DEFENSE LOGISTICS AGENCY

AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY









RTD Web
Requesting Role /
Searching for
Property



Authorized Users

- 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.
- Fire Departments, Prisons, and Office of Coroners do not fit into this category.



RTD Web

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

- RTD Web
 - Reutilization, Transfer, and Donation
- Purpose:
 - It is the portal to request excess military property through the LESO Program
- Gaining Access:
 - Username/Password is created in AMPS
 - Request Screener Role in RTD Web
 - Must be listed as a "screener" on the application
 - Must be employed by the requesting agency

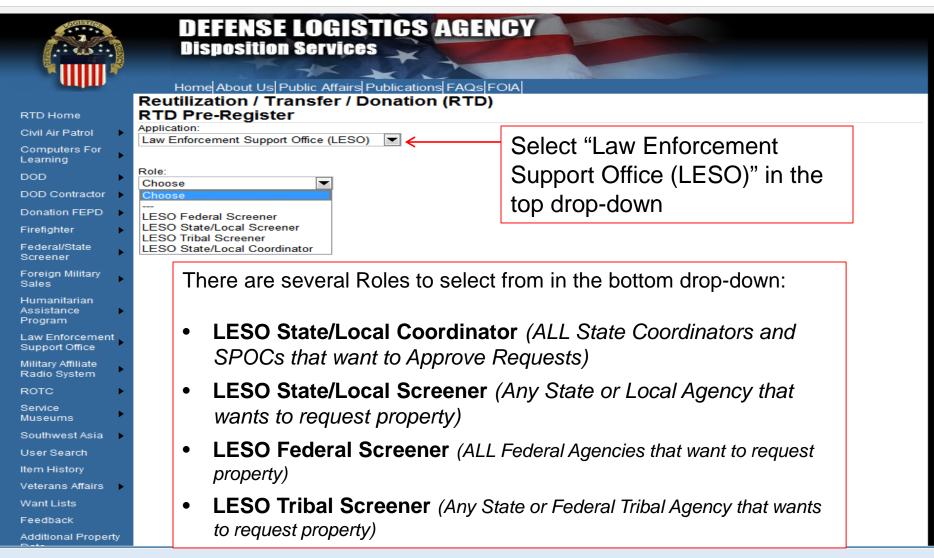


Request Role

| RT | D Home | | on / Transfer / Donati | ion (RTD) | | | | | | |
|-----|---------------------------------|--|-------------------------|------------------------------------|--|----------------------|---|----------------------|---|----------|
| Civ | vil Air Patrol | RTD Main | | | | | : | | | |
| | mputers For arning | Show remin | | | | | | | | |
| DC | D D | Reutilization, | Transfer, Donation Home | | | | | | | |
| DC | D Contractor | | | | | | | | | |
| Do | nation FEPD 🕨 | Announc | ements | | | | | | | |
| Fir | efighter | Title | Descrip | tion | | | | | | |
| | deral/State reener | CFL Schools | | | of Agreement) must be current (P | | he MOA still employed by the school) | | | |
| | reign Military Ies | Military Rang | vehicles a | and equipment f | | er assist you. If yo | ing all range customers regarding ou are not currently on the mass range | 00 | | |
| As | manitarian sistance ogram | Government | Property As a Reut | ilization custom use or ownersh | er, you'll be withdrawing Departn ip. You will need your Accountabl | ent of Defense p | | | | |
| | w Enforcement pport Office | | | | _ | | | | | |
| | itary Affiliate dio System | | | | | Click o | on "Request Ro | ole" | ∢Prev Next | |
| RC | otc ▶ | | | | | | | | VIII IV | |
| | rvice seums | LESO HQ | Admin | | | | | | | |
| So | uthwest Asia 🕨 | Assigned: D | niesean | DTID: | W81LG642410021A | Item Name: | BINOCULAR | NSN: | 1240014993547 | <u> </u> |
| Us | er Search | _ | Approve Reject Cancel | Site: | DLA DS TUCSON CDC (SZW) | Request Date: | 10/29/14 10:51:32 | Condition: | В | =1 |
| Ite | m History | Quantity: 1 | - | Cycle: | DOD | Days Left: | 8 | DEMIL: | F | |
| Ve | terans Affairs 🕨 | Qty Avail: 4 Unit of | | O GOIGI | <u>505</u> | buyo com | · | DEIME | - | |
| Wa | ant Lists | Issue: | A | Last Action: | Approved by State Coordinator John Smith (EJS00439) | Last Updated: | 10/30/14 13:51:48 | Justification: | FOR USE BY PATROL OFFICERS | |
| Fe | edback | Comments: | ^ | | 30111 0111111 (23000433) | | | | OTTIOERO | |
| Ad | ditional Property | | - | Agency: | PROSPECT STATE TROOPER | Requested By: | Andrew Giordino (EAG00333) | State: | Connecticut | |
| Da | | | | Req. Number: | 2YTJYC43022142 | | | | | |
| Re | ports | Assigned: A | ssign | | SX12934260F003 | | OVERHEAD PROJECTOR | | 6730DSOVERHEA | |
| Ad | min Links | | Approve Reject | | DLA DS SUSQUEHANNA (SVE) RTD2 | Days Left: | | Condition: DEMIL: | _ | |
| | quest Role Pending Roles | Quantity: 1 Qty Avail: 2 Unit of Issue: Comments: | | Last Action: | Approved by State Coordinator Ereno Lewis (EEL00129) | - | 10/30/14 14:32:09 | | USED FOR TRAINING OF PATROL, DETECTIVE, SWAT OFFICERS AND PRESENTATIONS FOR PUBLIC EVENTS | |

