



# DEFENSE LOGISTICS AGENCY

AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY

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# DOD HUMANITARIAN ASSISTANCE PROGRAM



# USING THE RTD WEB SITE

- THIS POWERPOINT PRESENTATION IS TAILORED TO THE DOD HUMANITARIAN ASSISTANCE PROGRAM (HAP) 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



# THE CUSTOMER

- Humanitarian Assistance Program (HAP): As provided by Title 10, Section 2547 of the Defense Authorization Act DRMS provides DoD excess property, as coordinated through Defense Security Cooperation Agency, Office of Humanitarian & Refugee Affairs. , consisting of items of a humanitarian assistance nature, and distributed to needy third world countries.
  - DoDAACs used with HAP Fund Citation provided  
HQ0078 , HQ0079 , HQ0080, HQ0081, HQ0082,  
HQ0083 , HQ0085, HQ0087, HQ0089



# THE CUSTOMER CON'T

- Counterpart International is similar to HAP; however, this group is responsible for arranging transportation.
  - DoDAAC used: HQ0086
- HAP and Counterpart customer have screening and ordering restrictions:
  - Restrictions on ordering:
  - FSC 6505
  - Clothing NSN restrictions apply
  - F-14 NSNs
  - Other restricted items listed in the Controlled Property Rules table



# 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, 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

## **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	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/irj">https://pep1.bsm.dla.mil/irj</a>
Only request the RTD and ETID Roles	Only request the RTD and ETID Roles	Request <u>BOTH</u> the Internal <u>Portal</u> 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.



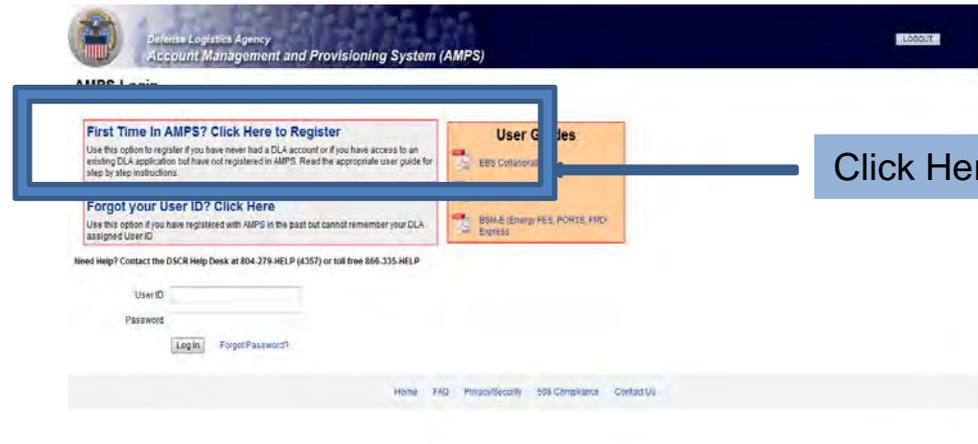


# AMPS Registration

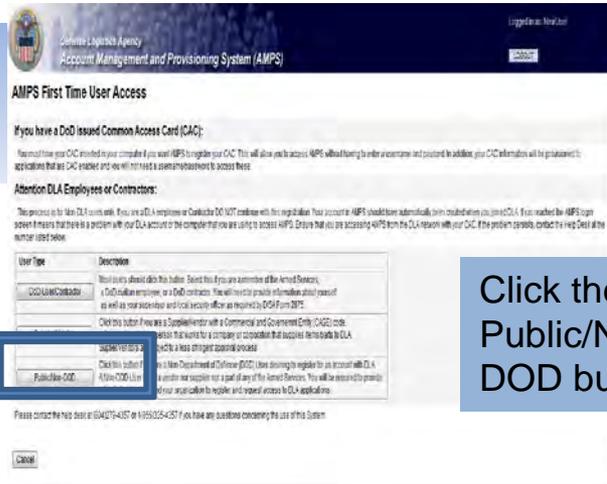
# 1

## Non-Common Access Card (CAC)-Enabled Users:

- a. AMPS is a web-based application. Launch AMPS by typing the following URL into the web browser: **https://amps.dla.mil**

