



# DEFENSE LOGISTICS AGENCY

AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY



# DOD Computers For Learning Program



# USING THE RTD WEB SITE

THIS POWERPOINT PRESENTATION IS  
TAILORED TO THE DOD CFL CUSTOMERS

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



# 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 (CAP), **Computers for Learning (CFL)**, 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

DoD User & DoD Contractor	Public/Non-DoD May be listed as <b>FEDERAL</b>	DLA Employee
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 <b><u>BOTH</u></b> the <b><u>Internal Portal</u></b> RTD role (JD-854) and/or ETID role (JD-856) <b><u>PLUS</u></b> 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**

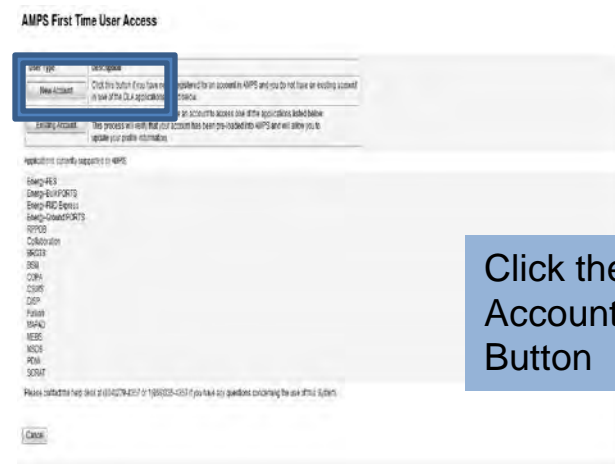


# 2



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)

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>

The screenshot shows the DLA Enterprise External Business Portal. At the top left is the DLA logo. The main header features the text "DEFENSE LOGISTICS AGENCY" and "AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY" in white on a dark blue background with an American flag motif. To the right of the header is a "DIRECTOR'S GUIDANCE 2011" badge. Below the header, the date "Thursday, February 24, 2011" and a "DLA Systems" dropdown menu are visible. The main content area is titled "DLA DISPOSITION SERVICES" and contains a welcome message, a paragraph about the portal's purpose, and a section for creating an account. A blue circle highlights the word "instructions" in the account creation instructions. Below this is a list of services: Electronic Turn-In Document (ETID), Reutilization, Transfer, Donation (RTD), and Reports. Further down, there are links for "Sales", "Hazardous Waste Contracts", and "Scheduler". On the left side, there are three promotional boxes: "DLA Enterprise Business External Portal", "Registered Users Login Here", and "DLA's 3 Areas of Focus" (Warfighter Support Enhancement, Stewardship Excellence, Workforce Development). On the right side, there is a "MULTIMEDIA" section with two video thumbnails. The first thumbnail shows a man speaking and is titled "WE ARE DLA". The second thumbnail is a dark image with the text "We Are DLA".

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

Thursday, February 24, 2011  
DLA Systems

**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.

**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

**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 CFL

CFL customers will register as CFL GENERATOR, or CFL SCHOOL

**RTD WEB**

**DEFENSE LOGISTICS AGENCY**  
Logistics Information Service

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

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

Application:  
CFL

Role:  
Choose  
Choose  
---  
CFL Admin  
CFL Generator  
CFL School

DEV - v2.5.11238.1

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

Last Updated: 2012-02-07

DOD CFL options are:

1. CFL Generator
2. CFL School
3. ADMIN = Battle Creek (BC) Admin & BC RTD

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



# REGISTRATION FORM FOR CFL

RTD WEB

## Reutilization / Transfer / Donation (RTD) Customer Registration - Computers For Learning (CFL)

### User Information

Title: Screener

First Name:

Last Name:

Organization Name:

Work Address Line 1:

Work Address Line 2:

Work Address City:

Work Address State:

Work Address Zip:

Country: US

Work Phone:

Work Ext:

Work Fax:

Work Email:

Customer Type:

Do you have a Common Access Card? No

Do you have a Security Certificate? No

Opt-out of all email? No

Receive NIIN notification email: Yes

Receive property receipt email: Yes

### Computers For Learning (CFL) Information

School type:  Public  
 Private/Parochial  
 Educational Non-Profit

School Name:

District Name:

District County:

School Principal:

Principal Phone:

Principal Email:

RTD WEB

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

The CFL staffer will fill out similar forms.