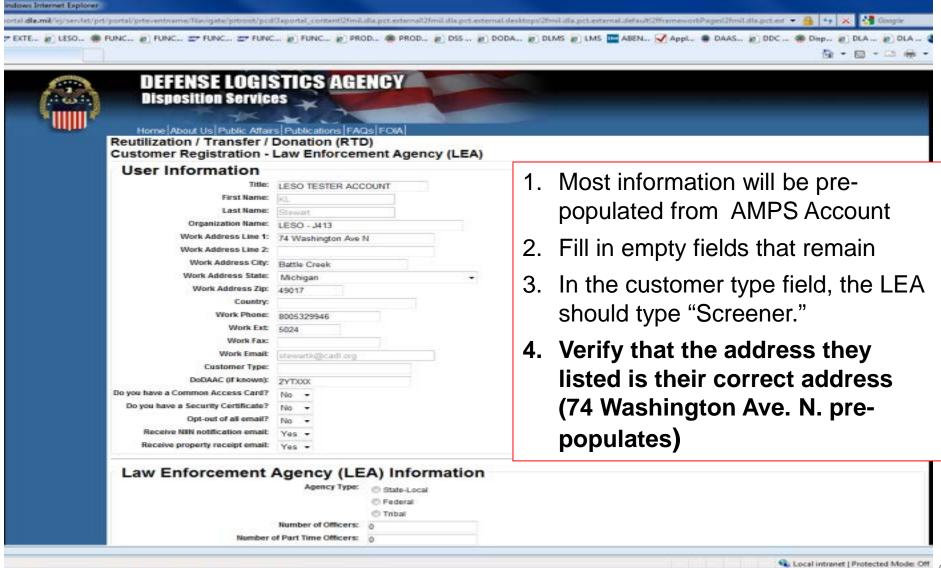


Request Role Options





Request Role Profile





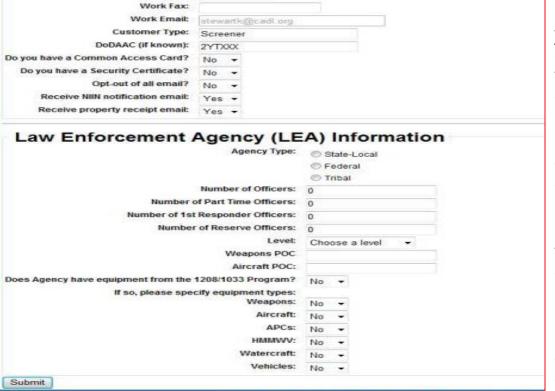
Request Role Profile

LEA Information:

findows portal di 27 EXTE

ROD - v2.6.12062.1

- 1. Select Agency Type
- Fill in the Number of Officers in each category.
- Enter Weapons/Aircraft Point of Contact (POC) if known. If not know, type "NA" (non-applicable).
- 4. Level: Screener for LEAs, State Coordinator (SC) for SC/SPOCs
- Click "Submit"



Number of Officers -

Total number of compensated officers with full powers of arrest and apprehension.