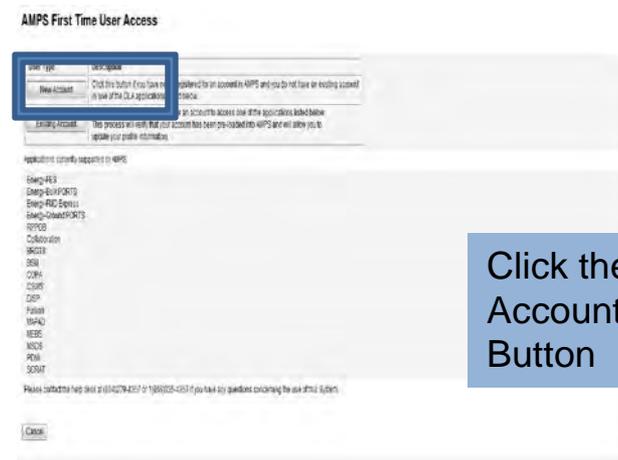


# 2



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)

Welcome to AMPS, DLA Account Management and Provisioning System

**User Information**

First Name

Last Name

Address

City/APO/FPO

State/AFAP

Zip Code

Country -- Select --

Official Email Address

Official Telephone Number

Official Fax Number

User Type -- Please Select -- Page will refresh after an item is selected.

5

Defense Logistics Agency  
Account Management and Provisioning System (AMPS)

Welcome to AMPS, DLA Account Management and Provisioning System

**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  
Must not contain values of attributes: accountid, email, firstname, lastname, lastname

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Defense Logistics Agency  
Account Management and Provisioning System (AMPS)

**Application Access Request Form - User - External**

**Current Roles**

**Application Roles**

DLA Disposition Services Func EX - RTD Customer DDS-411

**Admin Roles**

Pending Role Request(s):

Please Select Your Desired Role(s)

DLA Disposition Services Func EX - RTD Customer DDS-411

Filter results using the "Quick Filter" feature below. For more detail click on the "information" box.)

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



# RTD *Registration*

**RTD WEB**

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.

<https://business.dla.mil>

## 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*

HAP customers may have Common Access Cards and are on a .mil server.  
Counterpart International customers are required a USER ID & Password



# 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 homepage. At the top left is the DLA logo. The main header features the text "DEFENSE LOGISTICS AGENCY" and "AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY" over a background of an American flag. 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 includes 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 the DLA Director, Navy Vice Adm. Alan Thompson, with the text "WE ARE DLA" and a caption about his discussion of the campaign. The second thumbnail shows the text "We Are DLA" with a caption about DLA being the American military's global logistics provider. At the bottom of the page, there is a footer with links for "Privacy/Security Statement", "508 Compliance Statement", "FOIA Privacy", "Site Index", "DLA Webmaster", and "Strategic Communication". A speaker icon is located in the bottom right corner.

**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



# HAP REGISTRATION

RTD WEB

DOD HAP customers will register as SCREENERS

The screenshot shows the 'RTD Pre-Register' form on the Defense Logistics Agency website. The page header includes the agency logo and navigation links: Home, About Us, Public Affairs, Publications, FAQs, and FOIA. The main heading is 'Reutilization / Transfer / Donation (RTD) RTD Pre-Register'. The form contains two dropdown menus: 'Application' with 'Humanitarian Assistance Program (HAP)' selected, and 'Role' with 'DOD HAP Screener' selected. A 'Submit' button is located below the role dropdown. The footer contains the version number 'DEV - v2.6.12062.1', contact information for customer service, and links for privacy, accessibility, and downloading documents. The last updated date is 2012-06-08.

