



DEFENSE LOGISTICS AGENCY

Established 1961

RTD User Role Request



THE NATION'S LOGISTICS COMBAT SUPPORT AGENCY



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

Click:

“Registered Users Login Here”.

DEFENSE LOGISTICS AGENCY
AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY

Home DLA Systems 6/17/2024

DLA Enterprise External Business Portal

Registered Users Login Here

AVAILABLE SERVICES

MULTIMEDIA

HOW TO DO COMBAT LOGISTICS
This video looks at what goes into successful combat logistics support.

Why Buy Green?
The success of the Defense Department's "Buying Green" strategy relies on all employees to make the right decisions when it comes to everyday purchases.

339 RMS
339 Records Management System gives DLA employees and military engineering support activities, or ESAs, online access in one place the means to communicate on engineering and technical issues that arise during the DLA acquisition process.

Privacy/Security Statement | 508 Compliance Statement | Job-Aid | FOIA Privacy | Site Index | DLA Webmaster



RTD User Role Request

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 Request

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 *

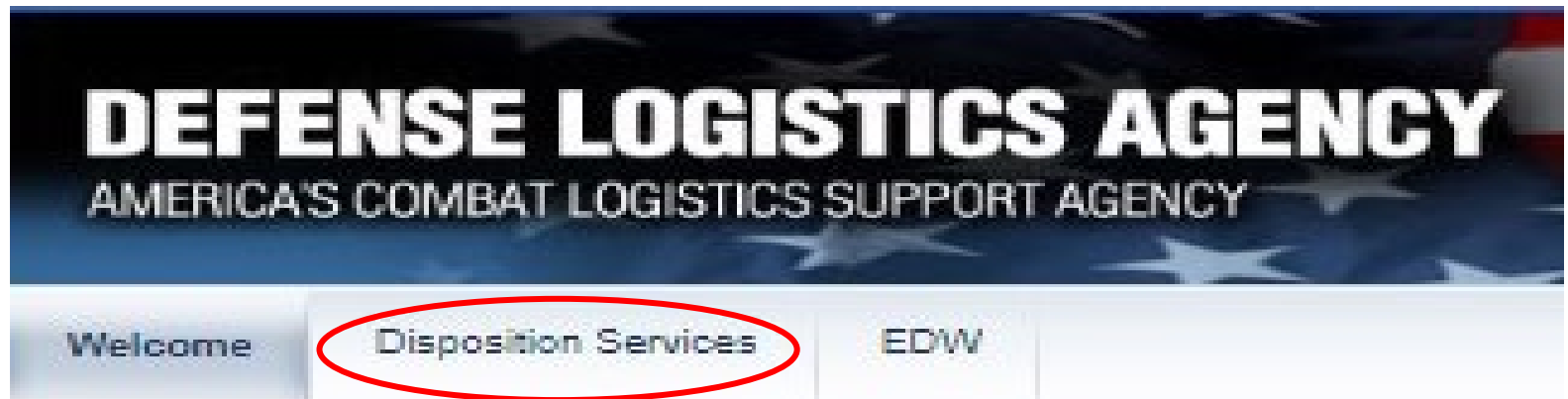
Password *

→



RTD User Role Request

Click:
“Disposition
Services”
Tab.



Then Click:
“RTD”.





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”.

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Reutilization / Transfer / Donation (RTD)
RTD Main

☐ Show reminder

Reutilization, Transfer, Donation Home

RTD Home
Request Role
My Pending Roles

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Reutilization / Transfer / Donation (RTD)
RTD Pre-Register

Application:
Law Enforcement Support Office (LESO) ▼

Role:
LESO State/Local Screener ▼

Submit ←

RTD Home
Request Role
My Pending Roles



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:	<input type="text"/>
* First Name:	<input type="text"/>
* Last Name:	<input type="text"/>
* Organization Name:	<input type="text"/>
* Work Address Line 1:	<input type="text"/>
Work Address Line 2:	<input type="text"/>
* Work Address City:	<input type="text"/>
* Work Address State:	<input type="text" value="Choose an option from the drop-down menu"/>
* Work Address Zip:	<input type="text"/>
Country:	<input type="text"/>
* Work Phone:	<input type="text"/>
Work Ext:	<input type="text"/>
Work Fax:	<input type="text"/>
* Work Email:	<input type="text"/>
Customer Type:	<input type="text" value="Screener"/>
Opt-out of all email?	<input type="text" value="No"/>
Receive NIIN notification email:	<input type="text" value="Yes"/>
Receive property receipt email:	<input type="text" value="Yes"/>



RTD User Role Request LEA 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:

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



RTD User Role Request Registration Complete



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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 not available this time.



RTD User Role Request Check 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 ▼



Select

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 DLA.