Part-Time Officers –

Compensated part-time officers with full powers of arrest and apprehension.

1st Responders –

Compensated officers with full powers of arrest and apprehension who are ONLY 1st Responders.

Reserve Officers –

Compensated reserve officers with full powers of arrest and apprehension.

Customer Service: 1-855-352-8001 or OSN 661-0001 Email: (chithell-Privacy/Security | Accessibility | Contact Webmaster | Download Acrobat | Download MS Word Viewer

7

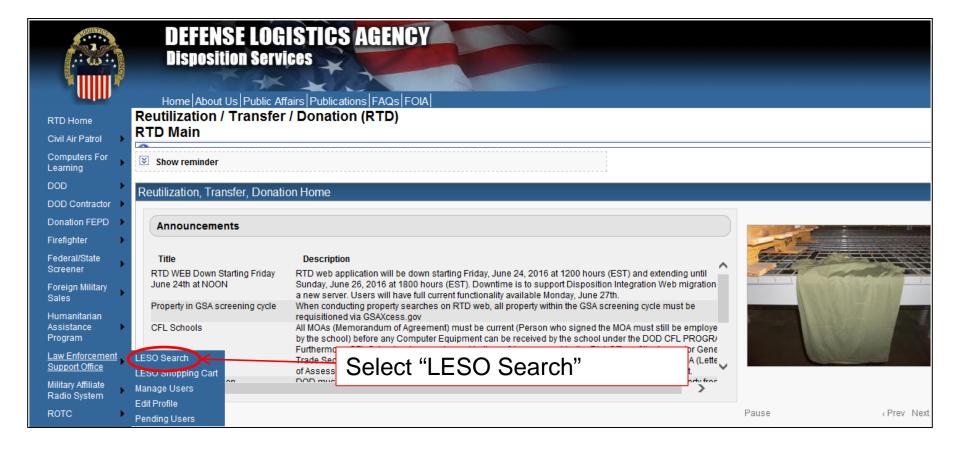


Approval

- When the role request is submitted, it goes to your State Coordinator for approval, and two levels of review/approval at LESO.
- Once the role is approved, follow the next slides to search for property.

