



DEFENSE LOGISTICS AGENCY

Established 1961

RTD Searching and Requesting Property



THE NATION'S LOGISTICS COMBAT SUPPORT AGENCY



RTD Searching for Property

LEA screener can search and request for property through RTD Web.

Access RTD Web through web portal address.

<https://business.dla.mil/landing/index.html>

Click:

“Registered Users Login Here”.





RTD Searching for Property

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.



[Accept](#) [Decline](#)

1. EEBP users

- External Portal users who use User ID and Password, Common Access Card or PIV card to login must change their Password in AMPS every 30 days per DOD policy.
- Users must access each EEBP application every 30 days or your account will be locked.
- If you gained access to EEBP and the functionality appears to not be working as expected or the supporting data is not as expected, please contact your BPA and/or Supervisor. If they are unable to assist, call the DISA Global Service Desk at 1-844-347-2457.

2. DOD CAC users

Please ensure when you login to the EBS Portal to select the -PIV (AUTHENTICATION)- Certificate on your CAC card.

- In accordance with DOD CIO Memorandum released on December 7, 2018, all DOD applications are mandated to use the PIV certificate for authentication as of May 1 2020.
- External Portal has been modified to support PIV certificates as of March 2020.

3. Federal PIV and userID/password users

NO ACTION IS REQUIRED.

Click: “Accept” Terms and Conditions.



RTD Searching for Property

Enter: User
ID/Password that was
created using AMPS.

Click: “Log On”.

Note: To keep the
account active, log in
at least once every 30
days.

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Welcome to the Enterprise External Business Portal

Enter your Enterprise External Portal user name and password.

User *

Password *

→



- 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 DLA.

RTD Searching for Property



Click:
"Disposition
Services"
Tab.



Click:
"RTD".





RTD Searching for Property

Hover over:
“Law Enforcement
Support Office”.

Drop down selections
will appear.

Select:
“LESO Search”.

Note: RTD Web users
that receive message:
“You must have an
assigned DODAAC to
search”, should contact
their SC/SPOC for
assistance.

The screenshot shows the RTD Main page. On the left is a navigation menu with the following items: 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 (highlighted with a red circle), Military Affiliate Radio System, ROTC, and Service Museums. A dropdown menu is open for the Law Enforcement Support Office, showing the following options: LESO Search (highlighted with a yellow arrow), LESO Shopping Cart, Manage Users, Edit Profile, Pending Users, and Manage LESO Subtypes. The main content area has a header with links: Home, About Us, Public Affairs, Publications, FAQs, FOIA. Below the header is the title "Reutilization / Transfer / Donation (RTD) RTD Main" and a "Show reminder" button. The main content area is titled "Reutilization, Transfer, Donation Home" and contains an "Announcements" section. The announcements table has two columns: Title and Description. The first announcement is titled "14 day wait for MRO approvals" and the second is titled "LESO Search". The description for the LESO Search announcement states: "Regarding the physical location of RTD Property, DTIDs with warehouse locations beginning APLD are receipt in place and NOT physically located at a DLA Disposition Service site. Any other warehouse location listed, be it blank or some other warehouse location not beginning with APLD, indicates a DTID that was received at a DLA Disposition Services site. ATTENTION SPECIAL PROGRAMS CUSTOMERS: Requisitions submitted in RTD will be placed in an approval hold status during the first 14 days of DoD screening. When the 14 days is completed, and DTID requested is still available, it will be processed on a first in, first awarded basis. You will receive an automated email message of MRO approval or rejection. As a Reutilization customer, you'll be withdrawing Department of Defense property that is not authorized for personal use to be sold or traded. You will need your Accountable Supply Officer's approval before you submit a requisition. RTD Web customers are to follow all required DOD regulations and policies that apply. Only the USPFO and selected individuals designated in writing by the USPFO shall be

Reutilization / Transfer / Donation (RTD) LESO Search

Show reminder

You must have an assigned DoDAAC in order to search.



RTD Searching for Property

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

National Stock Number (NSN).

Federal Supply Class (FSC).

Item Name or Keyword from the item name.

LESO Search

* Required Field

* DoDAAC:

Sort By:

Sort By Direction:

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:

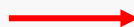
No file chosen

(.txt or .xls files only, if NSNs / LSNs are uploaded, the NIIN will be extracted from the NSN / LSN.)