# REGISTRATION REVIEW

# RTD WEB

CFL 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, CFL requests will look the same. Roles: CFL Generator, and CFL School 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

Comments input field

CFL Private/Parochial and Non-Profits Entities School Customers will screen Demil "A", and "Q" only after the school is approved through the DLA OIG, ID, TSC Assessment Office.

Customer DoDAACs are Listed here

DoDAAC

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.

Item Details

DoDAAC

USER\_STATUS: A

APPROVAL\_LEVEL: 1

EDIT\_USERS: 1

TITLE:

FIRST\_NAME: Peter

LAST\_NAME: Beronja

ADDRESS1: 74 W

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 Defense Logistics Agency (DLA), Accountability Office (DA), Investigations Division (ID), Trade Security Controls (TSC) Assessment Office



# 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.**

DoDAAC Validation

\* DoDAAC: H91236 Search

DoDAAC: H91236

Category: Computers for Learning (CFL) ▾

DoDAAC Status: Unblock ▾

Organization: DEF REUTILIZATION AND MARKETING SVC  
03/04/03

Effective Date: 03/04/03

Address: COMPUTERS FOR LEARNING PROJECT  
74 NORTH WASHINGTON AVE  
BATTLE CREEK MI 49017

Save Changes

DoDAAC Categories

Category Name	Hazardous Material	Hazardous Waste	Demil Code
10	M	W	AB,C,D,E,F,G,P,Q
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		AB,C,D,E,F,G,P,Q
All Demils			AB,C,D,E,F,G,P,Q
CFL			A,Q
Civil Air Patrol (CAP)			A,Q
Computers for Learning (CFL)			A,Q
DOD	M		AB,C,D,E,F,G,P,Q
DOD Contractors	M		AB,C,D,E,F,G,P,Q
Donation	M		A,Q
Donation FEPD	M		A,Q
FMS	M		

**“CUSTOMERS DON’T SEE THIS”**

**CFL customers will screen DEMIL A, Q,**

**Top half of screen**

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# BEHIND THE SCREENS

# RTD WEB

**“CUSTOMERS DON’T SEE THIS”**

The screenshot displays two main sections: 'Users' and 'FSCs'.

**Users Section:**

- Active Users:** A list of active users with a 'Remove' button and a 'Remove Users' button.
- Find Users:** A search form with fields for 'Username:', 'Name:', and 'Email Address:', and a 'Search' button.
- Blocked Status:** A dropdown menu for 'Blocked Status' with an 'Unblock' button.

**FSCs Section:**

- FSC Category:** A dropdown menu set to '-- Custom --' and an 'Edit FSC Category' button.
- FSC List:** A grid of FSC categories, each with a checkbox and a description. The categories include:
  - 6940 Communication Training Devices
  - 7020 ADP Central Processing Unit (CPU, Computer), Analog
  - 7022 ADP Central Processing Unit (CPU, Computer), Hybrid
  - 7030 ADP Software
  - 7040 Punched Card Equipment
  - 7045 ADP Supplies
  - 7105 Household Furniture
  - 7125 Cabinets, Lockers, Bins, and Shelving
  - 7210 Household Furnishings
  - 7230 Draperies, Awnings, and Shades
  - 7290 Miscellaneous Household and Commercial Furnishings and Appliances
  - 7320 Kitchen Equipment and Appliances
  - 7340 Cutlery and Flatware
  - 7360 Sets, Kits, Outfits and Modules, Food Preparation and Serving
  - 7430 Typewriters and Office Type Composing Machines
  - 7450 Office Type Sound Recording and Reproducing Machines
  - 7490 Miscellaneous Office Machines
  - 7520 Office Devices and Accessories
  - 7540 Standard Forms
  - 7630 Newspapers and Periodicals
  - 7641 Aeronautical Maps, Charts and Geodetic Products
  - 7643 Topographic Maps, Charts and Geodetic Products
  - 7010 ADPE System Configuration
  - 7021 ADP Central Processing Unit (CPU, Computer), Digital
  - 7025 ADP Input/Output and Storage Devices
  - 7035 ADP Support Equipment
  - 7042 Mini and Micro Computer Control Devices
  - 7050 ADP Components
  - 7110 Office Furniture
  - 7195 Miscellaneous Furniture and Fixtures
  - 7220 Floor Coverings
  - 7240 Household and Commercial Utility Containers
  - 7310 Food Cooking, Baking, and Serving Equipment
  - 7330 Kitchen Hand Tools and Utensils
  - 7350 Tableware
  - 7420 Accounting and Calculating Machines
  - 7435 Office Information System Equipment
  - 7460 Visible Record Equipment
  - 7510 Office Supplies
  - 7530 Stationery and Record Forms
  - 7610 Books and Pamphlets
  - 7640 Maps, Atlases, Charts, and Globes
  - 7642 Hydrographic Maps, Charts and Geodetic Products
  - 7644 Digital Maps, Charts and Geodetic Products

