



# DEFENSE LOGISTICS AGENCY

AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY





# USING THE RTD WEB SITE

THIS POWERPOINT PRESENTATION IS TAILORED TO THE DOD LESO CUSTOMERS

- BUSINESS RULES
- SCREENING CYCLES
- REGISTRATION REQUIREMENTS
- CUSTOMER RESTRICTIONS
- HOW TO SCREEN FOR EXCESS OR SURPLUS
- HOW TO SUBMIT AN ORDER
- HOW TO PICK UP PROPERTY
- HOW TO CANCEL OR MODIFY AN ORDER



# STANDARD BUSINESS RULES

RTD customers fall into the following categories:







The first two fall under Reutilization:

1. **Hard 'R'** = DOD: US Air Force, US Army, US Marine Corps, US Navy, US Coast Guard, US Guard/Reserves, DLA, other DOD activities such as Defense Mapping, DCIS, etc.
2. **Soft 'R'** = DOD Special Programs: Civil Air Patrol, Computers for Learning, DoD Contractors, DOD Firefighters, **Law Enforcement Support Office (LESO)**, MARS, HAP, MWRA, Senior ROTC, VA Industries, DOD Museums, and Foreign Military Sales
3. **Transfer** = Federal Civil Agencies (fall under GSA's control)
4. **Donation** = State Agencies for Surplus Property (fall under GSA's control)



# SCREENING CYCLES

When requesting a property search or viewing the search results you will see the following codes which reflect screening time periods and the flow of property through the DLA Disposition Services inventory:

<b>CONUS Sites</b>	
 DOD	Items are placed in a one week Accumulation (Receipt at DLA Disposition Services sites)
DOD	Items roll to DoD Customer Screening - 14 Days
GSA	Items roll to General Service Administration (FEDS) - 21 days for Federal Civil Agencies and Donees. DLA Disposition Services sites will honor DoD Not Mission Capable Supply Request, Priority 02 - 03 requests; for all other requests the DoD customer must contact GSA and order the items through GSA's FEDS.
GSA Donation Allocation	5 Days
 RTD 2	2 days any customer may submit requisitions
 DOD EXP	5 to 7 days from day one for DOD and DOD Special Programs
FCA/DON EXP	12 days following DOD Expedited Screening. This period is for Hard 'R', Federal Civil Agencies, and Donation Customers
<b>OCONUS Sites</b>	
FEPP/FEPD	Applies to overseas DLA Disposition Services sites not under the Xcess Xpress Rules.
	Accumulation - One- Four weeks
 FEPP	DoD and Federal Screening simultaneously - 21 Days
FEPD	Donation Screening - 21 Days
	Final removal for Donees - 7 Days
 RTD2	Blue Light Period - 3 days (open to all R/T/D customers)
 DOD EXP	5 to 7 days from day one for DOD and DOD Special Programs
FCA/DON EXP	12 days following DOD Expedited Screening. This period is for Hard 'R', Federal Civil Agencies, and Donation Customers



# Accessing RTD Web Application

DLA Disposition Services is soon to be deploying a new screening system under the Reutilization Business Integration (RBI) initiative. RBI is a major step in integrating DLA Disposition Services processes and inventory accountability systems into existing DLA warehousing and financial systems. Customers will see many screening and requisitioning enhancements in the new RTD Web page.

Before using the new RTD Web, customers must complete steps 1 & 2 below. Step 3 cannot be completed until implementation.

The following charts will walk customers through the AMPS process, and provide advanced information on the new RTD Web, to include screen prints and capabilities. Customers will be notified when implementation is planned.

**Step 1: Create an account in the DLA Account Management and Provisioning System (AMPS).**

AMPS is a web-based account management system that provides system users with an automated tool for requesting user accounts and passwords for DLA systems.. Once your AMPS account has been successfully created, you will be notified via email.

**Step 2: Submit a role request via AMPS.**

After creating your AMPS account, you will need to submit a role request which specifies RTD application. You will be notified via email once your role request has been completed.

**Step 3: Complete RTD registration.**

Once your role request is completed, you will be able to log into the EBS Portal. Upon first accessing RTD within the Portal, you will be prompted to complete a required RTD Customer registration form to complete the access request process.



# Accessing the External Portal

## External Portal



## Internal Portal

<b>DoD User &amp; DoD Contractor</b>	<b>Public/Non-DoD</b>	<b>DLA Employee</b>
Use CAC Card	Create User ID & password	Use CAC Card
Requires supervisor name & security officer & IA completion date	Requires less data for the AMPS registration process	Requires the entire DLA AMPS registration process
<a href="https://business.dla.mil">https://business.dla.mil</a>	<a href="https://business.dla.mil">https://business.dla.mil</a>	<a href="https://pep1.bsm.dla.mil/iri">https://pep1.bsm.dla.mil/iri</a>
Only request the RTD and ETID Roles	Only request the RTD and ETID Roles	Request <u>BOTH</u> the Internal Portal RTD role (JD-854) and/or ETID role (JD-856) <u>PLUS</u> the required RTD & ETID roles
RTD Customer Role (DDS-413) and/or ETID Customer Role (DDS-514)	RTD Customer Role (DDS 413) and/or ETID Customer Role (DDS 514)	RTD Customer Screener (DDS 369), RTD Customer ASO (DDS 370), ETID Customer (DDS-520)



# Sources of Info

- **DLA Customer Interaction Center:**  
1-877-DLA-CALL (1-877-352-2255) or send an email to [DLAContactCenter@dla.mil](mailto:DLAContactCenter@dla.mil) Accessible 24 hours a day, 7 days a week.
  
- **AMPS Help Desk:**  
DSN 695-4357 or 1-866-335-4357 or send an email to [support.services@dla.mil](mailto:support.services@dla.mil) Accessible 24 hours a day, 7 days a week.
  
- **DLA Enterprise External Business Portal:**  
<https://business.dla.mil> will have a link to a job aid.
  
- **DLA Disposition Services Web Page:**  
<http://www.dispositionservices.dla.mil> will have a link on the home page called “Change” that will include job aids and additional customer information.
  
- **RBIQuestions@dla.mil** You can ask any question at any time about anything related to RBI.



