DEFENSE LOGISTICS AGENCY

Established 1961

RTD User Role Approval

THE NATION'S LOGISTICS COMBAT SUPPORT AGENCY

PEOPLE ★ PRECISION ★ POSTURE ★ PARTNERSHIPS WARFIGHTER ALWAYS

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.

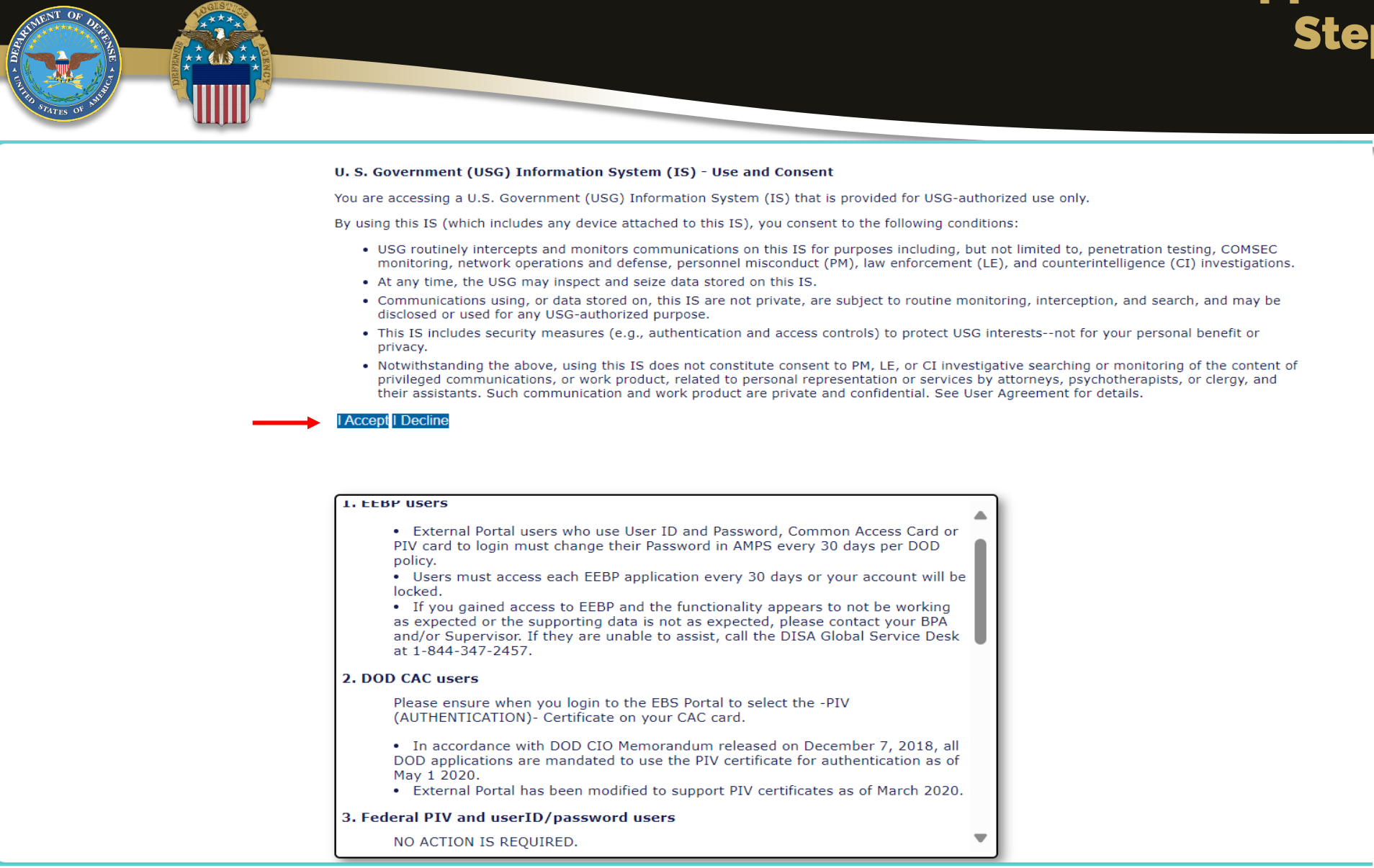
Access RTD Web through web portal address.

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

Click:

Registered Users Login Here.

RTD User Role Approval Step 1



Click: “Accept” Terms and Conditions.

