



**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
  - **Reutilization, Transfer, and Donation**
- 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>

**DEFENSE LOGISTICS AGENCY**  
AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY

3/9/2017 [For display issues with Internet Explorer 11 Click Here](#)

DLA Systems

**DLA Enterprise External Business Portal**

[For Browser Support Click Here](#)

**Registered Users Login Here**

**AVAILABLE SERVICES**

**DLA's 3 Areas of Focus**  
WARFIGHTER SUPPORT  
STEWARDSHIP EXCELLENCE  
WORKFORCE DEVELOPMENT

**DLA Enterprise External Business Portal**  
Provides industry and service personnel with centralized access to DLA Business Services.



## 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>

### 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.

I Accept

I Decline

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



## REQUEST ROLE

DEFENSE LOGISTICS AGENCY  
Enterprise Business System Portal

Welcome to EBS | SSO SAPGUI | BusinessObjects | **Disposition Services** | EDW

Disposition Services

Detailed Navigation

Click a link in the Detailed Navigation section to the left to launch the application in a new window.

RTD

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.

DEFENSE LOGISTICS AGENCY  
Enterprise Business System Portal

Welcome to EBS | SSO SAPGUI |

Disposition Services

Detailed Navigation

Expand tray

Click

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





## REQUEST ROLE



### DEFENSE LOGISTICS AGENCY Disposition Services

[Home](#) | [About Us](#) | [Public Affairs](#) | [Publications](#) | [FAQs](#) | [FOIA](#)

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

Show reminder

#### Reutilization, Transfer, Donation Home

##### Announcements

At the RTD Main page, click the “**Request Role**” link that appears on the left side of the page.

erty searches on RTD web, all property within the GSA screening cycle must be  
ess.gov  
of Agreement) must be current (Person who signed the MOA must still be employed  
Computer Equipment can be received by the school under the DOD CFL PROGRAM.  
ols who were issued Letters of Assessment by the DLA Office of the Inspector General  
ment Control Office must be renewed within one year from the date on the LOA (Letter  
e continue to receive Demil Q Integrity Code 6 excess computer equipment.  
nt Letter of Authorization (LOA) in the Centralized File prior to picking up property from  
ervices site. The LOA template and instructions may be obtained at  
s.dla.mil, select Reutilization Transfer Donation button.



Pause

« Prev Next »



## REQUEST ROLE OPTIONS

The screenshot shows the 'DEFENSE LOGISTICS AGENCY Disposition Services' website. The navigation bar includes links for Home, About Us, Public Affairs, Publications, FAQs, and FOIA. The main heading is 'Reutilization / Transfer / Donation (RTD) RTD Pre-Register'. Below this, there is an 'Application' dropdown menu currently set to 'Law Enforcement Support Office (LESO)'. To the right of this menu, a red arrow points to a text box that says 'Click “Law Enforcement Support Office (LESO)” from the Application field drop-down'. Below the application menu is a 'Role:' section with a 'Choose:' dropdown menu. A red arrow points from this menu to a list of roles: 'LESO Federal Screener', 'LESO State/Local Screener', 'LESO Tribal Screener', 'LESO Federal Coordinator', 'LESO State/Local Coordinator', 'LESO Tribal Coordinator', and 'LESO HQ Admin'. To the right of this list, a text box contains two bullet points: 'LESO State/Local Screener (Required for LEA POC screeners to request property)' and 'LESO State/Local Coordinator (Required for State Coordinator/SPOC to review LEA submitted requests/roles)'. A red arrow points from the 'LESO State/Local Coordinator' role in the list to this text box. Below the list, a red arrow points from the 'LESO State/Local Coordinator' role to a text box that says 'Note: Disregard all other listed LESO roles'. On the left side of the page, there is a vertical navigation menu with links such as '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', 'Military Affiliate Radio System', 'ROTC', 'Service Museums', 'Small Arms', 'Southwest Asia', 'User Search', 'Item History', 'Veterans Affairs', 'Want Lists', 'Additional Property Data', and 'Reports'.

**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

## User Information

Title:

\* First Name:

First name is required

\* Last Name:

Last Name is required.

\* Organization Name:

Organization Name is required

\* Work Address Line 1:

Work Address is required.

Work Address Line 2:

\* Work Address City:

City is required.

\* Work Address State:

\* Work Address Zip:

Zip is required.

Country:

\* Work Phone:

Work Phone is required.

Work Ext:

Work Fax:

\* Work Email:

Work email is required

**Customer Type:**

Opt-out of all email?

Receive NIIN notification email:

Receive property receipt email:

Recommended email selections (not required)

- 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 1<sup>st</sup> 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**."