# AMPS Registration

# 1

**Non-Common Access Card (CAC)-Enabled Users:**  
 AMPS is a web-based application. Launch AMPS by typing the following URL into the web browser:  
**https://amps.dla.mil**

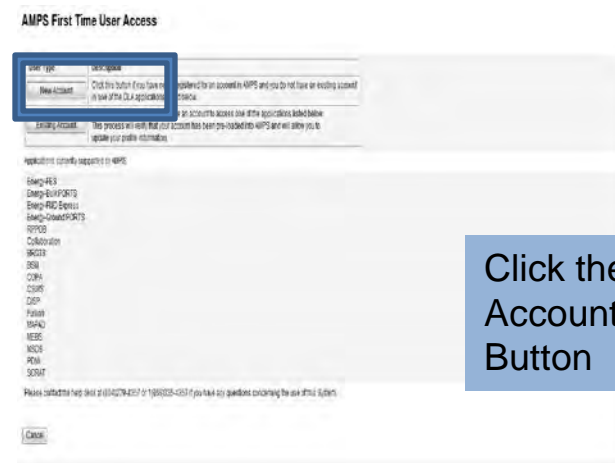


# 2



Click the Public/Non-DOD button

# 3



Click the New Account Button





# AMPS Registration (Cont.)

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Defense Logistics Agency  
Account Management and Provisioning System (AMPS)

### Register a New AMPS Account

Welcome to AMPS, DLA Account Management and Provisioning System

**User Information**

First Name

Last Name

Address

City/APO/FPO

State/AFAP

Zip Code

Country

Official Email Address

Official Telephone Number

Official Fax Number

User Type

Primary  Civilian

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Defense Logistics Agency  
Account Management and Provisioning System (AMPS)

### AMPS Password

Enter a password based on the profile required below. Note that you must create a password even if you are using a CAC. However, you can also access AMPS with a username/password from a non-CAC enabled system.

**Password Policy**

- Maximum Length: 32
- Minimum Alpha: 4
- Minimum Length: 15
- Minimum Uppercase: 2
- Minimum Number of Character Type Rules That Must Pass: All
- Minimum Numeric: 2
- Minimum Special: 2
- Minimum Lowercase: 2
- Must not contain values of attributes: accountid, email, firstname, lastname, lastname
- Must not contain words: &,"'/:;|.,!.,%,.,@, \$

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Defense Logistics Agency  
Account Management and Provisioning System (AMPS)

### Application Access Request Form - User - External

**Current Roles** **Application Roles** **Admin Roles**

DLA Disposition Services Func EX - RTD Customer DDS-411

Pending Role Request(s):

Please Select Your Desired Role(s)

DLA Disposition Services Func EX - RTD Customer DDS-411

Home | [FAQ](#) | [Privacy/Security](#) | [508 Compliance](#) | [Contact Us](#)

Select RTD Role



# RTD *Registration*

**RTD WEB**

**The next steps will not be able to be completed until the new RTD Web Page is deployed!!! You will be notified of this date as we move closer to deployment/implementation.**

- Open Internet Explorer browser and type <https://business.dla.mil> in your browser address line
- Click on Disposition Services Tab.
- Click on RTD. The RTD application screen will display in a new window.
- When a customer clicks on the Disposition Services RTD link from the DLA Web Portal, they will be prompted to enter their DoDAAC or register.

## **Registration Requirements:**

### ✓ ***Internal***

- DoD Customers with Common Access Card (CAC) on a .mil server - *AMPS registration Plus RTD Web registration.*

### ✓ ***External***

- DOD non-CAC Customers
- Transfer and Donation Customers



*User ID + Password  
from RTD Web*



# DLA Enterprise External Business Portal

This is a screenshot of the DLA Enterprise External Business Portal, that provides external customers with a single point of access to DLA business applications <https://business.dla.mil>

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

Thursday, February 24, 2011  
DLA Systems

**DLA Enterprise Business External Portal**

**Registered Users Login Here**

**WE ARE DLA**

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

**DLA DISPOSITION SERVICES**

Welcome to the DLA Disposition Services Information Page

This information page allows the military services, federal government and state/local governments to use web-based applications to search our inventory for reuse and transfer of items, or the general public to participate in our sales program or bid on contracts to provided services. Military service members can also use these applications to turn in useable or scrap property or obtain environmental/hazardous disposal guidance.

CREATE AN ACCOUNT TO ACCESS THE FOLLOWING:  
You must create an account to access the applications listed below. Please read and follow these step-by-step [instructions](#) and then create an account by clicking [here](#). Account approval time varies.

- Electronic Turn-In Document (ETID): Submit, update, and review documents required for turning in property and scrap from the military services
- Reutilization, Transfer, Donation (RTD): Access our inventory of property available to military, federal, state and local agencies, and qualified organizations
- Reports: Access DLA Disposition Services Customer Reports.

CLICK THE LINKS BELOW FOR INFORMATION ON THE FOLLOWING:  
[Sales](#): to access property available for sale to the general public  
[Hazardous Waste Contracts](#): for information about disposing of hazardous property or bidding on contracts for hazardous waste removal  
[Scheduler](#): request an appointment to bring scrap or usable property to a nearby DLA Disposition Services Field Office

Not familiar with our services? Please visit our [website](#) for more information about our disposal solutions and property available.

**MULTIMEDIA**

**WE ARE DLA**

DLA Director Navy Vice Adm. Alan Thompson discusses the importance of the We Are DLA campaign.

**We Are DLA**

See why DLA is the American military's global logistics provider. (Music only)

Privacy/Security Statement | 508 Compliance Statement | FOIA Privacy | Site Index | DLA Webmaster | Strategic Communication



# REGISTRATION FORM FOR DOD LESO

LESO customers will register as SCREENERS, or COORDINATORS

**RTD WEB**

**DEFENSE LOGISTICS AGENCY**  
Logistics Information Service

Home2 | Products | Services | Programs | Cataloging | Log Tools | Supplier | Training | Library

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

Application:  
LESO ▾

Role:  
Choose ▾  
Choose  
---  
LESO Tribal Screener  
LESO HQ Admin  
LESO Federal Screener  
LESO State/Local Coordinator  
LESO State/Local Screener

DEV - v2.5.11238.1

Customer Service: 1-877-352-2255 or DSN 661-7766 Email: [dlacontactcenter@dla.mil](mailto:dlacontactcenter@dla.mil)  
[Security](#) | [Accessibility](#) | [Contact Webmaster](#) | [Download Acrobat](#) | [Download MS Word Viewer](#)

Last Updated: 2012-02-15

DOD LESO options are:

1. Screeners
2. Coordinators
3. ADMIN = BC & BC RTD

**The Battle Creek RTD office will review all registration forms**





# REGISTRATION FORM FOR LESO

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

## Reutilization / Transfer / Donation (RTD) Customer Registration Page

### User Information

Title:

\* First Name:

\* Last Name:

\* Organization Name:

\* Work Address Line 1:

Work Address Line 2:

\* Work Address City:

\* Work Address State:

\* Work Address Zip:

Country:

\* Work Phone:

Work Ext:

Work Fax:

\* Work Email:

Customer Type:

Do you have a Common Access Card?

