



DEFENSE LOGISTICS AGENCY

AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY





USING THE RTD WEB SITE

THIS POWERPOINT PRESENTATION IS TAILORED TO CIVIL AIR PATROL 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, **CAP**, 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:

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/iri
Only request the RTD and ETID Roles	Only request the RTD and ETID Roles	Request <u>BOTH</u> the Internal Portal RTD role (JD-854) and/or ETID role (JD-856) <u>PLUS</u> the required RTD & ETID roles
RTD Customer Role (DDS-413) and/or ETID Customer Role (DDS-514)	RTD Customer Role (DDS 413) and/or ETID Customer Role (DDS 514)	RTD Customer Screener (DDS 369), RTD Customer ASO (DDS 370), ETID Customer (DDS-520)



Sources of Info

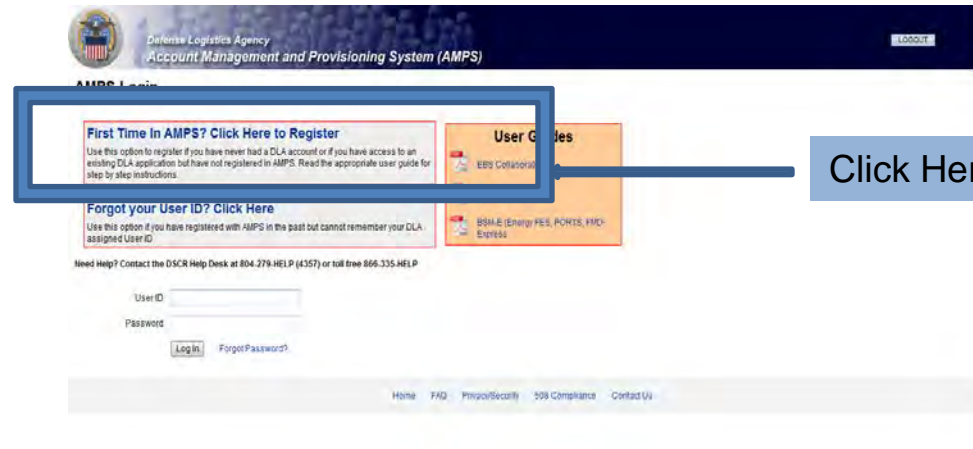
- **DLA Customer Interaction Center:**
1-877-DLA-CALL (1-877-352-2255) or send an email to DLAContactCenter@dla.mil Accessible 24 hours a day, 7 days a week.
- **AMPS Help Desk:**
DSN 695-4357 or 1-866-335-4357 or send an email to support.services@dla.mil Accessible 24 hours a day, 7 days a week.
- **DLA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

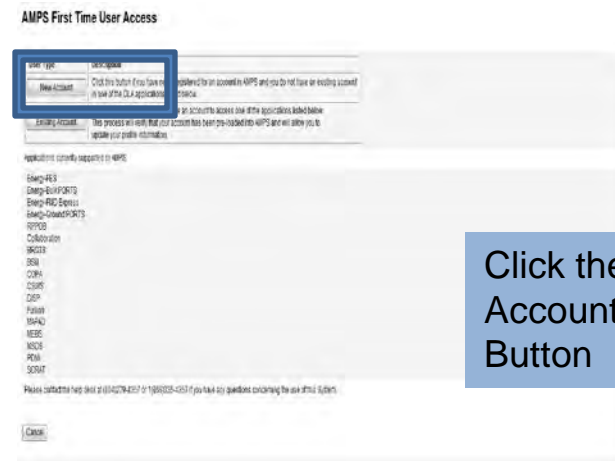


2



Click the Public/Non-DOD button

3



Click the New Account Button



AMPS Registration (Cont.)

