



DEFENSE LOGISTICS AGENCY

AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY



REUTILIZATION DOD CUSTOMER



USING THE RTD WEB SITE

THIS POWERPOINT PRESENTATION IS TAILORED TO THE DOD 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, 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)

Note: DLA Disposition Services does not determine who is eligible to participate in the various programs. New customers will be referred to the appropriate office to get started.



Hard 'R' DOD SCREENS DURING ALL 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:

CONUS Sites	
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
OCONUS Sites	
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	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
https://business.dla.mil	https://business.dla.mil	https://pep1.bsm.dla.mil/irj
Only request the RTD and ETID Roles	Only request the RTD and ETID Roles	Request <u>BOTH</u> the <u>Internal 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

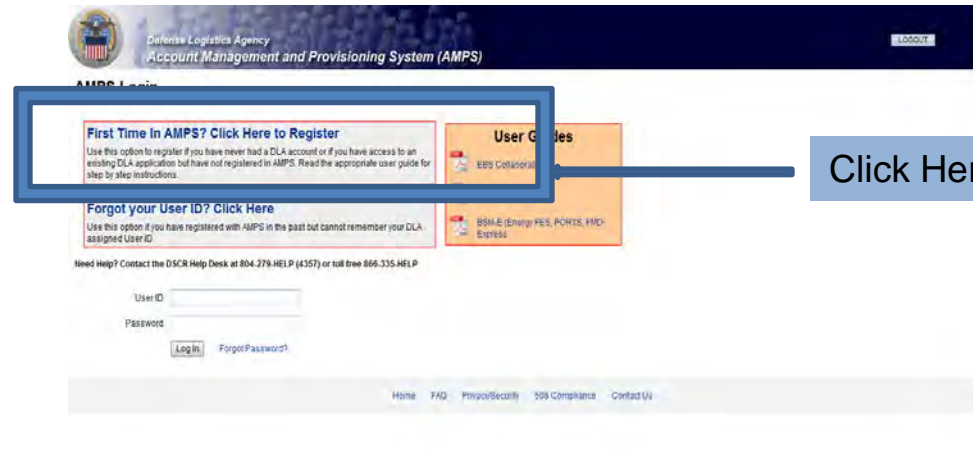
- **DLA Customer Interaction Center:**
1-877-DLA-CALL (1-877-352-2255) or send an email to DLAContactCenter@dla.mil Accessible 24 hours a day, 7 days a week.
- **AMPS Help Desk:**
DSN 695-4357 or 1-866-335-4357 or send an email to support.services@dla.mil Accessible 24 hours a day, 7 days a week.
- **DLA 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>



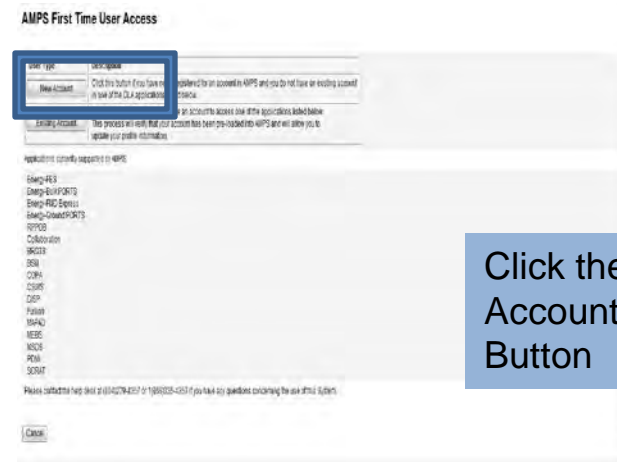
Click Here

2



Click the Public/Non-DOD button

3



Click the New Account Button



AMPS Registration (Cont.)

4

5

6



RTD *Registration*

RTD WEB

The next step 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" 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 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 titled "We Are DLA" and has a caption: "See why DLA is the American military's global logistics provider. (Music only)". At the bottom of the page is a footer with various links: "Privacy/Security Statement", "508 Compliance Statement", "FOIA Privacy", "Site Index", "DLA Webmaster", and "Strategic Communication".

