



AMPS User Guide



AMPS User Guide

- AMPS Overview
- Creating Account
- Account Confirmation
- Request Role
- Approval



AMPS Overview

- Account Management and Provisioning System
- AMPS is a “parent” system where a request for access to the Reutilization, Transfer, and Donation (RTD) system is submitted
- RTD is the “child” system where the actual requests for property happen



Defense Logistics Agency

Single Sign-On Authentication



Creating Account

<https://amps.dla.mil/oim>

If you have any questions while completing this guide please send an email to Katie.Moravek@dlamail or DispSvcRTD@dlamail

Defense Logistics Agency
Account Management and Provisioning System (AMPS)

Welcome to the AMPS Gateway

AMPS News: AMPS Release 15.1.0 was installed on January 16, 2015.
Release Notes are located on the Release Notes tab of AMPS Help.

[Click HERE for access to AMPS.](#)

- This link provides access through CAC authentication for CAC-enabled users.
- Other users, vendors, and members of the public will be presented with a login screen.

User Guides and Job Aids

Right-click a title and click "Save Target As" to save the PDF file to a preferred location and open the document.

- How to Register for an AMPS Account - External Users Only
- AMPS User Guide: Procedures for Users and Administrators Ver.2.0.0 (1/9/15)
- AMPS: General Information Guide ver. 2.2
- Complete and Submit a Role Request – External User
- Approving an AMPS Role Request – Supervisor (External)
- Approving an AMPS Role Request – Security Officer (External)

See the AMPS Documentation screen--available from the main menu--for a complete list of user documentation, links, and tutorials.

Accessibility/Section 508



Creating Account



Defense Logistics Agency

Single Sign-On Authentication

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE, or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communication and work product are private and confidential. See [User Agreement](#) for details.

OK

Click "OK"



Creating Account



Defense Logistics Agency

Single Sign-On Authentication

No certificate was detected. If you have a valid DoD, Federal Bridge or ECA certificate and were not prompted to provide it, please contact the Enterprise Help Desk for further assistance. Otherwise, you may log in with your User ID and password below.

[First Time User? Click Here to Register](#)

Use this option to register if you have never had a DLA account or if you have access to an existing DLA application but have not registered in AMPS.

[Forgot your User ID? Click Here](#)

Use this option if you have registered with AMPS in the past but cannot remember your DLA assigned User ID.

[Forgot your Password? Click Here](#)

Use this option if you have registered with AMPS in the past but cannot remember your password.

User ID	<input type="text"/>
Password	<input type="password"/>

Login

If this is your first time in AMPS, click “First Time User? Click Here to Register”

Need Help? Contact the DLA Enterprise Help Desk at DLAEnterpriseHelpDesk@dla.mil, or toll free 855-DLA-0001 (855-352-0001)

[Accessibility Help and Information](#)



Creating Account

AMPS User Registration

If you have a CAC or PIV Card: AMPS supports certificate based authentication using Common Access Cards (CAC) issued by DoD or Personal Identity Verification Cards (PIV) issued by supported External Certificate Authority (ECA) and Federal Bridge Certificate Authority (FBCA) vendors. You must have your CAC or PIV card inserted in your computer during registration if you want to login using your CAC or PIV card. This will allow you to login without a username and password.

Attention DLA Employees or Contractors: This process is for Non-DLA users only. If you are a DLA employee or Contractor DO NOT continue with this registration. Your account in AMPS should have automatically been created when you joined DLA. If you reached the AMPS login screen it means that there is a problem with your DLA account or the computer that you are using to access AMPS. Ensure that you are accessing AMPS from the DLA network with your CAC. If the problem persists, contact the Help Desk at the number listed below.

Select Your User Type:

User Type	Description
Federal Agency User/Contractor	Select this if you are a member of the Armed Services, a DoD civilian employee, a DoD contractor, or a member of a Federal Agency. You will need to provide information about yourself as well as your supervisor and local security officer as required by DD Form 2875.
Supplier/Vendor	Click this button if you are a Supplier/Vendor with a Commercial and Government Entity (CAGE) code. A Supplier/Vendor is a person that works for a company or corporation that supplies items/parts to DLA. Supplier/Vendors are subject to a less stringent ap
Public	Click this button if you are a user desiring to register for an account with DLA to gain access to DLA applications available to the general public. You will be required to provide a few facts about you and your organization to register and request access to DLA applications.

Select "Public" user type

Please contact the Enterprise Help Desk at 855.352.0001 or DLAEnterpriseHelpDesk@dla.mil if you have any questions concerning the use of this System.