4

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

Official Email Address

Official Telephone Number

Official Fax Number

User Type

5

Defense Logistics Agency
Account Management and Provisioning System (AMPS)

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, username

Must not contain words: &,'"/:;|{}.,%()*@_#

6

Defense Logistics Agency
Account Management and Provisioning System (AMPS)

Logout

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

Show Roles with Descriptions

Home | FAQ | Privacy/Security | 508 Compliance | Contact Us

Select RTD Role



RTD *Registration*

RTD WEB

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

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

Registration Requirements:

✓ ***Internal***

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

✓ ***External***

- DOD non-CAC Customers
- Transfer and Donation Customers



*User ID + Password
from RTD Web*



DLA Enterprise External Business Portal

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

DEFENSE LOGISTICS AGENCY
AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY

Thursday, February 24, 2011
DLA Systems

DLA Enterprise Business External Portal

Registered Users Login Here

WE ARE DLA

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

DLA DISPOSITION SERVICES

Welcome to the DLA Disposition Services Information Page

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

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

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

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

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

MULTIMEDIA

WE ARE DLA

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

We Are DLA

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

[Privacy/Security Statement](#) | [508 Compliance Statement](#) | [FOIA Privacy](#) | [Site Index](#) | [DLA Webmaster](#) | [Strategic Communication](#)



REGISTRATION FORM FOR CAP

DOD CAP customers will register as Screeners, State Directors, LGs

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:
CAP

Role:
Choose
Choose
CAP Admin
CAP Screener
CAP HQ/LG
CAP State Director

DEV - v2.5.11238.1

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

Last Updated: 2012-02-07

DOD CAP options are:

1. Screener
2. State Directors
3. HQ/LG
4. Admin = Mr. Meyer & RTD Battle Creek

The Battle Creek RTD office will review all registration forms



REGISTRATION FORM FOR CAP SCREENER

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

Reutilization / Transfer / Donation (RTD) Customer Registration Page

User Information

Title:

* First Name:

* Last Name:

* Organization Name:

* Work Address Line 1:

Work Address Line 2:

* Work Address City:

* Work Address State:

* Work Address Zip:

Country:

* Work Phone:

Work Ext:

Work Fax:

* Work Email:

Customer Type:

Do you have a Common Access Card?

Do you have a Security Certificate?

Opt-out of all email?

Receive NIIN notification email:

Receive property receipt email:

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

RTD WEB

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

The State Director and LG will fill out similar forms.



REGISTRATION REVIEW

RTD WEB

CAP 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, CAP requests will look the same. Instead of ASO, the Roles: State Director and LG 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

Customer DoDAACs are Listed here

Item Details

USERNAME: DoDAAC

ID_TYPE: A

USER_STATUS: A

APPROVAL_LEVEL:

EDIT_USERS:

TITLE:

FIRST_NAME: Peter

LAST_NAME: Beronja

ADDRESS1: 74 Washington Ave N

ADDRESS2:

CITY: Battle Creek

STATE: MI

ZIP: 49017

PHONE: 2699614797

PHONE_EXTENSION:

FAX:

FAX_EXTENSION:

EMAIL: Peter.Beronja@dla.mil

DATE_ADDED: 1/14/2012 9:32:56 AM

LAST_UPDATE_DATE: 6/8/2012 2:17:54 PM

LAST_LOGIN: 1/14/2012 9:32:56 AM

DODAAC:

REUT_STATUS:

OPT_OUT: N

COUNTRY:

COMPANYNAME: dla disposition services

Action:

Deny:

The Battle Creek RTD office will review all registration forms

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



BEHIND THE SCREENS

RTD WEB

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

“CUSTOMERS DON’T SEE THIS”

DoDAAC Validation

* DoDAAC: 2YX002

DoDAAC: 2YX002

Category:

