RTD User Role Requests, Searching for Property in RTD Web & Setting up a "Want List" in RTD Web

AUTHORIZED/UNAUTHORIZED USERS

- Authorized Participants must be a governmental agency whose **PRIMARY** function is the enforcement of applicable Federal, State, and Local laws and whose compensated Law Enforcement Officers have the powers of arrest and apprehension.

- Unauthorized Participants include Non-governmental Law enforcement entities such as private railroad police, private security, private academies, correctional departments, prisons, or security police at private schools/colleges. Fire department are not eligible to participate and should be referred to the DLA Fire Fighter program administered by the USDA.

RTD WEB

Access the RTD Web using: https://business.dla.mil/landing/index.html

- RTD Web
  - **R**eutilization, **T**ransfer, and **D**onation

- Purpose:
  - It is the portal to request excess DoD property through the LESO Program

- Gaining Access:
  - User ID & Password is created in the Account Management and Provisioning System (AMPS)

  - Approved State/Local LEA screeners are to request the **LESO State/Local Screener Role**.

  - Authorized State Coordinators (SC) and State Point of Contacts (SPOC) are to request the **LESO State/Local Coordinator Role**.

REQUEST ROLE

Access RTD Web using: https://business.dla.mil/landing/index.html

REQUEST ROLE

Welcome to the Enterprise External Business Portal

Enter your Enterprise External Portal user name and password.

User *

Password *

Log On

Enter **User ID** and **Password** created in AMPS, then click "**Log On**."

REQUEST ROLE

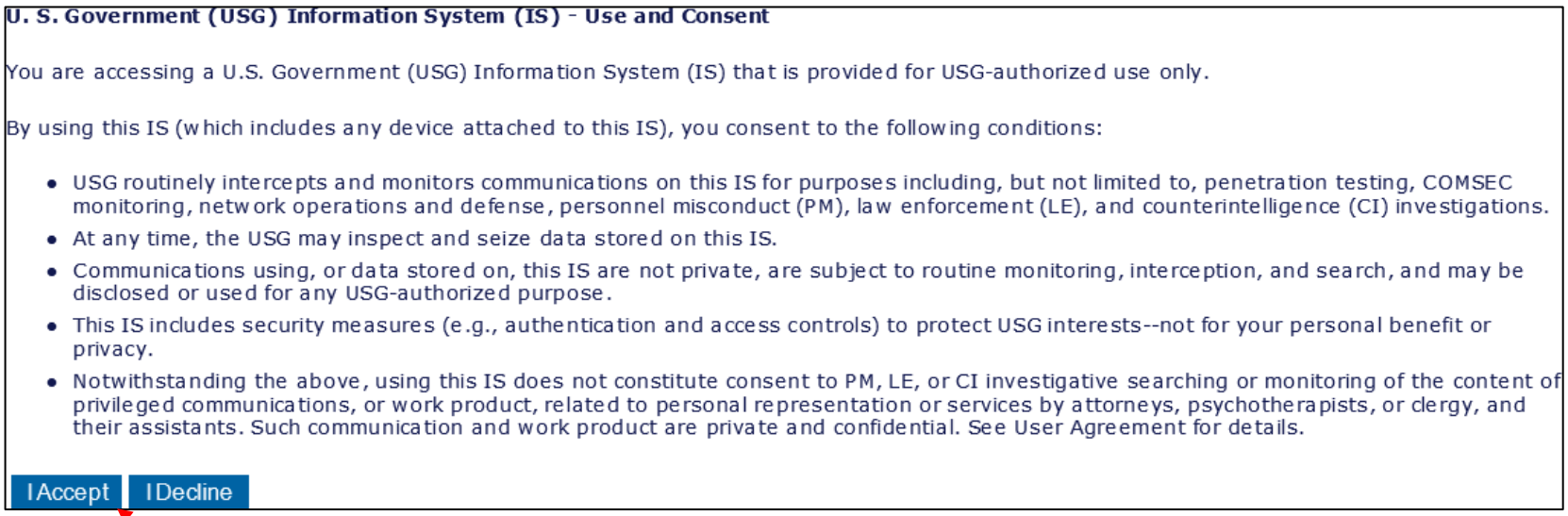
- If a user (LEA) receives the error message "User Authentication Failed" upon login, this indicates a password reset is needed.

- For steps of how to do a password reset, use the AMPS "Printable PDF Instructions" guide (starting on slide 22) by accessing the "Training and Instruction" link from the LESO Website: https://www.dla.mil/DispositionServices/Offers/Reutilization/LawEnforcement/Training.aspx

- Once the user (LEA) can successfully log into the RTD Web, continue to the next slide. 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.

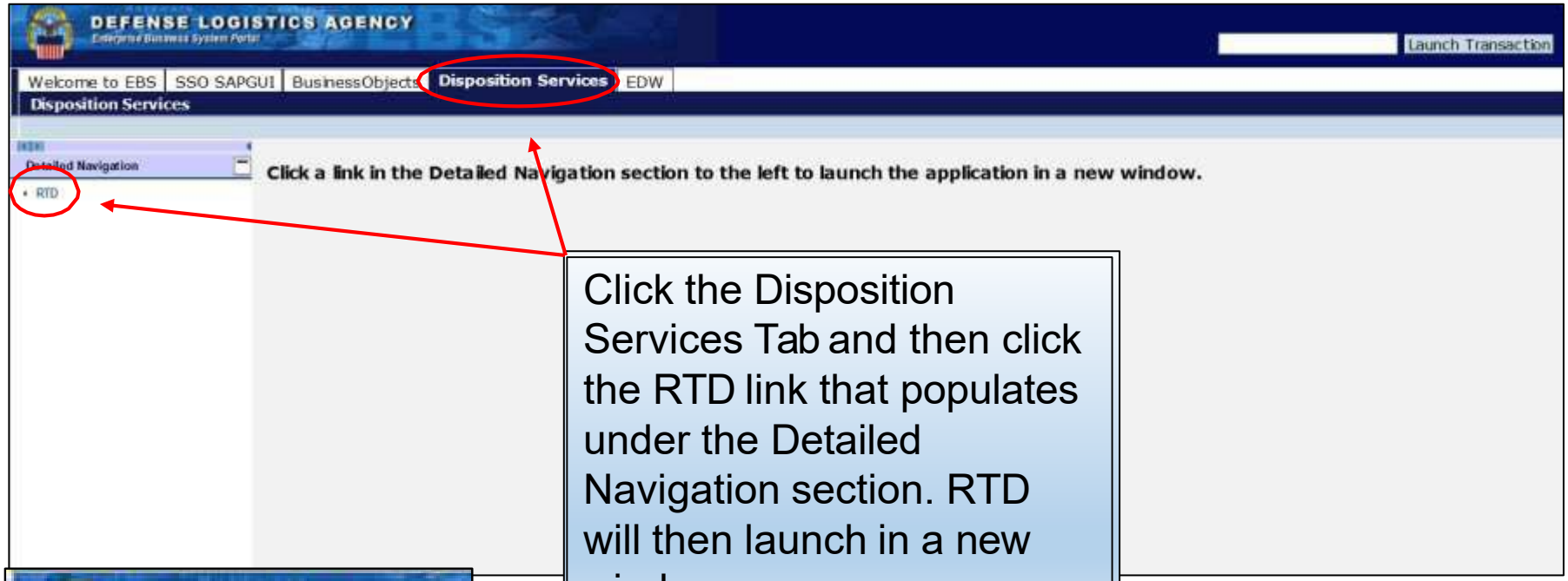
REQUEST ROLE

Access the RTD Web using: https://business.dla.mil/landing/index.html

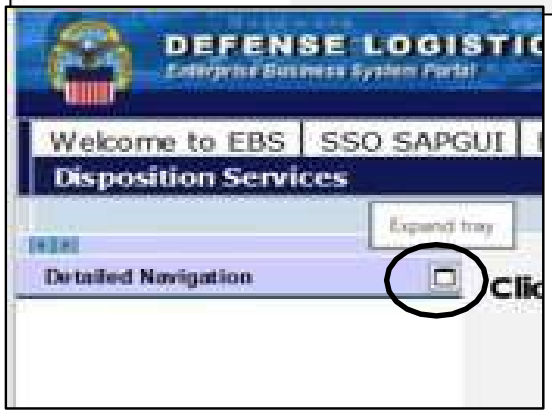


Please read the **Use and Consent** information and then click "**I Accept**."

REQUEST ROLE

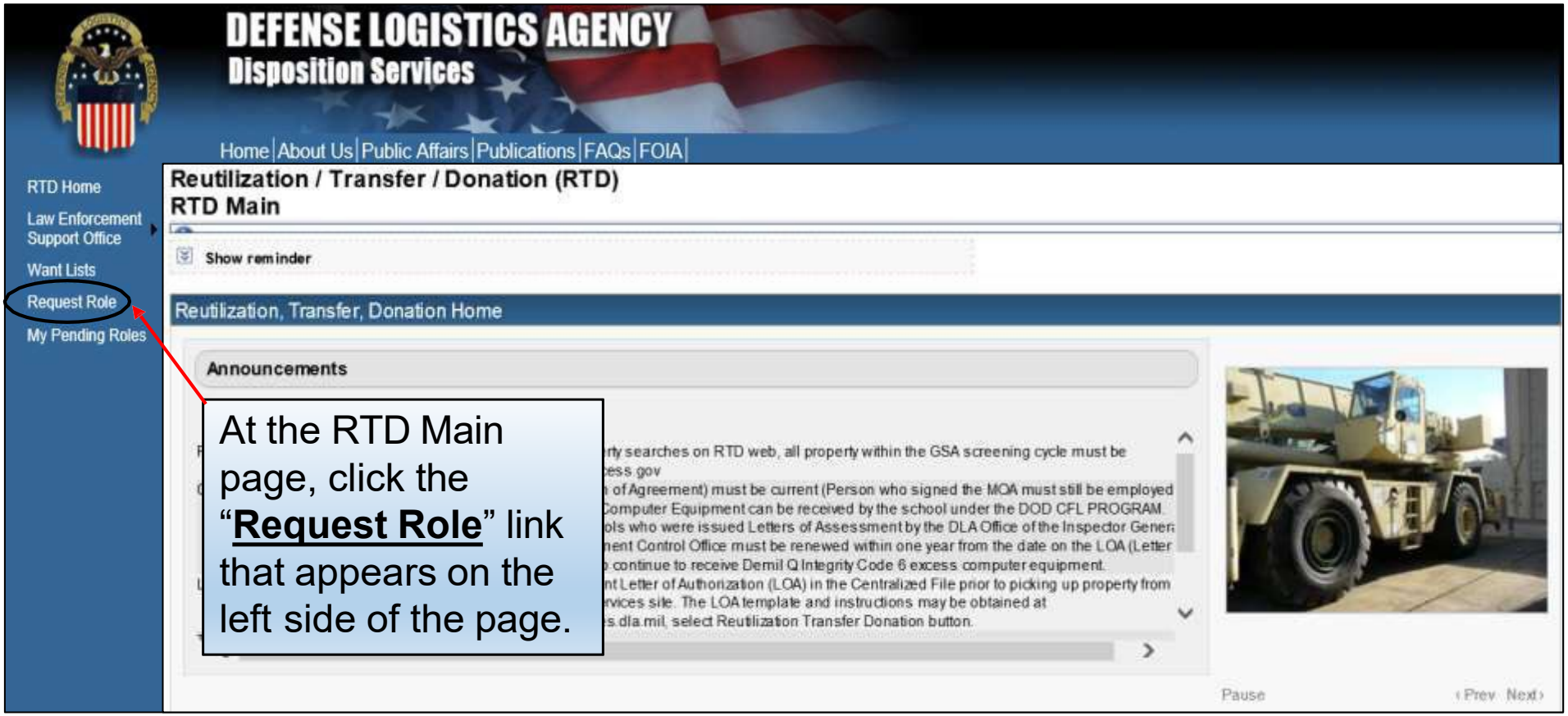


Click the Disposition Services Tab and then click the RTD link that populates under the Detailed Navigation section. RTD will then launch in a new window.