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

The Battle Creek RTD Office will Enter USER INFORMATION

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

**Bottom half of screen**





## ▪ APPROVED FSC LIST

- ✓ 7010 – ADPE System Configuration
- ✓ 7020 – ADP Central Processing Unit (CPU), Analog
- ✓ 7021 - ADP Central Processing Unit (CPU), Digital
- ✓ 7022 - ADP Central Processing Unit (CPU), Hybrid
- ✓ 7025 – ADP Input/output and Storage Devices
- ✓ 7030 – ADP Software
- ✓ 7035 – ADP Support Equipment
- ✓ 7045 – ADP Supplies
- ✓ 7050 – ADP Components





## DLA Disposition Services RTD Office will load the new “2YC” DoDAACs.

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

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

Show reminder

#### DoDAAC Validation

\* DoDAAC:

DoDAAC: 2YC176  
 Category: CFL  
 DoDAAC Status: Unblock  
 Organization: ATHENS HIGH SCHOOL  
 Effective Date: 12/13/11  
 Address: 300 E. HOLCOMB  
 ATHENS MI 49011

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

#### DoDAAC Categories

Category Name	Hazardous Material	Hazardous Waste	Demil Code
10	M	W	A,B,C,D,E,F,G,P,Q
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		W	A,B,C,D,E,F,G,P,Q
5b83c%3ca%3e830cbda469aM		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



# 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  
Donation / EPD  
Firefighter  
Federal/State Screener  
Foreign Military Sales  
Humanitarian Assistance Program  
Law Enforcement Support Office  
Military Affiliate Radio System  
ROTC  
Service Museums  
Southwest Asia

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

Show reminder

Reutilization, Transfer, Donation Home

**Announcements**

Title	Description
Computers Due In	Coming Soon to an Area Near By You

Announcements can be added by the Battle Creek RTD staff on behalf of the RTD/DSR field staff.  
History of Orders and previously view items is visible

**Requisition Status**

Requisition Number	Requisition Date	DTID	Item Name	Quantity	Current Action	Last Up
<a href="#">2YC75721751861</a>	06/23/12 09:05:24	FB62232173DN34	DISPLAY UNIT	50	Request submitted	06/23/12
<a href="#">2YC17621731840</a>	06/21/12 13:52:59	N001872172MR04	COMPUTER SYSTEMS LAPTOP	75	Request submitted	06/21/12
<a href="#">2YC17621711805</a>	06/19/12 12:51:12	FB62232167DN21	PRINTER,AUTOMATIC D	25	Request submitted	06/19/12
<a href="#">2YF00121711806</a>	06/19/12 11:46:26	SG43302170LS01	COMPUTER,BALLISTICS	3	Approved by FEPP Manager	06/19/12
<a href="#">H9123621661764</a>	06/14/12 08:40:05	FB62232138DN43	USB FLASH DRIVE	25	Request submitted	06/14/12
<a href="#">H9123621661763</a>					Request submitted	06/14/12