RTD User Role Approval
Step 1

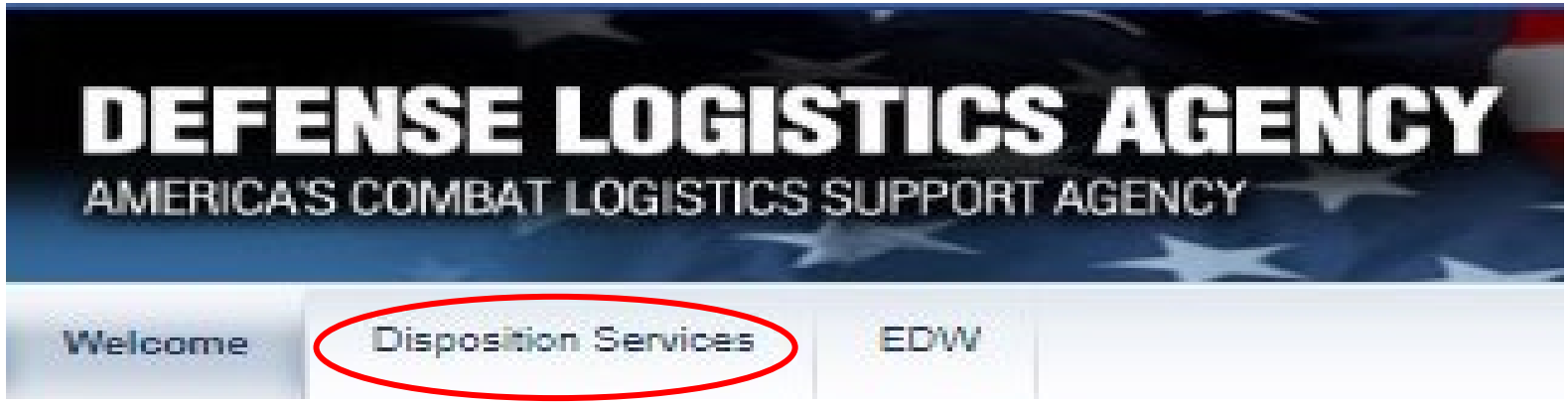
Enter:
User ID/Password that was created using AMPS.

Click: “Log On”.

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

RTD User Role Approval
Step 1

Click: "Disposition Services" Tab.



Click: "RTD".

RTD User Role Approval Step 1

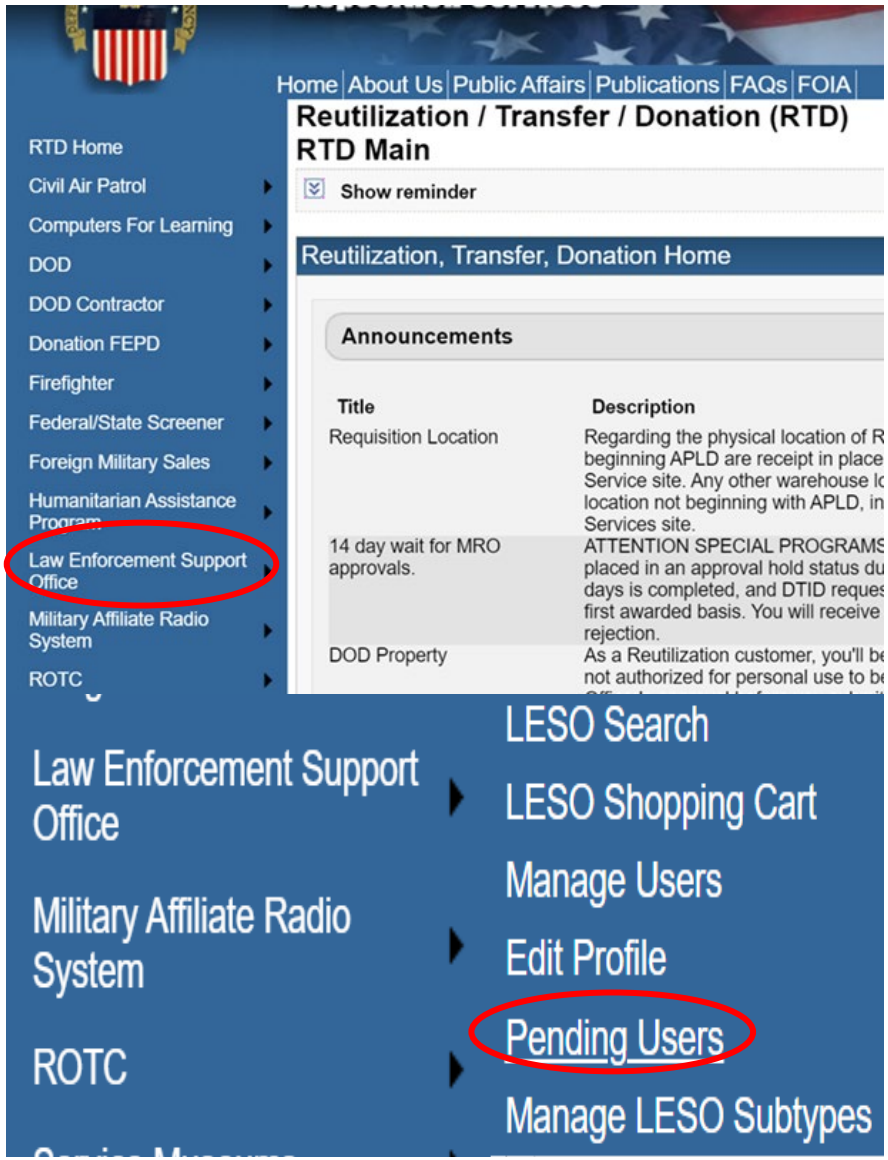
Click
“Law Enforcement Support Office”.