DoDAAC Status: Unblock

Organization: CIVIL AIR PATROL ALABAMA WING

Effective Date: 12/13/11

Address: 810 WILLOW STREET
MONTGOMERY AL 36112-5993

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
23			E,F,G,P,Q
24			E,F,G,P,Q
25			E,F,G,P,Q
26			E,F,G,P,Q
27			E,F,G
28			E,F,G,P,Q
29			E,F,G,P,Q
30			E,F,G,P,Q
31			E,F,G,P,Q
32			E,F,G,P,Q
33			E,F,G,P,Q
34			E,F,G,P,Q
35			E,F,G,P,Q
36			E,F,G,P,Q
37			E,F,G,P,Q
38			E,F,G,P,Q
39			E,F,G,P,Q
40			E,F,G,P,Q
41			E,F,G,P,Q
42			E,F,G,P,Q
43			E,F,G,P,Q
44			E,F,G,P,Q
45			E,F,G,P,Q
46			E,F,G,P,Q
47			E,F,G,P,Q
48			E,F,G,P,Q
49			E,F,G,P,Q
50			E,F,G,P,Q
51			E,F,G,P,Q
52			E,F,G,P,Q
53			E,F,G,P,Q
54			E,F,G,P,Q
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57			E,F,G,P,Q
58			E,F,G,P,Q
59			E,F,G,P,Q
60			E,F,G,P,Q
61			E,F,G,P,Q
62			E,F,G,P,Q
63			E,F,G,P,Q
64			E,F,G,P,Q
65			E,F,G,P,Q
66			E,F,G,P,Q
67			E,F,G,P,Q
68			E,F,G,P,Q
69			E,F,G,P,Q
70			E,F,G,P,Q
71			E,F,G,P,Q
72			E,F,G,P,Q
73			E,F,G,P,Q
74			E,F,G,P,Q
75			E,F,G,P,Q
76			E,F,G,P,Q
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78			E,F,G,P,Q
79			E,F,G,P,Q
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111			E,F,G,P,Q
112			E,F,G,P,Q
113			E,F,G,P,Q
114			E,F,G,P,Q
115			E,F,G,P,Q
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117			E,F,G,P,Q
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119			E,F,G,P,Q
120			E,F,G,P,Q
121			E,F,G,P,Q
122			E,F,G,P,Q
123			E,F,G,P,Q
124			E,F,G,P,Q
125			E,F,G,P,Q
126			E,F,G,P,Q
127			E,F,G,P,Q
128			E,F,G,P,Q
129			E,F,G,P,Q
130			E,F,G,P,Q
131			E,F,G,P,Q
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145			E,F,G,P,Q
146			E,F,G,P,Q
147			E,F,G,P,Q
148			E,F,G,P,Q
149			E,F,G,P,Q
150			E,F,G,P,Q
151			E,F,G,P,Q
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171			E,F,G,P,Q
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175			E,F,G,P,Q
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226			E,F,G,P,Q
227			E,F,G,P,Q
228			E,F,G,P,Q
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236			E,F,G,P,Q
237			E,F,G,P,Q
238			E,F,G,P,Q
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250			E,F,G,P,Q
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253			E,F,G,P,Q
254			E,F,G,P,Q
255			E,F,G,P,Q
256			E,F,G,P,Q
257			E,F,G,P,Q
258			E,F,G,P,Q
259			E,F,G,P,Q
260			E,F,G,P,Q
261			E,F,G,P,Q
262			E,F,G,P,Q
263			E,F,G,P,Q
264			E,F,G,P,Q
265			E,F,G,P,Q
266			E,F,G,P,Q
267			E,F,G,P,Q
268			E,F,G,P,Q
269			E,F,G,P,Q
270			E,F,G,P,Q
271			E,F,G,P,Q
272			E,F,G,P,Q
273			E,F,G,P,Q
274			E,F,G,P,Q
275			E,F,G,P,Q
276			E,F,G,P,Q
277			E,F,G,P,Q
278			E,F,G,P,Q
279			E,F,G,P,Q
280			E,F,G,P,Q
281			E,F,G,P,Q
282			E,F,G,P,Q
283			E,F,G,P,Q
284			E,F,G,P,Q
285			E,F,G,P,Q
286			E,F,G,P,Q
287			E,F,G,P,Q
288			E,F,G,P,Q
289			E,F,G,P,Q
290			E,F,G,P,Q
291			E,F,G,P,Q
292			E,F,G,P,Q
293			E,F,G,P,Q
294			E,F,G,P,Q
295			E,F,G,P,Q
296			E,F,G,P,Q
297			E,F,G,P,Q
298			E,F,G,P,Q
299			E,F,G,P,Q
300			E,F,G,P,Q
301			E,F,G,P,Q
302			E,F,G,P,Q
303			E,F,G,P,Q
304			E,F,G,P,Q
305			E,F,G,P,Q
306			E,F,G,P,Q
307			E,F,G,P,Q
308			E,F,G,P,Q
309			E,F,G,P,Q
310			E,F,G,P,Q
311			E,F,G,P,Q
312			E,F,G,P,Q
313			E,F,G,P,Q
314			E,F,G,P,Q
315			E,F,G,P,Q
316			E,F,G,P,Q
317			E,F,G,P,Q
318			E,F,G,P,Q
319			E,F,G,P,Q
320			E,F,G,P,Q
321			E,F,G,P,Q
322			E,F,G,P,Q
323			E,F,G,P,Q
324			E,F,G,P,Q
325			E,F,G,P,Q
326			E,F,G,P,Q
327			E,F,G,P,Q
328			E,F,G,P,Q
329			E,F,G,P,Q
330			E,F,G,P,Q
331			E,F,G,P,Q
332			E,F,G,P,Q
333			E,F,G,P,Q
334			E,F,G,P,Q
335			E,F,G,P,Q
336			E,F,G,P,Q
337			E,F,G,P,Q
338			E,F,G,P,Q
339			E,F,G,P,Q
340			E,F,G,P,Q
341			E,F,G,P,Q
342			E,F,G,P,Q
343			E,F,G,P,Q
344			E,F,G,P,Q
345			E,F,G,P,Q
346			E,F,G,P,Q
347			E,F,G,P,Q
348			E,F,G,P,Q
349			E,F,G,P,Q
350			E,F,G,P,Q
351			E,F,G,P,Q
352			E,F,G,P,Q
353			E,F,G,P,Q
354			E,F,G,P,Q
355			E,F,G,P,Q
356			E,F,G,P,Q
357			E,F,G,P,Q
358			E,F,G,P,Q
359			E,F,G,P,Q
360			E,F,G,P,Q
361			E,F,G,P,Q
362			E,F,G,P,Q
363			E,F,G,P,Q
364			E,F,G,P,Q
365			E,F,G,P,Q
366			E,F,G,P,Q
367			E,F,G,P,Q
368			E,F,G,P,Q
369			E,F,G,P,Q
370			E,F,G,P,Q
371			E,F,G,P,Q
372			E,F,G,P,Q
373			E,F,G,P,Q
374			E,F,G,P,Q
375			E,F,G,P,Q
376			E,F,G,P,Q
377			E,F,G,P,Q
378			E,F,G,P,Q
379			E,F,G,P,Q
380			E,F,G,P,Q
381			E,F,G,P,Q
382			E,F,G,P,Q
383			E,F,G,P,Q
384			E,F,G,P,Q
385			E,F,G,P,Q
386			E,F,G,P,Q
387			E,F,G,P,Q
388			E,F,G,P,Q
389			E,F,G,P,Q
390			E,F,G,P,Q
391			E,F,G,P,Q
392			E,F,G,P,Q
393			E,F,G,P,Q
394			E,F,G,P,Q
395			E,F,G,P,Q
396			E,F,G,P,Q
397			E,F,G,P,Q
398			E,F,G,P,Q
399			E,F,G,P,Q
400			E,F,G,P,Q
401			E,F,G,P,Q
402			E,F,G,P,Q
403			E,F,G,P,Q
404			



