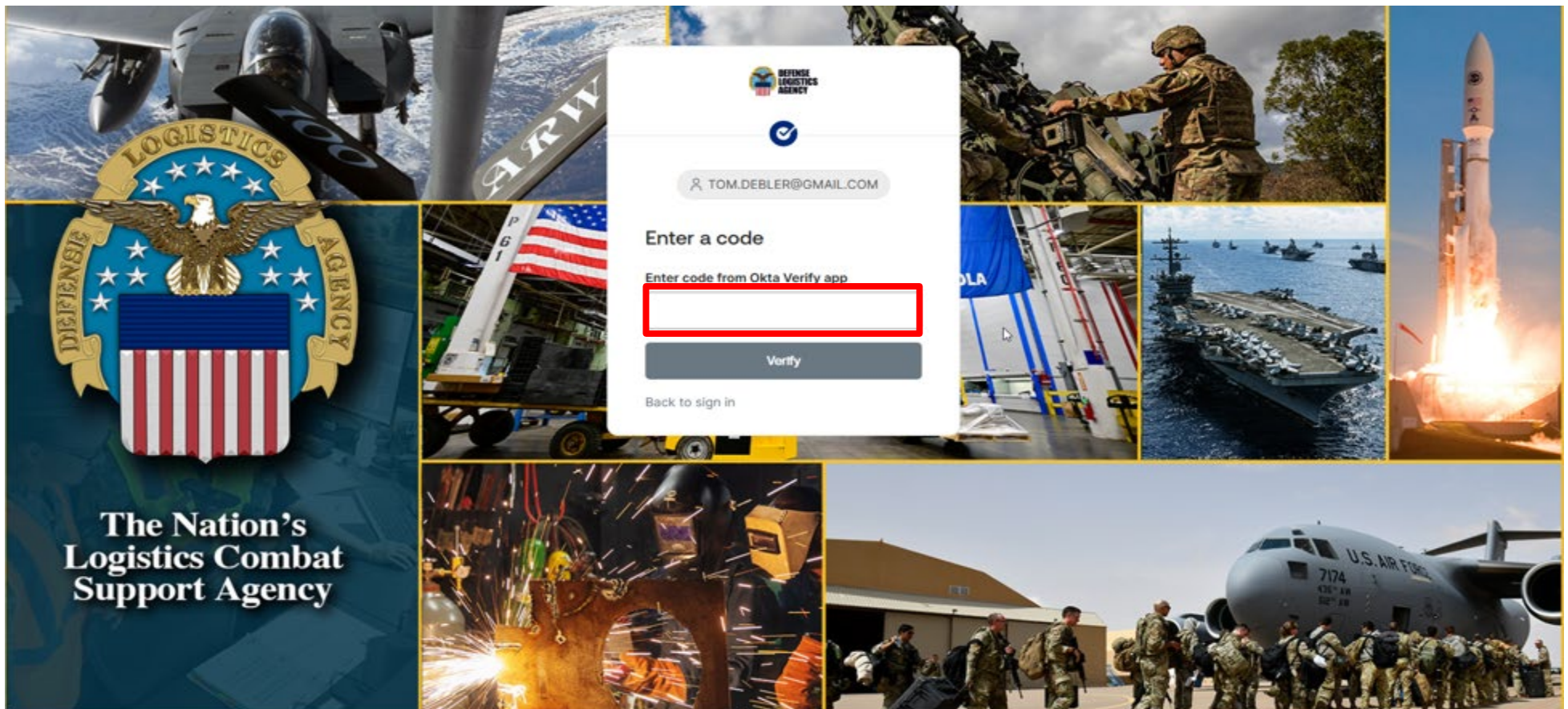
Click “Ok” to Accept Terms and Conditions.



RTD User Role Request



Enter code from Okta Verify application on your phone.



Click “Verify”

RTD User Role Request



Click:
“Request Role”.