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

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

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

Application:  
Humanitarian Assistance Program (HAP) ▾

Role:  
Choose ▾  
Choose  
DOD HAP Screener

Submit

DEV - v2.6.12062.1

Customer Service: 1-269-961-4999 or DSN 661-4999 Email: [j6bithehelpdesk@dla.mil](mailto:j6bithehelpdesk@dla.mil)  
[Privacy/Security](#) | [Accessibility](#) | [Contact Webmaster](#) | [Download Acrobat](#) | [Download MS Word Viewer](#)

Last Updated: 2012-06-08

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



# REGISTRATION FORM FOR HAP

RTD WEB

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

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



# BEHIND THE SCREENS

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”**

Reutilization / Transfer / Donation (RTD)  
DoDAAC Validation

Show reminder

DoDAAC Validation

\* DoDAAC: HQ0086

DoDAAC: HQ0086  
 Category: **HAP**   
 DoDAAC Status: Unblock  
 Organization: DEPARTMENT OF STATE  
 Effective Date: 02/15/12  
 Address: BUDGET OFFICE S NIS C  
 2201 C STREET NW ROOM 4419  
 WASHINGTON DC 20520

DoDAAC Categories

Category Name	Hazardous Material	Hazardous Waste	De
10	M	W	A,B,C
10	M	W	A,B,C
11	M	W	A,B,C
12	M	W	A,B,C
13	M	W	A,B,C
14	M	W	A,B,C
16	M	W	A,B,C
17	M	W	A,B,C
18	M	W	A,B,C
19	M	W	A,B,C
20	M	W	A,B,C
21	M	W	A,B,C
22	M	W	A,B,C
25	M	W	A,B,C
7	M	W	A,B,C
8	M	W	A,B,C
9	M	W	A,B,C

HAP customers will screen DEMIL A

**Top half of screen**



# 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

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. HAP is not authorized to receive FSC 6505

**Bottom half of screen**



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

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

Profile Update Reminder: It's been 9 day(s) since you updated your profile.  
 LESO Annual Training Reminder: remember to complete your annual training.

**DoDAAC Validation**

\* DoDAAC:

DoDAAC: 2YX018  
 Category:

DoDAAC Status: Unblock ▾

Organization: CIVIL AIR PATROL KANSAS WING  
 Effective Date: 12/13/11  
 Address: 1932 SCANLAN AVENUE  
 SALINA KS 67401-1741

**DoDAAC Categories**

Category Name	Hazardous Material	Haza
10	M	W

BC RTD Office will enter the customer's DoDAAC and assign the category to the customer

25	M	W
27	M	W
28	M	W
29	M	W
5	M	W
5b83c%3ca%3e830cbda469a	M	W
5b83c%3ca%3e830cbda469a	M	W
6	M	W
7	M	W
8	M	W
9	M	W



# 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

**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	TBAA4N2019CFFF	01/19/12 10:02:27	CHASSIS,TRUCK	1	Request sent to EBS	01/19/12 10:02:29 <a href="#">Can</a>
FB302903339863	H9FD0120190788	01/19/12 07:51:45	ARMOIRE	4	Request submitted	01/19/12 07:51:45 <a href="#">Can</a>
C00V6R10350010	H9FD0120190787	01/19/12 07:51:45	ARMOIRE	2	Request submitted	01/19/12 07:51:45 <a href="#">Can</a>
FR55180266VM01	H9FD0120190786	01/19/12 07:47:32	AUTOMOBILE SEDAN	1	Request submitted	01/19/12 <a href="#">Get</a>

**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

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

Customers will see their orders



## MESSAGES ARE INPUT BY BATTLE CREEK RTD STAFF

Realization / 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

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

**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



# SCREENING FOR ITEMS

# RTD WEB

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

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

### Reutilization / Transfer / Donation (RTD)

#### HAP Search

Show reminder

---

#### HAP Search

Search    Clear Search Criteria

**\* Required Field**

\* DoDAAC: HQ0086

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:

(.txt or .xls files only, if NSNs / LSNs are uploaded 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



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:  (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.)

Search

Clear Search Criteria

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 the characteristics about the property and prevent it from being released to an unauthorized customer.

Bottom half of screen



# RESULTS OF SCREENING

# RTD WEB

## Reutilization / Transfer / Donation (RTD) HAP Search Results

Show reminder

[Return to Search](#)

HAP Shopping Cart [ Check Out ]

### Search Criteria

DoDAAC: HQ0086  
FSC(s): 71  
Screening Cycle(s): DOD, EXP DOD, FEPP, RTD2  
Supply Condition Code(s): A, B, C, D, E, F, G, H  
Site(s): ST1  
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.

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 71 inventory items in Excel [2003](#) or [2008](#) format.