BEHIND THE SCREENS

RTD WEB

“CUSTOMERS DON’T SEE THIS”

Users

Active Users

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

Remove Users

Find Users

Username:

Name:

Email Address:

Search

FSCs

FSC Category: -- Custom -- Edit FSC Category

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

The Battle Creek RTD Office will enter USER INFORMATION

BC RTD office will select FSCs determined by the CAP Maxwell AFB Management Office

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

Bottom half of screen



BEHIND THE SCREENS

CAP "2YX" DoDAACs

2YX002 CIVIL AIR PATROL ALABAMA WING
2YX003 CIVIL AIR PATROL ALASKA WING
2YX004 CIVIL AIR PATROL ARIZONA WING
2YX005 CIVIL AIR PATROL ARKANSAS WING
2YX006 CIVIL AIR PATROL CALIFORNIA WING
2YX007 CIVIL AIR PATROL CONNECTICUT WING
2YX008 CIVIL AIR PATROL DELAWARE WING
2YX009 CIVIL AIR PATROL FLORIDA WING
2YX010 CIVIL AIR PATROL GEORGIA WING
2YX011 CIVIL AIR PATROL HAWAII WING
2YX012 CIVIL AIR PATROL HEADQUARTERS
2YX013 CIVIL AIR PATROL IDAHO WING
2YX014 CIVIL AIR PATROL ILLINOIS WING
2YX015 CIVIL AIR PATROL INDIANA HQ
2YX016 CIVIL AIR PATROL INDIANA WING
2YX017 CIVIL AIR PATROL IOWA WING
2YX018 CIVIL AIR PATROL KANSAS WING
2YX019 CIVIL AIR PATROL KENTUCKY WING
2YX020 CIVIL AIR PATROL LOUISIANA WING
2YX021 CIVIL AIR PATROL MAINE WING
2YX022 CIVIL AIR PATROL MARYLAND WING
2YX023 CIVIL AIR PATROL MASS WING
2YX024 CIVIL AIR PATROL MICHIGAN WING
2YX025 CIVIL AIR PATROL MINNESOTA WING
2YX026 CIVIL AIR PATROL MISSISSIPPI WING
2YX028 CIVIL AIR PATROL MONTANA WING
2YX029 CIVIL AIR PATROL N CAROLINA WING
2YX030 CIVIL AIR PATROL N HAMPSHIRE WING
2YX031 CIVIL AIR PATROL NEBRASKA WING
2YX032 CIVIL AIR PATROL NEVADA WING