Drop down selections will appear.

Choose options “Pending Users”.

Role:
“LESO State/Local Screener”.

Click:
“Submit”.



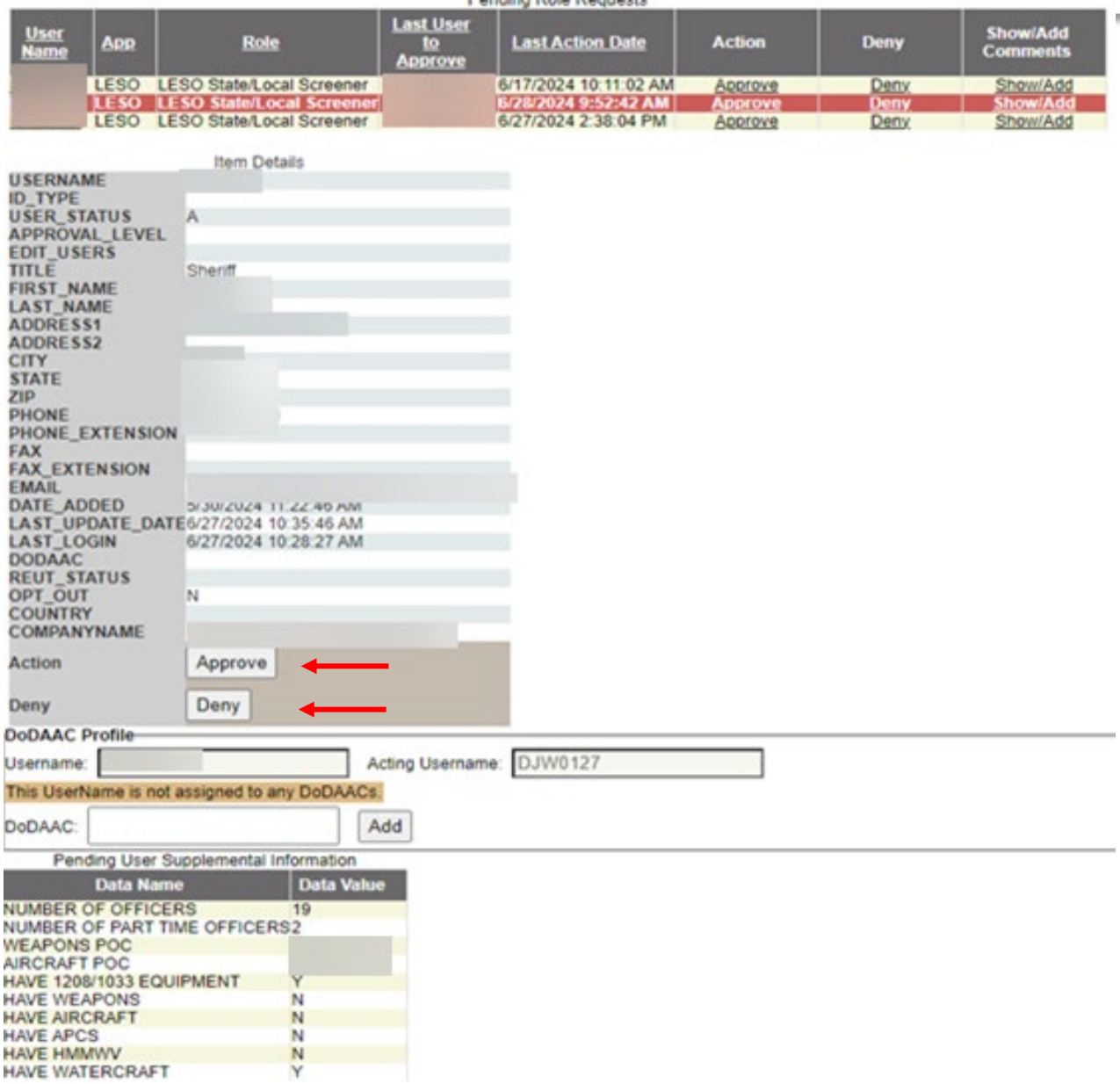
RTD User Role Approval Step 1

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	A
APPROVAL_LEVEL	
EDIT_USERS	
TITLE	Sheriff
FIRST_NAME	
LAST_NAME	
ADDRESS1	
ADDRESS2	
CITY	
STATE	
ZIP	
PHONE	
PHONE_EXTENSION	
FAX	
FAX_EXTENSION	
EMAIL	
DATE_ADDED	
LAST_UPDATE_DATE	6/27/2024 10:35:46 AM
LAST_LOGIN	6/27/2024 10:28:27 AM
DODAAC	
REUT_STATUS	