Sort By:  Order:   << 1 2 >>

No Info Available

Cycle: <a href="#">DOD</a>	Days Left in Cycle: 41	Hazardous:
Quantity: 1	Integrity Code:	Container ID:
Available:	Site: <a href="#">DLA DS NORFOLK</a>	Orig. Acq. Price: 0.01
Condition: <a href="#">A</a>	NSN: <a href="#">7110DSDESK001</a>	Miles from Zip: 142
Item Name: DESK	DEMIL: <a href="#">A</a>	Date Entered: 6/14/2012 12:00:00 AM
DTID: FB62222166FC01		Inv.:
MSDS:	Unit of Issue: EA	
Cycle: <a href="#">DOD</a>	Days Left in Cycle: 41	Hazardous:





# RESULTS OF SCREENING

# RTD WEB

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

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

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



## 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 YOU, THE CUSTOMER, WILL GET AN EMAIL.**

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



# ORDER ITEMS

RTD WEB

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

## Reutilization / Transfer / Donation (RTD)

### Add Item to Shopping Cart

Show reminder

HAP Shopping Cart [ Check Out ]

### Add Item to HAP Shopping Cart

#### Inventory Information

<b>No Info Available</b>	<b>Cycle:</b> <u>DOD</u>	<b>Days Left in Cycle:</b> 41	<b>Hazardous:</b>
	<b>Quantity Available:</b> 100	<b>Integrity Code:</b>	<b>Container ID:</b>
	<b>Condition:</b> <u>A</u>	<b>Site:</b> <u>DLA DS NORFOLK</u>	<b>Orig. Acq. Price:</b> 20.82
	<b>Item Name:</b> FRAME, FIELD PACK	<b>NSN:</b> 8465000016475	<b>Date Entered:</b> 06/13/12
	<b>DTID:</b> SC44022165CF30	<b>DEMIL:</b> <u>A</u>	<b>Inv.:</b>
	<b>Unit of Issue:</b> EA		<b>MSDS:</b>

**DoDAAC:** HQ0086

**Quantity Requested:**

**Serial Number (4 characters):**

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



# ORDER ITEMS

# RTD WEB

After the customer receives confirmation that items were added to the cart; he/she can check out or continue to search for more items

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

## Reutilization / Transfer / Donation (RTD) HAP Search Results

Show reminder

[Return to Search](#)

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

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

	DTID	Site	Serial No.	Quantity	Cycle	Days Left in Cycle	Item Name	NSN	Condition	DEMIL
	<a href="#">SC44022165CF30</a>	<a href="#">DLA DS NORFOLK</a>	H001	25	<a href="#">DOD</a>	41	FRAME, FIELD PACK	8465000016475	A	A

### Search Criteria

DoDAAC: HQ0086  
 Screening Cycle(s): DOD, EXP DOD, FEPP, RTD2  
 Supply Condition Code(s): A, B, C, D, E, F, G, H  
 Site(s): ST1  
 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



# ORDER ITEMS

# RTD WEB

## Reutilization / Transfer / Donation (RTD) HAP Shopping Cart Checkout

Show reminder

Previous Searches: 1 | 2 | 3

### HAP Shopping Cart

No Info Available

[Remove From Cart](#)

DoDAAC: HQ0086

\* Date (mm/dd/yy): 06/18/12

\* Serial No (4 characters): H001

\* Priority: 15

\* Signal Code: D

\* Quantity: 25

Item Name: FRAME, FIELD PACK

NSN: 8465000016475

DTID: SC44022165CF30

Condition: A

Quantity Available: 100

Unit of Issue: EA

Site: [DLA DS NORFOLK](#)

Date Entered Inv.: 06/13/12

Orig. Acq. Price: 20.82

DEMIL: A

Cycle: [DOD](#)

### ASO Information

Requesters completing this form must have authorization from the Accountable Supply Officer (ASO). You may forward your request via email to your ASO for review and approval.

Hold down the CTRL or Shift key to select multiple ASOs for notification:

Accountable Supply Officers listed here

You may forward your request via email to your ASO for review and approval:

HAP & Counterpart customers complete the order form

Top half of screen



# ORDER ITEMS

RTD WEB

## Misc Information

M&S Code: S

Supp Address:

Demand Code:

Fund Code:

Project Code:

Distribution Code:

Document Identity:  A0A  A01  A0D

Delivery Date:  

Advice Code:

## Influenced Your Decision

\*What helped influence your decision to order from us?