2YX033 CIVIL AIR PATROL NEW JERSEY WING
2YX034 CIVIL AIR PATROL NEW MEXICO WING
2YX035 CIVIL AIR PATROL NEW YORK WING
2YX036 CIVIL AIR PATROL NORTH DAKOTA WING
2YX037 CIVIL AIR PATROL NORTHEAST REGION
2YX038 CIVIL AIR PATROL OHIO WING
2YX039 CIVIL AIR PATROL OKLAHOMA WING
2YX040 CIVIL AIR PATROL OREGON WING
2YX041 CIVIL AIR PATROL PACIFIC REGION
2YX042 CIVIL AIR PATROL PENNSYLVANIA WING
2YX043 CIVIL AIR PATROL PUERTO RICO WING
2YX044 CIVIL AIR PATROL RHODE ISLAND WING
2YX045 CIVIL AIR PATROL S CAROLINA WING
2YX046 CIVIL AIR PATROL SOUTH DAKOTA WING
2YX047 CIVIL AIR PATROL SW REGION HQ
2YX048 CIVIL AIR PATROL TENNESSEE WING
2YX049 CIVIL AIR PATROL TEXAS WING
2YX050 CIVIL AIR PATROL USAF HQ
2YX051 CIVIL AIR PATROL VERMONT WING
2YX052 CIVIL AIR PATROL VIRGINIA WING
2YX053 CIVIL AIR PATROL WASHINGTON WING
2YX054 CIVIL AIR PATROL WEST VIRGINIA WING
2YX055 CIVIL AIR PATROL WISCONSIN WING
2YX056 CIVIL AIR PATROL WYOMING WING

To be assigned DoDAACs:

CAP-USAF North Central Region
CAP-USAF Southeast Region
CAP-USAF Rocky Mountain Region
CAP-USAF Middle East Region
CAP-USAF Great Lakes Region



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

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

Reutilization / Transfer / Donation (RTD) DoDAAC Validation

Show reminder

DoDAAC Validation

* DoDAAC: 2YX002

DoDAAC: 2YX002
 Category:
 DoDAAC Status: Unblock
 Organization: CIVIL AIR PATROL ALABAMA WING
 Effective Date: 12/13/11
 Address: 810 WILLOW STREET
 MONTGOMERY AL 36112-5993

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,P,Q
5	M	W	AB,C,D,E,F,G,P,Q
5b83c%3ca%	M	W	AB,C,D,E,F,G,P,Q
3e830cbda469a	M	W	AB,C,D,E,F,G,P,Q
5b83c%3ca%	M	W	AB,C,D,E,F,G,P,Q
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

CAP WILL NO LONGER USE FG3301 OR YX DODAACS. NEW DODAACS BEGIN WITH “2YX”

BC RTD Office can block or restrict a DoDAAC per the CAP HQ MAXWELL OFFICE



MAIN SCREEN

RTD WEB START

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

MESSAGES, ROTATING PHOTOS, REQUISITION STATUS, PREVIOUSLY VIEWED ITEMS

RTD Home
Civil Air Patrol
Computers For Learning
DOD
DOD Contractor
Firefighter
Federal/State Screener
Foreign Military Sales
Humanitarian Assistance Program
Law Enforcement Support Office
Military Affiliate Radio System
ROTC
Service Museums
Southwest Asia
Veterans Affairs

