



# DEFENSE LOGISTICS AGENCY

*Established 1961*

## RTD User Role Approval



THE NATION'S LOGISTICS COMBAT SUPPORT AGENCY



### 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/anding/index.html>

Click:

Registered Users Login  
Here.



# RTD User Role Approval

## Step 1



### 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 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.

The screenshot shows the login interface for the Defense Logistics Agency. At the top is a banner with the agency's name and tagline. Below this is a welcome message and a prompt to enter credentials. There are two input fields for 'User' and 'Password', each with an asterisk indicating it is required. A red arrow points to the 'Log On' button.

**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 \*

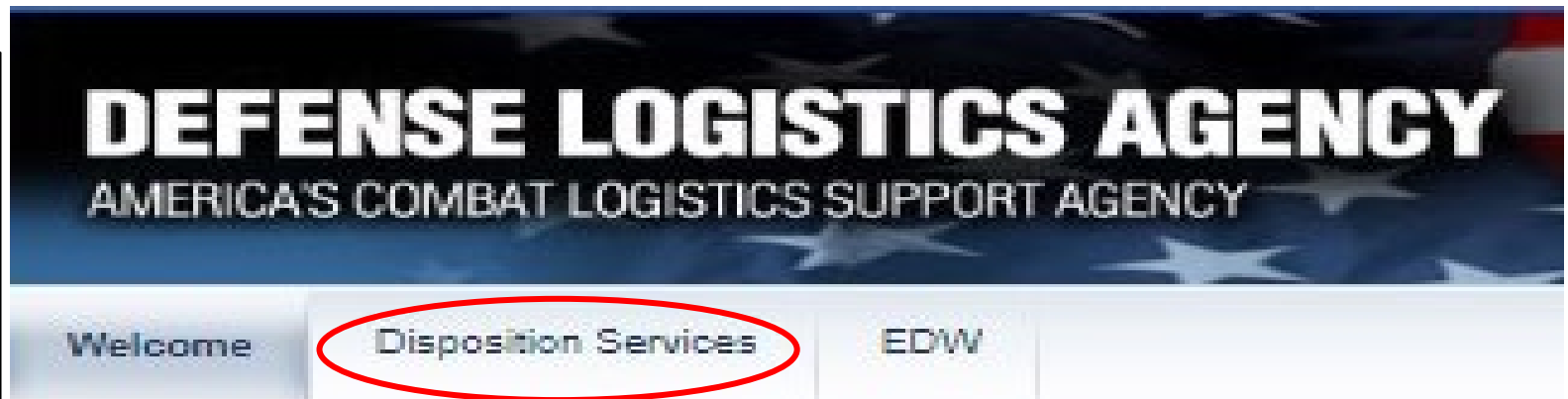
Password \*

→



# 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”.

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**Reutilization / Transfer / Donation (RTD)**  
**RTD Main**

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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

Law Enforcement Support Office

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

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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	Item Details	Pending User Supplemental Information
(no pending items)	(select an item in the list above)	

LESO State/Local Screener



# 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	6/30/2024 11:22:49 AM
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:

This Username is not assigned to any DoDAACs.

DoDAAC:

Pending User Supplemental Information	
Data Name	Data Value
NUMBER OF OFFICERS	19
NUMBER OF PART TIME OFFICERS2	
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	<a href="#">Approve</a>	<a href="#">Deny</a>	<a href="#">Show/Add</a>
	LESO	LESO State/Local Screener		6/28/2024 9:52:42 AM	<a href="#">Approve</a>	<a href="#">Deny</a>	<a href="#">Show/Add</a>
	LESO	LESO State/Local Screener		6/27/2024 2:38:04 PM	<a href="#">Approve</a>	<a href="#">Deny</a>	<a href="#">Show/Add</a>

**DEFENSE LOGISTICS AGENCY**  
DISPOSITION SERVICES  
74 WASHINGTON AVENUE NORTH  
BATTLE CREEK, MICHIGAN 49037-9092

**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 notifications.

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: \_\_\_\_\_ \*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:

# 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

User Details

USERNAME: [Redacted]  
ID\_TYPE: [Redacted]  
USER\_STATUS: [Redacted]  
APPROVAL\_LEVEL: [Redacted]  
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]  
DATE\_ADDED: 5/27/2024 11:44:49 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: N  
COUNTRY: [Redacted]  
COMPANYNAME: [Redacted]  
Action: [Approve] [Deny]

DoDAAC Profile

Username: [Redacted] Acting Username: [Redacted]

This Username is not assigned to any DoDAACs.

DoDAAC: [Redacted] Add

Pending User Supplemental Information

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

DEFENSE LOGISTICS AGENCY  
DISPOSITION SERVICES  
74 WASHINGTON AVENUE NORTH  
BATTLE CREEK, MICHIGAN 49837-3092

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 I:

\*Agency Name: [Redacted] Originating Agency Identifier (ORI) #: [Redacted]  
\*Agency Physical Address: [Redacted] \*City: [Redacted]  
\*State: [Redacted] \*Zip Code: [Redacted] \*NOC P.O. Box or Address (if different than above is, terminal 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: [Redacted] \*Part-time: [Redacted]

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 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.

### DoDAAC Validation

\* DoDAAC:

DoDAAC:

Category:

Reutilization Status:

Special Program:

DoDAAC Status:

Screener Type:

Organization:

Effective Date:

Address:

Mandatory ASO Routing: ☒



# 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	<a href="#">Approve</a>	<a href="#">Deny</a>	<a href="#">Show/Add</a>
	LESO	LESO State/Local Screener		6/28/2024 9:52:42 AM	<a href="#">Approve</a>	<a href="#">Deny</a>	<a href="#">Show/Add</a>
	LESO	LESO State/Local Screener		6/27/2024 2:38:04 PM	<a href="#">Approve</a>	<a href="#">Deny</a>	<a href="#">Show/Add</a>

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DISPOSITION SERVICES  
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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 I:

\*Agency Name: \_\_\_\_\_ Originating Agency Identifier (OAI) # (if available): \_\_\_\_\_

\*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: 2YT