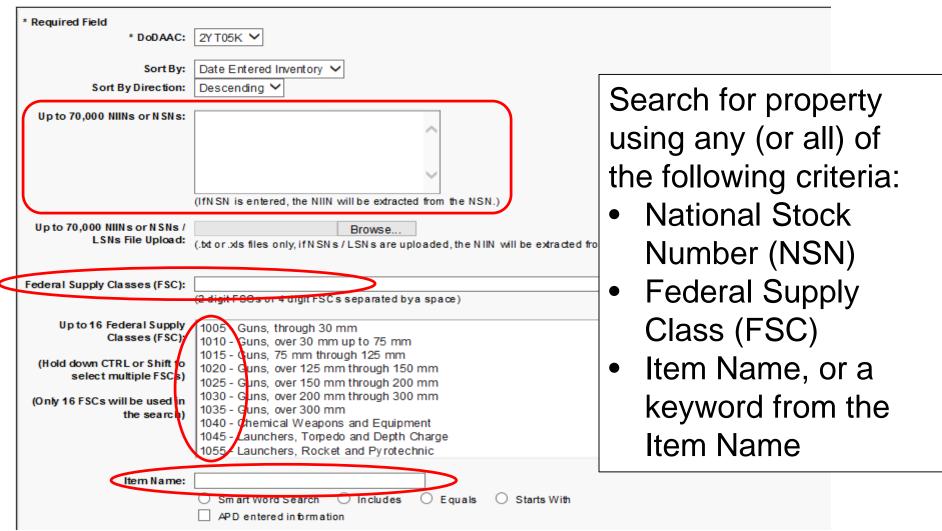


Searching for Property



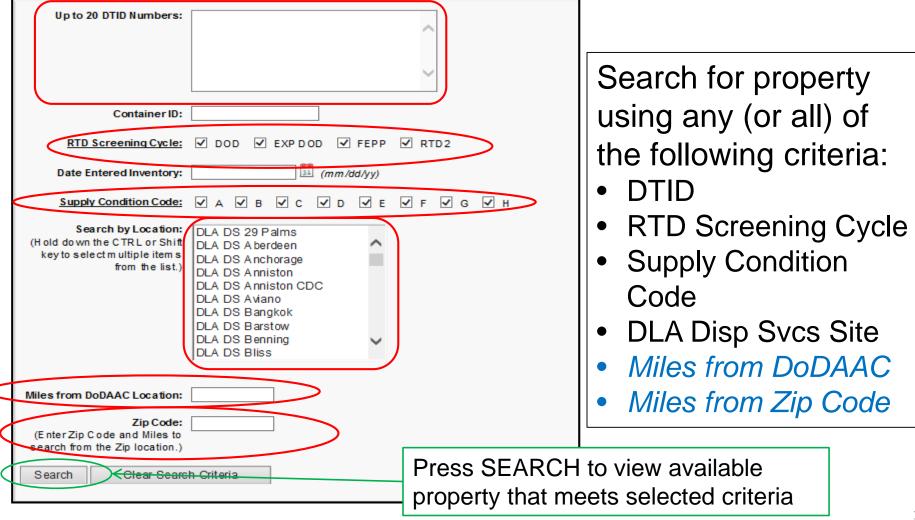


Searching for Property



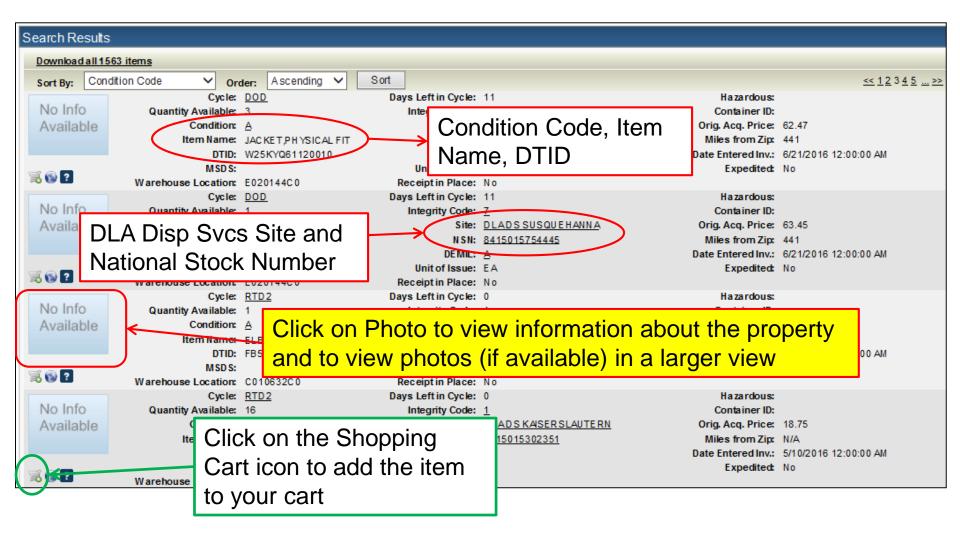


Searching for Property





Selecting Property





Submitting Justification

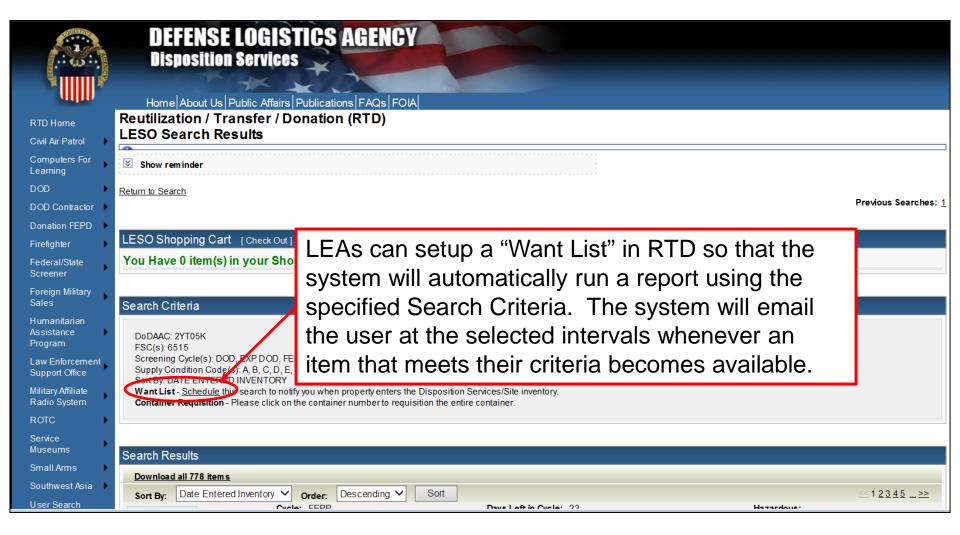
Click CHECK OUT when you are ready to submit your requests LESO Shopping Cart [Check Out] You Have 0 item(s) in your Shopping Cart. The Shopping Cart holds 50 items Add Item to LESO Shopping Cart **Inventory Information** Days Left in Cycle: 26 Cycle: FEPP Hazardous: No Info Quantity Available: 1 Integrity Code: 1 Container ID: Condition: B Orig. Acq. Price: 162.00 Site: DLA DS GRAFENWOEHR Available Item Name: JACKET.FLYER'S NSN: 8415003101140 Date Entered Inv.: 06/27/16 DTID: W908WZ61673034V DEMIL: A MSDS: Unit of Issue: EA Expedited: No Warehouse B010414C0 Agencies are required to submit a justification Location: the meets the following three requirements: DoDAAC: 2YT05K Must be for use by the requesting agency Quantity Requested: Justification Must be for a law enforcement (required, 500 characters max): purpose/use Must be convincing (property and justification make sense together) Save To Cart Return to Previous Page

Click Save to Cart to add

item/quantity/justification



Setting Up a "Want List"





Setting Up a "Want List"

| | | | | | _ | | | |
|------------------------------------|--|--|--|---|---|--|--|--|
| | reate Want List | | | | | | | |
| | Select Want List Cr | itoria | | | | | | |