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

DOD customers will register as **SCREENERS** or **ACCOUNTABLE SUPPLY OFFICERS**
A **SCREENER'S** **ASO** MUST ALSO BE REGISTER TO APPROVE REQUESTS

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:

DOD options are:

- 1. Screener**
- 2. Accountable Supply Officer**

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.



REGISTRATION FORM - DOD

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

RTD WEB

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 2:17:44 PM	Approve	Deny	Show/Add

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

Item Details

DoDAAC

USERNAME

ID_TYPE

USER_STATUS

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



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. USER/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: W56R69

DoDAAC: W56R69
 Category:

DoDAAC Status: Unblock

Organization: W7Q4 MANEUVER TNG SITE
 Effective Date: 12/23/11
 Address: BLDG 560
 CAMP GRAYLING
 GRAYLING MI 49739-0001

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
...

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 ▼

Find Users

Username:

Name:

Email Address:

FSCs

FSC Category: -- Custom --

<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 ALL FSCS OR EDIT FSCs for customer category

Bottom half of screen



DLA Disposition Services RTD Office: CAN BLOCK VALID DODAACS (DODAACS LISTED IN DAASC)). THIS WILL PREVENT THE DODAAC FROM BEING USED AS A PRIMARY ORDERING DODAAC. THE DODAAC CAN BE USED AS A SUPPLEMENTARY SHIP-TO-DODAAC.

Reutilization / Transfer / Donation (RTD)
DoDAAC Validation

Changes saved.

DoDAAC Validation

* DoDAAC: W56R69

DoDAAC: W56R69
 Category: National Guard
 DoDAAC Status: Unblock
 Organization: **Unblock** OVER TNG SITE
 Effective Date: Block
 Address: BLD'G 580
 CAMP GRAYLING
 GRAYLING MI 49739-0001

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

A few US Army Commands have asked DLA Disposition Services to block DoDAACs and have provided names of their ASOs. US Army National Guard, Army Cadet Command, and US Army Corps of Engineers have placed tight controls on DoDAACs.

The US Army Finance Office may or may not bill their customers internally for items ordered from DLA Disposition Services. US Army customers must check with their Finance Officer before ordering.



WHAT YOU CAN SCREEN BY CUSTOMER CATEGORY:

- **DOD US Military and DOD Agencies:** may screen all FSCs, all DEMIL Codes, and Hazardous Material (HM)
- **DOD Contractors:** may screen all FSCs, all DEMIL Codes, HM
- **Senior ROTC:** may screen all FSCs, all DEMIL Codes, HM
- **VA Industries:** may screen All FSCs, DEMIL Codes A, Q, and HM
- **DOD or Service Museums:** may screen All FSCs, all DEMIL Codes, HM (Note: moratorium in place currently – customer may only acquire housekeeping items – no display items)
- **MWR Activities:** may screen all FSCs, all DEMIL Codes, and HM
- **Military Affiliate Radio System:** All FSCs, DEMIL Codes A, and HM



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.

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

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	Can
FB302903339863	H9FD0120190788	01/19/12 07:51:45	ARMOIRE	4	Request submitted	01/19/12 07:51:45	Can
C00V6R10350010	H9FD0120190787	01/19/12 07:51:45	ARMOIRE	2	Request submitted	01/19/12 07:51:45	Can
FR55180266VM01	H9FD0120190786	01/19/12 07:47:32	AUTOMOBIL F. SEDAN	1	Request submitted	01/19/12	Get

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

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



MAIN SCREEN

RTD WEB

MESSAGES ARE INPUT BY BATTLE CREEK RTD STAFF

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.



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

Reutilization / Transfer / Donation (RTD)
DOD Search

DOD Search

Search Clear Search Criteria

* Required Field

* DoDAAC: W56LS9

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: Browse...