[Pause](#)

[Prev](#) [Next](#)

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





RTD Searching for Property

Disposal Turn-in Document (DTID).

RTD Screening Cycles.

Supply Condition Code.

DLA Disposition Services Site.


Miles from DODAAC.

Miles from Zip Code.

Up to 20 DTID Numbers:

Container ID:

RTD Screening Cycle: ☒ DOD ☒ RTD2 ☒ FEPP

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 Anchorage
DLA DS Anniston
DLA DS Anniston Demil
DLA DS Aviano
DLA DS Barstow
DLA DS Campbell
DLA DS Cavazos
DLA DS Colorado Springs
DLA DS Columbus
DLA DS Corpus Christi

→ Miles from DoDAAC Location:

→ Zip Code:
(Enter Zip Code and Miles to search from the Zip location.)



RTD Searching for Property

Search Results

[Download all 1563 items](#)

Sort By: Order:



Condition Code, Item Name, DTID

DLA Disp Svcs Site and National Stock Number (NSN)

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

Note: LESO will not approve property with a **Unit of Issue** of "LT" (LOT) as property cannot be properly accounted for in FEPMIS. Please contact State Coordinator Office with questions.

Item	Condition	Item Name	DTID	MSDS	Warehouse Location	Cycle	Quantity Available	Days Left in Cycle	Integrity Code	Unit of Issue	Receipt in Place	Site	NSN	DEMIL	Unit of Issue	Receipt in Place
	<input type="radio"/> A	JACKET, PHYSICAL FIT	W25KY061120010		E020144C0	RTD	1	11	7	EA	No	DLADS SUSQUEHANNA	8415015754445	A	LT	No
	<input type="radio"/> A	ELB	FB5		C010632C0	RTD2	16	0	1	PR	No	DLADS KASERSLAUTERN	8415015302351	A	PR	No





RTD Searching for Property






Within the DTID, any information with an underline is considered a hyperlink.

Right-Click on hyperlink and select: "Open link in a new tab".

Note:
Items requiring additional authorization will be flagged as **CONTROLLED**.

Contact SC/SPOC office before requesting these type of items.

	Cycle: <u>DOD</u>	Days Left in Cycle: 9
	Quantity Available: 1	Integrity Code: <u>1</u>
	Condition: <u>H</u> ←	Site: <u>DLADS KNOX</u>
	Item Name: TRUCK,UTILITY	NSN: <u>2320013469317</u>
	DTID: <u>W91UJ380390005</u> ←	DEMIL: <u>C</u>
	MSDS:	Unit of Issue: EA
	Warehouse Location: APLDW91UJ3BL4828	Receipt in Place: Yes
CONTROLLED		

	Open link in new tab ←
	Open link in new window
	Open link in InPrivate window
	Open link in split screen window
Save link as	
	Copy link

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 - Repairable
G	Unserviceable - Incomplete
H	Unserviceable - Condemned



RTD Requesting Property

After searching for property, complete following steps.

Step 1 - Enter Quantity Requested.

Step 2 - Enter Justification.* (next slide)

Step 3 - Click “Save to Cart”.

Step 4 – Click “Return to Previous Page” if needed.


Step 5 – Click “Check Out”.

LESO Shopping Cart [Check Out] ←

You Have 0 item(s) in your Shopping Cart. The Shopping Cart holds 50 items (5)

Add Item to LESO Shopping Cart

Inventory Information

 Cycle: DOD Days Left in Cycle: 7 Hazardous: ☐
Quantity Available: 1 Integrity Code: 6 Container ID:
Condition: E Site: DLADS HILL Orig. Acq. Price: 41,061.00
Item Name: TRUCK, UTILITY NSN: 2320011077155 Date Entered Inv: 01/25/18
DTID: W90F5M80170001 DEMIL: Q MSDS:
Unit of Issue: EA Expedited: No
Warehouse Location: APLDW90F5M7BC256

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

(3) → ← (4)



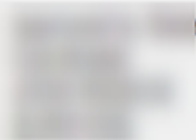
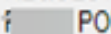

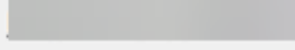

When requisitioning property in RTD, justifications must meet these three requirements to be approved by the LESO:

- 1. Must be for use by the requesting agency:** It is a requirement to name the agency within the justification.
- 2. Property must be for law enforcement purposes/use:** How will the agency use the property? In the event of search and rescue, purposes of an undercover investigation, etc. Please be specific with examples.
- 3. Must be persuasive:** Property and justification make sense together.