OPT_OUT	N
COUNTRY	
COMPANYNAME	
Action	Approve
Deny	Deny

DoDAAC Profile

Username: Acting Username: DJW0127

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

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
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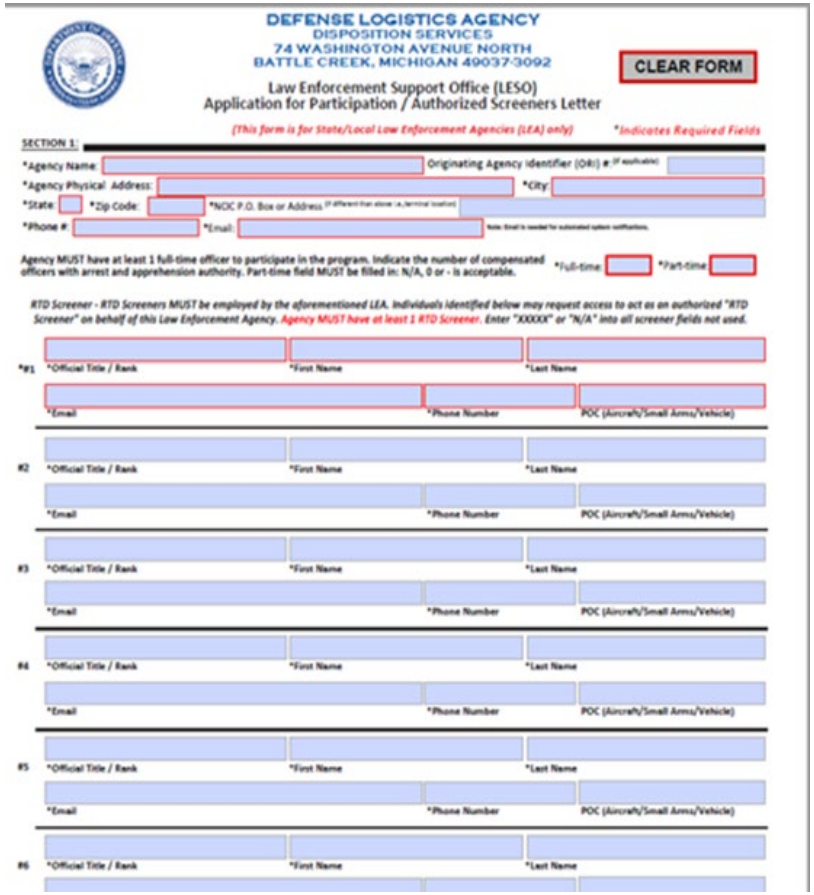


DEFENSE LOGISTICS AGENCY
DISPOSITION SERVICES
74 WASHINGTON AVENUE NORTH
BATTLE CREEK, MICHIGAN 49037-3092

CLEAR FORM

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 (ORI) #:

*Agency Physical Address: *City:

*State: *Zip Code: *NOC P.O. Box or Address:

*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)

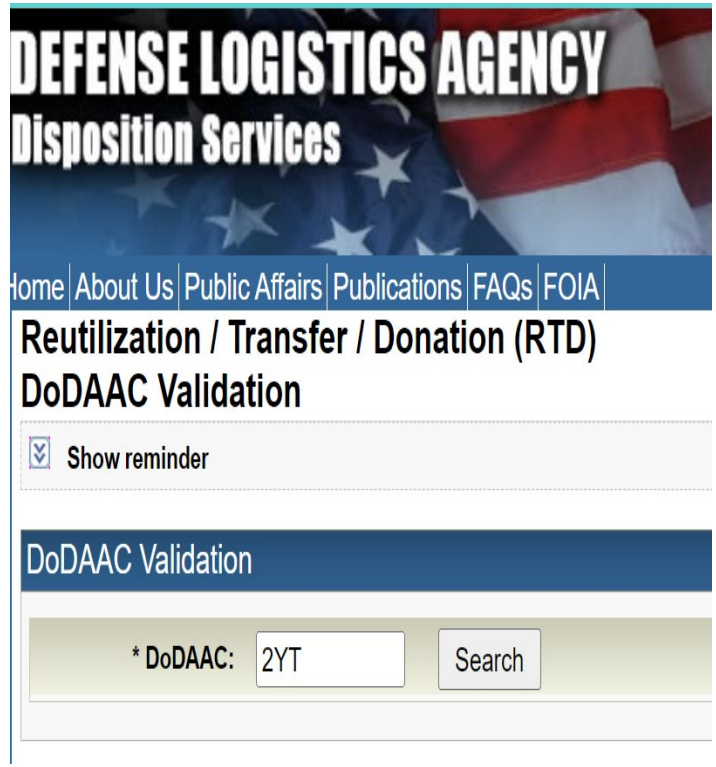
#2 *Official Title / Rank *First Name *Last Name
*Email *Phone Number POC (Aircraft/Small Arms/Vehicle)

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

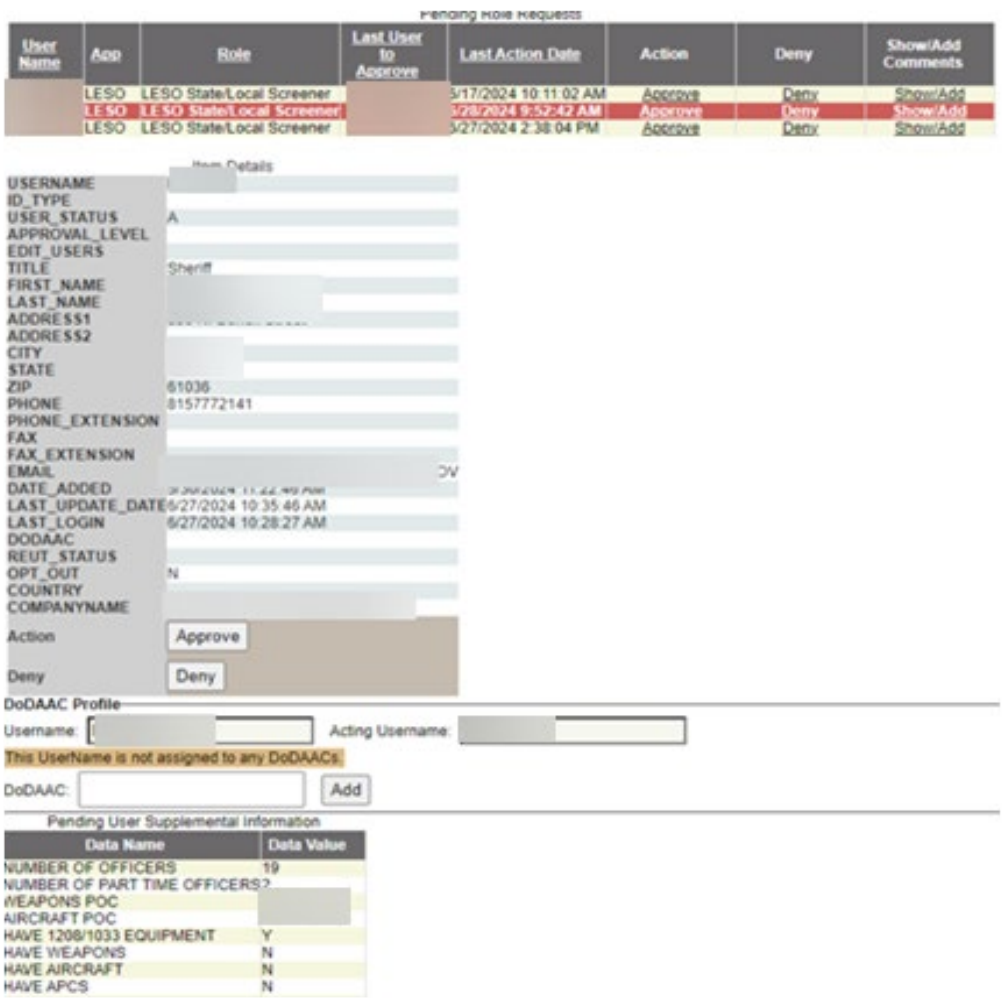
#4 *Official Title / Rank *First Name *Last Name
*Email *Phone Number POC (Aircraft/Small Arms/Vehicle)