Customers will see their orders

**Previously Viewed Items**

No Info Available	Cycle: <u>DOD</u> Condition: <u>A</u> Item Name: DISPLAY UNIT DEMIL: <u>A</u>	Days Left in Cycle: 8 Site: <u>JACKSONVILLE</u> NSN: 7025015151170 Unit of Issue: EA	Quantity Available: 100 Orig. Acq. Price: 9839 DTID: <u>FB62232173DN34</u>
No Info Available	Cycle: <u>DOD</u> Condition: <u>A</u> Item Name: COMPUTER SYSTEMS LAPTOP DEMIL: <u>A</u>	Days Left in Cycle: 38 Site: <u>NORFOLK</u> NSN: 7010DSLAPTOPS Unit of Issue: EA	Quantity Available: 100 Orig. Acq. Price: 0.01 DTID: <u>N001872172MR04</u>
	Cycle: <u>DOD</u>	Days Left in Cycle: 38	Quantity Available: 1

You will see your category only. You will not see the other customer groups



## MESSAGES ARE INPUT BY BATTLE CREEK RTD STAFF

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

Show reminder

**Announcements**

\* Starting Date: 06/28/12 00:00

\* Ending Date: 06/29/12 23:59

\* Title: Computers Are Due In

\* Description: Coming Soon To Area Nearby You  
(2000 characters max)

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"/>	Computers Due In	Coming Soon to an Area Near By You	06/28/12 00:00	06/29/12 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

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)

#### CFL Search

Show reminder

Previous Searches: 1|2|3|4|5

#### CFL Search

Search

Clear Search Criteria

\* Required Field

\* DoDAAC: 2YC176

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)

Up to 16 Federal Supply Classes (FSC):

7010 - ADPE System Configuration  
7020 - ADP Central Processing Unit (CPU, Computer), Analog  
7021 - ADP Central Processing Unit (CPU, Computer), Digital



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:

**Insert DTIDs**



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.)

**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)

### CFL Search Results

Show reminder

[Return to Search](#)

CFL Shopping Cart [Check Out]

### Search Criteria

DoDAAC: 2YC176  
FSC(s): 70  
Supply Condition Code(s): A, B, C, D, E, F, G, H  
Sort By: DATE ENTERED INVENTORY

[Want List](#) - [Schedule](#) this 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 88 inventory items in Excel [2003](#) or [2008](#) format.

Sort By: Date Entered Inventory Order: Descending Sort



Quantity Available: 100	Cycle: <u>DOD</u>	Days Left in Cycle: 11	Hazardous:
Condition: <u>A</u>	Integrity Code:	Site: <u>DLA_DS JACKSONVILLE</u>	Container ID:
Item Name: PRINTER,AUTOMATIC D	NSN: 7025013934499	Orig. Acq. Price: 2575.52	Miles from Zip: 862
DTID: FB62232167DN21	DEMIL: <u>A</u>	Date Entered Inv.: 6/15/2012 12:00:00 AM	
MSDS:	Unit of Issue: EA		



Quantity Available: 100	Cycle: <u>DOD</u>	Days Left in Cycle: 11	Hazardous:
Condition: <u>A</u>	Integrity Code:	Site: <u>DLA_DS JACKSONVILLE</u>	Container ID:
Item Name: KEYBOARD,DATA ENTRY	NSN: 7025014405622	Orig. Acq. Price: 153.18	Miles from Zip: 862
DTID: FB62232167DN23	DEMIL: <u>A</u>	Date Entered Inv.: 6/15/2012 12:00:00 AM	

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!





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

Show reminder

### Ask Question

#### Inventory Information



Cycle: <u>DOD</u>	Days Left in Cycle: 13	Hazardous:
Quantity Available: 100	Integrity Code:	Container ID:
Condition: <u>A</u>	Site: <u>DLA DS JACKSONVILLE</u>	Orig. Acq. Price: 2,575.52
Item Name: PRINTER,AUTOMATIC D	NSN: 7025013934499	Date Entered Inv.: 06/27/12
DTID: FB62232179PT13	DEMIL: <u>A</u>	MSDS:
Unit of Issue: EA		

Question:

Submit Question

Return to Previous Page

## When you ask a question:

**QUESTIONS GO TO A 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 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

Show reminder

CFL Shopping Cart [Check Out]

### Add Item to CFL Shopping Cart

#### Inventory Information



Cycle: DOD

**Days Left in Cycle: 15**

Hazardous:

Quantity Available: 100

Integrity Code:

Container ID:

Condition: A

Site: DLA DS JACKSONVILLE

Orig. Acq. Price: 250.00

Item Name: DISPLAY UNIT

NSN: 7025014852068

Date Entered Inv.: 06/27/12

DTID: FB62232179PT15

DEMIL: A

MSDS:

Unit of Issue: EA

DoDAAC: 2YC176

Quantity Requested:

Justification  
(required,  
500 characters max):

State why you need the item(s).