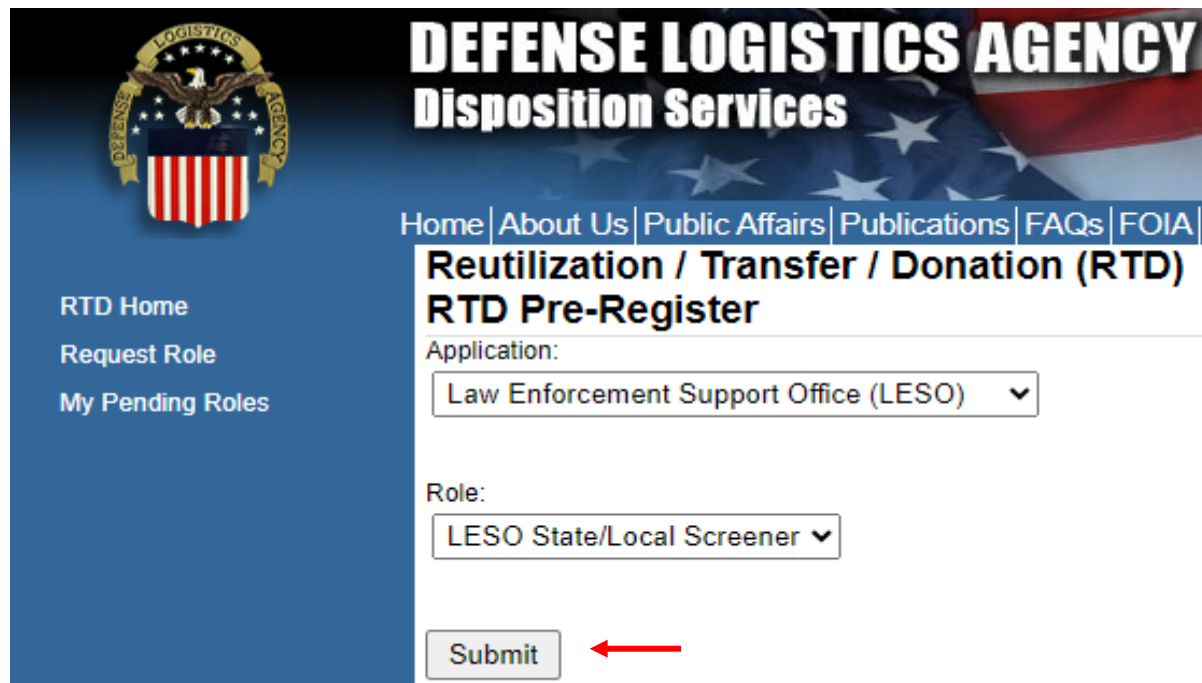
Drop down selections
will appear.

Choose options

Application:
“Law Enforcement
Support Office
(LESO)”.

Click Role:
“LESO State/Local
Screener”.

Click:
“Submit”.



RTD User Role Request User Information



Information will pre-populate from user's AMPS account.

Ensure all information notated with asterisks is properly filled in based on current approved application.

Customer Type: "Screener".

Select desired email notification options.

User Information

Title:

* First Name:

* Last Name:

* Organization Name:

* Work Address Line 1:

Work Address Line 2:

* Work Address City:

* Work Address State:

* Work Address Zip:

Country:

* Work Phone:

Work Ext:

Work Fax:

* Work Email:

Customer Type:

Opt-out of all email?

Receive NIIN notification email:

Receive property receipt email:

User Role Request User Information



Number of Officers:
See note below

Weapons POC:
(non applicable type N/A)

Aircraft POC:
(non applicable type N/A)

Equipment from 1208/1033?
No or Yes (if yes, specify)

State Assigned:
Click: State

Click: "Submit"

Law Enforcement Agency (LEA) Information

* Number of Officers:

* Number of Part Time Officers:

Weapons POC:

Aircraft POC:

Does Agency have equipment from the 1208/1033 Program?

If so, please specify equipment types:

Weapons:

Aircraft:

APCs:

HMMWV:

Watercraft:

Vehicles:

* State Assigned:

Submit

Note: Number of Officers – Total number of authorized, compensated full and part time officers with powers of arrest and apprehension.

User Role Request Registration Complete



DEFENSE LOGISTICS AGENCY Disposition Services

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[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](#)

PROD - v6.0.0.0

Customer Service: 1-877-352-2255 or DSN: 661-7766 Email: diacontactcenter@dia.mil
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Last Updated: 2023-11-09

Once the role request is submitted, the registration is complete and pending processing.

Note: Due to a system issue, an email confirmation is not available currently.

RTD User Role Request Registration Status



To receive registration status of a pending role (user) request.

Click: “My Pending Roles”.

Click: Role.

Click: “Select”.

Next screen will display any current pending roles, if any needing approval.

Note: If role is denied, please review the comments message.



LESO State/Local Coordinator ▼

→

RTD User Role Request Registration Status Errors



- If user receives the following error message: “User Authentication Failed” upon login, password reset must be completed.
- Password reset steps can be found in the AMPS Printable PDF Instructions guide by accessing the Training and Instruction link from the LESO Website:
[https://www.dla.mil/DispositionServices/Offers/Reutilization/LawEnforcement/ Training.aspx](https://www.dla.mil/DispositionServices/Offers/Reutilization/LawEnforcement/Training.aspx)
- If the user is unable to successfully login the user will need to contact the helpdesk at 844-347-2457, option 5, then speak D-L- A then option 2.