Do you have a Security Certificate?

Opt-out of all email?

Receive NIIN notification email:

Receive property receipt email:

Customer Service: 1-269-961-4999 or DSN 661-4999 Ext

## RTD WEB

Fill in the Registration Form with your information. Select "Submit"

The LESO staffer will fill out similar forms.



# REGISTRATION REVIEW

# RTD WEB

LESO customers requests will be reviewed by Battle Creek RTD Office personnel

## Reutilization / Transfer / Donation (RTD) Pending Approvals

Show reminder

### Pending Users

User Name	App	Role	Last User to Approve	Last Action Date	Action	Deny	Show/Add Comments
Customer DoDAACs are Listed here	DOD	DOD ASO	(null)	6/6/2012 10:23:32 AM	Approve	Deny	Show/Add
	DOD	DOD ASO	(null)	6/6/2012 10:23:15 AM	Approve	Deny	Show/Add
	DOD	DOD ASO	(null)	6/8/2012 2:17:44 PM	Approve	Deny	Show/Add
	DOD	DOD ASO	(null)				

This example is of DOD requests; however, LESO requests will look the same. Instead of ASO, the Roles: Screener, and Coordinators will be visible.

Item Details  
(select an item in the list above)

## Reutilization / Transfer / Donation (RTD) Pending Approvals

Show reminder

### Pending Users

User Name	App	Role	Last User to Approve	Last Action Date	Action	Deny	Show/Add Comments
Customer DoDAACs are Listed here	DOD	DOD ASO	(null)	6/6/2012 10:23:32 AM	Approve	Deny	Show/Add
	DOD	DOD ASO	(null)	6/6/2012 10:23:15 AM	Approve	Deny	Show/Add
	DOD	DOD ASO	(null)	6/8/2012 2:17:44 PM	Approve	Deny	Show/Add
	DOD	DOD ASO	(null)	6/8/2012 2:17:54 PM	Approve	Deny	Show/Add

### COMMENTS

Empty comment box with a scroll bar.

Customer DoDAACs are Listed here

### Item Details

USERNAME: DoDAAC

ID\_TYPE: [ ]

USER\_STATUS: A

APPROVAL\_LEVEL: [ ]

EDIT\_USERS: [ ]

TITLE: [ ]

FIRST\_NAME: Peter

LAST\_NAME: Beronja

ADDRESS1: 74 Washington Ave N

ADDRESS2: [ ]

CITY: Battle Creek

STATE: MI

ZIP: 49017

PHONE: 2699614797

PHONE\_EXTENSION: [ ]

FAX: [ ]

FAX\_EXTENSION: [ ]

EMAIL: Peter.Beronja@dla.mil

DATE\_ADDED: 1/14/2012 9:32:56 AM

LAST\_UPDATE\_DATE: 6/8/2012 2:17:54 PM

LAST\_LOGIN: 1/14/2012 9:32:56 AM

DODAAC: [ ]

REUT\_STATUS: [ ]

OPT\_OUT: N

COUNTRY: [ ]

COMPANYNAME: dla disposition services

Action:

Deny:

The Battle Creek RTD office will review all registration forms

Once approved, you may begin screening, but before starting you will be provided additional behind the screens information.



# BEHIND THE SCREENS

# RTD WEB

**AFTER THE CUSTOMER SUBMITS THE REGISTRATION FORM, THE BATTLE CREEK RTD OFFICE PLACES THE CUSTOMER IN A CATEGORY. CONTROLS INCLUDE DEMIL CODE, HM/HW, AND FSC RESTRICTIONS. USERS/CUSTOMERS ARE ASSOCIATED WITH A SINGLE DODAAC OR SEVERAL DODAACS.**

**“CUSTOMERS DON’T SEE THIS”**

- RTD Home
- Civil Air Patrol
- Computers For Learning
- DOD
- DOD Contractor
- Firefighter
- Federal/State Screener
- Foreign Military Sales
- Humanitarian Assistance Program
- Law Enforcement Support Office
- Military Affiliate Radio System
- ROTC
- Service Museums
- Southwest Asia
- User Search
- Item History
- Veterans Affairs
- Want Lists
- Feedback
- Additional Property Data
- Reports
- NIIN Info

### Reutilization / Transfer / Donation (RTD)

#### DoDAAC Validation

Profile Update Reminder: It's been 112 day(s) since you updated your profile.  
LESO Annual Training Reminder: remember to complete your annual training.

DoDAAC Validation

\* DoDAAC:

DoDAAC:

Category:

DoDAAC Status:

Organization: STEUBENVILLE POLICE DEPT

Effective Date: 12/16/11

Address: 123 S THIRD ST  
STEUBENVILLE OH 43952

#### DoDAAC Categories

Category Name	Hazardous Material	Hazardous Waste	Demil Code
10	M	W	AB,C,D,E,F,G,P,Q
11	M	W	AB,C,D,E,F,G,P,Q
12	M	W	AB,C,D,E,F,G,P,Q
13	M	W	AB,C,D,E,F,G,P,Q
14	M	W	AB,C,D,E,F,G,P,Q
16	M	W	AB,C,D,E,F,G,P,Q
17	M	W	AB,C,D,E,F,G,P,Q
18	M	W	AB,C,D,E,F,G,P,Q
19	M	W	AB,C,D,E,F,G,P,Q
20	M	W	AB,C,D,E,F,G,P,Q
21	M	W	AB,C,D,E,F,G,P,Q
22	M	W	AB,C,D,E,F,G,P,Q
25	M	W	AB,C,D,E,F,G,P,Q
26	M	W	AB,C,D,E,F,G,P,Q
27	M	W	AB,C,D,E,F,G,P,Q
28	M	W	AB,C,D,E,F,G,P,Q
29	M	W	AB,C,D,E,F,G
5	M	W	AB,C,D,E,F,G,P,Q
5b83c%3ca%3e830cbda469a	M	W	AB,C,D,E,F,G,P,Q
5b83c%3ca%3e830cbda469a	M	W	AB,C,D,E,F,G,P,Q
6	M	W	AB,C,D,E,F,G,P,Q
7	M	W	AB,C,D,E,F,G,P,Q
8	M	W	AB,C,D,E,F,G,P,Q
9	M	W	AB,C,D,E,F,G,P,Q
All Demil	M		
All Demils			
Civil Air Patrol (CAP)	M		
Computers for Learning (CFL)			