Note: For community events, property must be used for community security, not for showcase/display.



Strong Justification

Assigned: Assign	DTID: <u>SW321103000108</u>	Item Name: LAPTOP COMPUTER	NSN: 7021DSLAPTOP2
Approve: <input type="checkbox"/> Approve <input type="checkbox"/> Reject	Site: <u>DLA DS RED RIVER (SY5)</u>	Request Date: 03/19/24 18:48:00	Condition: B
Quantity: <input type="text" value="1"/>	Cycle: <u>DOD</u>	Days Left: 9	DEML: <u>A</u>
Qty Avail: 1	Last Action: 	Last Updated:	Justification: THIS ITEM IS BEING REQUESTED BY THE  POLICE DEPARTMENT TO BE USE BY OFFICERS FOR LAW ENFORCEMENT PURPOSES. THE REQUESTED COMPUTERS WILL BE UTILIZED BY OFFICERS FOR TRAINING NEEDS AND TO DOWNLOAD TRAINING MATERIALS TO THEM, IN ORDER TO RECALL NECESSARY TRAINING INFORMATION AT A LATER TIME.
Unit of Issue: EA	Agency:  <u>POLICE DEPT</u>	Requested By: 	State: Texas
Comments: <input type="text"/>	Req. Number: 	SubType:	
		Reg. 12 Mo.	

Strong Justification: The requesting agency was named (required) for law enforcement use (by officers for training needs and to download training material) and is persuasive (training information).



Insufficient Justification

Assigned: <u>Assign</u>	DTID: <u>W8086B31820054</u>	Item Name: <u>HELMET,GROUND TROOPS' OR PARACHUTISTS',N</u>	NSN: 8470016809215
Approve: <input type="checkbox"/> Approve <input type="checkbox"/> Reject	Site: <u>DLA DS COLUMBUS (SVX)</u>	Request Date: 03/19/24 11:16:29	Condition: <u>H</u>
Quantity: <input type="text" value="2"/>	Cycle: <u>DOD</u>	Days Left: 9	DEMIL: <u>D</u>
Qty Avail: 2	Approved by State Coordinator	Last Updated:	Justification: <u>TO PROVIDE DEPUTIES WITH HELMETS THAT DO NOT HAVE THEM</u>
Unit of Issue: EA	Last Action: <input type="text"/>	Requested By: <input type="text"/>	State: <input type="text"/>
Comments: <input type="text"/>	Agency: <u>COUNTY SHERIFF DEPT</u>	SubType:	
	Req. Number: <input type="text"/>	Req. 12 Mo. Total for 3	
	No. Officers: 15	FSC:	

Insufficient Justification:

Which law enforcement agency will be utilizing this?

What are the specific operations that it will be used for (i.e., examples of use)? The lack of information leads to a very unpersuasive justification.

This does not meet the 3 requirements and therefore will be denied with comments.



Justification Notes

- Personal Identifiable Information (PII) is not allowed. Please do not use names or any other forms of PII in justifications. Justifications are viewable by the public website.
- Community events, parades, carnivals, and fairs etc., are not a law enforcement purpose.
- Do not use the same justification for different types of property. The item name should be in the justification and the text should speak to the property being requested.



- Optics include night vision, sight reflex, illuminators, binoculars, range finders, etc.
- Justifications for optics (Federal Supply Class [FSC] 5855 and 1240) with a “2YT” Disposal Turn-In Document (DTID), **or** a Condition Code of F, G, or H, **MUST** state the following in the justification.
 - “LEA has confirmed site has been contacted and accept condition of property.”
- Requests will be denied by the LESO without this statement within the justification.



RTD Requesting Property

LESO Shopping Cart

Customer must arrange for transportation of property items.

* Required field



* Justification: (Required Justification type here)

* Quantity: 1

[Remove From Cart](#)

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

Step 1 - Review requests within the shopping cart for accuracy. To remove a requisition, click on "Remove From Cart".

Step 2 - Click "Submit Requisition" to send to SC/SPOC. A message, "Requests Submitted for Approval", will appear.

Step 3 - Click "Return" to go back to the RTD Home.