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

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



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
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Item Details

USERNAME	
ID_TYPE	
USER_STATUS	A
APPROVAL_LEVEL	
EDIT_USERS	
TITLE	Sheriff
FIRST_NAME	
LAST_NAME	
ADDRESS1	
ADDRESS2	
CITY	
STATE	
ZIP	61036
PHONE	8157772141
PHONE_EXTENSION	
FAX	
FAX_EXTENSION	
EMAIL	
DATE_ADDED	
LAST_UPDATE_DATE	6/27/2024 10:35:46 AM
LAST_LOGIN	6/27/2024 10:28:27 AM
DODAAC	
REUT_STATUS	
OPT_OUT	N
COUNTRY	
COMPANYNAME	
Action	Approve
Deny	Deny

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Username: Acting Username:

This UserName is not assigned to any DoDAACs.

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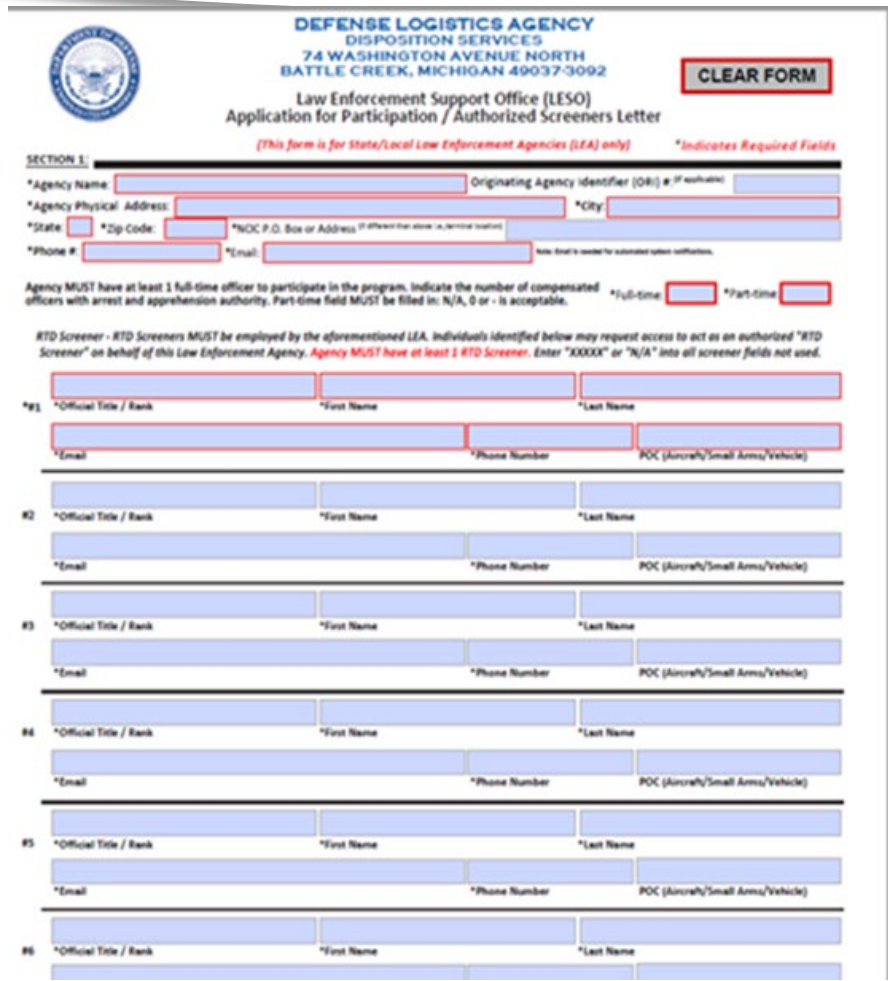