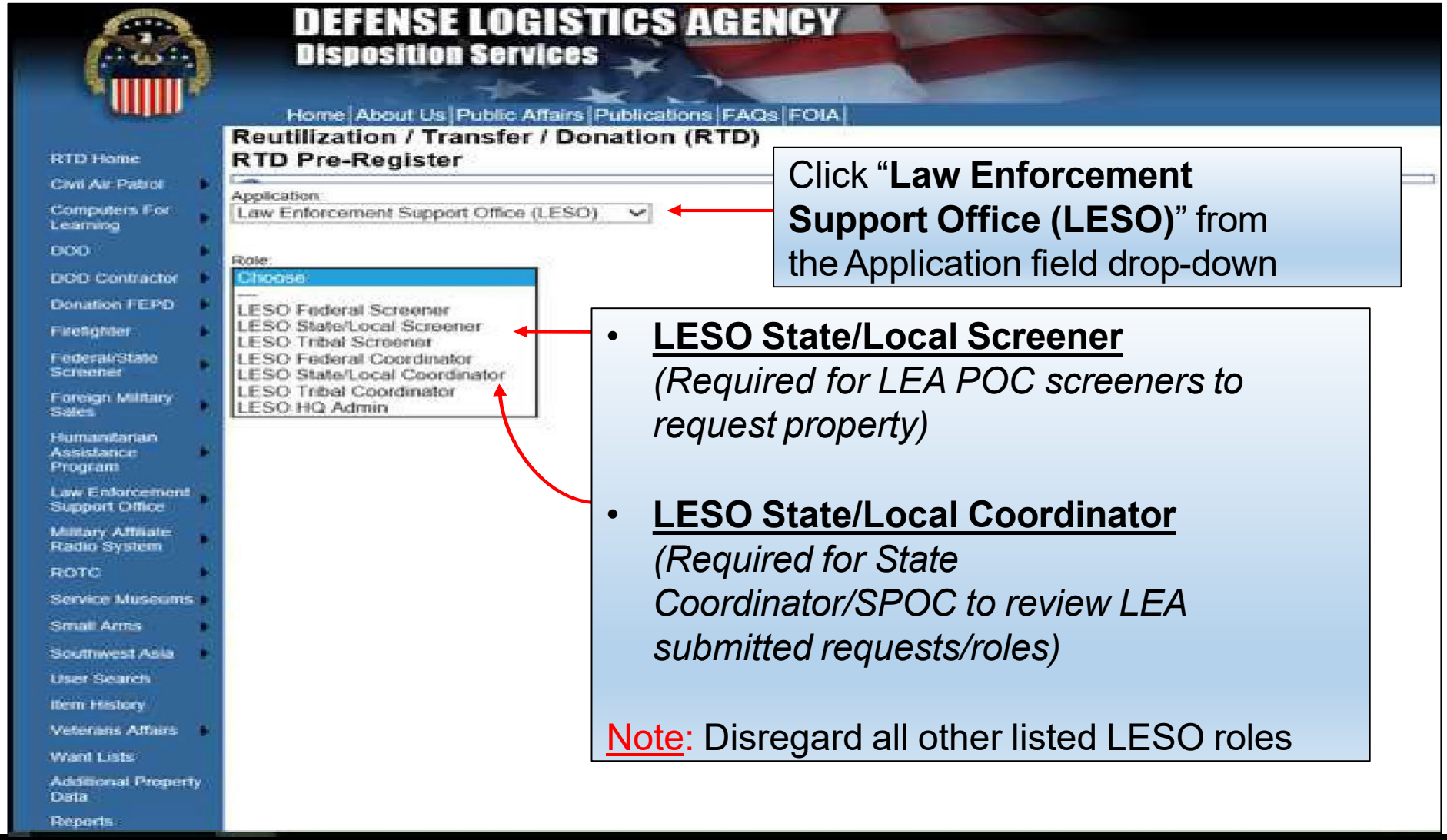


Note: If the RTD link does not populate after selecting the Disposition Services tab, click the square icon.

REQUEST ROLE



REQUEST ROLE OPTIONS



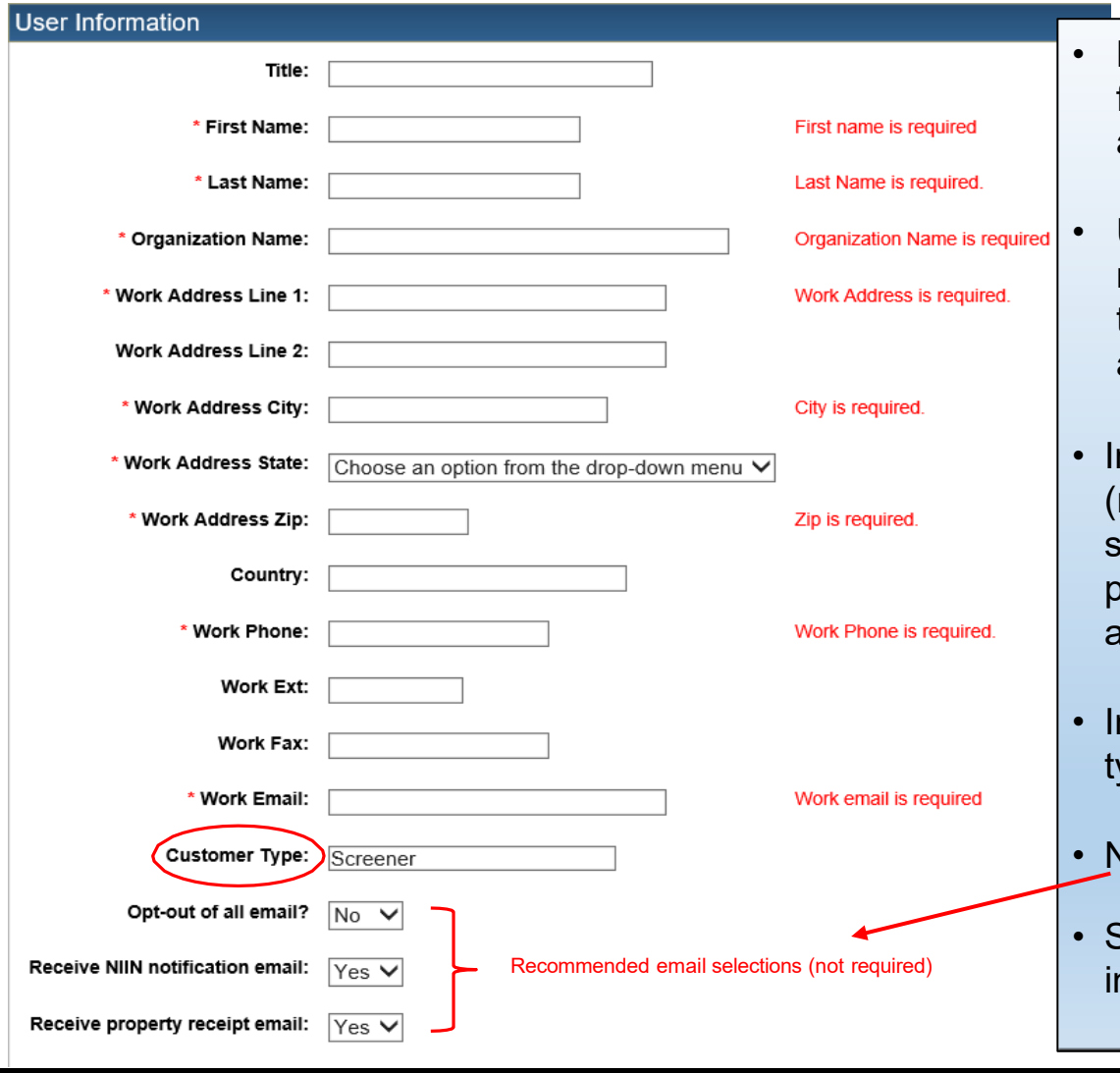
Click "**Law Enforcement Support Office (LESO)**" from the Application field drop-down

- **LESO State/Local Screener**
  (Required for LEA POC screeners to request property)

- **LESO State/Local Coordinator**
  (Required for State Coordinator/SPOC to review LEA submitted requests/roles)

Note: Disregard all other listed LESO roles

REQUEST ROLE-USER INFORMATION

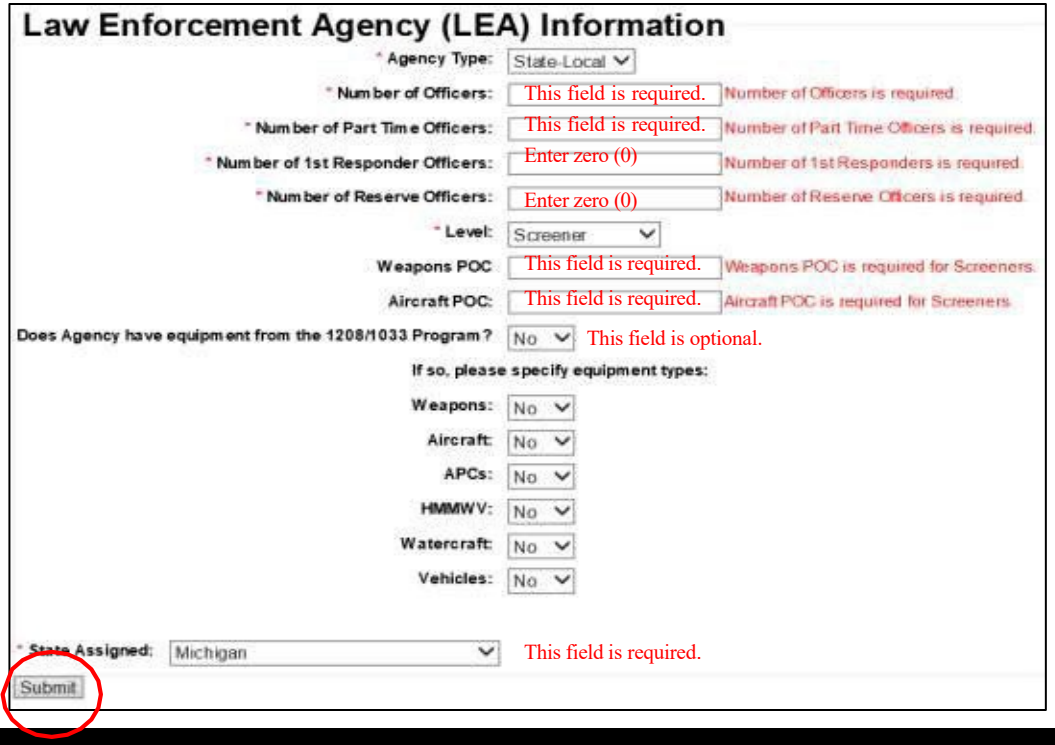


- Most information will be pre- populated from the user's AMPS account. Red asterisks (*) indicate required fields.
- User's first name (use full name-no nicknames or initials) should match the user's first name provided on latest approved LESO application.
- Indicate LEAs current physical address (no Post Office Box). The physical address should match the physical address provided on latest approved LESO application.
- In the "**Customer Type**" field, the LEA should type "Screener."
- Note recommended email selections.
- Scroll down and complete the LEA information.

REQUEST ROLE-LEA INFORMATION

LEA Information: (Red asterisk (*) indicate required fields)

1. Select **Agency Type** using the drop-down. (Select "State-Local)
2. Enter the **Number of Officers** (Full-Time) and **Part-Time Officers**. Enter zero (0) for Number of 1st Responders and Reserve Officers as these do not apply.
3. Choose a **Level**: Screener for LEAs, Coordinator (SC) for SC/SPOCs.
4. Enter **Weapons/Aircraft Point of Contact (POC)**. If non-applicable, type "NA."
5. Using the drop-down, select respective State where agency is located (**State Assigned**).
6. Click "**Submit**."