Cancel



Creating Account



Account Management and Provisioning System (AMPS)



DLA Privacy Act Statement

Authority: 5 U.S.C. 301, Departmental Regulations; 10 U.S.C. 133, Under Secretary of Defense for Acquisition, Technology, and Logistics; 18 U.S.C. 1029, Access device fraud; E.O. 10450, Security Requirements for Government Employees, as amended; and E.O. 9397 (SSN), as amended.

Principal Purpose(s): Information is used to validate a user's request for access into a DLA system, database or network that has its access requests managed by AMPS.

Routine Uses: Data may be provided under any of the DoD "Blanket Routine Uses" published at http://dpclo.defense.gov/privacy/SORNs/blanket_routine_uses.html.

Disclosure: Disclosure is voluntary; however, if you fail to supply all the requested information you will not gain access to the DLA - Account Management and Provisioning System (AMPS) database. Your identity / security clearance must be verified prior to gaining access to the AMPS database, and without the requested information verification cannot be accomplished.

Rules of Use: Rules for collecting, using, retaining, and safeguarding this information are contained in DLA Privacy Act System Notice S500.55, entitled "Information Technology Access and Control Records" available at <http://dpclo.defense.gov/privacy/SORNs/component/dla/index.html>.

Accept

Click "Accept"



Creating Account

AMPS User Registration - User Information

Cancel Back Next

Please fill out the information below to create your account in AMPS. AMPS has not detected a user certificate for you. If you have a certificate, and were not prompted to provide it when access may contact the DLA Enterprise Help Desk for further assistance. All users will have the ability to log in using a username and the registration process is complete, regardless of whether you have a certificate or not.

User Information

* First Name
Middle Name
* Last Name
* Email
* Title

User Type Public

* Country of Citizenship

Enter all of your information next to the asterisks (required fields) and then click "Next".

Contact Information

* Official Telephone
Official Fax
DSN Phone
DSN Fax
Mobile
Site

Office/Cube
* Street
PO Box
* City
* State
* Postal Code
* Country

Phone number will have "." in between numbers.
Example 555.555.5555



Creating Account

AMPS User Registration - Security Information

Cancel Back **Next**

Please enter your security questions and a password which will be used to access AMPS, following the guidelines listed below for each.

Set Security Questions

* Question 1

* Answer 1

* Question 2

* Answer 2

* Question 3

* Answer 3

Please set your security questions, using the following rules:

- 1) You must choose 3 different questions
- 2) The answers to each question are not case sensitive
- 3) Spaces and other punctuation are allowed
- 4) Each answer must be between at least 3 and 40 characters long
- 5) Each answer cannot be a word contained in the question

Set Password

Enter New Password

Confirm Password

Please set your password, using the following rules:

- 1) Minimum length of 15 Characters
- 2) Maximum length of 32 Characters
- 3) Minimum of 4 Alphabetic Characters
- 4) Minimum of 2 Numeric Characters
- 5) Minimum of 2 Lowercase Characters
- 6) Minimum of 2 Uppercase Characters
- 7) Minimum of 2 Special Characters
- 8) Must begin with an Alphabetic Character
- 9) Must not use any of your previous 10 passwords
- 10) Cannot use : & " / ' ` \ [] () % { } @ \$?
- 11) Must not contain your login name, first name, last name or email address

Select 3 security questions and type in the answers. Then create a password. Please make sure to follow the rules listed to the right. Once finished click "Next".



Creating Account

AMPS User Registration - Summary

[Cancel](#) [Back](#) [Create Account](#)

Please review the information below and use the back button to make any changes to the information. When you are finished, use the Create Account button to complete your AMPS registration.

User Information

First Name	Test	User Type	Public
Middle Name		Country of Citizenship	US
Last Name	Account		
Email	test.account@test.com		
Title	Test		

Click "Create Account"

Contact Information

Official Telephone	555.555.5555	Office/Cube	
Official Fax		Street	74 North Washington Ave
DSN Phone		PO Box	
DSN Fax		City	Battle Creek
Mobile		State	Michigan
Site		Postal Code	49037
		Country	UNITED STATES

Security Information

Question 1	What is the city of your birth?	Password	*****
Answer 1	*****		
Question 2	What is your mother's maiden name?		
Answer 2	*****		
Question 3	What is your favorite color?		
Answer 3	*****		



Account Confirmation/Username

AMPS User Registration - Confirmation

Your new AMPS account will be ready momentarily.

Please make note of your login name: **ETA0231**

You may use your login name and password to log into AMPS via the link below.

[Login to AMPS](#)

The confirmation page provides the username. Make sure to save this as it is needed to log into RTD.

Then click “Login to AMPS” to request the required role for RTD access.