**LESO customers will screen DEMIL A, B, C, Q**

**Top half of screen**

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# BEHIND THE SCREENS

# RTD WEB

**“CUSTOMERS DON’T SEE THIS”**

**Users**

**Active Users**

Remove	Username	Name	Blocked Status
<input type="checkbox"/>			Unblock ▼
<input type="checkbox"/>			Unblock ▼
<input type="checkbox"/>			Unblock ▼
<input type="checkbox"/>			Unblock ▼
<input type="checkbox"/>			Unblock ▼
<input type="checkbox"/>			Unblock ▼

Remove Users

**Find Users**

Username:

Name:

Email Address:

Search

**FSCs**

FSC Category: -- Custom -- Edit FSC Category

<input type="checkbox"/>	1005	Guns, through 30 mm	<input type="checkbox"/>	1010	Guns, over 30 mm up to 75 mm
<input type="checkbox"/>	1015	Guns, 75 mm through 125 mm	<input type="checkbox"/>	1020	Guns, over 125 mm through 150 mm
<input type="checkbox"/>	1025	Guns, over 150 mm through 200 mm	<input type="checkbox"/>	1030	Guns, over 200 mm through 300 mm
<input type="checkbox"/>	1035	Guns, over 300 mm	<input type="checkbox"/>	1040	Chemical Weapons and Equipment
<input type="checkbox"/>	1045	Launchers, Torpedo and Depth Charge	<input type="checkbox"/>	1055	Launchers, Rocket and Pyrotechnic
<input type="checkbox"/>	1070	Nets and Booms, Ordnance	<input type="checkbox"/>	1075	Degaussing and Mine Sweeping Equipment
<input type="checkbox"/>	1080	Camouflage and Deception Equipment	<input type="checkbox"/>	1090	Assemblies Interchangeable Between Weapons in Two or More Classes
<input type="checkbox"/>	1095	Miscellaneous Weapons	<input type="checkbox"/>	1105	Nuclear Bombs
<input type="checkbox"/>	1110	Nuclear Projectiles	<input type="checkbox"/>	1115	Nuclear Warheads and Warhead Sections
<input type="checkbox"/>	1120	Nuclear Depth Charges	<input type="checkbox"/>	1125	Nuclear Demolition Charges
<input type="checkbox"/>	1127	Nuclear Rockets	<input type="checkbox"/>	1130	Conversion Kits, Nuclear Ordnance
<input type="checkbox"/>	1135	Fuzing and Firing Devices, Nuclear Ordnance	<input type="checkbox"/>	1140	Nuclear Components
<input type="checkbox"/>	1145	Explosive and Pyrotechnic Components, Nuclear Ordnance	<input type="checkbox"/>	1190	Specialized Test and Handling Equipment, Nuclear Ordnance
<input type="checkbox"/>	1195	Miscellaneous Nuclear Ordnance	<input type="checkbox"/>	1210	Fire Control Directors
<input type="checkbox"/>	1220	Fire Control Computing Sights and Devices	<input type="checkbox"/>	1230	Fire Control Systems, Complete
<input type="checkbox"/>	1240	Optical Sighting and Ranging Equipment	<input type="checkbox"/>	1250	Fire Control Stabilizing Mechanisms
<input type="checkbox"/>	1260	Fire Control Designating and Indicating Equipment	<input type="checkbox"/>	1265	Fire Control Transmitting and Receiving Equipment, except Airborne
<input type="checkbox"/>	1270	Aircraft Gunnery Fire Control Components	<input type="checkbox"/>	1280	Aircraft Bombing Fire Control Components
<input type="checkbox"/>	1285	Fire Control Radar Equipment, except Airborne	<input type="checkbox"/>	1287	Fire Control Sonar Equipment
<input type="checkbox"/>	1290	Miscellaneous Fire Control Equipment	<input type="checkbox"/>	1305	Ammunition, through 30 mm
<input type="checkbox"/>	1310	Ammunition, over 30 mm up to 75 mm	<input type="checkbox"/>	1315	Ammunition, 75 mm through 125 mm

The Battle Creek RTD Office will Enter USER INFORMATION

BC RTD office will select FSCs if determined by the LESO Program

User IDs & Names appear here. Individuals can be blocked from using a DoDAAC

**Bottom half of screen**





## DLA Disposition Services RTD Office will load the new "2YT"

Home
About Us
Public Affairs
Publications
FAQs
FOIA

RTD Home

Civil Air Patrol

Computers For Learning

DOD

DOD Contractor

Firefighter

Federal/State Screener

Foreign Military Sales

Humanitarian Assistance Program

Law Enforcement Support Office

Military Affiliate Radio System

ROTC

Service Museums

Southwest Asia

User Search

Veterans Affairs

Want Lists

Feedback

Additional Property Data

Reports

### Reutilization / Transfer / Donation (RTD) DoDAAC Validation

LESO Annual Training Reminder: remember to complete your annual training.

#### DoDAAC Validation

\* DoDAAC:

DoDAAC: 2YF008  
 Category:   
 DoDAAC Status: Unblock   
 Organization: FL DIV OF FORESTRY  
 Effective Date: 12/13/11  
 Address: 3125 CONNER BOULEVARD  
 TALLAHASSEE FL 32399