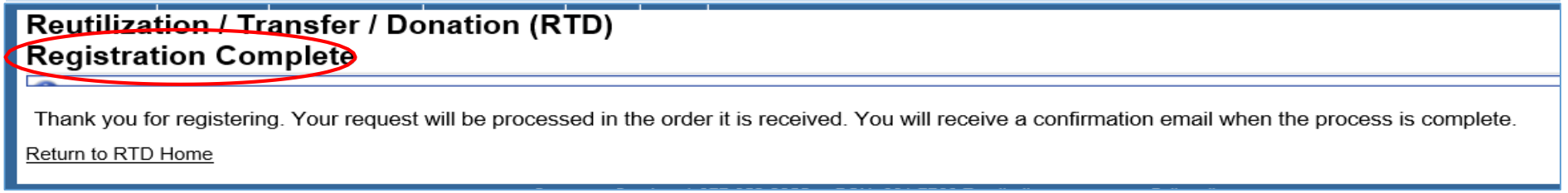
Note:

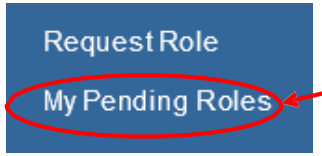
Number of Officers–Total number of Full-Time compensated officers with full powers of arrest and apprehension.

Part-Time Officers– Compensated Part-Time officers with full powers of arrest and apprehension.

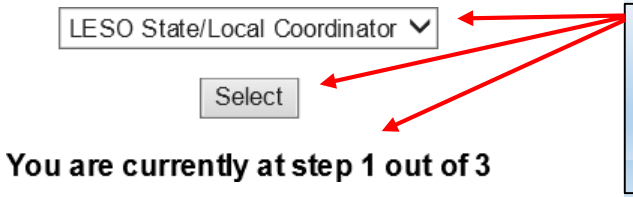
REQUEST ROLE-CHECK REGISTRATION STATUS

Once the role request is submitted, the registration is complete and pending processing. Note: Due to a system issue, an email confirmation will not be sent at this time. See below instructions to inquire on the status of a pending user role.

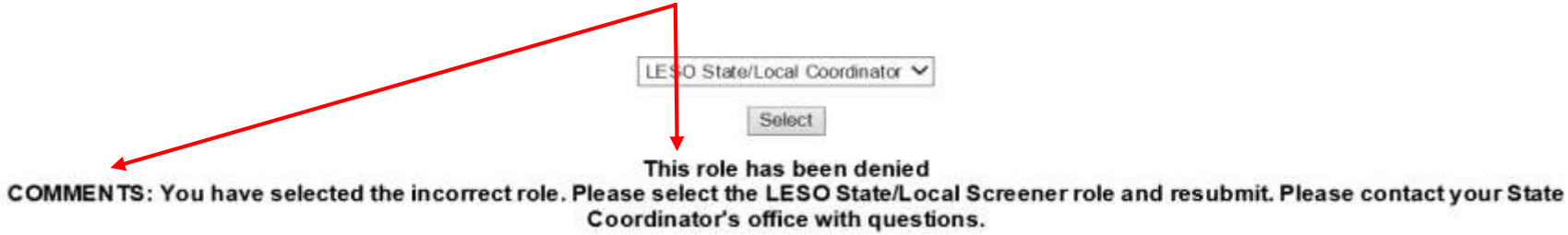




To receive status of a pending role (user) request, click the "**My Pending Roles**" menu option.



Ensure requested role displays. If it does not, select correct role in the drop-down field and then click "**Select**." The current status should then display. If the role is denied, please review the **COMMENTS** message.



ROLE REQUEST REVIEW

- **LESO State/Local Screener**: The role request requires three (3) levels of review to be approved. Once the role request is successfully submitted, the request is sent to the respective State Coordinator for review to approve/deny. If approved, the role request is then sent to LESO to review to approve/deny at the remaining two (2) levels. Once the role request is fully approved by LESO, follow the next slides to log back into the RTD Web to begin searching for excess DoD property with LEA assigned Department of Defense Activity Address Code (DODAAC).
  Note: The role request will be denied at any level if the requestor's (screener) full name, physical address or LEA name provided in the role request does not match the full name, physical address, or agency name as provided on LEAs latest approved LESO Application for Participation/Screeners Letter that is on file with LESO.

- **LESO State/Local Coordinator Screener**: The submitted role request is sent to LESO for two (2) levels of review to approve/deny. Once approved, this allows the SC/SPOC to review LEA requisitions for property, and allows the SC/SPOC to review LEA Screener role requests.
  Note: The role request will be denied if LESO does not have an approved SC/SPOC appointment letter on file ***or*** if the full name, physical address or agency name provided in the role request does not match the full name, physical address or agency name provided in the appointment letter.

SEARCHING FOR PROPERTY

Access the RTD Web using: https://business.dla.mil/landing/index.html

SEARCHING FOR PROPERTY

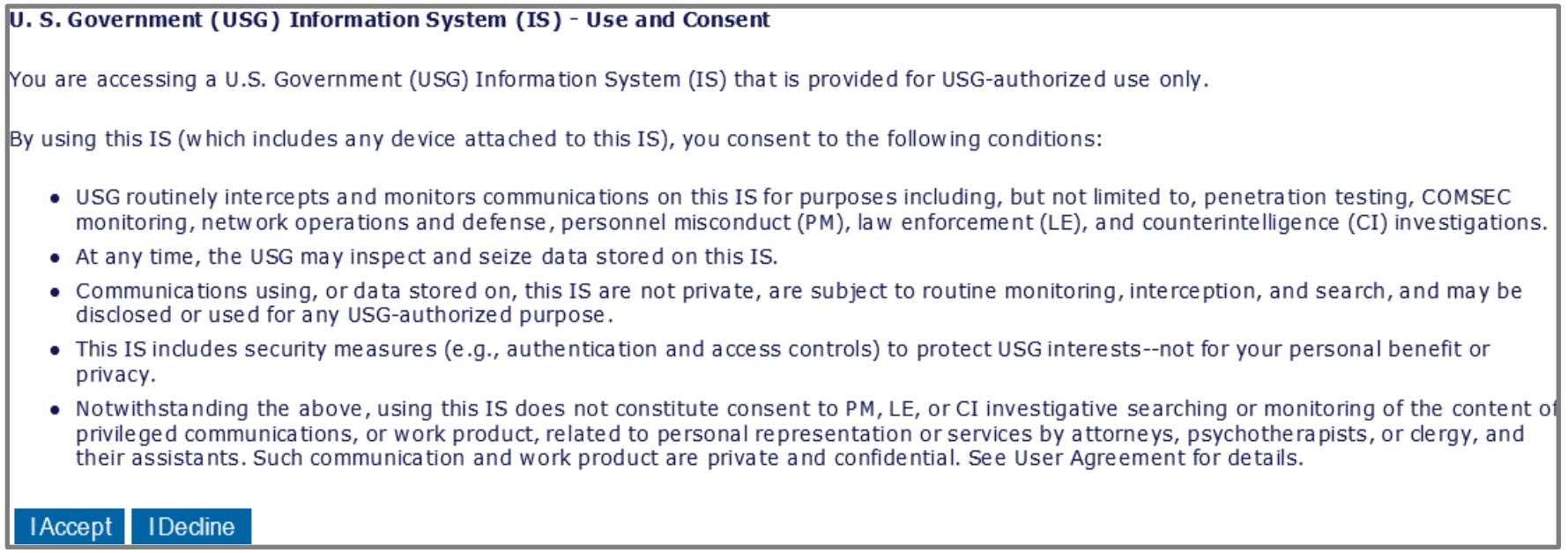
PASSWORD ERROR

- If a user (LEA) receives the error message “User Authentication Failed” upon login, this indicates a password reset is needed.

- For steps of how to do a password reset use the AMPS “Printable PDF Instructions” guide (starting on slide 22), by accessing the “Training and Instruction” link from the LESO Website: https://www.dla.mil/DispositionServices/Offers/Reutilization/LawEnforcement/Training.aspx

- If the user (LEA) can successfully log into the RTD Web, continue to the next slide. If unable to login user will need to contact AMPs help desk at 844-347-2457 Option 5 then say DLA.

SEARCHING FOR PROPERTY



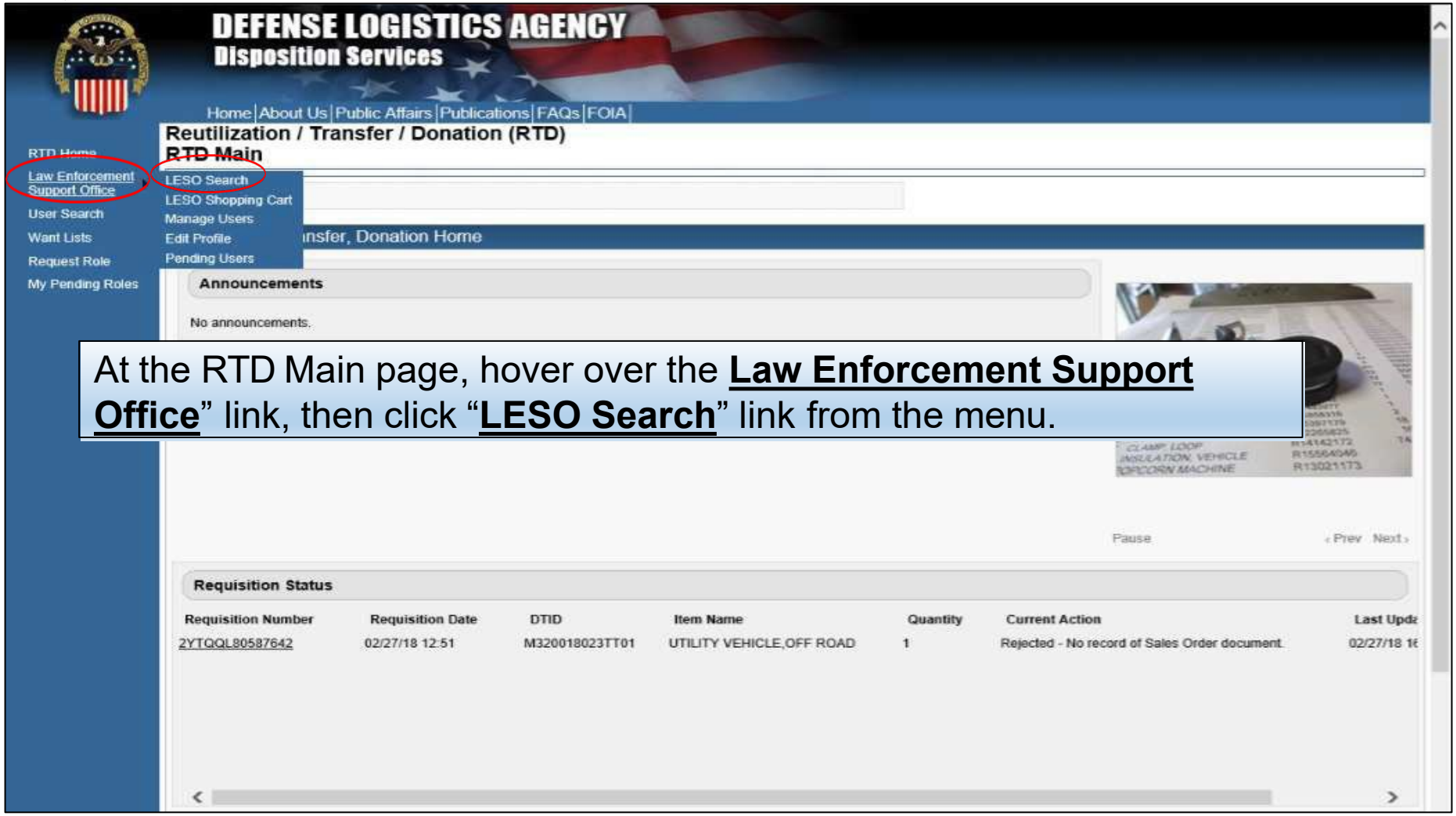
Read the **Use and Consent** information and then click "**I Accept**."