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) CFL Search Results

Show reminder

[Return to Search](#)

After the customer receives confirmation that items have been added to the cart; they can check out or continue to search for more items

Searches: 1 | 2

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

	DTID	Site	Serial No.	Quantity	Cycle	Days Left in Cycle	Item Name	NSN	Condition	DEMIL
	<a href="#">FB62232179PT15</a>	<a href="#">DLA DS JACKSONVILLE</a>	1979	3	<a href="#">DOD</a>	15	DISPLAY UNIT	7025014852068	<a href="#">A</a>	<a href="#">A</a>

### Search Criteria

DoDAAC: 2YC176  
FSC(s): 70  
Supply Condition Code(s): A, B, C, D, E, F, G, H  
Sort By: DATE ENTERED INVENTORY

[Want List](#) - [Schedule](#) this 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 102 inventory items in Excel [2003](#) or [2008](#) format.

Sort By: [Date Entered Inventory](#) Order: [Descending](#) [Sort](#) << 1 2 3 >>



Cycle: <a href="#">DOD</a>	Days Left in Cycle: 15	Hazardous:
Quantity Available: 100	Integrity Code:	Container ID:
Condition: <a href="#">A</a>	Site: <a href="#">DLA DS JACKSONVILLE</a>	Orig. Acq. Price: 2575.52
Item Name: PRINTER,AUTOMATIC	NSN: 7025013934499	Miles from Zip: 862
D		
DTID: <a href="#">FB62232179PT13</a>	DEMIL: <a href="#">A</a>	Date Entered Inv.: 6/27/2012 12:00:00 AM
MSDS:	Unit of Issue: EA	





# ORDER ITEMS

# RTD WEB

## Reutilization / Transfer / Donation (RTD) CFL Shopping Cart

Show reminder

The order will be place in a hold pattern until day 14 of DOD cycle & will be honored if stock is available

Previous Searches: [1](#) | [2](#) | [3](#) | [4](#)

### CFL Shopping Cart

Customer must arrange for transportation of property items.

\* Required field



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

Item Name: DISPLAY UNIT

Site: [DLA DS JACKSONVILLE](#)

NSN: 7025014852068

Date Entered Inv.: 06/27/12

DTID: FB62232179PT15

Orig. Acq. Price: 250.00

Condition: A

DEMIL: A

\* Quantity:

Quantity Available: 100

Cycle: DOD

[Remove From Cart](#)

Unit of Issue: EA

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

[Submit Requisition](#)

[Return](#)

Walk-in Selection here. CFL customer can only submit a Walk-in on the last day of the DOD cycle and only when on site to pick up.

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



# GENERATOR ASSIGNMENT

## RTD WEB

### Reutilization / Transfer / Donation (RTD)

#### CFLGEN Search

Show reminder

Previous Searches: 1|2|3|4|5|6|7

#### CFLGEN Search

Search Clear Search Criteria

\* Required Field

\* DoDAAC: FB6223

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):

70

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

Up to 16 Federal Supply Classes (FSC):

- 7010 - ADPE System Configuration
- 7020 - ADP Central Processing Unit (CPU, Computer), Analog
- 7021 - ADP Central Processing Unit (CPU, Computer), Digital
- 7022 - ADP Central Processing Unit (CPU, Computer), Hybrid
- 7025 - ADP Input/Output and Storage Devices
- 7030 - ADP Software
- 7035 - ADP Support Equipment
- 7040 - Punched Card Equipment
- 7042 - Mini and Micro Computer Control Devices
- 7045 - ADP Supplies

(Hold down CTRL or Shift to select multiple FSCs)

(Only 16 FSCs will be used in the search)

Item Name:

- Smart Word Search
  Includes
  Equals
  Starts With
- APD entered information

US Military activities turning in excess computer equipment are known as Generators.