(.txt or .xls files only, if NSNs / LSNs are uploaded, the NIIN will be extracted from the NSN / LSN.)


Federal Supply Classes (FSC): 2320
(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



SCREENING FOR ITEMS

RTD WEB

Item Name:

Smart Word Search
 Includes
 Equals
 Starts With

APD entered information

Up to 20 DTID Numbers:

Container ID:

RTD Screening Cycle:
 DOD
 DONATION
 EXP DOD
 EXP DOD F14
 EXP FCA DON
 FEPD
 FEPP
 GSA
 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.)

Previously Viewed Items

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 be systemically blocked from unauthorized customers. Prior to release of property, field employees must verify characteristics about the property to prevent it from being released to an unauthorized customer.

Bottom half of screen



RESULTS OF SCREENING

RTD WEB

Reutilization / Transfer / Donation (RTD) DOD Search Results

Show reminder

[Return to Search](#)

DOD Shopping Cart [Check Out]

Search Criteria

DoDAAC: SC0500
FSC(s): 23
Screening Cycle(s): DOD, DONATION, EXP DOD, EXP DOD F14, EXP FCA DON, FEPP, FEPP, GSA, RTD2
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.

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

Sort By: Date Entered Inventory Order: Descending << 1 2 3 4 5 ... >>

No Info Available	Quantity Available: 1	Cycle: <u>DOD</u>	Days Left in Cycle: 42	Hazardous:
	Condition: <u>H</u>	Item Name: <u>CARRIER_PERSONNEL_F</u>	Integrity Code:	Container ID:
	DTID: <u>FB46252181AW01</u>	NSN: <u>2350009686321</u>	Site: <u>DLA DS COLORADO SPRINGS</u>	Orig. Acq. Price: 0.01
	MSDS:	DEMIL: <u>C</u>	Unit of Issue: EA	Miles from Zip: 1579
No Info Available	Quantity Available: 1	Cycle: <u>DOD</u>	Days Left in Cycle: 42	Hazardous:
	Condition: <u>A</u>	Item Name: <u>CARRIER_PERSONNEL_F</u>	Integrity Code:	Container ID:
	DTID: <u>FB46252179AW01</u>	NSN: <u>2350009686321</u>	Site: <u>DLA DS COLORADO SPRINGS</u>	Orig. Acq. Price: 0.01
	MSDS:	DEMIL: <u>C</u>	Unit of Issue: EA	Miles from Zip: 1579
No Info Available	Quantity Available: 100	Cycle: <u>DOD</u>	Days Left in Cycle: 11	Hazardous:
	Condition: <u>A</u>	Item Name: <u>BUS_MOTOR</u>	Integrity Code:	Container ID:
	DTID: <u>FR62232179PT04</u>	NSN: <u>2310013619261</u>	Site: <u>DLA DS JACKSONVILLE</u>	Orig. Acq. Price: 67990
	MSDS:	DEMIL: <u>A</u>	Unit of Issue: EA	Miles from Zip: 776
				Date Entered Inv.: 6/29/2012 12:00:00 AM
				Date Entered Inv.: 6/27/2012 12:00:00 AM
				Date Entered Inv.: 6/27/2012 12:00:00 AM





RESULTS OF SCREENING

RTD WEB

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

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

“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 (the customer) ask a question:

QUESTIONS GO TO A ADDITIONAL PROPERTY DATA TABLE. THE DLA DISPOSITION SERVICES 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

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

Reutilization / Transfer / Donation (RTD)

Add Item to Shopping Cart

Show reminder

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

Add Item to DOD Shopping Cart

Inventory Information

No Info Available

Cycle: <u>DOD</u>	Days Left in Cycle: 42	Hazardous:
Quantity Available: 1	Integrity Code:	Container ID:
Condition: <u>A</u>	Site: <u>DLA DS COLORADO SPRINGS</u>	Orig. Acq. Price: .01
Item Name: CARRIER,PERSONNEL,F	NSN: 2350009686321	Date Entered Inv.: 06/27/12
DTID: FB46252179AW01	DEMIL: <u>C</u>	MSDS:
Unit of Issue: EA		