SEARCH FOR PROPERTY

Click the **Disposition Services** tab and then click the RTD link that populates under the **Detailed Navigation** section. RTD will then launch in a new window.

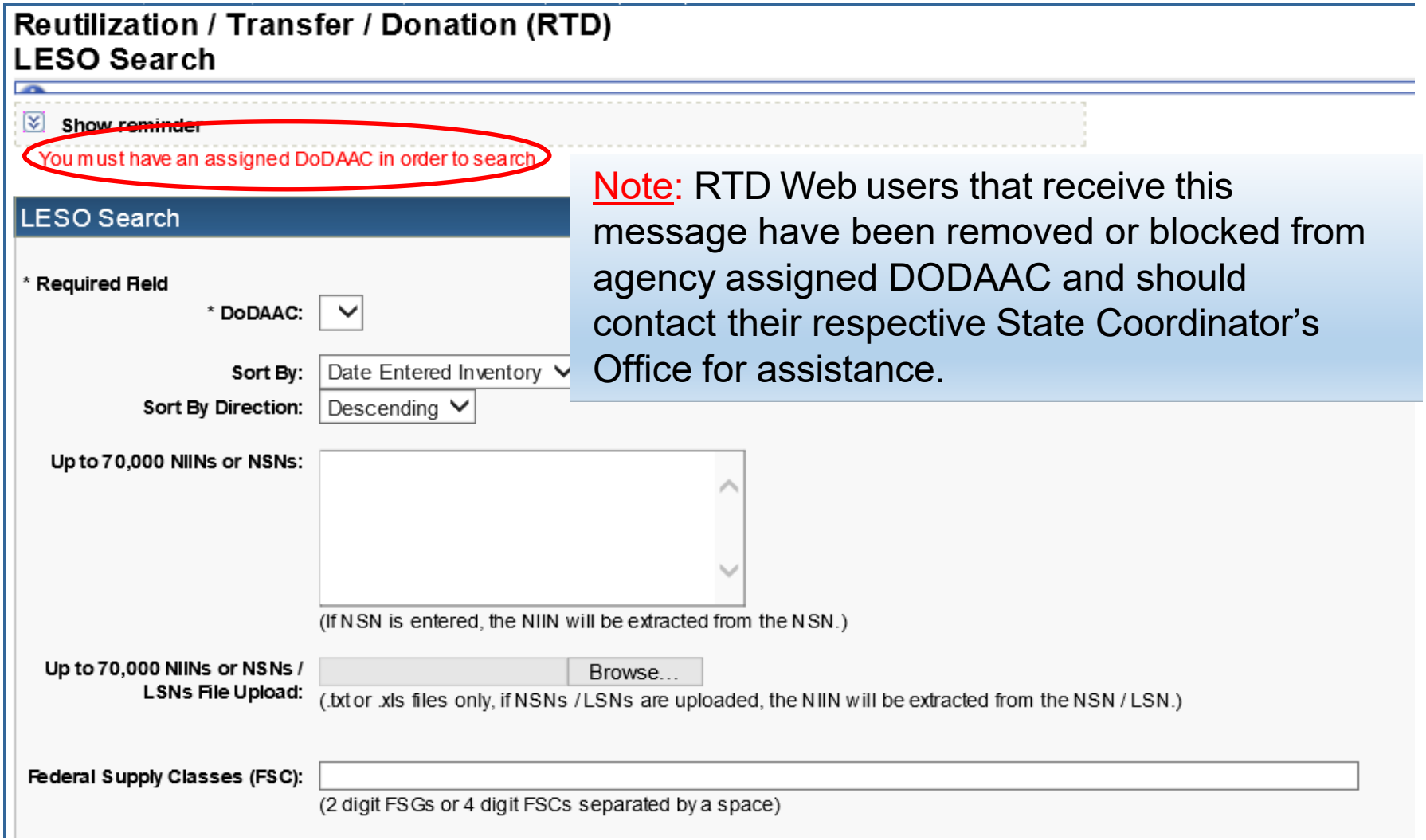
Note: If the RTD link does not populate after clicking the **Disposition Services** tab, click the square icon.

SEARCHING FOR PROPERTY



At the RTD Main page, hover over the **Law Enforcement Support Office**" link, then click "**LESO Search**" link from the menu.

SEARCHING FOR PROPERTY

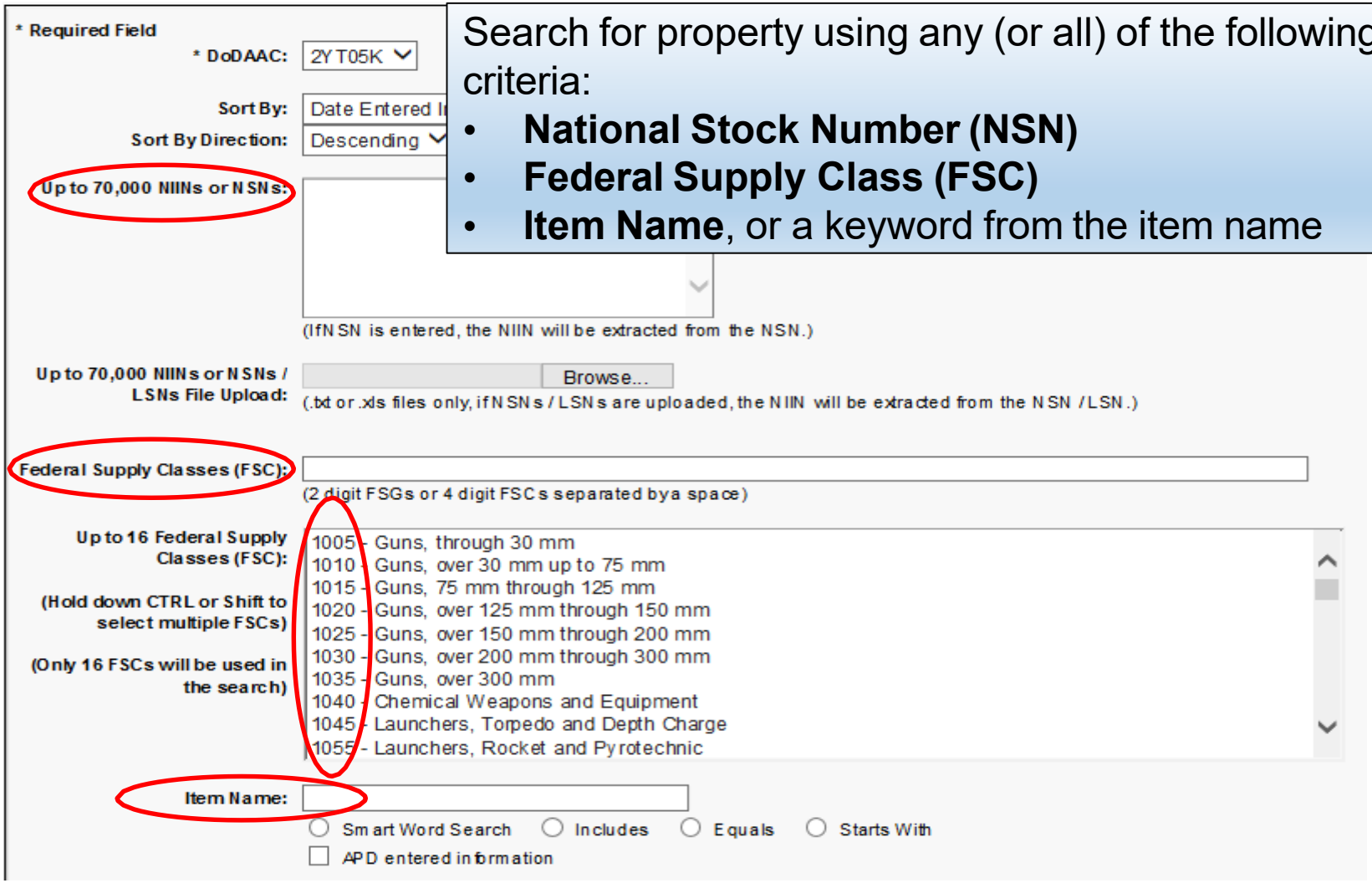


Note: RTD Web users that receive this message have been removed or blocked from agency assigned DODAAC and should contact their respective State Coordinator's Office for assistance.

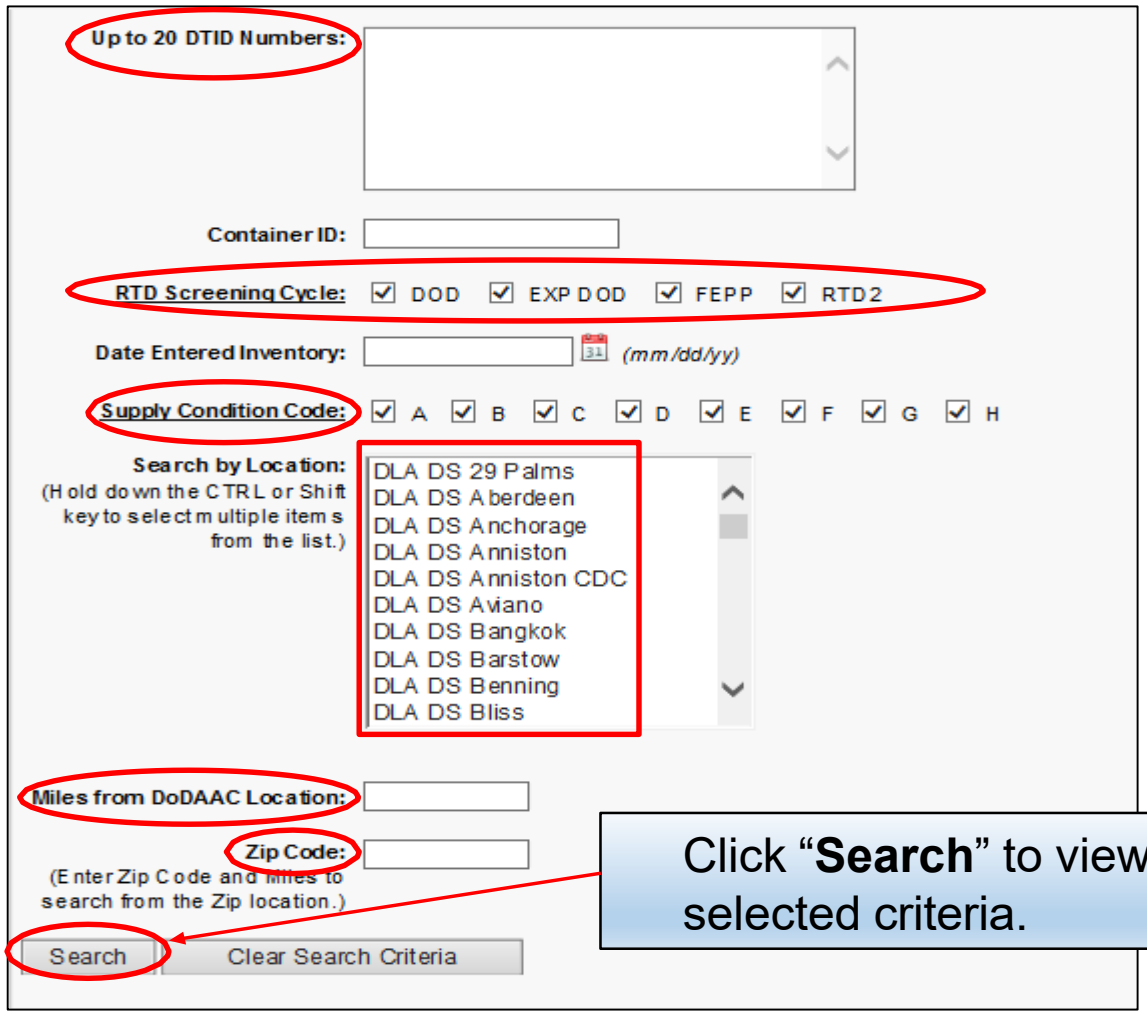
SEARCHING FOR PROPERTY

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

- **National Stock Number (NSN)**
- **Federal Supply Class (FSC)**
- **Item Name**, or a keyword from the item name