Requesting Role

Defense Logistics Agency
Account Management and Provisioning System (AMPS)

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Accessibility/Section 508

Click "Click HERE for access to AMPS"



Requesting Role



Defense Logistics Agency

Single Sign-On Authentication

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User ID	<input type="text"/>
Password	<input type="password"/>
<input type="button" value="Login"/>	

Type in your User ID and Password and then click "Login".

Need Help? Contact the DLA Enterprise Help Desk at DLAEnterpriseHelpDesk@dla.mil, or toll free 855-DLA-0001 (855-352-0001)

[Accessibility Help and Information](#)



Requesting Role

Defense Logistics Agency Account Management and Provisioning System (AMPS)

Home

- My Reports
- AMPS Help

My Profile

- My Information

Requests

- Request Role
- Pending Approvals

Home

Getting Started Help Topics

- How do I use AMPS?

Click "Request Role"



Requesting Role

Defense Logistics Agency Account Management and Provisioning System (AMPS) Accessibility Sign Out ETA0231

Home Request Role

DLA Privacy Act Statement

Authority: 5 U.S.C. 301, Departmental Regulations; 10 U.S.C. 133, Under Secretary of Defense for Acquisition, Technology, and Logistics; 18 U.S.C. 1029, Access device fraud; E.O. 10450, Security Requirements for Government Employees, as amended; and E.O. 9397 (SSN), as amended.

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Click "Accept"



Requesting Role

Defense Logistics Agency Account Management and Provisioning System (AMPS)

Home Request Role

User Information Select Roles Justification Summary Cancel Next

User Information

User ID: ETA0231 User Type: Public

* First Name: Test * Country of Citizenship: US

Middle Name:

* Last Name: Account

EDIPI/UPN

* Email: test.account@test.com

* Title: Test

Contact Information

* Official Telephone: 555.555.5555 Office/Cube:

Official Fax:

* Street: 74 North Washington

DSN Phone:

PO Box:

DSN Fax:

* City: Battle Creek

Mobile:

* State: Michigan

Site:

* Postal Code: 49037

* Country: UNITED STATES

Organization Information Update Organization

Organization Name: DLA External

Verify all your information is correct and click "Next". If your information is not correct it and then click "Next".

This should say DLA External.



Requesting Role

Defense Logistics Agency Account Management and Provisioning System (AMPS)

Home Request Role

User Information Select Roles Justification Summary

Cancel Back Next

Browse Roles by Application

DLA Enterprise Applications

Search Roles

Role Name
Role Description
Enterprise Application
Application
Environment
Primary Role

Search Reset

Click "DLA Enterprise Applications" and the roles will show down below.

Or type "DDS-413" into the Role Name field.

Select a Role

Display Admin Roles (for Supervisor and Approval Access)

Role Name
DLA Disposition Dev - BO NON_SASP Customer DDS-601
DLA Disposition Dev - BO SASP Customer DDS-600
DLA Disposition Dev - ETID Customer DDS-517
DLA Disposition Dev - RTD Customer DDS-410
DLA Disposition Func - BO NON_SASP Customer DDS-601
DLA Disposition Func - BO SASP Customer DDS-600
DLA Disposition Func - ETID Customer DDS-518
DLA Disposition Func - RTD Customer DDS-411

Selected Roles



Requesting Role

Defense Logistics Agency Account Management and Provisioning System (AMPS) Accessibility Sign Out EJC1633

Home Request Role Cancel Back **Next**

User Information **Select Roles** Justification Summary

Browse Roles by Application

- DLA Enterprise Applications

Search Roles

Role Name
Role Description
Enterprise Application
Application
Environment
Primary Role

Search Reset

Select a Role

Display Admin Roles (for Supervisor and Approval Access)

Role Name	
DLA Disposition Prod - FTID Customer DDS-514	
DLA Disposition Prod - RTD Customer DDS-413	-->

Selected Roles

- DLA Disposition Prod - FTID Customer DDS-514
- DLA Disposition Prod - RTD Customer DDS-413**

Select "DLA Disposition Prod – RTD Customer DDS-413" from the left and move it to the right by clicking the arrow. Then click "Next".



Requesting Role

Defense Logistics Agency Account Management and Provisioning System (AMPS)

Home Request Role

User Information Select Roles **Justification** Summary

Cancel Back **Next**

Request Justification & Supporting Details

* Justification

Optional Information

Attachment 1 Browse...

Attachment 2 Browse...

Attachment 3 Browse...

Attachments must be PDF files, smaller than 2MB each

Type in your justification. Example: Need for FFP Program. Then click "Next" in the upper right-hand corner.



Requesting Role

Defense Logistics Agency Account Management and Provisioning System (AMPS)

Home Request Role

User Information Select Roles Justification Summary

Cancel Back Submit

Role Request Summary

Please review the information below before submitting this request.
Use the Back button to change any information, and use the Submit button to complete this request.