**Law Enforcement Agency (LEA) Information**

\* Agency Type: State-Local ▼

\* Number of Officers: This field is required. Number of Officers is required.

\* Number of Part Time Officers: This field is required. Number of Part Time Officers is required.

\* Number of 1st Responder Officers: Enter zero (0) Number of 1st Responders is required.

\* Number of Reserve Officers: Enter zero (0) Number of Reserve Officers is required.

\* Level: Screener ▼

Weapons POC: This field is required. Weapons POC is required for Screeners.

Aircraft POC: This field is required. Aircraft POC is required for Screeners.

Does Agency have equipment from the 1208/1033 Program? No ▼ This field is optional.

If so, please specify equipment types:

Weapons: No ▼

Aircraft: No ▼

APCs: No ▼

HMMWV: No ▼

Watercraft: No ▼

Vehicles: No ▼

\* State Assigned: Michigan ▼ This field is required.

**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.

## 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](#)

Request Role

My Pending Roles

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

LESO State/Local Coordinator ▼

Select

You are currently at step 1 out of 3

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.

LESO State/Local Coordinator ▼

Select

**COMMENTS:** This role has been denied  
You have selected the incorrect role. Please select the LESO State/Local Screener role and resubmit. Please contact your State Coordinator's office with questions.





## 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>

The screenshot shows the homepage of the DLA Enterprise External Business Portal. The header features the DLA logo and the text 'DEFENSE LOGISTICS AGENCY' and 'AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY'. Below the header, there is a date '3/9/2017' and a link 'For display issues with Internet Explorer 11 Click Here'. A dropdown menu for 'DLA Systems' is visible. The main content area is titled 'AVAILABLE SERVICES' and features a large image of soldiers in a mountainous area with an American flag. Below the image, the text reads 'DLA Enterprise External Business Portal' and 'Provides industry and service personnel with centralized access to DLA Business Services'. On the left side of the page, there is a sidebar with the DLA logo, the text 'DLA Enterprise External Business Portal', a link 'For Browser Support Click Here', a yellow button with the text 'Registered Users Login Here' (circled in red), and a section titled 'DLA's 3 Areas of Focus' with the sub-points 'WARFIGHTER SUPPORT', 'STEWARDSHIP EXCELLENCE', and 'WORKFORCE DEVELOPMENT'.



## SEARCHING FOR PROPERTY



### Welcome to the Enterprise External Business Portal

Enter your Enterprise External Portal user name and password.

User \*

Password \*

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



## 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

## 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.

I Accept

I Decline

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



# SEARCH FOR PROPERTY

The screenshot shows the Defense Logistics Agency Enterprise Business System Portal. The top navigation bar includes 'Welcome to EBS', 'SSO SAPGUI', 'BusinessObjects', 'Disposition Services' (highlighted with a red circle), and 'EDW'. Below this, the 'Disposition Services' section is active. On the left, under 'Detailed Navigation', the 'RTD' link is highlighted with a red circle. A red arrow points from the 'RTD' link to a text box on the right. The text box contains the following instructions:

Click a link in the Detailed Navigation section to the left to launch the application in a new window.

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

**DEFENSE LOGISTICS AGENCY**  
**Disposition Services**

Home | About Us | Public Affairs | Publications | FAQs | FOIA |

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

**Law Enforcement Support Office** (circled)  
User Search  
Want Lists  
Request Role  
My Pending Roles

**LESO Search** (circled)  
LESO Shopping Cart  
Manage Users  
Edit Profile  
Pending Users

**Announcements**  
No announcements.

**Requisition Status**

Requisition Number	Requisition Date	DTID	Item Name	Quantity	Current Action	Last Update
2YTQQL80587642	02/27/18 12:51	M320018023TT01	UTILITY VEHICLE, OFF ROAD	1	Rejected - No record of Sales Order document.	02/27/18 16:00

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





# SEARCHING FOR PROPERTY

## Reutilization / Transfer / Donation (RTD) LESO Search

☒ ~~Show reminder~~

You must have an assigned DoDAAC in order to search

**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.

### LESO Search

\* Required Field

\* DoDAAC:

Sort By:

Date Entered Inventory

Sort By Direction:

Descending

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:

 Browse...