SEARCHING FOR PROPERTY

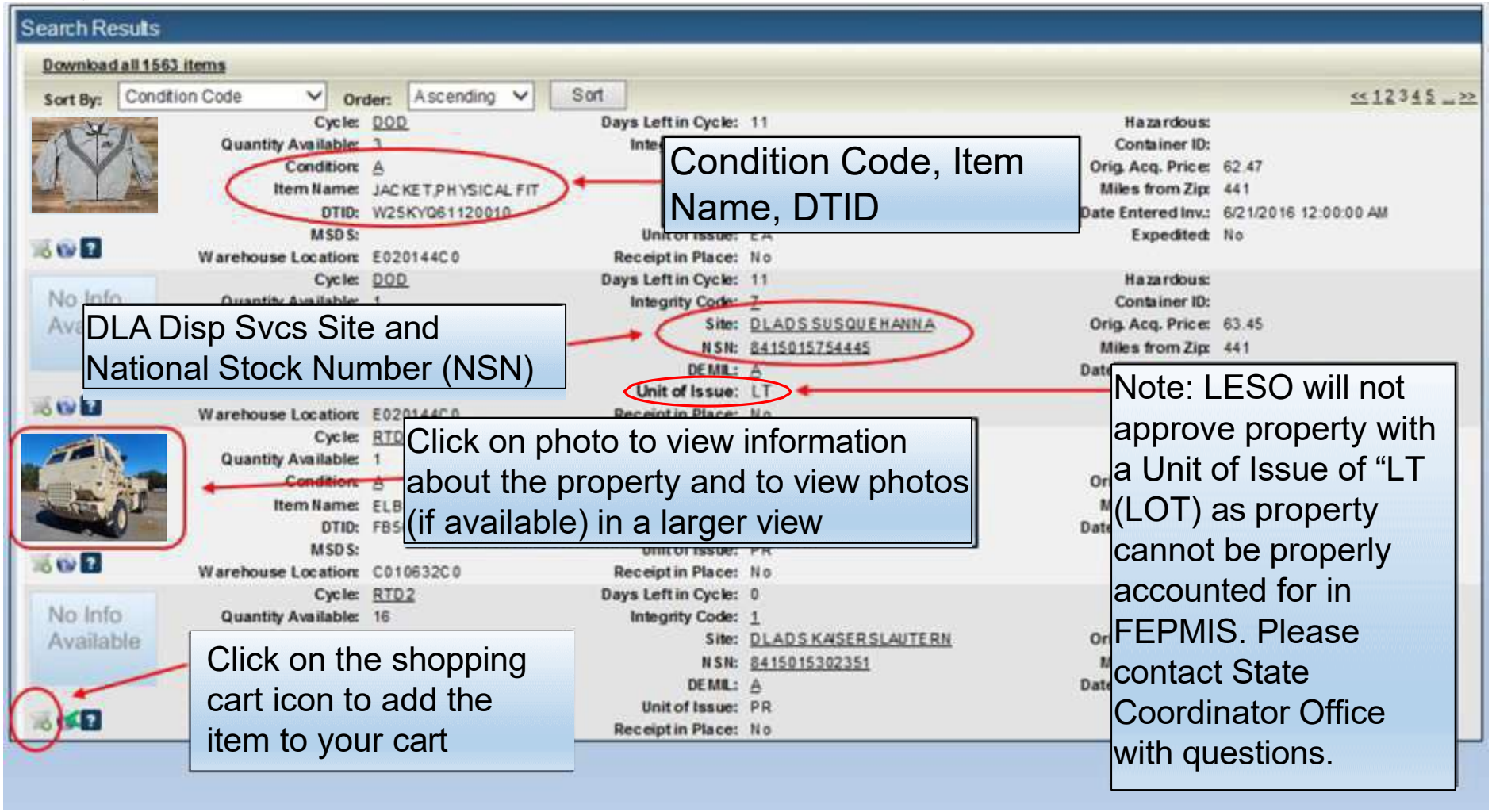


Search for property using any (or all) of the following criteria:

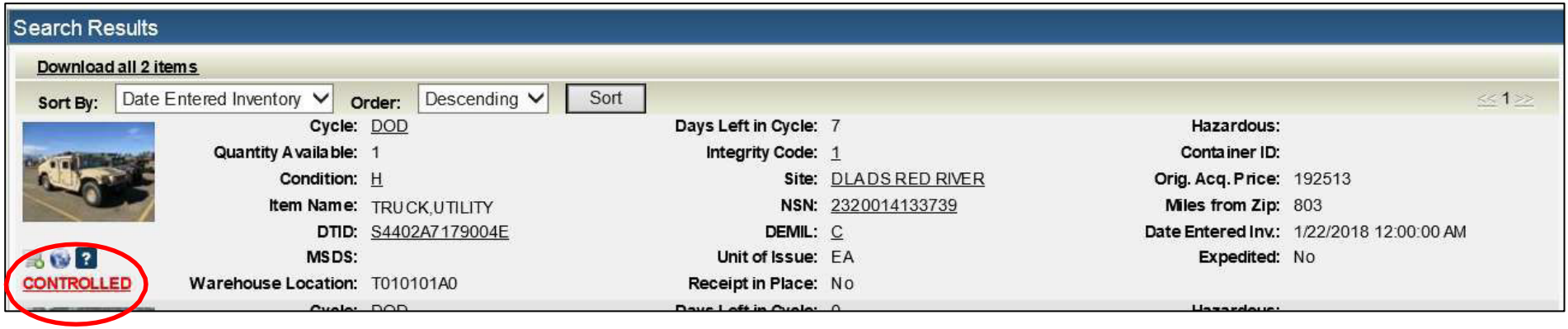
- **DTID (Disposal Turn-in Document)**
- **RTD Screening Cycles**
- **Supply Condition Code**
- **DLA Disp Svcs Site**
- **Miles from DoDAAC**
- **Miles from Zip Code**

Click "**Search**" to view available property that meets selected criteria.

SEARCHING FOR PROPERTY

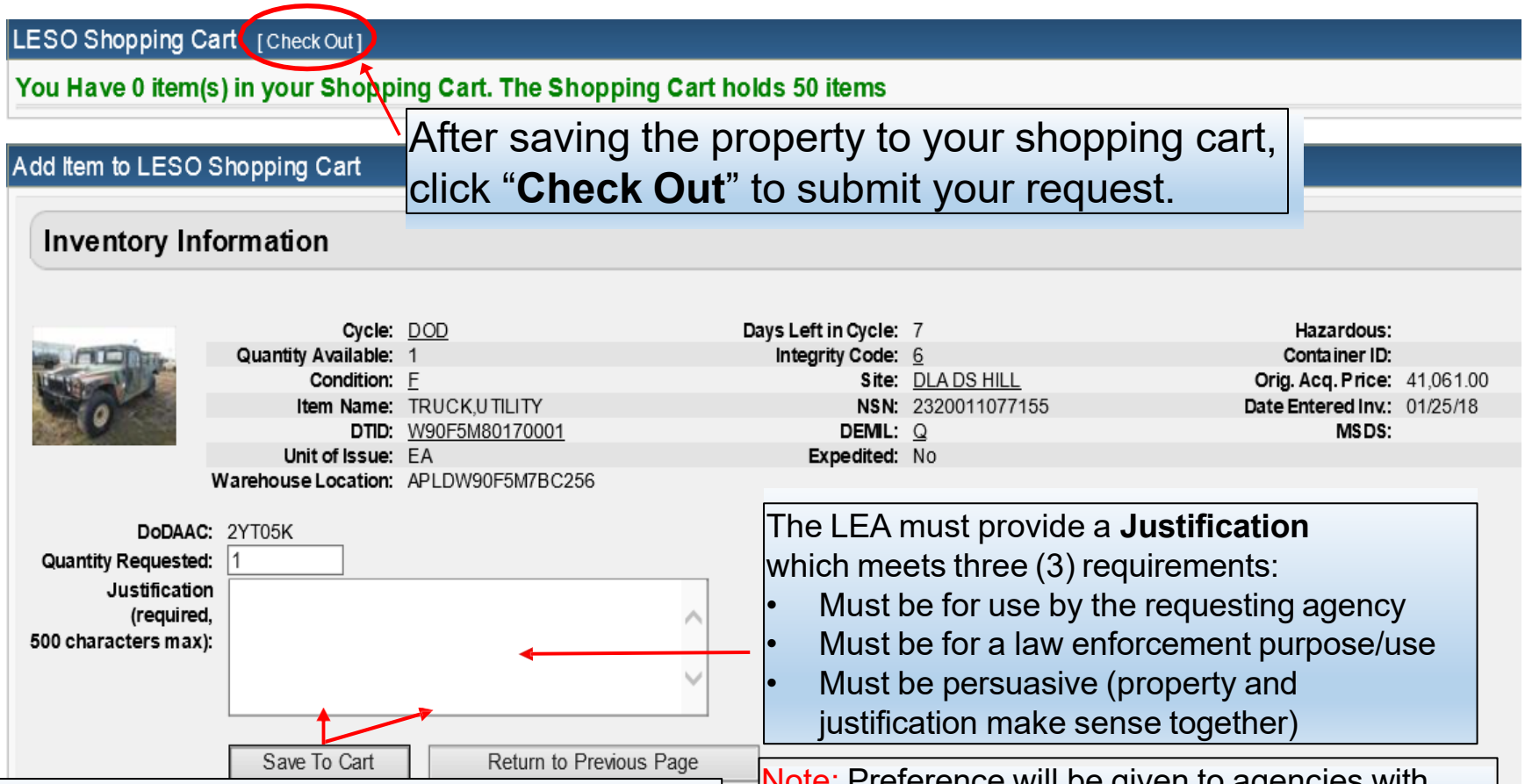


SEARCHING FOR PROPERTY



Items requiring additional authorization will be flagged as "CONTROLLED" in the RTD Web. Please contact your State Coordinator Office before requesting these items.

SUBMITTING A JUSTIFICATION



After saving the property to your shopping cart, click "**Check Out**" to submit your request.