#### DoDAAC Categories

Category Name	Hazardous Material	Hazardous Waste	Demil Code
10	M	W	A,B,C,D,E,F,G,P,Q
11	M	W	A,B,C,D,E,F,G,P,Q
12	M	W	A,B,C,D,E,F,G,P,Q
13	M	W	A,B,C,D,E,F,G,P,Q
14	M	W	A,B,C,D,E,F,G,P,Q
16	M	W	A,B,C,D,E,F,G,P,Q
17	M	W	A,B,C,D,E,F,G,P,Q
18	M	W	A,B,C,D,E,F,G,P,Q
19	M	W	A,B,C,D,E,F,G,P,Q
20	M	W	A,B,C,D,E,F,G,P,Q
21	M	W	A,B,C,D,E,F,G,P,Q
22	M	W	A,B,C,D,E,F,G,P,Q
25	M	W	A,B,C,D,E,F,G,P,Q
26	M	W	A,B,C,D,E,F,G,P,Q
27	M	W	A,B,C,D,E,F,G,P,Q
28	M	W	A,B,C,D,E,F,G,P,Q
29	M	W	A,B,C,D,E,F,G
5	M	W	A,B,C,D,E,F,G,P,Q
5b83c%3ca%3e830cbda469aM	M	W	A,B,C,D,E,F,G,P,Q
5b83c%3ca%3e830cbda469aM	M	W	A,B,C,D,E,F,G,P,Q
6	M	W	A,B,C,D,E,F,G,P,Q
7	M	W	A,B,C,D,E,F,G,P,Q
8	M	W	A,B,C,D,E,F,G,P,Q
9	M	W	A,B,C,D,E,F,G,P,Q
All Demil	M	W	A,B,C,D,E,F,G,P,Q
Civil Air Patrol (CAP)	M		A,Q
Computers for Learning (CFL)			A,Q

BC RTD Office can block or restrict a DoDAAC per the LESO Program Management Office



# MAIN SCREEN

# RTD WEB START

MAIN SCREEN: THIS IS WHAT THE CUSTOMER WILL SEE AFTER LOGGING ON.

MESSAGES, ROTATING PHOTOS, REQUISITION STATUS, PREVIOUSLY VIEWED ITEMS

RTD Home  
Civil Air Patrol  
Computers For Learning  
DOD  
DOD Contractor  
Firefighter  
Federal/State Screener  
Foreign Military Sales  
Humanitarian Assistance Program  
Law Enforcement Support Office  
Military Affiliate Radio System  
ROTC  
Service Museums  
Southwest Asia  
Veterans Affairs  
Want Lists  
Feedback  
Additional Property Data  
Reports  
\* Edit My Roles (dev/test only)  
Admin Links  
Request a role  
My Pending Roles

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

Previous Searches: 1|2|3|4|5|6|7|8|9|10

Reutilization, Transfer, Donation Home

**Announcements**

Title	Description
FURNITURE Due In	DLA Disposition Services Meade is expecting the turn in of DORM furniture. Customers must pickup the items. Please contact the site directly at xxxxx@dla.mil if your agency is in need of DORM furniture. Property must be ordered through the MILSTRIP process.

**Requisition Status**

DTID	Requisition Number	Requisition Date	Item Name	Quantity	Current Action	Last Updated
SX129301650001Z	<b>Customers will see their orders</b>					01/19/12 10:02:29
FB302903339863	H9FD0120190788	01/19/12 07:51:45	ARMOIRE	4	Request submitted	01/19/12 07:51:45
C00V6R10350010	H9FD0120190787	01/19/12 07:51:45	ARMOIRE	2	Request submitted	01/19/12 07:51:45
FR55180266VM01	H9FD0120190786	01/19/12 07:47:32	AUTOMOBILE SEDAN	1	Request submitted	01/19/12

**Previously Viewed Items**

Cycle: DOD Days Left in Cycle: Quantity: 1  
 Condition: A Site: SPARTA Orig. Acq. Price: 3192.27  
 Item Name: PITOT-STATIC TUBE NSN: 6610009014521 DTID: SXH4659154R891

Announcements can be added by the Battle Creek RTD staff on behalf of the RTD/DSR field staff.

History of Orders and previously viewed items are visible

Customers will see their orders



## MESSAGES ARE INPUT BY BATTLE CREEK RTD STAFF

- RTD Home
- Civil Air Patrol
- Computers For Learning
- DOD
- DOD Contractor
- Firefighter
- Federal/State Screener
- Foreign Military Sales
- Humanitarian Assistance Program
- Law Enforcement Support Office
- Military Affiliate Radio System
- ROTC
- Service Museums
- Southwest Asia
- Veterans Affairs
- Want Lists
- Feedback
- Additional Property Data
- Reports
- \* Edit My Roles (dev/test only)
- Admin Links

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

**Announcements**

\* Starting Date: 01/19/12 00:00

\* Ending Date: 01/21/12 23:59

\* Title: FURNITURE Due In

\* Description: (2000 characters max) DLA Disposition Services Meade is expecting the turn in of DORM furniture. Customers must pickup the items. Please contact the site directly at xxxxx@dla.mil if your agency is in need of DORM furniture. Property must be ordered through the MILSTRIP process.

Active

\* Systems:  CAP  CFL  DOD  FF  FMS  LESO

**Unexpired Announcements**

	Title	Description	Starting Date	End Date	Systems	Active
<input type="button" value="Select"/> <input type="button" value="Delete"/>	HMMWVs Due In	DLA Disposition Services Meade is expecting the t...	01/19/12 00:00	01/21/12 23:59	CAP,CFL,DOD,FF,FMS,LESO	YES

**Expired Announcements**

	Title	Description	Starting Date	End Date	Systems	Active
<input type="button" value="Select"/> <input type="button" value="Delete"/>	HMMWVS Available	HMMWVs under NSN 2320-01-107-7155 will have 500 li...	01/06/12 00:00	01/13/12 23:59	DOD,FF,FMS,LESO	YES
<input type="button" value="Select"/> <input type="button" value="Delete"/>	Testing Announcements	Testing to see if announcement disappears after 1-...	01/17/12 00:00	01/17/12 23:59	CAP,CFL,DOD,FF,FMS,LESO	YES
<input type="button" value="Select"/> <input type="button" value="Delete"/>	Alisha' Test for 'CFL' user ro...	11-22-11 This is to test if the 'CFL' user role is...	11/23/11 00:00	11/25/11 23:59	CFL	YES
<input type="button" value="Select"/> <input type="button" value="Delete"/>	Alisha' test of 'DOD' user rol...	This is test if 'DOD' user is the only one with vi...	11/24/11 00:00	11/25/11 23:59	DOD	YES
<input type="button" value="Select"/> <input type="button" value="Delete"/>	Alisha's test of 'FF' user rol...	This is to test if the user role 'FF' is the only ...	11/25/11 00:00	11/26/11 23:59	FF	YES
<input type="button" value="Select"/> <input type="button" value="Delete"/>	Alisha's test of 'FMS' user ro...	This is to test that the 'FMS' is the only user ro...	11/26/11 00:00	11/27/11 23:59	FMS	YES
<input type="button" value="Select"/> <input type="button" value="Delete"/>	11-22-11 'LESO' user role test...	This is to test the 'LESO' user role; ensure they ...	11/27/11 00:00	11/28/11 23:59	LESO	YES

Messages can be tailored to the customer group in some cases.