If the generator has a known Computers For Learning school for the excess equipment, they have the option to flag the items for the school. The next six charts show how this is done



# GENERATOR ASSIGNMENT

## RTD WEB

### Reutilization / Transfer / Donation (RTD)

#### CFLGEN Search Results

Show reminder

[Return to Search](#)

Previous Searches: 1|2|3|4|5|6|7

#### Search Criteria

DoDAAC: FB6223  
FSC(s): 70  
Screening Cycle(s): DOD  
Supply Condition Code(s): A, B, C, D, E, F, G, H  
Sort By: DATE ENTERED INVENTORY

The Generator will click on shopping cart

#### Search Results

Download all 40 inventory items in Excel 2003 or 2008 format.

Sort By: Date Entered Inventory Order: Descending Sort

No Info Available

Quantity Available: 100  
Condition: A  
Item Name: PRINTER,AUTOMATIC D  
DTID: FB62232179PT13  
MSDS:  
Cycle: DOD  
Days Left in Cycle: 13  
Integrity Code:  
Site: [DLA DS JACKSONVILLE](#)  
NSN: 7025013934499  
DEMIL: A  
Unit of Issue: EA  
Hazardous:  
Container ID:  
Orig. Acq. Price: 2575.52  
Miles from Zip: 862  
Date Entered Inv.: 6/27/2012 12:00:00 AM

No Info Available

Quantity Available: 100  
Condition: A  
Item Name: PRINTER,AUTOMATIC D  
DTID: FB62232179PT14  
MSDS:  
Cycle: DOD  
Days Left in Cycle: 13  
Integrity Code:  
Site: [DLA DS JACKSONVILLE](#)  
NSN: 7025014405812  
DEMIL: A  
Unit of Issue: EA

No Info Available

Quantity Available: 100  
Condition: A  
Item Name: DISPLAY UNIT  
DTID: FB62232179PT15  
MSDS:  
Cycle: DOD  
Days Left in Cycle: 13  
Integrity Code:  
Site: [DLA DS JACKSONVILLE](#)  
NSN: 7025014852068  
DEMIL: A  
Unit of Issue: EA

No Info Available

Quantity Available: 100  
Integrity Code:

The generator will select the shopping cart(s) for the items they want to flag for a school.



# GENERATOR ASSIGNMENT

## RTD WEB

### Reutilization / Transfer / Donation (RTD) Add Item to Shopping Cart

Show reminder

#### Add Item to Shopping Cart

##### Inventory Information



Cycle: DOD Days Left in Cycle: 13 Hazardous:   
Quantity Available: 100 Integrity Code: Container ID:  
Condition: A Site: DLA\_DS JACKSONVILLE Orig. Acq. Price: 2,575.52  
Item Name: PRINTER,AUTOMATIC D NSN: 7025013934499 Date Entered Inv.: 06/27/12  
DTID: FB62232179PT13 DEMIL: A MSDS:  
Unit of Issue: EA

Assign To: 2YC176 ATHENS HIGH SCHOOL (ATHENS, MI)

DoDAAC: FB6223

Quantity Requested:

Save To Cart

Return to Previous Page

##### Find Schools

State: Michigan

Starts With: A  Search

School	City
<a href="#">2YC060</a> ALBION SENIOR HIGH SCHOOL	ALBION MI
<a href="#">2YC065</a> ALEXANDER MACOMB SCHOOL	MT CLEMENS MI
<a href="#">2YC079</a> ALLENDALE MIDDLE SCHOOL	ALLENDALE MI
<a href="#">2YC080</a> ALLENDALE PUBLIC JR/SR H S	ALLENDALE MI
<a href="#">2YC087</a> ALPENA HIGH SCHOOL	ALPENA MI
<a href="#">2YC088</a> ALPENA SDA ELEMENTARY	ALPENA MI