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

Federal Supply Classes (FSC):

(2 digit FSGs or 4 digit FSCs separated by a space)



# 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

\* 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:

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

**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



## SEARCHING FOR PROPERTY

**Up to 20 DTID Numbers:**

Container ID:

**RTD Screening Cycle:** ☒ DOD ☒ EXP DOD ☒ FEPP ☒ RTD2

Date Entered Inventory:  31 (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 29 Palms
- DLA DS Aberdeen
- DLA DS Anchorage
- DLA DS Anniston
- DLA DS Anniston CDC
- DLA DS Aviano
- DLA DS Bangkok
- DLA DS Barstow
- DLA DS Benning
- DLA DS Bliss

**Miles from DoDAAC Location:**

**Zip Code:**   
(Enter Zip Code and miles to search from the Zip location.)

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

### Search Results

Download all 1563 items

Sort By: Condition Code Order: Ascending Sort

<< 1 2 3 4 5 >>



Cycle: DOD  
Quantity Available: 3  
Condition: A  
Item Name: JACKET, PHYSICAL FIT  
DTID: W25KYQ61120010

Days Left in Cycle: 11

Condition Code, Item Name, DTID

Hazardous:  
Container ID:  
Orig. Acq. Price: 62.47  
Miles from Zip: 441  
Date Entered Inv.: 6/21/2016 12:00:00 AM  
Expedited: No

DLA Disp Svcs Site and National Stock Number (NSN)

Warehouse Location: E020144C0  
Cycle: DOD  
Quantity Available: 1

Unit of Issue: LT  
Receipt in Place: No  
Days Left in Cycle: 11  
Integrity Code: 2

Site: DLADS SUSQUEHANNA  
NSN: 8415015754445

Hazardous:  
Container ID:  
Orig. Acq. Price: 63.45  
Miles from Zip: 441

Warehouse Location: E020144C0

Cycle: RTD

Quantity Available: 1

Condition: A

Item Name: ELB

DTID: FB5

MSDS:

Warehouse Location: C010632C0

Cycle: RTD2

Quantity Available: 16

Unit of Issue: PR

Receipt in Place: No

Days Left in Cycle: 0

Integrity Code: 1

Site: DLADS KASERSLAUTERN

NSN: 8415015302351

DEMIL: A

Unit of Issue: PR

Receipt in Place: No

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.

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




# SEARCHING FOR PROPERTY

**Search Results**

Download all 2 items

Sort By:  Order:

 **Cycle:** DOD **Days Left in Cycle:** 7 **Hazardous:**

**Quantity Available:** 1 **Integrity Code:** 1 **Container ID:**

**Condition:** H **Site:** DLADS RED RIVER **Orig. Acq. Price:** 192513

**Item Name:** TRUCK, UTILITY **NSN:** 2320014133739 **Miles from Zip:** 803

**DTID:** S4402A7179004E **DEMIL:** C **Date Entered Inv.:** 1/22/2018 12:00:00 AM

**MSDS:** **Unit of Issue:** EA **Expedited:** No

**Warehouse Location:** T010101A0 **Receipt in Place:** No

**CONTROLLED**

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

LESO Shopping Cart [Check Out]

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

Add Item to LESO Shopping Cart

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

## Inventory Information



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

DoDAAC: 2YT05K

Quantity Requested:

Justification  
(required,  
500 characters max):

Save To Cart

Return to Previous Page

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

**LESO Shopping Cart**

Customer must arrange for transportation of property items.

\* Required field

No Info Available

\* Justification: (Required Justification type here)

Item Name: STAND, COMPUTER  
NSN: 7035DSSTANDAR  
DTID: W8086B80196014  
Condition: H  
Quantity Available: 140  
Expedited: No

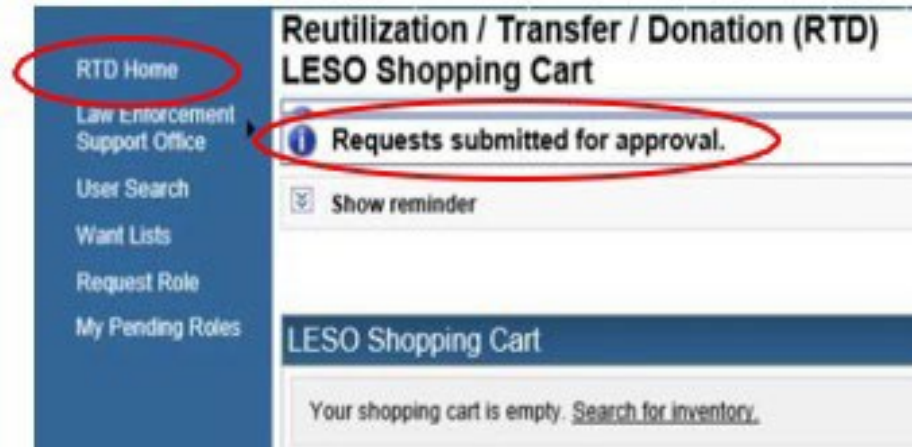
\* Quantity: 1  
Unit of Issue: EA  
Container ID:

[Remove From Cart](#)

☐ Walk-in Requisition (Customer is on site and wants to remove items the same day)

[Submit Requisition](#) [Return](#)

- 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

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

Show reminder

Reutilization, Transfer, Donation Home

**Announcements**

Property in GSA screening cycle: When conducting property searches on RTD web, all property within the GSA screening cycle must be requisitioned via GSAXcess.gov

CFL Schools: All MOAs (Memorandum of Agreement) must be current (Person who signed the MOA must still be employed the school) before any Computer Equipment can be received by the school under the DOD CFL PROGRAM. Furthermore, CFL Schools who were issued Letters of Assessment by the DLA Office of the Inspector General, Trade Security Assessment Control Office must be renewed within one year from the date on the LOA (Letter Assessment) in order to continue to receive Demil Q Integrity Code 6 excess computer equipment. DOD must have a current Letter of Authorization (LOA) in the Centralized File prior to picking up property from any DLA Disposition Services site. The LOA template and instructions may be obtained at [www.dispositionservices.dla.mil](http://www.dispositionservices.dla.mil), select Reutilization Transfer Donation button.

Letter of Authorization: DOD must have a current Letter of Authorization (LOA) in the Centralized File prior to picking up property from any DLA Disposition Services site. The LOA template and instructions may be obtained at [www.dispositionservices.dla.mil](http://www.dispositionservices.dla.mil), select Reutilization Transfer Donation button.

Target Range-EOD-SOF Schools-Weapons Testing or Destructive: Please contact [steven.carter@dla.mil](mailto:steven.carter@dla.mil) DSN 961-7191 or Jennifer Lobello 269-961-5523 for direct support

Pause (Prev Next)

**Requisition Status**

Requisition Number	Requisition Date	DTID	Item Name	Quantity	Current Action	Last Updated
<a href="#">2YT03Z80414016</a>	02/10/18 14:33	W9046W729009BIL	FOLDER,FILE	6	Request sent	02/12/18 08:42
<a href="#">2YT03Z80414017</a>	02/10/18 14:33	W9046W729008Y4L	MOPHEAD,WET	15	Request sent	02/12/18 08:42
<a href="#">2YT03Z80414018</a>	02/10/18 14:33	W9046W729008G2L	BINDER,LOOSE-LEAF	8	Canceled by LESO HQ Admin	02/12/18 08:34
<a href="#">2YT03Z80414367</a>	02/10/18 14:33	W25G1Q8009M018	GYM	6	Request sent	02/12/18 08:19

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.

Slide bar



## 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	<a href="#">Get Updated Status</a> <a href="#">Cancel</a>
02/10/18 14:33	W9046W729008Y4L	MOPHEAD,WET	15	Request sent	02/12/18 08:42	<a href="#">Get Updated Status</a> <a href="#">Cancel</a>
02/10/18 14:33	W9046W729008G2L	BINDER,LOOSE-LEAF	8	Canceled by LESO HQ Admin	02/12/18 08:34	<a href="#">Cancel</a>
02/10/18 14:33	W25G1Q8009M018	GYM	6	Request sent	02/12/18 08:19	<a href="#">Get Updated Status</a> <a href="#">Cancel</a>

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
<a href="#">2YTBM830118404</a>	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
<a href="#">2YTBM830118404</a>	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		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



DEFENSE LOGISTICS AGENCY  
THE NATION'S COMBAT LOGISTICS SUPPORT AGENCY

Search Defense Logistics Agency 

HOMEWHAT DLA OFFERS▼WORKING WITH DLA▼ORGANIZATIONS▼CUSTOMER SUPPORT▼CAREERSABOUT DLA▼

## Find a Location



Locations across the Planet

More than one hundred sites across four continents allow us to serve you globally

DLA Disposition Services Locations 

 This map was made with Google My Maps. Create your own.

## UNITED STATES

[Collapse All](#) [Expand All](#)

 Alabama

[Anniston](#)  
[Anniston Demil](#)

 Alaska

 Arizona

 California

 Colorado

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: [REDACTED]

EMAIL: [REDACTED]

### 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 Forward 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”

**DEFENSE LOGISTICS AGENCY**  
**Disposition Services**

Home | About Us | Public Affairs | Publications | FAQs | FOIA

Reutilization / Transfer / Donation (RTD)  
**LESO Search Results**

☐ Show reminder

[Return to Search](#) Previous Searches: 112

**LESO Shopping Cart** [ Check Out ]  
You Have 0 item(s) in your Shopping Cart. The Shopping Cart holds 50 items.

**Search Criteria**

See NIN List  
DoDAAC: 2YT05K  
FSC(s): 6615  
Screening Cycle(s): DOD, EXP DOD, FEPP, RTD2  
Supply Condition Code(s): A, B, C, D, E, F, G, H  
Site(s): SWM  
Sort By: DATE ENTERED INVENTORY  
**Want List:** Schedule to search to notify you when property enters the Disposition Services/Site inventory.  
**Container Requisition** - Please click on the container number to requisition the entire container.