# SCREENING FOR ITEMS

RTD WEB

## AFTER THE CUSTOMER REGISTERS (ROLES DETERMINED) – SCREENING AND ORDERING BEGINS

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

Profile Update Reminder: It's been 112 day(s) since you updated your profile.  
LESO Annual Training Reminder: remember to complete your annual training.

**LESO Search**

\* Required Field

\* DoDAAC: 2YTLG1 ▾

Sort By: Item Name ▾  
Sort By Direction: Ascending ▾

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



Pause ◀ Prev Next ▶

The Search page is in the same format we use today.

★ NEW: can screen up to 20 DTIDs

Top half of screen



# SCREENING FOR ITEMS

RTD WEB

Item Name:

Smart Word Search  Includes  Equals  Starts With  
 APD entered information

Up to 20 DTID Numbers:

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.)

- DEMAN Anniston
- DLA DS 29 Palms
- DLA DS Aberdeen
- DLA DS Alpha
- DLA DS Anaconda
- DLA DS Anchorage
- DLA DS Anniston
- DLA DS Anniston CDC
- DLA DS Aviano
- DLA DS Bangkok

Miles from DoDAAC location:

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

 **Insert DTIDs**

Customers should only see what they are authorized to order.

Regulatory Controlled Property Rules and DoDAAC Validation Rules are applied. Some items, especially LSNs, will not be systemically blocked from unauthorized customers. Prior to release of property, field employees must verify characteristics about the property prevent it from being released to an unauthorized customer.

**Bottom half of screen**



# RESULTS OF SCREENING

# RTD WEB

## Reutilization / Transfer / Donation (RTD)

### LESO Search Results

Profile Update Reminder: It's been 112 day(s) since you updated your profile.  
LESO Annual Training Reminder: remember to complete your annual training.

[Return to Search](#)

LESO Shopping Cart [ [Check Out](#) ]

### Search Criteria

DoDAAC: 2YTLG1  
FSC(s): 2320  
Screening Cycle(s): DOD, EXP DOD, FEPP, RTD2  
Supply Condition Code(s): A, B, C, D, E, F, G, H  
Sort By: ITEM NAME

Want List - [Schedule](#) this search to notify you when property enters the Disposition Services/SI

Customers may place items in a shopping cart, view similar items, or ask a question.

Photos and all data underlined are clickable and provide additional information.

Note: Condition codes are single character.

Sort capability is new!

### Search Results

Download all 2158 inventory items in Excel [2003](#) or [2008](#) format.

Sort By: Item Name Order: Ascending [Sort](#) << 1 2 3 4 5 >>



Quantity Available: 1  
Condition: H  
Item Name: CHASSIS,TRUCK  
DTID: SX129301650001Z  
MSDS:  
Cycle: DOD  
Days Left in Cycle:  
Integrity Code:  
Site: DLA DS SPARTA  
NSN: 2320012300289  
DEMIL: Q  
Haz.:  
Container ID:  
Orig. Acq. Price: N/A  
Miles from Zip: 304  
Date Entered Inv.: 6/14/2010 12:00:00 AM



No Info Available

Quantity Available: 1  
Condition: H  
Item Name: CHASSIS,TRUCK  
DTID: W80DRZ11330101  
MSDS:  
Cycle: DOD  
Days Left in Cycle:  
Integrity Code:  
Site: DLA DS TUCSON  
NSN: 2320012300288  
DEMIL: A  
Haz.:  
Container ID:  
Orig. Acq. Price: N/A  
Miles from Zip: 1566  
Date Entered Inv.: 5/19/2011 12:00:00 AM



No Info Available

Quantity Available: 1  
Condition: B  
Item Name: CHASSIS,TRUCK  
DTID: W80DRZ11330101  
MSDS:  
Cycle: FEPP  
Days Left in Cycle:  
Integrity Code: 6  
Site: DLA DS SAGAMI  
DEMIL: A  
Haz.:  
Container ID:  
Orig. Acq. Price: N/A





# RESULTS OF SCREENING

## RTD WEB

<b>No Info Available</b>	Cycle: <u>DOD</u> Quantity Available: 70 Condition: <u>A</u>	Days Left in Cycle: 41 Integrity Code: Site: <u>DLA DS COLORADO SPRINGS</u> NSN: 5310000036542 DEMIL: <u>A</u>	Hazardous: Container ID: <u>ROIL20121630001</u> Orig. Acq. Price: 36.66 Miles from Zip: 1579 Date Entered Inv.: 6/11/2012 12:00:00 AM
<b>No Info Available</b>	MSDS: Cycle: <u>DOD</u> Quantity Available: 69 Condition: <u>A</u>	Unit of Issue: EA Days Left in Cycle: 41 Integrity Code: Site: <u>DLA DS COLORADO SPRINGS</u> NSN: 5310000036542 DEMIL: <u>A</u>	Hazardous: Container ID: <u>ROIL20121630001</u> Orig. Acq. Price: 36.66 Miles from Zip: 1579 Date Entered Inv.: 6/11/2012 12:00:00 AM
	Item Name: WASHER,KEY DTID: FB62222163CRM4		
	Item Name: WASHER,KEY DTID: FB62222163CRM6		

Order entire container by clicking on the shopping cart

Order lines from a container by clicking on the container ID. This will provide a listing of line items

Container ROIL20121630001

Would you like to add the container to the shopping cart?