User Test Account **User Type** Public
User ID ETA0231
Organization DLA External

Requested Role(s) DLA Disposition Dev - BO NON_SASP
Customer DDS-601
DLA Disposition Prod - RTD
Customer DDS-413

Justification Need to requisition property **Comments**

Attachments

Click "Submit"



Approval

- Two emails will be received
 - The first will be a notification of the role submittal
 - The second will be a notification that the role request has been approved
- If an error message such as “User Authentication Failed” is received when trying to log into the RTD Web External Business Portal, a password reset in AMPS will be required
- Follow slides 43-47 for an AMPS password reset, if necessary



RTD User Guide



RTD User Guide

- RTD Web Overview
- Request Role
- Issues Logging into RTD
- RTD Password Reset
- Searching for Property
- Submitting Questions
- Setting Up a Want List
- Requisition Status



RTD Web Overview

- RTD Web
 - **R**eutilization, **T**ransfer, and **D**onation
- Purpose:
 - It is the portal to request excess military equipment
- Gaining Access:
 - Username/Password is created in the Account Management and Provisioning System (AMPS)
 - Request Role in RTD Web



Request Role

RTD Web Link:

<https://business.dla.mil/landing/index.html>

DEFENSE LOGISTICS AGENCY
AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY

3/9/2017 [For display issues with Internet Explorer 11 Click Here](#)

DLA Systems

DLA Enterprise External Business Portal

For Browser Support Click Here

Registered Users Login Here

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

AVAILABLE SERVICES

Click on "DLA Enterprise External Business Portal"

DLA Enterprise External Business Portal
Provides industry and service personnel with centralized access to DLA Business Services.



Request Role



Welcome to the Enterprise External Business Portal

Enter your Enterprise External Portal user name and password.

User *

Password *

Enter Username and Password created in AMPS.
Then click "Log On"





Issues Logging in to RTD

- If you get an error message “User Authentication Failed”, this indicates a password reset in AMPS
 - Continue to the next slide
- If you do not have issues while logging into RTD, continue to slide 45



RTD Password Reset

<https://amps.dla.mil/oim>

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Accessibility/Section 508

Select "Click HERE
for access to AMPS"



RTD Password Reset



Defense Logistics Agency

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User ID	<input type="text"/>
Password	<input type="password"/>
<input type="button" value="Login"/>	

Type in your User ID and Password and then click "Login". If you're unable to login, call the DISA Service Desk at 844-347-2457, or disa.global.servicedesk.mbx_dla-ticket-request@mail.mil

Need Help? Contact the DLA Enterprise Help Desk at DLAEnterpriseHelpDesk@dla.mil or toll free 855-DLA-0001 (855-352-0001)

[Accessibility Help and Information](#)



RTD Password Reset

Identity Self Service - Windows Internet Explorer

https://amps.dla.mil/identity/faces/home?_afLoop=776856876981400&_afWindowMode=0&_a

Identity Self Service

Defense Logistics Agency Account Management and Provisioning System (AMPS)

Home

My Reports

AMPS Help

My Profile

My Information

Requests

Request Role

Pending Approvals

Home

AMPS News

AMPS News: AMPS version 15.1.4 is in test and we anticipate it will be available on March 13, 2015. AMPS will be intermittently available on March 12. Please avoid using the system on March 12. System changes may cause problems with any messages that are updated prior to the beginning of the day on March 12. Messages will also be updated once the software is installed. Thank you for your patience while we make AMPS a better system.

Release notes will be published on March 13, 2015. > Release Notes.

Getting Started Help Topics

How do I use AMPS?

Click on "My Information"



RTD Password Reset

The screenshot shows a web browser window titled "Identity Self Service - Windows Internet Explorer" with the URL https://amps.dla.mil/identity/faces/home?_afrcLoop=776856876981400&_afrcWindowMode=0&_adf.ctrl-state=eagiwutff_4. The browser's address bar and favorites bar are visible. The main content area displays the "Defense Logistics Agency Account Management and Provisioning System (AMPS)" interface. On the left, there is a navigation menu with sections for "Home", "My Profile", and "Requests". The main content area is titled "My Information" and shows user details for "Collier, Jacob DLA CIV DISPOSITION SERVICES (S9DS061)". Under the "User Information" tab, the following fields are listed: "User ID" (S9DS061), "First Name" (Jacob), "Middle Name", and "Last Name" (Collier). To the right of these fields, there are buttons for "Set Security Questions", "Change Password", "Cancel", and "Save". The "Change Password" button is circled in red, and a red arrow points from it to a red-bordered callout box containing the text "Click on 'Change Password'". Below the user information, there are fields for "Account Status" (Active), "User Type" (Civilian), and "Grade" (GS-07).