| | Select Wallt List Ci | iteria | | | | | | |
| | These criteria will be stored and | used to search for proper | y items that match and notify you at the specified interval as the | ey become available. | | | | |
| Specify the What form at would you | | | you like to receive the data in? CSV 🗸 | | | | | |
| | • | How often would you lik | urday O Every Monday | y O Every Monday | | | | |
| fı | requency of - | How long would yo | | | | | | |
| | he report | Send notification | on when no results are found? | | | | | |
| LI | ne report | Send a listing of new and previously found items? | | | | | | |
| | | | | | | | | |
| | Search Parameters | | | | | | | |
| | | 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 | า | | | | | | |
| | The email address displayed wil | l be sent the results of the | scheduled Want List query. If specified, the same results will be | pe sent to the secondary email address. | | | | |
| Sı | pecify the Point o | of Contact | Point of Contact: Jacob Collier | Press "Create | | | | |
| | • | The state of the s | | | | | | |
| n | Mio that would like to receive Secondary Eman Address: Want List" to | | | Want List" to | | | | |
| h | e email notification | on | Create Want List | submit | | | | |
| | | | | | | | | |



RTD Cancellation Keywords

When denying requests for property in the RTD Web System, LESO will use descriptive Cancellation Keywords to explain the reason behind the cancellation. These keywords are as follows:

- <u>JUSTIFICATION</u> Use for any issue dealing with the justification (too vague, firefighting comments, not law enforcement purpose, etc.)
- <u>ALLOCATION</u> Use when the agency is at their allocation limit for an item/FSC or when an agency has 0 officers listed in FEPMIS (excludes Federal/Tribal)
- **RECEIPTS** Use when an agency has Overdue Receipts
- PROHIBITED Use when the item is restricted in TULSA, Demil E, DLA or EO Prohibited, Fire Trucks, etc.
- **POC** Use when there is no POC listed in FEPMIS for an agency
- PAPERWORK Use when the agency has not submitted EO Paperwork for required items
- **CYCLE** Use when the item has rolled into an unapproved Cycle
- **ELIGIBILITY** Use when you are questioning the agency's eligibility
- <u>CANCELLED</u> Use when the Approver is the same as the Requestor (State only), when request is submitted as a Walk-In incorrectly, other generic reasons not covered by above listed categories



Requisitions

Restricted Cycles:

Donation - EXP FCA DON

- GSA - FEPD

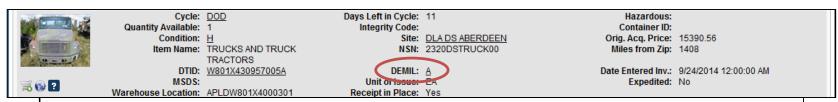
| Screening Cycles | | | | | |
|---------------------|--|--|--|--|--|
| Code | Description | | | | |
| DoD | Prior to Accumulation Close and Days 1-14 after Accumulation Close | | | | |
| Donation | Days 36-40 after Accumulation Close | | | | |
| EXP DOD | Prior to Accumulation Close and Days 1-7 after Accumulation Close | | | | |
| EXP FCA DON | Days 8-19 after Accumulation Close | | | | |
| FEPD- | Foreign Excess Personal Donation not restricted to cycle determination | | | | |
| FEPP | Foreign Excess Personal Property not restricted to cycle determination | | | | |
| -GSA | Days 15-35 after Accumulation Close | | | | |
| RTD2 | Days 41-42 after Accumulation Close | | | | |

NOTE: LESO Customers are allowed to receive items in FEPP (Foreign Cycle). However, they are responsible for Shipping/Handling which could be a significant cost. In addition, the item may have to clear customs.



DEMIL Codes

If you click on the DEMIL Code of an item in RTD Web, it will bring up what the description is for all DEMIL Codes.



| Code | Description | | | | |
|------|---|--|--|--|--|
| Α | Non-USML/Non-CCLI - No DEMIL or DoD TSC required. Department of Commerce may impose licensing requirements to certain destinations | | | | |
| В | USML Items - Mutilation to the point of scrap required worldwide. | | | | |
| С | 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. | | | | |
| Р | 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 | | | | |



Condition Codes

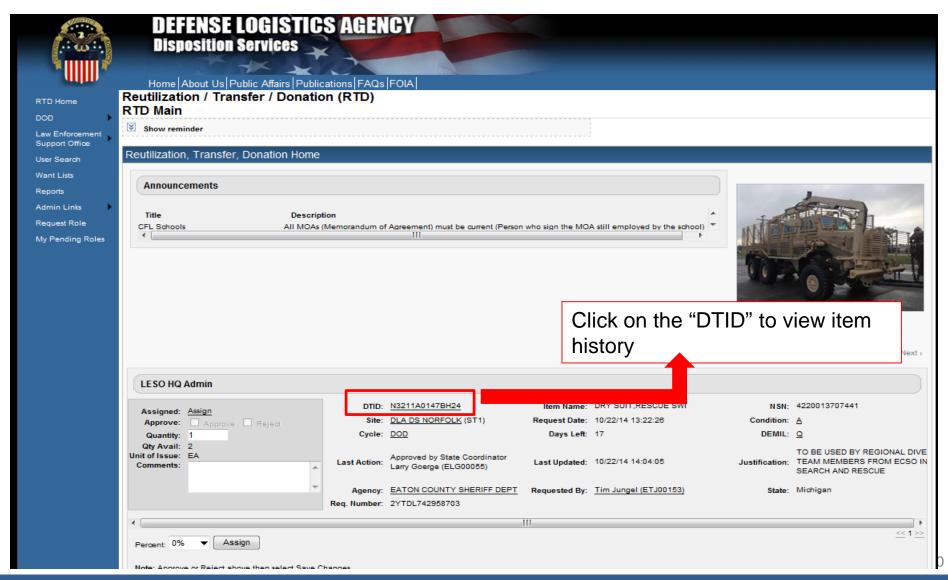
If you click on the Condition Code of an item in RTD Web, it will bring up what the description is for all condition codes.