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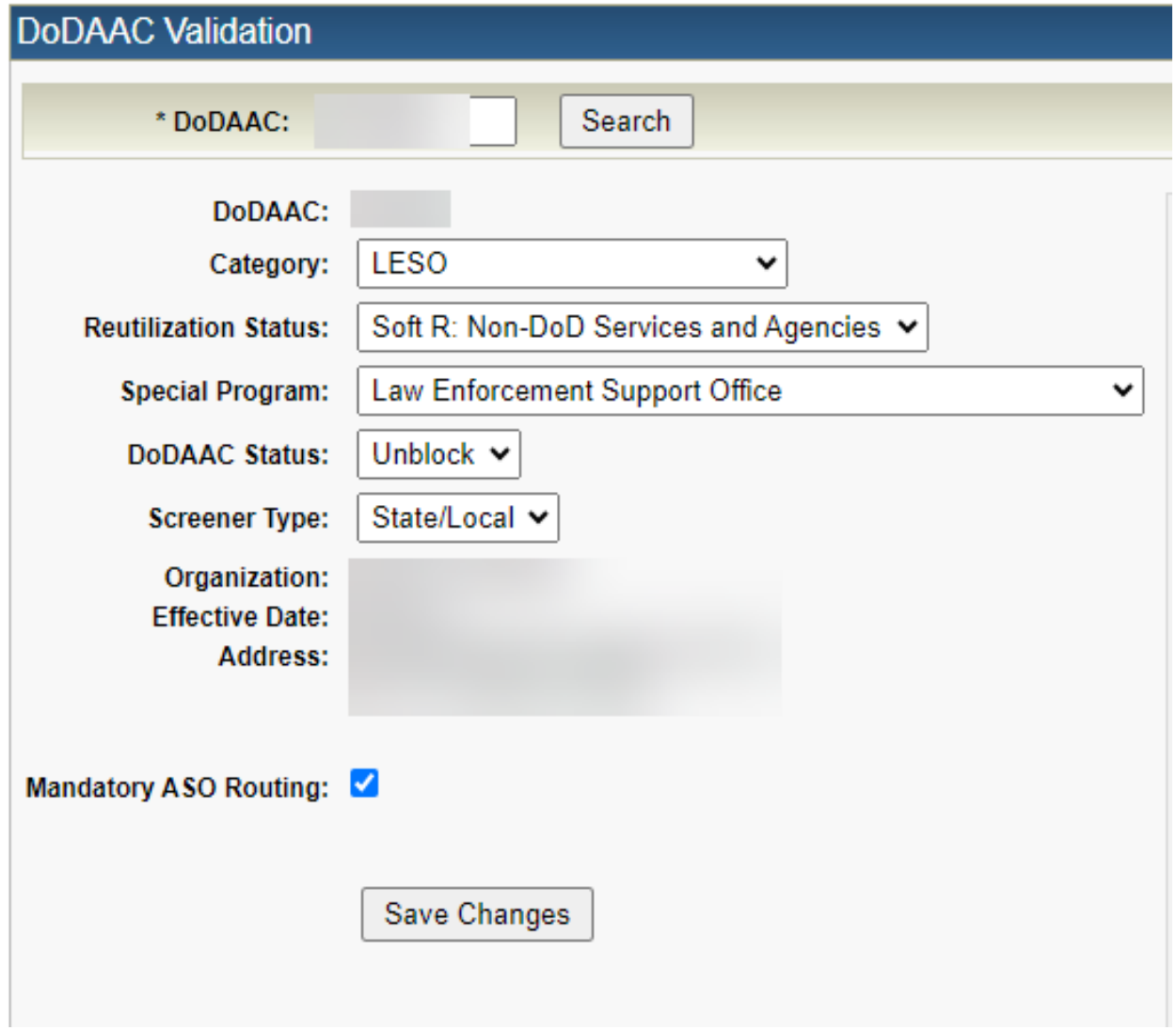
LESO CST review the user information compared to the current approved Application for Participation on file with LESO.