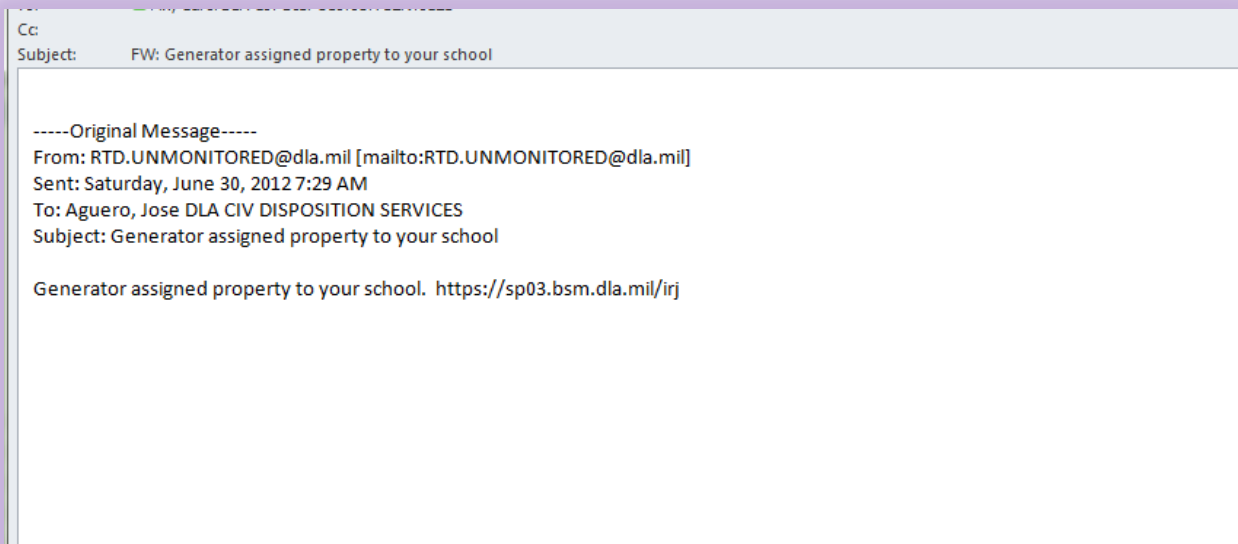
The Generator assigns to a school and enter Quantity.  
Save to Cart

The generator will select the school from the "Find Schools" drop down option



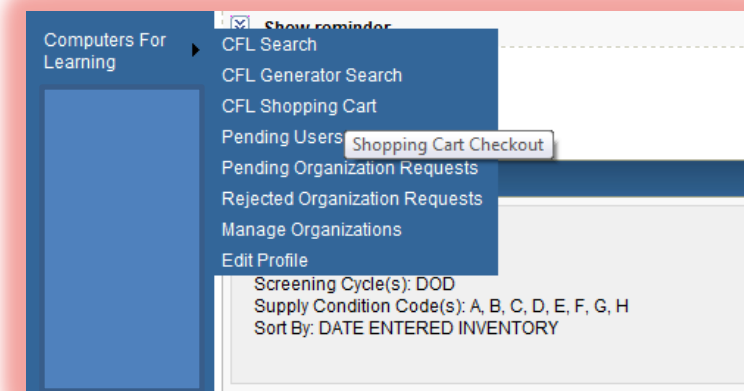
# GENERATOR ASSIGNMENT

RTD WEB



The CFL customer will receive an email when a generator assigns ADP equipment to their school.

The CFL customer will go to the web site and select “CFL Shopping Cart” from the drop down option for Computers For Learning







# GENERATOR ASSIGNMENT

## RTD WEB

Enter your justification for the equipment.  
Double check the quantity.

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

### Reutilization / Transfer / Donation (RTD) CFL Shopping Cart


Show reminder

Previous Searches: 1 | 2

#### CFL Shopping Cart

Customer must arrange for transportation of property items.