DoDAAC: SC0500

Quantity Requested:

Serial Number (4 characters):

[Save To Cart](#)

[Return to Previous Page](#)

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



ORDER ITEMS

RTD WEB

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

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

Reutilization / Transfer / Donation (RTD)

DOD Search Results

Show reminder

[Return to Search](#)

DOD Shopping Cart [Check Out]

	DTID	Site	Serial No.	Quantity	Cycle	Days Left in Cycle	Item Name	NSN	Condition	DEMIL
	FB46252179AW01	DLA DS COLORADO SPRINGS	C001	1	DOD	42	CARRIER,PERSONNEL,F	2350009686321	A	C

Search Criteria

DoDAAC: SC0500
 FSC(s): 23
 Screening Cycle(s): DOD, DONATION, EXP DOD, EXP DOD F14, EXP FCA DON, FEPP, FEPP, GSA, RTD2
 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 358 inventory items in Excel [2003](#) or [2008](#) format.

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

No Info Available	Quantity Available:	1	Days Left in Cycle:	42	Hazardous:	
	Condition:	H	Integrity Code:		Container ID:	
	Item Name:	CARRIER,PERSONNEL,F	Site:	DLA DS COLORADO SPRINGS	Orig. Acq. Price:	0.01
	DTID:	FB46252181AW01	NSN:	2350009686321	Miles from Zip:	1579
	MSDS:		DEMIL:	C	Date Entered Inv.:	6/29/2012 12:00:00 AM
No Info Available	Quantity Available:	1	Days Left in Cycle:	42	Hazardous:	
	Condition:	A	Integrity Code:		Container ID:	
	Item Name:	CARRIER,PERSONNEL,F	Site:	DLA DS COLORADO SPRINGS	Orig. Acq. Price:	0.01
	DTID:	FB46252179AW01	NSN:	2350009686321	Miles from Zip:	1579
	MSDS:		DEMIL:	C	Date Entered Inv.:	6/27/2012 12:00:00 AM



ORDER ITEMS

RTD WEB

UPPER SECTION OF PAGE

Reutilization / Transfer / Donation (RTD) DOD Shopping Cart Checkout

Show reminder

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

DOD Shopping Cart

No Info Available

* Date (mm/dd/yy): 07/02/12

Item Name: CARRIER,PERSONNEL,F

Site: DLA DS COLORADO SPRINGS

* Serial No (4 characters): C001

NSN: 2350009686321

Date Entered Inv.: 06/27/12

* Priority: 15

DTID: FB46252179AW01

Orig. Acq. Price: .01

* Signal Code: D

Condition: A

DEMIL: C

[Remove From Cart](#)

* Quantity: 1

Quantity Available: 1

Cycle: DOD

DoDAAC: SC0500

Unit of Issue: EA

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:

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

The order can be routed to the ASO.
This will automatically happen for Army
National Guard

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:



LOWER SECTION OF PAGE

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)

Customer Pick-up

- DOD Hard 'R' customers have an option to pick up versus having shipment via the Transportation Management Office.
- In addition, walk-in screeners have an option to order and remove the item the same day. Pending orders will override a walk-in. Customer must be physically at the site.



ORDER ITEMS

RTD WEB

SAMPLE OF CAP ORDER GOING TO NEXT LEVEL FOR APPROVAL. This is the format of a request sent to the DOD ASO for approval:

CAP HQ/LG / Firefighter FEPP Manager / LESO State/Local Coordinator

Approve: <input type="radio"/> Approve <input type="radio"/> Reject <input type="button" value="Cancel"/> Quantity: <input type="text" value="1"/> Comments: <input type="text"/>	Agency: <u>CIVIL AIR PATROL - DLADS</u> DTID: <u>FB520910149646</u> Site: <u>DLA DS Sparta (ST8)</u> Demil: <u>A</u> Last Action: REJECTED	Requested By: <u>LSC3552</u> Item Name: ARMOIRE Request Date: 01/18/12 11:59:06 Cycle: <u>DOD</u> Last Updated: 01/25/12 16:47:57	NSN: 7105DSARMOIRE Condition: <u>B</u> Days Left: Justification: NEED
Approve: <input type="radio"/> Approve <input type="radio"/> Reject <input type="button" value="Cancel"/> Quantity: <input type="text" value="6"/> Comments: <input type="text"/>	Agency: <u>CIVIL AIR PATROL KANSAS WING</u> DTID: <u>FB528403020002</u> Site: <u>DLA DS Sparta (ST8)</u> Demil: <u>A</u> Last Action: REJECTED	Requested By: <u>S9D3231</u> Item Name: ARMOIRE Request Date: 01/18/12 11:59:07 Cycle: <u>DOD</u> Last Updated: 01/25/12 16:47:57	NSN: 7105DSARMOIRE Condition: <u>H</u> Days Left: Justification: NEED
Approve: <input type="radio"/> Approve <input type="radio"/> Reject <input type="button" value="Cancel"/> Quantity: <input type="text" value="1"/> Comments: <input type="text"/>	Agency: <u>CIVIL AIR PATROL KANSAS WING</u> DTID: <u>FM913303118229</u> Site: <u>DLA DS Sparta (ST8)</u> Demil: <u>A</u> Last Action: REJECTED	Requested By: <u>S9D3231</u> Item Name: ADP CABINET Request Date: 01/18/12 12:02:46 Cycle: <u>DOD</u> Last Updated: 01/25/12 16:47:58	NSN: 7035DSCABINE3 Condition: <u>A</u> Days Left: Justification: NEED Walk-in Request

The approving officer can approve, reject, or cancel a request. In addition, the approving officer has the option to change the quantity. A Walk-in request stands out for ASO immediate action.

NOTE: A walk-in request = customer is on site and removes the same day.

Once approved, the order is complete and will pass through the Enterprise Business System to the DLA Disposition Services field site, which uses the Distribution Standard System (DSS).



VIEW ORDER ITEMS

RTD WEB

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

Reutilization / Transfer / Donation (RTD)

RTD Main

Show reminder

Previous Searches: [1](#) | [2](#) | [3](#) | [4](#) | [5](#)

Reutilization, Transfer, Donation Home

Announcements

No announcements.

Customers view the history of order from the RTD Main page. The requisition number is clickable and will provide more detail information.

The customers may cancel the requisitions by clicking on the cancel link and submitting the cancellation.

Requisition Status

Requisition Number	Requisition Date	DTID	Item Name	Quantity	Current Action	Last Updated	
SC05002184C001	07/02/12 12:37:34	FB46252179AW01	CARRIER,PERSONNEL,F	1	Request sent to EBS	07/02/12 12:37:38	Cancel



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



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.



SCHEDULE PICK UP CON.T



The following customer groups provide TMO Fund citation or arranges pickup:

US Coast Guard: provides Transportation Fund Citation or arranges transportation

Counterpart International: Picks up or arranges transportation

Note: There are other DOD Special Programs required to arrange transportation; however, they have been provided training tailored to their customer group. They are: Firefighters, Law Enforcement, Civil Air Patrol, Foreign Military Sales, and Humanitarian Assistance



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](mailto:DRMSCentralizedFiles@dlm.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 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 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.

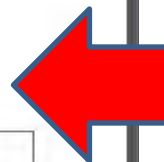
Extent of Authority: To remove property.

SIGNATURE OF CUSTOMER: _____

LIST ITEM(S) by Requisition/DTID Number:

(PRINT NAME)

(PRINT NAME)



Letter of Authorization to **REMOVE** is required 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



**THIS CONCLUDES
THIS
PRESENTATION**

**FOR FURTHER ASSISTANCE
EMAIL US AT: DRMSRTD@DLA.MIL**