- Want List Results Email
- Property Search on Web
- Customer Notification Email
- Visual Inspection at Site
- Rotating Photo on Web
- Other

If Other, explain:

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

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

Submit Requisition

Return

**Bottom half of screen**



# ORDER ITEMS

RTD WEB

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

## Reutilization / Transfer / Donation (RTD)

### RTD Main

Show reminder Prev

#### Reutilization, Transfer, Donation Home

##### Announcements

No announcements.



##### Requisition Status

Requisition Number	Requisition Date	DTID	Item Name	Quantity	Current Action
<a href="#">HQ00862170H001</a>	06/18/12 13:10:21	SC44022165CF30	FRAME, FIELD PACK	25	Request sent to EBS
<a href="#">CG050034074700</a>	06/15/12 14:45:00	SC44022165CF30	DECK	10	Request sent to EBS

Pause

The HAP/Counterpart will see the status of the request on the home page

Bottom half of screen



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



# SCHEDULE PICK UP



This does not apply to HAP

For Counterpart International: 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.



# 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

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@dlm.mil](#)

DLA Disposition Services  
**LETTER OF AUTHORIZATION**

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

Per reference DOD 4160.21-M, Chapter 5, the following service members are authorized to authenticate requisitions on behalf of the Accountable Officer listed below for direct removal of property from the DLA Disposition Services sites for 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 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)

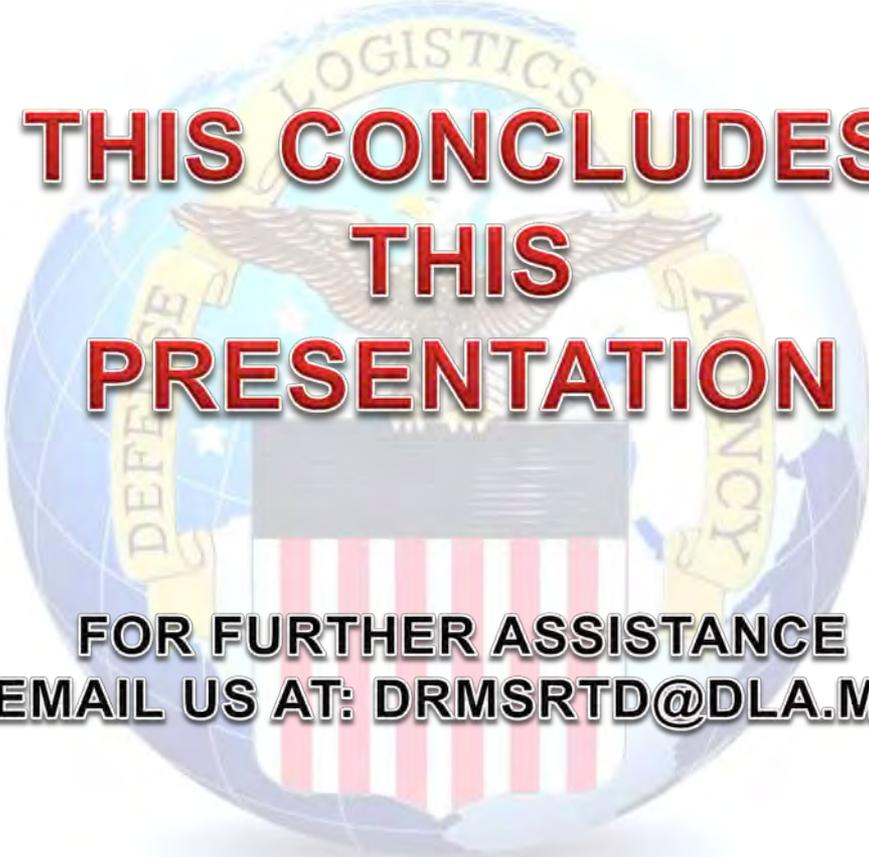
Letter of Authorization to **REMOVE** is required



# 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)**