Click on "Change Password"



RTD Password Reset

This box will appear.

Change Password

Old Password

New Password

Confirm Password

OK Cancel

1. Enter old password
2. Enter new password
3. Confirm new password
4. Click "OK"

- After clicking "OK", a notification that the password was changed successfully will appear, and an email notification of the password change will be sent
- If the password reset in AMPS does not work, then call the Helpdesk for a password reset at disa.global.servicedesk.mbx.dla-ticket-request@mail.mil, or 844-347-2457



Request Role

U. S. Government (USG) Information System (IS) - Use and Consent

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By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE, or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communication and work product are private and confidential. See User Agreement for details.

I Accept

I Decline

Read the Use and Consent information and then select "I Accept."



Request Role

DEFENSE LOGISTICS AGENCY
Enterprise Business System Portal

Welcome to EBS | SSO SAPGUI | BusinessObjects | **Disposition Services** | EDW

Disposition Services

Detailed Navigation

• RTD

Click a link in the Detailed Navigation section to the left to launch the application in a new window.

Click on “Disposition Services”, then “RTD”.

If necessary, click on the box next to “Detailed Navigation” to populate “RTD.”



Request Role

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

Reutilization / Transfer / Donation (RTD) RTD Main

Show reminder

Reutilization, Transfer, Donation Home

Announcements

Title	Description
CFL Schools	All MOAs (Memorandum of Agreement) must be current (Person who sign the MOA still employed by the school) before any Computer Equipment can be received by the school under the DOD CFL PROGRAM.
Military Range Customers	Attention all military range customers: We are trying to ensure we are reaching all range customers regarding vehicles and equipment for range use so that we can better assist you. If you are not currently on the mass range email being sent out, please contact steven.carter@dla.mil ASAP.
Government Property	As a Reutilization customer, you'll be withdrawing Department of Defense property that is not authorized for personal use or ownership. You will need your Accountable Supply Officer's approval before you submit a requisition.



Click on "Request Role"

Pause < Prev Next >

LESO HQ Admin

Assigned: [Deassign](#)

Approve: Approve Reject [Cancel](#)

Quantity:

Qty Avail: 41

Unit of Issue: EA

Comments:

Assigned: [Assign](#)

Approve: Approve Reject

Quantity:

Qty Avail: 2

Unit of Issue: EA

Comments:

DTID: W81LG642410021A	Item Name: BINOCULAR	NSN: 1240014993547
Site: DLA DS TUCSON CDC (SZW)	Request Date: 10/29/14 10:51:32	Condition: B
Cycle: DOD	Days Left: 8	DEMIL: E
Last Action: Approved by State Coordinator John Smith (EJS00439)	Last Updated: 10/30/14 13:51:48	Justification: FOR USE BY PATROL OFFICERS
Agency: PROSPECT STATE TROOPER	Requested By: Andrew Giordino (EAG00333)	State: Connecticut
Req. Number: 2YTJYC43022142		
DTID: SX12934260F003	Item Name: OVERHEAD PROJECTOR	NSN: 6730DSOVERHEA
Site: DLA DS SUSQUEHANNA (SVE)	Request Date: 10/30/14 08:30:47	Condition: H
Cycle: RTD2	Days Left: 1	DEMIL: A
Last Action: Approved by State Coordinator Ereno Lewis (EEL00129)	Last Updated: 10/30/14 14:32:09	Justification: USED FOR TRAINING OF PATROL, DETECTIVE, SWAT OFFICERS AND PRESENTATIONS FOR PUBLIC EVENTS



Request Role

DEFENSE LOGISTICS AGENCY
Disposition Services

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

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

Application:
Firefighter (FF)

Role:
Choose
Choose

Firefighter Screener
Firefighter FEPP Manager
Firefighter PMO

Select "Firefighter (FF)"

Click on applicable role and then "Submit"



Request Role

Reutilization / Transfer / Donation (RTD) Customer Registration - DOD Firefighters

User Information

Title:

* First Name: First name is required

* Last Name: Last Name is required.

* Organization Name: Organization Name is required

* Work Address Line 1: Work Address is required.

Work Address Line 2:

* Work Address City: City is required.

* Work Address State: Zip is required.

* Work Address Zip:

Country:

* Work Phone: Work Phone is required.

Work Ext:

Work Fax:

* Work Email: Work email is required

Customer Type:

DODAAC (if known):

Opt-out of all email?