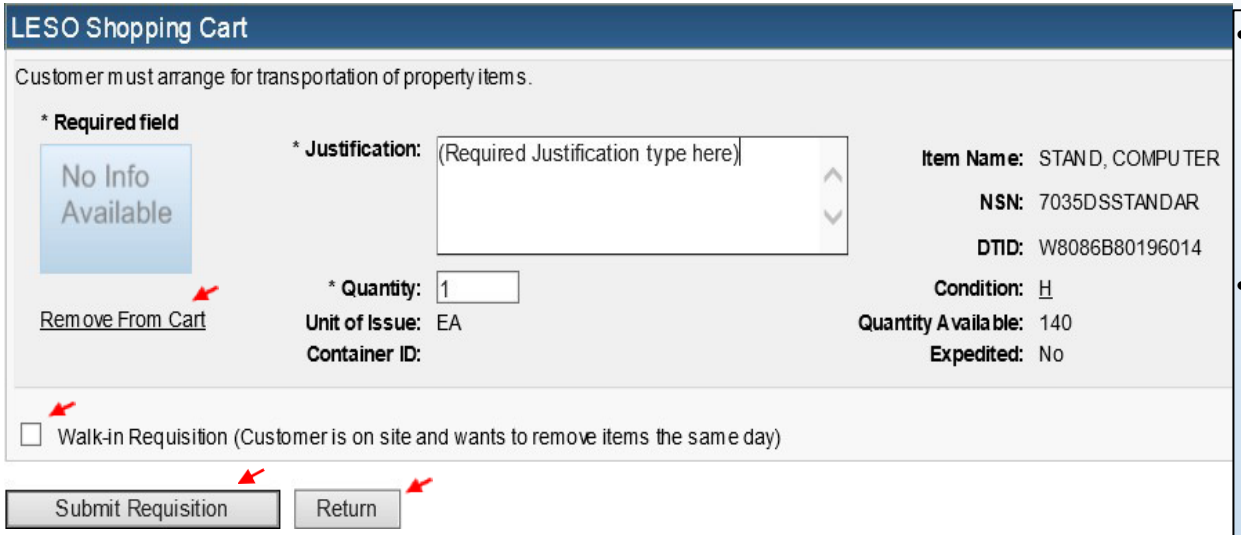
The LEA must provide a **Justification** which meets three (3) requirements:

- Must be for use by the requesting agency
- Must be for a law enforcement purpose/use
- Must be persuasive (property and justification make sense together)

Click "**Save to Cart**" after adding your justification or click "**Return to Previous Page**" to go back to the property search results page.

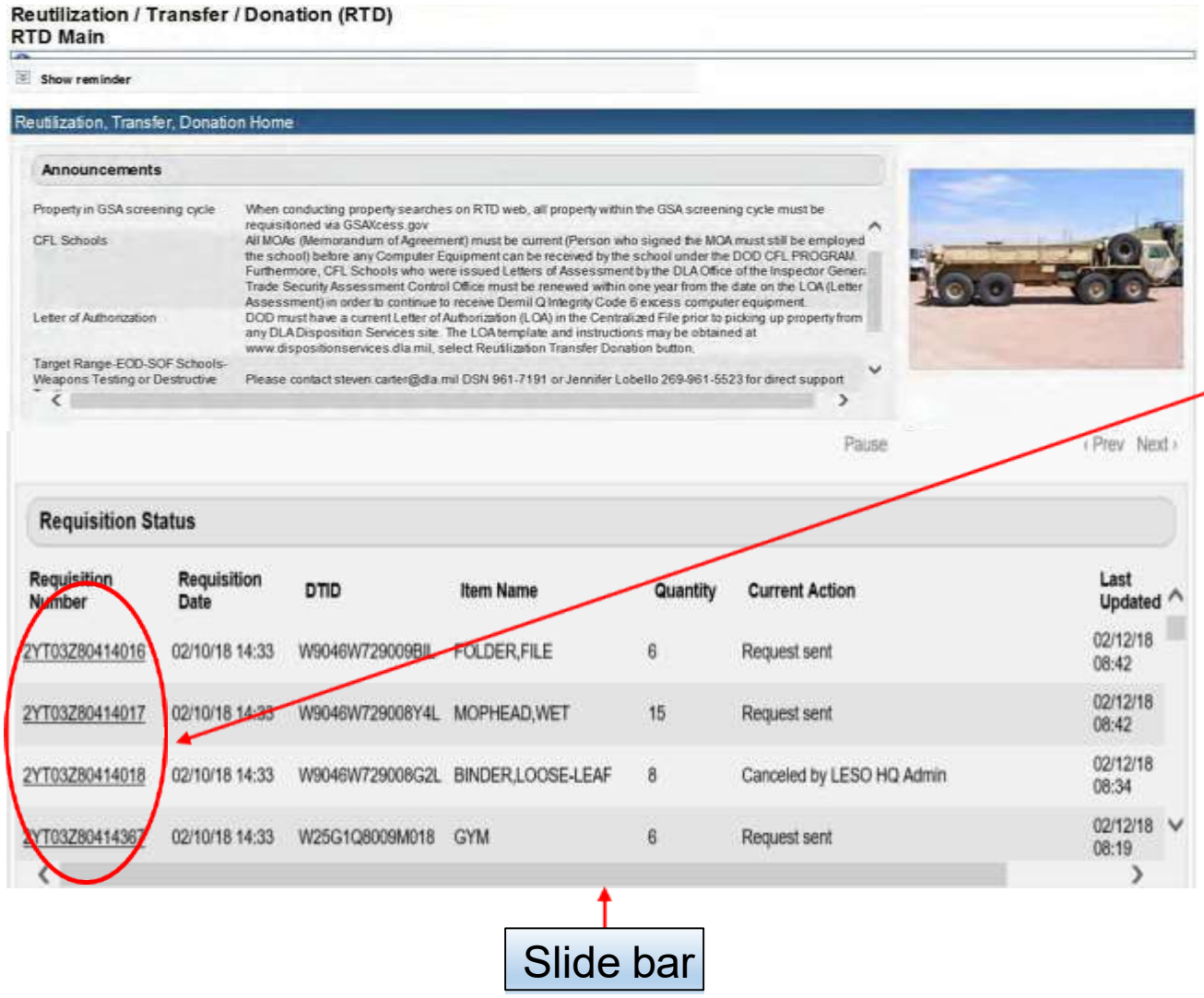
Note: Preference will be given to agencies with justifications related to disaster-related emergencies; active shooter, hostage scenarios, rescue operations, and anti-terrorism.

SUBMITTING REQUISITIONS



- Review your requests in the **LESO Shopping Cart** for accuracy. To remove a requisition from the Shopping Cart, click "**Remove From Cart**"
- If you are screening property in person at a DLA Disposition Services site, you may check the "**Walk-in Requisition**" box (See slide 37 for LESO "Walk-in" requisition requirements)
- Click "**Submit Requisition**" to send requisition to State Coordinator or click "**Return**" to go back to your LESO Shopping Cart
- The message "**Requests submitted for approval**" will appear which means the request was submitted successfully.
- To check a requisition status, click "**RTD Home**"

RTD WEB MAIN PAGE



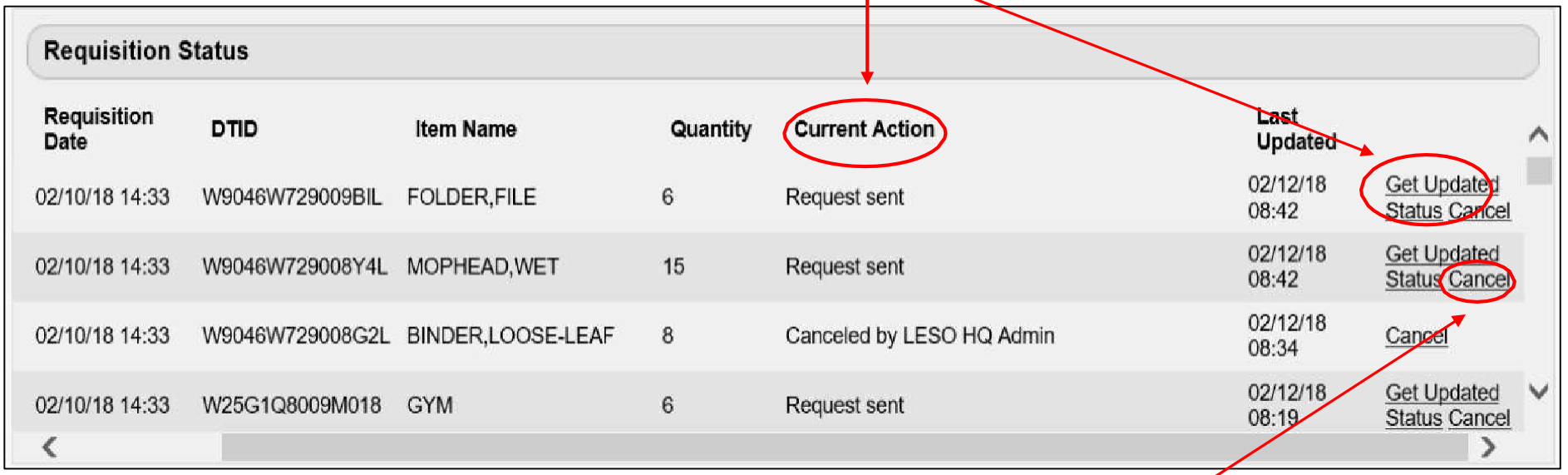
In RTD, requested property will be listed under **Requisition Status**.

Users can click the hyperlinked requisition number to obtain status about an item that was requested.

Note: Move the slide bar to the far right to view information.

REQUISITION STATUS

The RTD Web provides the most recent **Current Action** of a requisition. Users may click the **Get Updated Status** link, which will provide an update if a new status is available.



Requisition Status

Requisition Date	DTID	Item Name	Quantity	Current Action	Last Updated	
02/10/18 14:33	W9046W729009BIL	FOLDER,FILE	6	Request sent	02/12/18 08:42	Get Updated Status Cancel
02/10/18 14:33	W9046W729008Y4L	MOPHEAD,WET	15	Request sent	02/12/18 08:42	Get Updated Status Cancel
02/10/18 14:33	W9046W729008G2L	BINDER,LOOSE-LEAF	8	Canceled by LESO HQ Admin	02/12/18 08:34	Cancel
02/10/18 14:33	W25G1Q8009M018	GYM	6	Request sent	02/12/18 08:19	Get Updated Status Cancel

In the event a requisition requires cancellation, click the "**Cancel**" link. The cancel button only displays for three (3) days. After 3 days, users must contact the respective DLA Disposition Services site to request a cancellation.

SAMPLE OF LEA VIEW FOR PROCESSING RTD REQUISITIONS

REQUEST SENT TO STATE COORDINATOR (SC) FOR APPROVAL

Requisition Status

Requisition Number	Requisition Date	DTID	Item Name	Quantity	Current Action	Last Updated
2YTBM830118404	01/11/23 11:04	N686102345T515	DEFIBRILLATOR,AUTOM	1	Request submitted	01/11/23 11:04

REQUEST APPROVED BY SC

Requisition Number	Requisition Date	DTID	Item Name	Quantity	Current Action	Last Updated
2YTBM830118404	01/11/23 11:04	N686102345T515	DEFIBRILLATOR,AUTOM	1	Approved by State Coordinator	01/11/23 11:33

Once the SC **approves the requisition**, the SC is unable to see anything further regarding the requisition until the LEA picks up the property from the site. Once LESO staff approves the requisition for property, the property will be placed on hold for up to **14** calendar days to allow additional time for Military services to obtain the property.