<b>No Info Available</b>	Cycle: <u>FEPP</u> Quantity Available: 100 Condition: <u>A</u>	Days Left in Cycle: 44 Integrity Code: Site: <u>DLA DS LIVORNO</u> NSN: 5310000036582 DEMIL: <u>A</u>	Hazardous: Container ID: <u>ROIL20121630001</u> Orig. Acq. Price: 0.75 Miles from Zip: N/A Date Entered Inv.: 6/11/2012 12:00:00 AM
	Item Name: WASHER,FLAT DTID: FB62222163CON1		
	MSDS: Cycle: <u>FEPP</u> Quantity Available: 20 Condition: <u>A</u>	Days Left in Cycle: 44 Integrity Code: Site: <u>DLA DS LIVORNO</u> NSN: 5310000036582 DEMIL: <u>A</u>	Hazardous: Container ID: <u>ROIL20121630001</u> Orig. Acq. Price: 0.75 Miles from Zip: N/A Date Entered Inv.: 6/11/2012 12:00:00 AM
	Item Name: WASHER,FLAT DTID: FB62222163CON2		
	MSDS: Cycle: <u>FEPP</u> Quantity Available: 30 Condition: <u>A</u>	Days Left in Cycle: 44 Integrity Code: Site: <u>DLA DS LIVORNO</u> NSN: 5310000036582 DEMIL: <u>A</u>	Hazardous: Container ID: <u>ROIL20121630001</u> Orig. Acq. Price: 0.75 Miles from Zip: N/A Date Entered Inv.: 6/11/2012 12:00:00 AM
	Item Name: WASHER,FLAT DTID: FB62222163CON3		

“Containers” will provide a listing of DTIDS. Customers may order the entire container or items from a container. (DTIDs will be clickable)





# RESULTS OF SCREENING

RTD WEB

## Reutilization / Transfer / Donation (RTD) Ask Question About Additional Property Data

### Ask Question

#### Inventory Information



Cycle: DOD  
Quantity Available: 1  
Condition: H  
Item Name: CHASSIS,TRUCK  
DTID: SX129301650001Z

Days Left in Cycle:  
Integrity Code:  
Site: DLA DS SPARTA  
NSN: 2320012300289  
DEMIL: Q

Haz.:  
Container ID:  
Original Price: N/A  
Date Entered Inv.: 06/14/10

Question:

## When you ask a question:

**QUESTIONS GO TO AN ADDITIONAL PROPERTY DATA TABLE. THE FIELD SITE USERS WILL GET AN EMAIL STATING A QUESTION IS POSTED AND AWAITING THEIR RESPONSE. WHEN THE SITE ANSWERS THE QUESTION, THEN THE CUSTOMER WILL GET AN EMAIL.**

**THE CUSTOMER WILL LOGON TO THE RTD WEB SITE TO SEE THE ANSWER.**





# ORDER ITEMS

RTD WEB

## Reutilization / Transfer / Donation (RTD)

### Add Item to Shopping Cart

Profile Update Reminder: It's been 112 day(s) since you updated your profile.  
LESO Annual Training Reminder: remember to complete your annual training.

LESO Shopping Cart [Check Out]

### Add Item to LESO Shopping Cart

#### Inventory Information



Cycle: <u>DOD</u>	Days Left in Cycle:	Haz.:
Quantity Available: 1	Integrity Code:	Container ID:
Condition: <u>H</u>	Site: <u>DLA DS SPARTA</u>	Original Price: N/A
Item Name: CHASSIS,TRUCK	NSN: 2320012300289	Date Entered Inv.: 06/14/10
DTID: <u>SX129301650001Z</u>	DEMIL: <u>Q</u>	

DoDAAC: 2YTLG1

Quantity Requested:

Justification (required, 500 characters max):

[Save To Cart](#)

[Return to Previous Page](#)

The customer will enter the quantity and justification.  
Select: Save to Cart  
Customer can return to shop for more items



# ORDER ITEMS

# RTD WEB

## Reutilization / Transfer / Donation (RTD)

### LESO Search Results

Profile Update Reminder: It's been 112 day(s) since you updated your profile.  
LESO Annual Training Reminder: remember to complete your annual training.

[Return to Search](#)

LESO Shopping Cart [Check Out]						
	DTID	Site	Serial No.	Quantity	Cycle	Days Left i
	<a href="#">SX129301650001Z</a>	<a href="#">DLA DS SPARTA</a>	1074	1	<a href="#">DOD</a>	

After the customer receives confirmation that item(s) was added to cart; then they can check out or continue to search for more items

### Search Criteria

DoDAAC: 2YTLG1  
 FSC(s): 2320  
 Screening Cycle(s): DOD, EXP DOD, FEPP, RTD2  
 Supply Condition Code(s): A, B, C, D, E, F, G, H  
 Sort By: ITEM NAME

**Want List** - [Schedule](#) this search to notify you when property enters the Disposition Services/Site inventory.

### Search Results

Download all 2158 inventory items in Excel [2003](#) or [2008](#) format.

Sort By:  Order:   << 1 2 3 4 5 ... >>

	Quantity Available: 1	Days Left in Cycle: 1	Haz.:
	Condition: <a href="#">H</a>	Integrity Code:	Container ID:
Item Name: CHASSIS TRUCK	Site: <a href="#">DLA DS SPARTA</a>	Orig. Acq. Price: N/A	Miles from Zip: 304
DTID: <a href="#">SX129301650001Z</a>	NSN: 2320012300289	Date Entered Inv.: 6/14/2010 12:00:00 AM	
MSDS:	DEMIL: <a href="#">Q</a>		
Cycle: <a href="#">DOD</a>	Days Left in Cycle:	Haz.:	
Quantity Available: 1	Integrity Code:	Container ID:	
Condition: <a href="#">H</a>	Site: <a href="#">DLA DS TUCSON</a>	Orig. Acq. Price: N/A	Miles from Zip: 1566
Item Name: CHASSIS TRUCK	NSN: 2320012300289		



# ORDER ITEMS

RTD WEB

## Reutilization / Transfer / Donation (RTD)

### LESO Shopping Cart

Profile Update Reminder: It's been 112 day(s) since you updated your profile.  
LESO Annual Training Reminder: remember to complete your annual training.

Previous Searches: 1 | 2 | 3

#### LESO Shopping Cart

Customer must arrange for transportation of property items.

\* Required field



\* Justification: State why you need the item(s)

Item Name: CHASSIS,TRUCK

Site: [DLA DS SPARTA](#)

NSN: 2320012300289

Date Entered Inv.: 06/14/10

DTID: [SX129301650001Z](#)

Orig. Acq. Price: N/A

Condition: [H](#)

DEMIL: [Q](#)

Qty. Avail: 1

Cycle: [DOD](#)

[Remove From Cart](#)

\* Quantity: 1

Walk-in Requisition

[Submit Requisition](#)

[Return](#)

The order is routed to the next level

Walk-in Selection here. All walk-ins are electronic. The walk-in will not be honored if there is a pending order.




# ORDER ITEMS

# RTD WEB

**SAMPLE OF ORDER GOING TO NEXT LEVEL FOR APPROVAL. The LESO screen for State and Local Coordinator is the same.**

**Announcements**

No announcements.