| Assigned: Assign Approve: Approve Reject | | W52H094302W803L RCP MECHANICSBURG (AN5) DOD | | TOWBAR,MOTOR VEHICLE 10/31/14 07:55:53 15 | Condition: DEMIL: | |
|--|--------------|---|---------------|---|----------------------|---|
| Quantity: 2 Qty Avail: 25 Unit of Issue: Domments: | Last Action: | Approved by State Coordinator Robert Aponte (ERA00320) | Last Updated: | 10/31/14 09:14:24 | Justification: | HOWELL TOWNSHIP POLICE DEPARTMENT HAS POSSESSION OF NUMEROUS VEHICLES THAT REQUIRED TO BE TOWED WHEN THEY BREAK DOWN. |
| ▼ | Agency: | HOWELL TOWNSHIP POLICE DEPT | Requested By: | Richard Conte (ERC00676) | State: | New Jersey |
| F | Req. Number: | 2YTFKZ43044078 | | | | |

| | Supply Condition Codes | | | | |
|---------------------------------------|--|--|--|--|--|
| Code | Description | | | | |
| Α | Serviceable - Issuable without Qualification | | | | |
| В | B Serviceable - Issuable with Qualification | | | | |
| С | Serviceable - Priority Issue | | | | |
| D | Serviceable - Test/Modification | | | | |
| E Unserviceable - Limited Restoration | | | | | |
| F | Unserviceable - Reparable | | | | |
| G | G Unserviceable - Incomplete | | | | |
| Н | Unserviceable - Condemned | | | | |
| | Close | | | | |

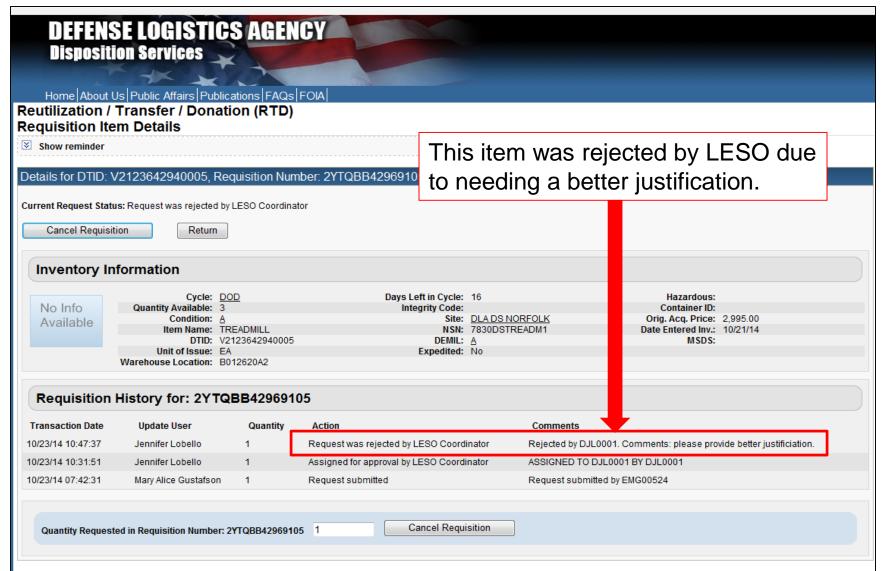


RTD Main Page





Item History





WARNING! WARNING!



<u>DO NOT</u> click on the "Get Updated Status" button in RTD during the first 48 hours. Pressing that button throws the request into a "holding pattern" and delays the Material Release Order for an extended period of time. <u>The System automatically provides the</u> most recent status.