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 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
FB55180266VM01	H9FD0120190786	01/19/12 07:47:32	AUTOMOBILE 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](#)

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

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

Select	Delete	Title	Description	Starting Date	End Date	Systems	Active
<input type="button"/>	<input type="button"/>	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

Select	Delete	Title	Description	Starting Date	End Date	Systems	Active
<input type="button"/>	<input type="button"/>	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"/>	<input type="button"/>	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"/>	<input type="button"/>	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"/>	<input type="button"/>	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"/>	<input type="button"/>	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"/>	<input type="button"/>	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"/>	<input type="button"/>	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

Reutilization / Transfer / Donation (RTD)
CAP Search

Show reminder

Previous Searches

CAP Search

Search Clear Search Criteria

* Required Field

* DoDAAC: 2YX001

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)

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



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:



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 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)

CAP Search Results

Show reminder

[Return to Search](#)

CAP Shopping Cart [Check Out]

Search Criteria

DoDAAC: 2YX001
FSC(s): 23
Screening Cycle(s): DOD, EXP DOD, FEPP, 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 403 inventory items in Excel [2003](#) or [2008](#) format.

Sort By: Order:

<< 1 2 3 4 5 ... >>

No Info Available

Cycle: DOD

Days Left in Cycle: 47

Hazardous:

Quantity Available: 2

Integrity Code:

Container ID:

Condition: A

Site: DLA DS COLORADO SPRINGS

Orig. Acq. Price: 0.01

Item Name: BUS

NSN: 2310DSBUS0000

Miles from Zip: 1121

DTID: FU23002171SA24

DEMIL: A

Date Entered Inv.: 6/19/2012 12:00:00 AM

MSDS:

Unit of Issue: EA





RESULTS OF SCREENING

RTD WEB

No Info Available	Cycle: <u>DOD</u>	Days Left in Cycle: 41	Hazardous:
Quantity Available: 70	Integrity Code: <u>A</u>	Site: <u>DLA DS COLORADO SPRINGS</u>	Container ID: <u>ROIL20121630001</u>
Condition: <u>A</u>	NSN: 5310000036542	Orig. Acq. Price: 36.66	Miles from Zip: 1579
Item Name: WASHER,KEY	DEMIL: <u>A</u>	Date Entered Inv.: 6/11/2012 12:00:00 AM	
DTID: FB62222163CRM4			
MSDS:	Unit of Issue: EA		
Cycle: <u>DOD</u>	Days Left in Cycle: 41	Hazardous:	
Quantity Available: 69	Integrity Code: <u>A</u>	Container ID: <u>ROIL20121630001</u>	
Condition: <u>A</u>	Site: <u>DLA DS COLORADO SPRINGS</u>	Orig. Acq. Price: 36.66	
Item Name: WASHER,KEY	NSN: 5310000036542	Miles from Zip: 1579	
DTID: FB62222163CRM6	DEMIL: <u>A</u>	Date Entered Inv.: 6/11/2012 12:00:00 AM	
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:
Quantity Available: 100	Integrity Code: <u>A</u>	Site: <u>DLA DS LIVORNO</u>	Container ID: <u>ROIL20121630001</u>
Condition: <u>A</u>	NSN: 5310000036582	Orig. Acq. Price: 0.75	Miles from Zip: N/A
Item Name: WASHER,FLAT	DEMIL: <u>A</u>	Date Entered Inv.: 6/11/2012 12:00:00 AM	
DTID: FB62222163CON1			
MSDS:	Days Left in Cycle: 44	Hazardous:	
Cycle: <u>FEPP</u>	Integrity Code: <u>A</u>	Container ID: <u>ROIL20121630001</u>	
Quantity Available: 20	Site: <u>DLA DS LIVORNO</u>	Orig. Acq. Price: 0.75	Miles from Zip: N/A
Condition: <u>A</u>	NSN: 5310000036582	Date Entered Inv.: 6/11/2012 12:00:00 AM	
Item Name: WASHER,FLAT	DEMIL: <u>A</u>		
DTID: FB62222163CON2			
MSDS:	Days Left in Cycle: 44	Hazardous:	
Cycle: <u>FEPP</u>	Integrity Code: <u>A</u>	Container ID: <u>ROIL20121630001</u>	
Quantity Available: 30	Site: <u>DLA DS LIVORNO</u>	Orig. Acq. Price: 0.75	Miles from Zip: N/A
Condition: <u>A</u>	NSN: 5310000036582	Date Entered Inv.: 6/11/2012 12:00:00 AM	
Item Name: WASHER,FLAT	DEMIL: <u>A</u>		
DTID: FB62222163CON3			
MSDS:	Days Left in Cycle: 44	Hazardous:	
Cycle: <u>FEPP</u>			