**\* Required field**

 **\* Justification:**

**\* Quantity:**

**Unit of Issue:** EA

[Remove From Cart](#)

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

<b>Item Name:</b> PRINTER,AUTOMATIC D	<b>Site:</b> <a href="#">DLA DS JACKSONVILLE</a>
<b>NSN:</b> 7025013934499	<b>Date Entered Inv.:</b> 06/27/12
<b>DTID:</b> FB62232179PT13	<b>Orig. Acq. Price:</b> 2,575.52
<b>Condition:</b> <a href="#">A</a>	<b>DEMIL:</b> <a href="#">A</a>
<b>Quantity:</b> 100	<b>Qty:</b> 100

The CFL customer will see the order flagged by the generator. Normally the customer will submit the requisition for the items.

If the CFL customer is on site to pick up a previously placed order and sees ADP equipment and it is in the last day of the DOD screening cycle, they may submit a request as a Walk-in. The walk-in will be honored in two minutes if there aren't other pending orders for the same item.





# GENERATOR ASSIGNMENT

## RTD WEB

### Reutilization / Transfer / Donation (RTD)

#### RTD Main

Show reminder

Reutilization, Transfer, Donation Home

#### Announcements

No announcements.

#### Requisition Status

Requisition Number	Requisition Date	DTID	Item Name	Quantity	Current Action	Last Updated	
<a href="#">2YC17621821986</a>	06/30/12 09:00:00	FB62232179PT13	PRINTER,AUTOMATIC D	10	Request submitted	06/30/12 09:00:00	<a href="#">Cancel</a>
<a href="#">2YC17621821985</a>	06/30/12 07:48:11	FB62222178REB05	ADP HANDHELD DEVICES	1	Request submitted	06/30/12 07:48:11	<a href="#">Cancel</a>
<a href="#">2YC17621821984</a>	06/30/12 07:48:11	FB62222178MDC09	ADP HANDHELD DEVICES	1	Request submitted	06/30/12 07:48:11	<a href="#">Cancel</a>
<a href="#">SC05002181CF01</a>	06/29/12	FB62232177DN06	AUTOMOBILE STATION	2	Partial quantity approved by Daisy	06/30/12	<a href="#">Cancel</a>

The CFL Customer will see the order was submitted.

The order will sit until day 14 of the DOD cycle.

If there are no higher priority DOD requests for the items, the CFL customer will be awarded the items.

Note: customers can cancel their orders if necessary.



# SCHEDULE PICK UP

DSS

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 in a timely manner and meet Dates and Times of scheduled pick ups. Contact the field site if necessary.

**Note: DSS is the Distribution Standard System – used at the DLA Disposition Services field site to receive, store, and issue excess/surplus property**



# 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)

Letter of Authorization to **REMOVE** is required



# SCHEDULE PICK UP

# CUSTOMER

Sep 17 09 11:36a Los Osos High School  
U9/11/2009 11:03 PAA

909-460-5872

p.2  
002/003

DRMS-I 4160.14, Section 4  
Supplement 2, General Processing

### Letter of Authorization to Remove Property

Date: 9-17-09

To: DRMO Pendleton  
Bldg 2241  
MCB Pendleton, CA 92055  
Phone: 760-763-4332  
Fax: 760-725-3309

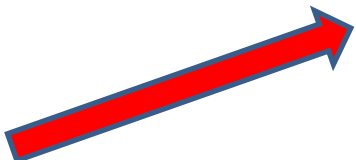
From:  
LOS OSOS HIGH SCHOOL  
5001 MILLIKEN AVENUE  
RANCHO CUCAMONGA, CA 91737

I, Chris Hollister (PRINT NAME), the undersigned, hereby authorize  
Patti Dalce (PRINT NAME) to remove the below listed requisitions on my behalf.

Extent of Authority: To remove property.

SIGNATURE OF CUSTOMER: Chris Hollister

LIST ITEM(S) by Requisition/DTID Number:		
A6105A-9104-0005A	1 EA	HP SCANNER JET 8290
S5105A-9104-0004A	9 EA	MONITOR
S5105A-9104-0007A	1 EA	HP03 DELL M5200N B/W
S5105A-9104-0001A	9 EA	2.8 MHZ CPU
S5105A-9104-0005A	5 EA	MONITOR
S5105A-9104-0003A	6 EA	HP 2.8 MHZ CPU
S5105A-9104-0002A	1 EA	HP 2.8MHZ CPU



Example of a "Letter of Authorization to Remove Property"



# 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)**