SAMPLE OF LEA VEIW OF PROCESSING RTD REQUISITIONS

REQUEST SENT TO LESO HQ

Requisition Number	Requisition Date	DTID	Item Name	Quantity	Current Action	Last Updated
2YTBM830118404	01/11/23 11:04	N686102345T515	DEFIBRILLATOR,AUTOM	1	Request sent	01/11/23 12:06

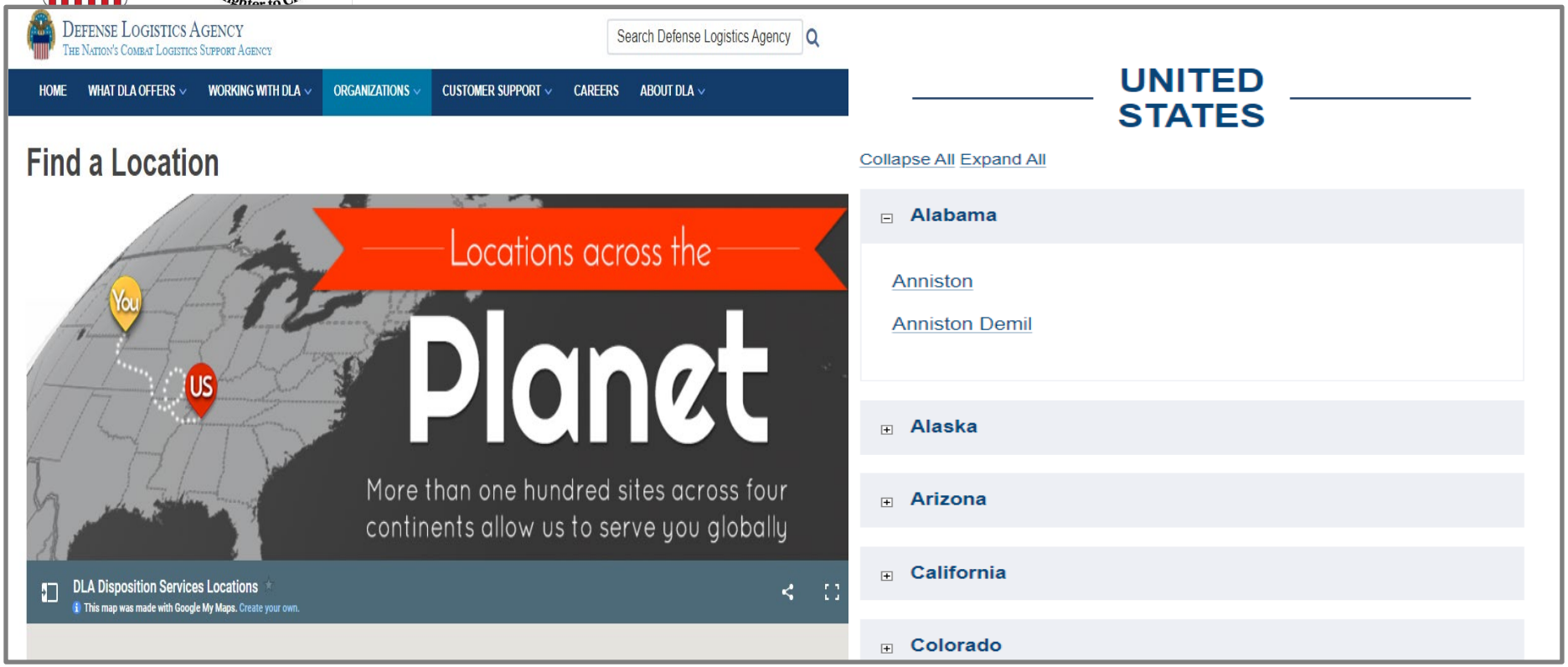
REQUEST PROCESSED BY LESO HQ AND SENT TO EBS

Requisition History for: 2YTBM830118404

Transaction Date	Update User	Quantity	Action	Comments
01/11/23 12:06:44	[redacted]	1	Request sent	Request sent to EBS
01/11/23 12:06:36		1	Approved by LESO HQ Admin	Approved by LSC3503.
01/11/23 12:06:22		1	Assigned for approval by LESO Coordinator	ASSIGNED TO LSC3503 BY LSC3503
01/11/23 11:33:56		1	Approved by State Coordinator	Approved by EMV0193. Comments: Approved MVC 1-11.
01/11/23 11:04:03		1	Request submitted	Request submitted by ELH00116

Requests are processed in EBS and sent to the site for processing. Please contact the individual site and to schedule a pickup. To find the site location information click on this link https://www.dla.mil/Disposition-Services/Find-Location/

FIND SITE LOCATION



This is what the page will look like. Scroll down to see the **United States**, select the **state**, click the plus sign to access the drop-down tool to select your **specific site.**

SAMPLE AWARD FROM LEA

A Material Release Order (MRO) was awarded for the below excess property.
PROPERTY IS FOR OFFICIAL USE ONLY AND MUST BE MADE AVAILABLE FOR USE OR RETURNED

CONTACT INFORMATION:
STATION: AZ BUCKEYE POLICE DEPT (2YTBM8)
NAME: [redacted]
PHONE
EMAIL

MATERIAL INFORMATION
REQUISITION NUMBER: 2YTBM8-3002-7405
DTID: W91EKJ21945013
NSN: 2815015917633
REQUESTED QUANTITY: 1
AWARDED QUANTITY: 1
DEMIL CODE: A
DEMIL INTEGRITY CODE: 1
SUPPLY CONDITION CODE: B
UNIT OF ISSUE: EA - EACH

ACTION:
Please contact the applicable Disposition Services Field Site to coordinate a picku-up or arrange for shipment of warded material. If material is not shipped within 14 days it may be canceled and returned to stock.
CONTROLLED EQUIPMENT:
LEAs that acquire "Controlled Equipment: must abide by its requirements governing the return and/or disposal of "Controlled Equipment". In addition Transfer of "Controlled Equipment" to another LEA must receive prior approval from the LESO office.

SAMPLE OF CANCELED REQUEST
ITEM AWARDED TO ANOTHER LEA

[NOTICE: This message originated outside of the City of Buckeye -- DO NOT CLICK on links or open attachments unless you are sure the content is safe.] The following requests were canceled because they are no longer in the inventory. Click on the DTID to view similar items. DTID
Item Name

This message contains confidential information and is intended only for the individual(s) addressed in the message. If you are not the named addressee, you should not disseminate, distribute, or copy this e-mail. If you are not the intended recipient, you are notified that disclosing, distributing, or copying this e-mail is strictly prohibited.

Automated emails for **canceled requisition** will state agency name, requisition specific data and denial reason.

CURRENT ACTION STATUS

Examples of **Current Action** status messages that may appear for a requisition.

Action	Comments
MRO has been confirmed by depot	\nSales Order #: 2092325610\nRTD Screening Code: DOD

The requested property has been shipped. Disregard the **Comments** notes.

Action	Comments
Rejected - Cancel - Message Frward w/ Rejec. Reason	\nSales Order #: 2092689283\nRTD Screening Code: DOD

The system cancelled the requisition as the property was allocated to another RTD customer. Disregard the **Comments** notes.

Action	Comments
Canceled by LESO HQ Admin	CANCELLED: Item(s) has already been approved for another agency.

The LESO cancelled the requisition and provided an explanation in the **Comments** notes. LESO cancellation keywords/comments are listed on the next slide.

RTD CANCELLATION KEYWORDS

When denying requests for property in RTD, LESO will provide **Cancellation** comments.

Examples of comments you may see are:

- **JUSTIFICATION** – Used when the three (3) justification requirements are not met (too vague, firefighting comments, not law enforcement purpose, etc.)
- **ALLOCATION** – Used when the agency is at their allocation limit for an item/FSC or when an agency has zero (0) officers listed in FEPMIS (excludes Federal/Tribal)
- **RECEIPTS** – Used when an agency has overdue property receipts in FEPMIS (excludes Federal/Tribal)
- **TRANSFERS** - Used when an agency has overdue property transfers to accept in FEPMIS (excludes Federal/Tribal)
- **PROHIBITED** – Used when certain DEMIL Code F property cannot be reutilized as identified by the TACOM Unique Logistics Support Application (TULSA) , DEMIL Code E property, Kevlar Helmets/Body Armor/Armor plates (FSC 8470, DEMIL Code D), or other items prohibited from issue to LESO customers
- **POC** – Used when there is no POC listed in FEPMIS for an agency (excludes Federal/Tribal)
- **PAPERWORK** – Used when an agency does not have LESO approved armored paperwork uploaded in FEPMIS (excludes Federal/Tribal)
- **CYCLE** – Used when an item has rolled into a restricted screening cycle in RTD Web (ex., GSA, FEPP)
- **ELIGIBILITY** – Used when LESO is questioning the requesting agency eligibility in the LESO (1033) Program
- **CANCELLED** – Used when the Approver is the same as the Requestor, or the property has been already approved to another agency, or other any other reason not covered by above listed categories.

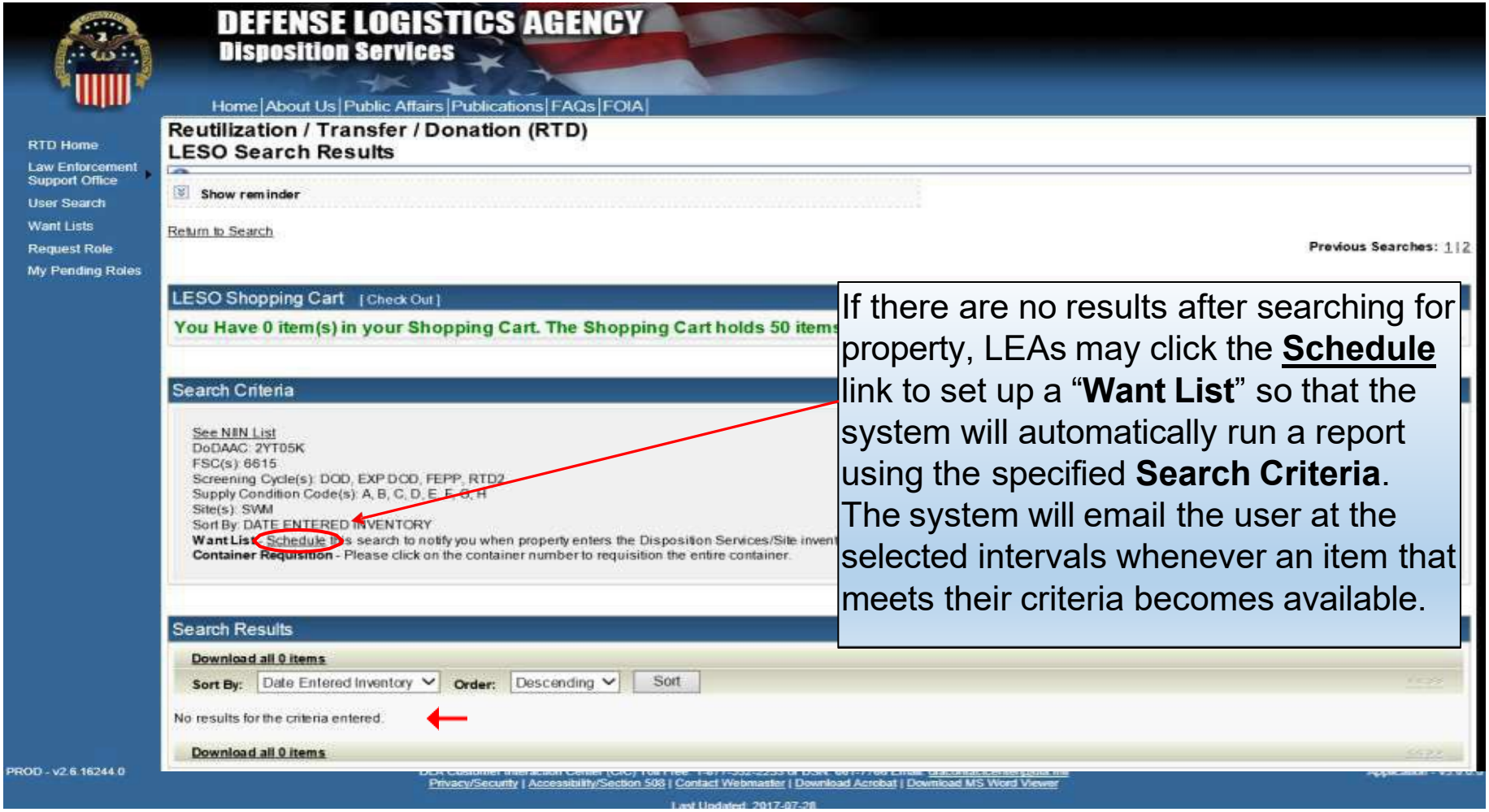
"WALK-IN" REQUISITIONS

- "**Walk-in**" requisition requirements:
  - Coordination is required with the DLA Disp Svcs site and SC/SPOC **prior** to arriving to screen for property
  - LEA POC **MUST** be at the Disposition Services site in order to submit a requisition as a walk-in
  - Authorized screeners are **required** to provide a LESO approved screener letter upon arrival
  - Only authorized screeners may physically screen for property at a DLA Disp Svcs location and submit a requisition as a "Walk-in"
  - Only property outside the **14-calendar day** hold period will be approved.