Pause < Prev Next >

**Requisition Status**

<a href="#">SX129301650001Z</a>	2YTLG120521074	02/21/12 09:33:28	CHASSIS,TRUCK	1	Request submitted	02/21/12 09:33:28
<a href="#">FB62222029SL04</a>	FB62222051DN01	02/20/12 09:29:26	BLADDER,HYDRATION S	225	Request sent to EBS	02/20/12 09:29:29
<a href="#">FD20202028SL71</a>	FB62222049DN05	02/18/12 14:26:46	BEARING,BALL,AIRFRA	192	Request sent to EBS	02/18/12 14:26:48
<a href="#">FD20202028SL40</a>	FB62222049DN04	02/18/12 14:25:06	BEARING,BALL,AIRFRA	228	Request sent to EBS	02/18/12 14:25:08
<a href="#">FD20202028SL26</a>	FB62222049DN26	02/18/12 14:23:07	BEARING, ROLLER, TAPERED	108	Request sent to EBS	02/18/12 14:23:09

**LESO State/Local Coordinator**

Approve:  Approve  Reject

Qty Avail.:

Comments:

DTID: [SX129301650001Z](#)

Site: [DLA DS Sparta \(ST8\)](#)

DEMIL: [Q](#)

Last Action: Request submitted

Agency: [STEUBENVILLE POLICE DEPT](#) Requested By: [S9D4243](#)

Item Name: CHASSIS,TRUCK

Request Date: 02/21/12 09:33:28

Cycle: [DOD](#)

Last Updated: 02/21/12 09:33:28

NSN: 2320012300289

Condition: [H](#)

Days Left:

Justification: STATE WHY YOU NEED THE ITEM(S)

**Note:** check Reject to reject selected items as needed and then select Approve All Items to approve the rest.

Approve All Items

The approving officer can approve, reject, or cancel a request. In addition, the approving officer has the option to change the quantity.

**Walk-in Request stands out.**



**DoDAAC Reports  
will be made  
available to RTD  
Customers.  
Site: TBD**



# SCHEDULE PICK UP



The DLA Distribution Services Field Site employees should contact you (the customer) to make arrangements to pick up. If no one calls you within 48 Hours of your order going through, please contact the site.

The field site employees may email or fax you a list of items in which your DODAAC has been approved to receive.

DLA Field Site employees will schedule your pick up in their Distribution Standard System.

It is important that **customers** cancel their request(s) in a timely manner and meet Dates and Times of scheduled pick ups. Contact the field site if necessary.





# LETTERS OF AUTHORIZATION

DSS

## Direct Removals of DLA Disposition Services Property

**Direct Removals for DOD and listed special programs** The following procedures for direct removal will be enforced for all direct removals of DLA Disposition Services property worldwide, for DOD and the following special programs:

- ☞ DOD Humanitarian Assistance Program (HAP)
- ☞ DOD or Service Museums
- ☞ National Guard Units
- ☞ Senior Reserve Officer Training Corps (ROTC) Units
- ☞ Morale, Welfare and Recreation (MWR) Activities/Services
- ☞ Military Affiliate Radio System (MARS)
- ☞ Civil Air Patrol (CAP) and DOD Contractors
- **LESO Battle Creek Office**

A **Letter of Authorization** will be required in the Centralized File. Electronic LOA's must contain digital signatures of all persons listed on the letter. LOA's must be updated annually. The Letter of Authorization must include the following information:

- ☞ The accountable officer's and designees assigned DODAAC
- ☞ Long line complete address
- ☞ Telephone number
- ☞ ASO/POC email address
- ☞ Typed name and digital signature of supply officer and designees (if applicable) authorized to sign requisitions
- ☞ Signed by higher level of authority



# LOA- ELECTRONIC FORM

# DSS

[Print Form](#) [Email letter as an attachment, send to DRMSCentralizedFiles@dla.mil](mailto:DRMSCentralizedFiles@dla.mil)

DLA Disposition Services  
**LETTER OF AUTHORIZATION**

DATE: \_\_\_\_\_ LOA is valid one year from this date.

Per reference DOD 416D.21-M, Chapter 5, the following service members are authorized to authenticate removal requests on behalf of the Accountable Officer listed below for direct removal of property from the DLA Disposition Service the following DODAAC(s):

DESIGNEES				
FULL NAME	DoDAAC	COMPLETE ADDRESS	PHONE	DIGITAL SIGNATURE

**MILITARY SERVICE ACCOUNTABLE OFFICER FOR (MILITARY UNIT/COMPANY)**  
I authorize and verify designees on this page.

FULL NAME	DoDAAC	COMPLETE ADDRESS	PHONE	DIGITAL SIGNATURE

**POINT OF CONTACT** for requisition history, validation of letter, and renewal reminder.

FULL NAME	E-MAIL ADDRESS	PHONE

**COMMANDING OFFICER**  
Per regulations, the Commanding Officer cannot be the same person as the Accountable Officer. The CO is the AO's higher authority.

FULL NAME/GRADE	COMMANDING OFFICER DIGITAL SIGNATURE

[ADD DESIGNEE PAGE](#)

The LOA is required by customers identified on the previous Chart.

Customers with current valid LOAs do not have to submit another one until notified by the RTD office.

Access to the electronic form will be available on the RTD web page.





# SCHEDULE PICK UP

# CUSTOMER

DRMS-14160.14  
Section 4 - Supplements  
Supplement 2 - General Processing

Enclosure 8 - Letter of Authorization to Remove Property

Date:

To: DRMO

From:

I, \_\_\_\_\_ the undersigned, hereby authorize  
\_\_\_\_\_ to remove the below listed requisitions on my behalf.

Extent of Authority: To remove property.

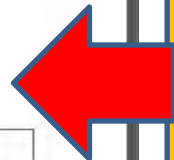
SIGNATURE OF CUSTOMER: \_\_\_\_\_

LIST ITEM(S) by Requisition/DTID Number:

(PRINT NAME)

(PRINT NAME)

Section 4, Supplement 2                      S4S2-146                      August 2011



Letter of Authorization to **REMOVE** is required when picking up or sending a trucking company to act on your behalf.

If a customer is listed on the LOA in the centralized file, they do not need the Letter to Remove.



# DEFENSE LOGISTICS AGENCY

AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY

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**THIS CONCLUDES  
THIS  
PRESENTATION**

**FOR FURTHER ASSISTANCE  
EMAIL US AT: [DRMSRTD@DLA.MIL](mailto:DRMSRTD@DLA.MIL)**