Receive NIIN notification email:

Receive property receipt email:

* State Assigned:

Complete all required fields, and click Submit



Role Approval

- When the role request is submitted, it goes to the FFP administrators for review/approval
- Once the role is approved (an email will be received), continue to the next slide to search for property



Searching for Property

The screenshot shows the website header with the title "DEFENSE LOGISTICS AGENCY Disposition Services" and a navigation bar with links: Home | About Us | Public Affairs | Publications | FAQs | FOIA. Below the header, there are two main sections: "Reutilization / Transfer / Donation (RTD)" and "FF Search". The "FF Search" section includes a "Show reminder" checkbox, a search form with "Search" and "Clear Search Criteria" buttons, a "DoDAAC" dropdown menu set to "2YF345", and a "Sort By" dropdown menu set to "Date Entered Inventory". A red circle highlights the "FF Search" link in the left-hand navigation menu, and a red arrow points from this circle to the "FF Search" section of the main content area.

Log into RTD (same as when requesting role), and hover over "Firefighter" and Select "FF Search"



Searching for Property

FF Search

* Required Field

* DoDAAC: ←

Sort By:

Sort By Direction:

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: No file chosen
(.txt or .xls files only, if NSNs / LSNs are uploaded, the NIIN will be extracted from the)

Federal Supply Classes (FSC):

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

Up to 16 Federal Supply Classes (FSC):

(Hold down CTRL or Shift to select multiple FSCs)

(Only 16 FSCs will be used in the search)

- 1005 - Guns, through 30 mm
- 1010 - Guns, over 30 mm up to 75 mm
- 1015 - Guns, 75 mm through 125 mm
- 1020 - Guns, over 125 mm through 150 mm
- 1025 - Guns, over 150 mm through 200 mm
- 1030 - Guns, over 200 mm through 300 mm
- 1035 - Guns, over 300 mm
- 1040 - Chemical Weapons and Equipment
- 1045 - Launchers, Torpedo and Depth Charge
- 1055 - Launchers, Rocket and Pyrotechnic

Item Name:

Smart word Search Includes Equals Starts With

APD entered information

If you have more than one DODAAC, change between them by selecting the drop down

Search for property using any of the following criteria:

- National Stock Number (NSN)
- Federal Supply Class (FSC)
- Item Name, or a keyword from the Item Name



Searching for Property

Up to 20 DTID Numbers:

Container ID:

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)

- DLA DS 29 Palms
- DLA DS Aberdeen
- DLA DS Albany
- DLA DS Anchorage
- DLA DS Anniston
- DLA DS Anniston CDC
- DLA DS Aviano
- DLA DS Bangkok
- DLA DS Barstow
- DLA DS Benning

Miles from DoDAAC Location:

Zip Code:
(Enter Zip Code and Miles to search from the Zip location.)

- Search for property using any of the following criteria:
- DTID
 - Supply Condition Code
 - DLA Disp Svcs Site
 - Miles from DoDAAC
 - Miles from Zip Code

Press "Search" to view available property that meets the selected criteria



Selecting Property

Search Results

Download all 6 items

Sort By: Date Entered Inventory Order: Descending Sort

No Info Available	<p>Cycle: <u>DOD</u></p> <p>Quantity Available: 15</p> <p>Condition: <u>A</u></p> <p>Item Name: COVER,KEYBOARD,DATA</p> <p>DTID: SL470182030JWZ</p> <p>MSDS:</p>	<p>Receipt in Place: No</p> <p>Days Left in Cycle: 8</p> <p>Integrity Code:</p> <p>Site: <u>RCP MECHANICSBURG</u></p> <p>NSN: <u>7045013991935</u></p> <p>DEMIL: <u>A</u></p> <p>Unit of Issue: EA</p> <p>Receipt in Place: No</p> <p>Days Left in Cycle: 8</p> <p>Integrity Code:</p> <p>Site: <u>RCP CHERRY POINT</u></p>	<p>Hazardous:</p> <p>Container ID:</p> <p>Orig. Acq. Price: 107.06</p> <p>Miles from Zip: 1927</p> <p>Date Entered Inv.: 8/31/2018 12:00:00 AM</p> <p>Expedited: No</p>
No Info Available	<p>Cycle: <u>DOD</u></p> <p>Quantity Available: 1</p> <p>Condition: <u>E</u></p> <p>Item Name: DISK,...</p> <p>DTID: N0038...</p> <p>MSDS:</p> <p>Warehouse Location:</p>	<p>Receipt in Place: No</p> <p>Days Left in Cycle: 8</p> <p>Integrity Code:</p> <p>Site: <u>RCP MECHANICSBURG</u></p> <p>NSN: <u>7045014290215</u></p> <p>DEMIL: <u>A</u></p> <p>Unit of Issue: EA</p> <p>Receipt in Place: No</p>	<p>Hazardous:</p> <p>Container ID:</p> <p>Orig. Acq. Price: 602</p> <p>Miles from Zip: 441</p> <p>Date Entered Inv.: 8/25/2018 12:00:00 AM</p> <p>Expedited: No</p>
No Info Available	<p>Cycle: <u>DOD</u></p> <p>Quantity Available: 1</p> <p>Condition: <u>E</u></p> <p>Item Name: HOLDER,PAPER ROLLER</p> <p>DTID: N0010482374704</p> <p>MSDS:</p> <p>Warehouse Location:</p>	<p>Receipt in Place: No</p> <p>Days Left in Cycle: 8</p> <p>Integrity Code:</p> <p>Site: <u>RCP MECHANICSBURG</u></p> <p>NSN: <u>7045014290215</u></p> <p>DEMIL: <u>A</u></p> <p>Unit of Issue: EA</p> <p>Receipt in Place: No</p>	<p>Hazardous:</p> <p>Container ID:</p> <p>Orig. Acq. Price: 150</p> <p>Miles from Zip: 441</p> <p>Date Entered Inv.: 8/25/2018 12:00:00 AM</p> <p>Expedited: No</p>