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.



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
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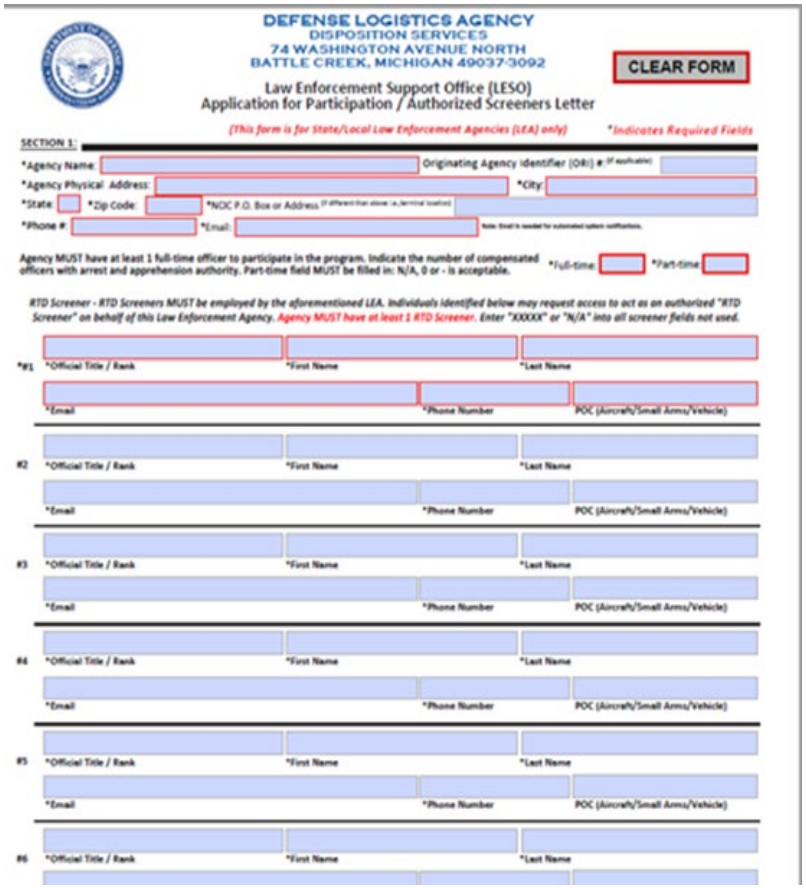

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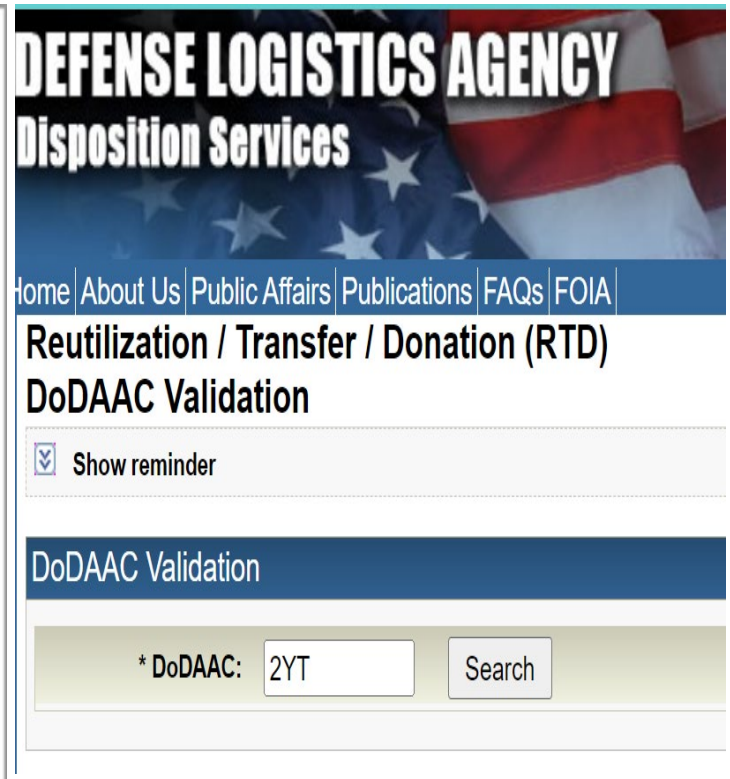

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