**Search Results**

Download all 0 items

Sort By:  Order:

No results for the criteria entered.

Download all 0 items

PROD - V2.6.16244.0

DoD Customer Interaction Center (CIC) Toll Free: 1-877-332-2235 or DSN: 604-7766 Email: [dod-customercenter@mil.mil](mailto:dod-customercenter@mil.mil)  
[Privacy/Security](#) | [Accessibility/Section 508](#) | [Contact Webmaster](#) | [Download Acrobat](#) | [Download MS Word Viewer](#)

Last Updated: 2017-07-28

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”

## Create Want List

### Select Want List Criteria

These criteria will be stored and used to search for property items that match and notify you at the specified interval.

Indicate the “Want List,” criteria.

What format would you like to receive the data in? CSV

How often would you like to receive your notification? ☒ Daily Monday through Saturday ☐ Every Monday

How long would you like to receive notifications? 1 Month

Send notification when no results are found? ☒

Send a listing of new and previously found items? ☐

Use drop-down for more choices

### Search Parameters

DoDAAC: 2YT05K	Item Name:	Date Entered Inv.:
NIINs:	Screening Cycle: DOD, EXP DOD, FEPP, RTD2	Container ID:
Condition: A, B, C, D, E, F, G, H	Miles from location:	Zip Code:
FSCs: 6515	Sites:	DTIDs:
Sort By: DATE ENTERED INVENTORY	Sort Direction: DESC	

### Contact Information

The email address displayed will be sent the results of the scheduled Want List query. If specified, the same results will be sent to the secondary email address.

Specify the “Contact Information.”

Point of Contact:

Email Address:

Secondary Email Address:

Select “Create Want List” to submit.

[RTD Home](#)  
[Law Enforcement Support Office](#)  
[Want Lists](#)  
[Request Role](#)  
[My Pending Roles](#)

### Reutilization / Transfer / Donation (RTD)

#### Active Want Lists


Active Want Lists		
<p>Actions: <a href="#">Options</a></p> <p>Submitted: 02/26/16</p> <p>Uploaded:</p> <p>FSC: 6515</p>	<p>Want List Number: 272583</p> <p>Expires: 03/31/16</p> <p>Item Name:</p> <p>Secondary Email:</p>	<p>Type: LESO</p> <p>Scheduled: Daily Monday through Saturday</p> <p>Output: Text</p>

**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

Quantity Available: 1

Condition: E

Item Name: TRUCK, CARGO

DTID: W59TYJ80440001

MSDS:

Warehouse Location: Y030117A0

Days Left in Cycle: 17

Integrity Code: Z

Site: DLA DS RILEY

NSN: 2320014473890

DEMIL: A

Unit of Issue: EA

Receipt in Place: No

Hazardous:

Container ID:

Orig. Acq. Price: 184333

Miles from Zip: 646

Date Entered Inv.: 3/5/2018 12:00:00 AM

Expedited: No

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

Quantity Available: 7

Condition: B

Item Name: HANDCUFFS

DTID: W908RS73313009V

MSDS:

Warehouse Location: C020501A1

Days Left in Cycle: 2

Integrity Code: 8

Site: DLA DS KAISERSLAUTERN

NSN: 8465002427960

DEMIL: Q

Unit of Issue: EA

Receipt in Place: No

Hazardous:

Container ID:

Orig. Acq. Price: 12.79

Miles from Zip: N/A

Date Entered Inv.: 2/13/2018 12:00:00 AM

Expedited: No

Cycle: FEPP

Quantity Available: 5

Condition: A

Item Name: GLOVES, WELDERS'

DTID: W9046W73520CWNL

MSDS:

Warehouse Location:

Days Left in Cycle: 9

Integrity Code:

Site: RCP GERMERSHEIM

NSN: 8415015063791

DEMIL: A

Unit of Issue: PR

Receipt in Place: No

Hazardous:

Container ID:

Orig. Acq. Price: 13.35

Miles from Zip: N/A


Date Entered Inv.: 2/21/2018 12:00:00 AM

Expedited: No



## CONDITION CODES

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

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

### 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

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

### 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 keypoint(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>