Note: The current LESO Application for Participation (version NOVEMBER 2022) serves dual purpose as the LEAs application and screener letter

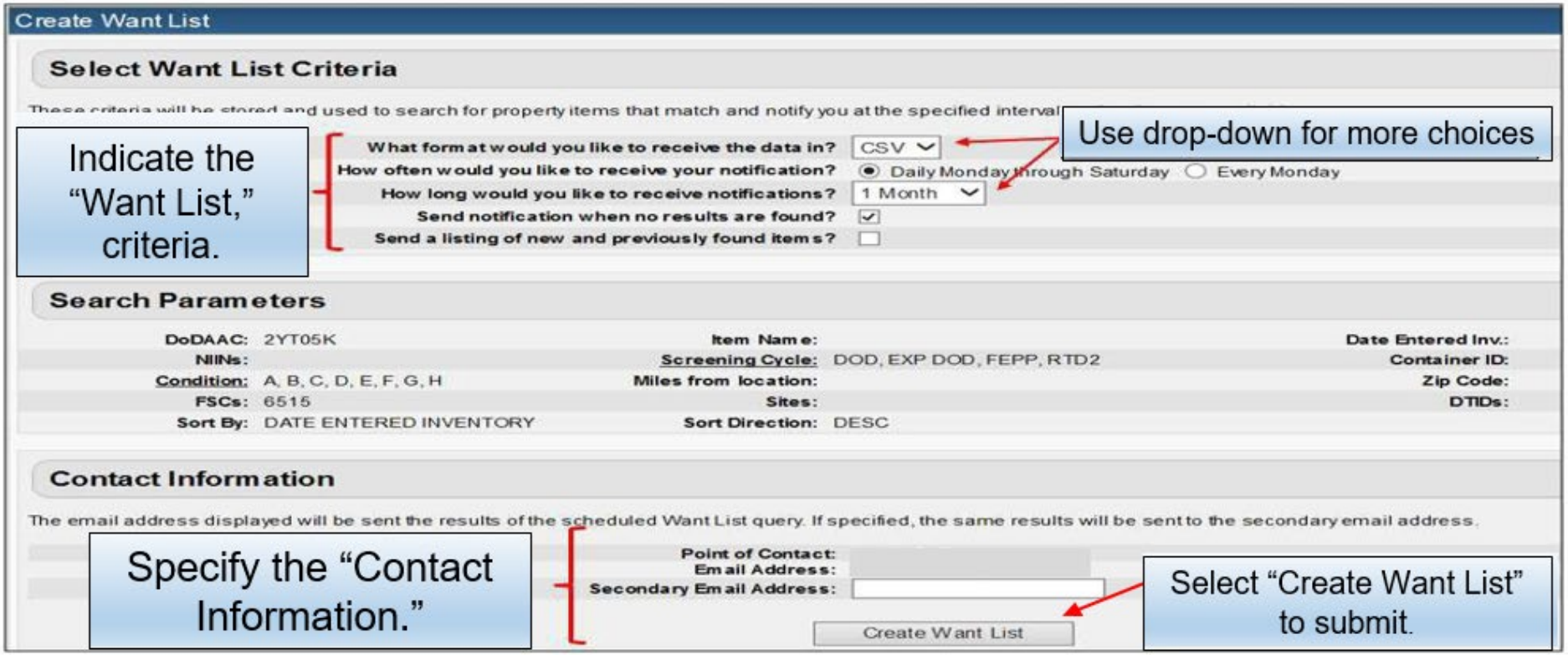
- Requisitions that do not meet the above requirement will be cancelled by LESO
- **Approval does not guarantee that the property will be able to be removed the same day as it may take up to four (4) hours for the Material Release Order (MRO) to process**
  - If property cannot be removed the same day, requestor should coordinate packaging/pick up/shipment within the designated fourteen (14) day property removal period.

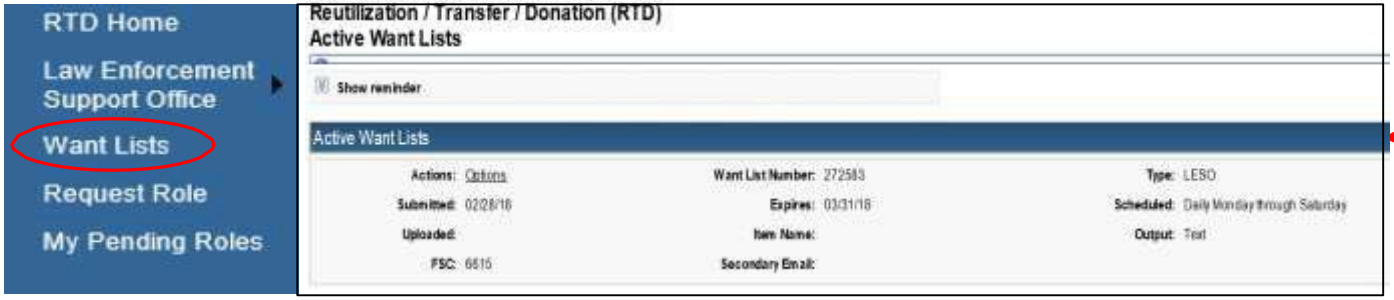
SETTING UP A "WANT LIST"



If there are no results after searching for property, LEAs may click the **Schedule** link to set up a "**Want List**" so that the system will automatically run a report using the specified **Search Criteria**. The system will email the user at the selected intervals whenever an item that meets their criteria becomes available.

SETTING UP A "WANT LIST"





Note: Click the "**Want Lists** menu option link to view "**Active Want Lists**."

PROPERTY SCREENING CYCLES

If you click the cycle link of an item in RTD Web, it will display all property screening cycles. LEAs are only approved for property that is in the **DoD**, **FEPP** and **RTD2** Property Screening Cycles.

Cycle:	DOD	**Days Left in Cycle:**	17	**Hazardous:**	
Quantity Available:	1	**Integrity Code:**	Z	**Container ID:**	
Condition:	E	**Site:**	DLA DS RILEY	**Orig. Acq. Price:**	184333
Item Name:	TRUCK,CARGO	**NSN:**	2320014473890	**Miles from Zip:**	646
DTID:	W59TYJ80440001	**DEMIL:**	A	**Date Entered Inv.:**	3/5/2018 12:00:00 AM
MSDS:		**Unit of Issue:**	EA	**Expedited:**	No
Warehouse Location:	Y030117A0	**Receipt in Place:**	No		

Screening Cycles

Code	Description
~~ACCM~~	Prior to Accumulation Close
DoD	Days 1-14 after Accumulation Close
~~GSA~~	Days 15-35 after Accumulation Close
RTD2	Days 41-42 after Accumulation Close
FEPP	Foreign Excess Personal Property, Days 1-21 after Accumulation Close
~~FEPD~~	Donation Screening and Allocation, Days 22-42
~~Donation~~	Days 36-40 after Accumulation Close

NOTE: LESO LEAs can request property in the **FEPP** (Foreign Cycle) from an overseas DLA DS site, yet they are responsible for Shipping/Handling costs and the property may have to clear US customs.

Cycle:	FEPP	**Days Left in Cycle:**	2	**Hazardous:**	
Quantity Available:	7	**Integrity Code:**	6	**Container ID:**	
Condition:	B	**Site:**	DLA DS KAISERSLAUTERN	**Orig. Acq. Price:**	12.79
Item Name:	HANDCUFFS	**NSN:**	8465002427860	**Miles from Zip:**	N/A
DTID:	W908RS73313009V	**DEMIL:**	Q	**Date Entered Inv.:**	2/13/2018 12:00:00 AM
MSDS:		**Unit of Issue:**	EA	**Expedited:**	No
Warehouse Location:	C020501A1	**Receipt in Place:**	No		

Cycle:	FEPP	**Days Left in Cycle:**	9	**Hazardous:**	
Quantity Available:	5	**Integrity Code:**		**Container ID:**	
Condition:	A	**Site:**	RCP GERMERSHEIM	**Orig. Acq. Price:**	13.35
Item Name:	GLOVES,WELDERS'	**NSN:**	8415015083791	**Miles from Zip:**	N/A
DTID:	W9046W73520CWNL	**DEMIL:**	A	**Date Entered Inv.:**	2/21/2018 12:00:00 AM
MSDS:		**Unit of Issue:**	PR	**Expedited:**	No
Warehouse Location:		**Receipt in Place:**	No		

CONDITION CODES

If you click on the **Condition Code** of an item in RTD Web, it will display all Supply Condition Codes.

CONTROLLED

Cycle:	DOD	Days Left in Cycle:	9	Hazardous:	
Quantity Available:	1	Integrity Code:	1	Container ID:	
Condition:	H	Site:	DLA DS KNOX	Orig. Acq. Price:	89900
Item Name:	TRUCK,UTILITY	NSN:	2320013469317	Miles from Zip:	N/A
DTID:	W91UJ380390005	DEMIL:	C	Date Entered Inv.:	2/9/2018 12:00:00 AM
MSDS:		Unit of Issue:	EA	Expedited:	No
Warehouse Location:	APLDW91UJ3BL4828	Receipt in Place:	Yes		

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 - Reparable
G	Unserviceable - Incomplete
H	Unserviceable - Condemned

Close

Note: If there is a doubt of the listed Condition Code of an item, please contact the DLA Disposition Services site where the item is located. To view the sites contact information, click on the sites name.

DEMIL CODES

If you click on the **DEMIL Code** of an item in RTD Web, it will display all DEMIL Codes.

Cycle:	DOD	Days Left in Cycle:	9	Hazardous:	
Quantity Available:	1	Integrity Code:	1	Container ID:	
Condition:	H	Site:	DLADS KNOX	Orig. Acq. Price:	89900
Item Name:	TRUCK,UTILITY	NSN:	2320013469317	Miles from Zip:	N/A
DTID:	W91UJ380390005	DEMIL:	C	Date Entered Inv.:	2/9/2018 12:00:00 AM
MSDS:		Unit of Issue:	EA	Expedited:	No
Warehouse Location:	APLDW91UJ3BL4828	Receipt in Place:	Yes		

CONTROLLED

DEMIL Codes

Code	Description
A	Non-USML/Non-CCLI - No DEMIL or DoD TSC required. Department of Commerce may impose licensing requirements to certain destinations
B	USML Items - Mutilation to the point of scrap required worldwide.
C	USML Items - DEMIL required. Remove and demilitarize installed key point(s).
D	USML Items - DEMIL required. Destroy item and components to prevent restoration or repair to a usable condition.
E	DoD Demilitarization Program Office (DDPO) reserves this code for their exclusive-use only. DEMIL instructions will be furnished by the DDPO.
F	USML Items - DEMIL required. Item/Technical Managers or Equipment/Product Specialists will furnish Special DEMIL instructions.
G	U.S. Munitions List (USML) Items - DEMIL required - Ammunition and Explosives (AE). This code applies to both unclassified and classified AE items.
P	USML Items - DEMIL required. Security Classified Items.
Q	Commerce Control List Items (CCLI) - Mutilation to the point of scrap required outside the United States.

Close

QUESTIONS?

Please contact your respective State Coordinator's Office with any questions. To find your State Coordinator contact information, visit the below website: http://www.dla.mil/DispositionServices/Offers/Reutilization/LawEnforcement/SCLocatorMap.aspx