Condition Code, Item Name, DTID

DLA Disposition Services Site and National Stock Number

Click on Photo to view information about the property and to view photos (if available) in a larger view



Condition Codes

If you click on the Condition Code of an item in RTD Web, it will bring up what the description is for all condition codes.

Assigned: Assign	DTID: W52H094302W803L	Item Name: TOWBAR,MOTOR VEHICLE	NSN: 4910013659304
Approve: <input type="checkbox"/> Approve <input type="checkbox"/> Reject	Site: RCP MECHANICSBURG (AN5)	Request Date: 10/31/14 07:55:53	Condition: <u>A</u>
Quantity: 2	Cycle: DOD	Days Left: 15	DEMIL: <u>A</u>
Qty Avail: 25	Last Action: Approved by State Coordinator Robert Aponte (ERA00320)	Last Updated: 10/31/14 09:14:24	Justification: HOWELL TOWNSHIP POLICE DEPARTMENT HAS POSSESSION OF NUMEROUS VEHICLES THAT REQUIRED TO BE TOWED WHEN THEY BREAK DOWN.
Unit of Issue: EA	Agency: HOWELL TOWNSHIP POLICE DEPT	Requested By: Richard Conte (ERC00676)	State: New Jersey
Comments:	Req. Number: 2YTFKZ43044078		

Code	Description
A	Serviceable - Issuable without Qualification
B	Serviceable - Issuable with Qualification
C	Serviceable - Priority Issue
D	Serviceable - Test/Modification
E	Unserviceable - Limited Restoration
F	Unserviceable - Repairable
G	Unserviceable - Incomplete
H	Unserviceable - Condemned



Submitting Question

Search Results

Download all 11 items

Sort By: Order:

No Info Available

Quantity Available: 2
Condition: H
Item Name: ADP SUPPLIES
DTID: FU68018269000
Warehouse Location: C020242A0

1. Questions can be submitted to the corresponding DLA Disposition Services site by selecting the question mark on the search results screen

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

Show reminder

Ask Question

Inventory Information

No Info Available

Quantity Available: 2
Condition: H
Item Name: ADP SUPPLIES
DTID: FU680182690003
Unit of Issue: EA
Warehouse Location: C020242A0

Question:

2. Input the Question and select Submit Question

Want Lists

Reports

3. Once the site provides a response, an email will be received. Log into RTD to view the response under Additional Property Data



Adding to Shopping Cart

Search Results

[Download all 6 items](#)

