

Accessing the Reutilization non-Common Access Card (CAC) User Search option:

Department of Defense (DOD) Reutilization customers who need access to the restricted area but are not able to access it through current .mil or .gov systems will be required to supply their IP address to DLA Disposition Services Battle Creek, MI.

DOD Firefighter and Civil Air Patrol customer requests must be submitted by the established Program Manager Officers.

The security package must be able to translate your numeric IP address to the domain name. If you have no idea what your IP address is and need to find out, click on www.drms.dla.mil/asset/ip.jsp to reflect the IP address as it appears to our Web Server.

To gain access, please email the following on your Agency Letterhead:

1. *Date (Month, day, year) letter is prepared*
2. *Name of Organization or Agency i.e. Veterans Administration, Senior ROTC, MWRA, Humanitarian Assistance, etc.*
3. *DoDAAC*
4. *Name of User (Screener)*
5. *IP Address*
6. *Phone Number*
7. *Email Address*
8. *Supervisor's Name, telephone, and email*
9. *At least two signatures of authorized individuals (Authorizing official and user)*

Scan your letter and email it to DRMSRTD@dla.mil

The DLA Disposition Services personnel will review your request for access to the restricted site. If approved, the request will be forwarded to the Information Assurance office where a User Logon and password will be assigned.

Note: Once a User ID/Logon and password has been provided and you need a password reset, please contact Information Technology directly by calling: 269-961-4999 or emailing: PasswordR@dla.mil