“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 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, THEN 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

CAP Shopping Cart [Check Out]

Add Item to CAP Shopping Cart

Inventory Information

No Info Available

Cycle: <u>DOD</u>	Days Left in Cycle: 47	Hazardous:
Quantity Available: 2	Integrity Code:	Container ID:
Condition: <u>A</u>	Site: <u>DLA DS COLORADO SPRINGS</u>	Orig. Acq. Price: .01
Item Name: BUS	NSN: 2310DSBUS0000	Date Entered Inv.: 06/19/12
DTID: FU23002171SA24	DEMIL: <u>A</u>	MSDS:
Unit of Issue: EA		

DoDAAC: 2YX001

Quantity Requested:

Justification (required, 500 characters max):

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

Reutilization / Transfer / Donation (RTD)

CAP Search Results

Show reminder

[Return to Search](#)

CAP Shopping Cart [Check Out]

	DTID	Site	Serial No.	Quantity	Cy						MIL
	FU23002171SA24	DLA DS COLORADO SPRINGS	1808	1	DOD	47	BUS	2310DSBUS0000	A	A	

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

Search Criteria

DoDAAC: 2YX001
 FSC(s): 23
 Screening Cycle(s): DOD, EXP DOD, FEPP, 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 403 inventory items in Excel [2003](#) or [2008](#) format.

Sort By: [Date Entered Inventory](#) Order: [Descending](#) [Sort](#)

≤ 1 2 3 4 5 ≥

No Info Available

Cycle: [DOD](#)
 Quantity Available: 2
 Condition: [A](#)
 Item Name: BUS
 DTID: [FU23002171SA24](#)
 MSDS:

Days Left in Cycle: 47
 Integrity Code:
 Site: [DLA DS COLORADO SPRINGS](#)
 NSN: 2310DSBUS0000
 DEMIL: [A](#)
 Unit of Issue: EA

Hazardous:
 Container ID:
 Orig. Acq. Price: 0.01
 Miles from Zip: 1121
 Date Entered Inv.: 6/19/2012 12:00:00 AM





ORDER ITEMS

RTD WEB

Reutilization / Transfer / Donation (RTD) CAP Shopping Cart

Show reminder

Previous Searches: [1](#) | [2](#) | [3](#) | [4](#) | [5](#) | [6](#) | [7](#)

CAP Shopping Cart

Customer must arrange for transportation of property items.

* Required field

No Info Available

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

Item Name: BUS

Site: DLA DS COLORADO SPRINGS

NSN: 2310DSBUS0000

Date Entered Inv.: 06/19/12

DTID: FU23002171SA24

Orig. Acq. Price: .01

Condition: A

DEMIL: A

Quantity Available: 2

Cycle: DOD

* Quantity: 1

Unit of Issue: EA

[Remove From Cart](#)

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

The order is routed to the next level

Submit Requisition

Return

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



ORDER ITEMS

RTD WEB

SAMPLE OF ORDER GOING TO NEXT LEVEL FOR APPROVAL.

The approving officer will find the pending requests on the main page after he/she logs on.

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

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

Previously Viewed Items

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

Walk-in Request stands out.

Non Walk-in requests (approved by all levels) sit in a holding pattern to compete w/other requests until mid-night. The highest priority and first to registered (date & time), will process to the DLA Disposition Services site (DSS).



**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.

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 DDMSCentralizedFiles@dlm.mil](#)

DLA Disposition Services
LETTER OF AUTHORIZATION

DATE LOA is valid one year from this date.

Per reference DOD 4150.21-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	DsDAAC	COMPLETE ADDRESS	PHONE	DIGITAL SIGNATURE

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

FULL NAME	DsDAAC	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

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.

Mr. Meyer of CAP HQ signs all LOAs. LOAs have historically been for the CAP Regional level

[ADD DESIGNEE 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



**THIS CONCLUDES
THIS
PRESENTATION**

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