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
Click on “Request Role”
Request Role Options

There are several Roles to select from in the bottom drop-down:

- **LESO State/Local Coordinator** *(ALL State Coordinators and SPOCs that want to Approve Requests)*
- **LESO State/Local Screener** *(Any State or Local Agency that wants to request property)*
- **LESO Federal Screener** *(ALL Federal Agencies that want to request property)*
- **LESO Tribal Screener** *(Any State or Federal Tribal Agency that wants to request property)*
Request Role Profile

1. Most information will be pre-populated from AMPS Account
2. Fill in empty fields that remain
3. In the customer type field, the LEA should type “Screener.”
4. Verify that the address they listed is their correct address (74 Washington Ave. N. pre-populates)
Request Role Profile

**LEA Information:**
1. Select **Agency Type**
2. Fill in the **Number of Officers** in each category.
3. Enter **Weapons/Aircraft Point of Contact (POC)** if known. If not known, type “NA” (non-applicable).
4. **Level:** Screener for LEAs, State Coordinator (SC) for SC/SPOCs
5. 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.
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

Select “LESO Search”
Searching for Property

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

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

Search for property using any (or all) of the following criteria:
- DTID
- RTD Screening Cycle
- Supply Condition Code
- DLA Disp Svcs Site
- Miles from DoDAAC
- Miles from Zip Code

Press SEARCH to view available property that meets selected criteria.
Selecting Property

- **Condition Code, Item Name, DTID**
- **DLA Disp Svcs Site and National Stock Number**
- 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
Submitting Justification

Agencies are required to submit a justification that meets the following three requirements:

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

Click Save to Cart to add item/quantity/justification

Click CHECK OUT when you are ready to submit your requests

You Have 0 item(s) in your Shopping Cart. The Shopping Cart holds 50 items
LEAs can setup a “Want List” in RTD 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

- **What format would you like to receive the data in?** CSV
- **How often would you like to receive your notification?** Daily Monday through Saturday
- **How long would you like to receive notifications?** 1 Month
- **Send notification when no results are found?** Yes
- **Send a listing of new and previously found items?** No

#### Search Parameters

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>DoDAAC</td>
<td>2YT05K</td>
</tr>
<tr>
<td>NIINs</td>
<td>A, B, C, D, E, F, G, H</td>
</tr>
<tr>
<td>Condition</td>
<td>DOD, EXP DOD, FEPP, RTD2</td>
</tr>
<tr>
<td>FSCs</td>
<td>8515</td>
</tr>
<tr>
<td>Date Entered Inv.</td>
<td></td>
</tr>
<tr>
<td>Container ID</td>
<td></td>
</tr>
<tr>
<td>Zip Code</td>
<td></td>
</tr>
<tr>
<td>DTIDs</td>
<td></td>
</tr>
<tr>
<td>Miles from location</td>
<td></td>
</tr>
<tr>
<td>Sort By</td>
<td>DATE ENTERED INVENTORY</td>
</tr>
<tr>
<td>Sort Direction</td>
<td>DESC</td>
</tr>
</tbody>
</table>

#### Contact Information

- **Point of Contact:** Jacob Collier
- **Email Address:** Jacob.Collier@dla.mil
- **Secondary Email Address:**

Press “Create Want List” to submit

Specify the Point of Contact info that would like to receive the email notification

Specify the frequency of the report
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:

- **JUSTIFICATION** – Use for any issue dealing with the justification (too vague, firefighting comments, not law enforcement purpose, etc.)
- **ALLOCATION** – 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
- **CANCELLED** – 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
  - GSA
  - EXP FCA DON
  - FEPD

**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.

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

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.
Click on the “DTID” to view item history
This item was rejected by LESO due to needing a better justification.
WARNING! WARNING!

Do not click on this action. The current action will give you the most recent status available. If you would like to see the steps you can click on the requisition number.

DO NOT 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. The System automatically provides the most recent status.