Sort By: Order: << 1 >>

No Info Available	Cycle: <u>DOD</u> Quantity Available: 15 Condition: <u>A</u> Item Name: COVER,KEYBOARD,DATA DTID: SL470182030JWZ MSDS: Warehouse Location:	Days Left in Cycle: 8 Integrity Code: Site: <u>RCP SHARPE</u> NSN: <u>7045015771540</u> DEMIL: <u>A</u> Unit of Issue: EA Receipt in Place: No	Hazardous: Container ID: Orig. Acq. Price: 107.06 Miles from Zip: 1927 Date Entered Inv.: 8/31/2018 12:00:00 AM Expedited: No
No Info Available	Cycle: <u>DOD</u> Quantity Available: 1 Condition: <u>E</u> Item Name: DISK,NONFLEXIBLE DTID: N0038382378219 MSDS: Warehouse Location:	Days Left in Cycle: 8 Integrity Code: Site: <u>RCP MECHANICSBURG</u> NSN: <u>7045013991935</u> DEMIL: <u>A</u> Unit of Issue: EA Receipt in Place: No	Hazardous: Container ID: Orig. Acq. Price: 602 Miles from Zip: 441 Date Entered Inv.: 8/25/2018 12:00:00 AM Expedited: No
No Info Available	Cycle: <u>DOD</u> Quantity Available: 1 Condition: <u>E</u> Item Name: DISK,NONFLEXIBLE DTID: N0038382378220 MSDS: Warehouse Location:	Days Left in Cycle: 8 Integrity Code: Site: <u>RCP CHERRY POINT</u> NSN: <u>7045013991935</u> DEMIL: <u>A</u> Unit of Issue: EA Receipt in Place: No	Hazardous: Container ID: Orig. Acq. Price: 602 Miles from Zip: 676 Date Entered Inv.: 8/25/2018 12:00:00 AM Expedited: No
No Info Available	Cycle: <u>DOD</u> Quantity Available: 1 Condition: <u>E</u> Item Name: HOLDER,PAPER ROLLER DTID: N0041489374704 MSDS: Warehouse Location:	Days Left in Cycle: 8 Integrity Code: Site: <u>RCP MECHANICSBURG</u> NSN: <u>7045014290215</u> DEMIL: <u>A</u> Unit of Issue: EA Receipt in Place: No	Hazardous: Container ID: Orig. Acq. Price: 150 Miles from Zip: 441 Date Entered Inv.: 8/25/2018 12:00:00 AM Expedited: No

Click on the Shopping Cart icon to add the item to your cart



Submitting Justification

FF Shopping Cart [Check Out]

You Have 0 item(s) in your Shopping Cart. The Shopping Cart holds 50 items

Add Item to FF Shopping Cart

Inventory Information

No Info Available

Cycle: DOD
Quantity Available: 1
Condition: G
Item Name: TRUCK,CARGO
DTID: M3501413260001
Unit of Issue: EA
Warehouse: R062673A0
Location:

NSN: 2320015890550
Date Entered Inv.: 03/21/22
DEMIL: C
MSDS:
Expedited: No

DoDAAC: 2YF345

Quantity Requested: 1

Justification
(required,
500 characters max):

Save To Cart

Return to Previous Page

1. Required to submit a justification – enter a justification for the property being requested
2. Adjust the quantity if necessary

3. Click “Save to Cart”



Shopping Cart

The Shopping Cart populates at the top of the page.

Reutilization / Transfer / Donation (RTD) FF Search Results

Show reminder

[Return to Search](#)

Click "Return to Search"
to continue searching for
property.

Previous Searches: 1 |

FF Shopping Cart [Check Out]

You Have 1 item(s) in your Shopping Cart. The Shopping Cart holds 50 items

	DTID	Site	Serial No.	Quantity	Cycle	Days Left in Cycle	Item Name	NSN	Condition	DEMIL
	3501413260001	DLA DS BARSTOW	2743	1	DOD	19	TRUCK,CARGO	2320015890550	G	C

Click the Shopping Cart icon to remove
the property from the cart.



Check Out

Reutilization / Transfer / Donation (RTD) FF Search Results

Show reminder

[Return to Search](#)

Select "Check Out" when done searching for property

Previous Searches: 1 |

FF Shopping Cart [Check Out]

You Have 1 item(s) in your Shopping Cart. The Shopping Cart holds 50 items

	DTID	Site	Serial No.	Quantity	Cycle	Days Left in Cycle	Item Name	NSN	Condition	DEMIL
	M3501413260001	DLA DS BARSTOW	2743	1	DOD	19	TRUCK,CARGO	2320015890550	G	C

FF Shopping Cart

Customer must arrange for transportation of property items.

* Required field

No Info Available

* Justification: TEST

* Quantity: 1

Unit of Issue: EA

Container ID:

Item Name: TRUCK,CARGO

NSN: 2320015890550

DTID: M3501413260001

Condition: G

Quantity

Site: DLA DS BARSTOW

Date Entered: 03/21/22

Inv.:

Orig. Acq. Price: 141,022.00

DEMIL: C

Select "Submit Requisition" to submit the Shopping Cart

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

Submit Requisition

Return



Setting Up a “Want List”

DEFENSE LOGISTICS AGENCY Disposition Services

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

Reutilization / Transfer / Donation (RTD) FF Search Results

Show reminder

[Return to Search](#)

FF Shopping Cart [Check Out]

You Have 1 item(s) in your Shopping Cart. The Shopping Cart has

DTID	Site	Serial No.	Quantity
M3501413260001	DLA DS BARSTOW	2743	1

Search Criteria

DoDAAC: 2YF345
Screening Cycle(s): DOD, EXP DOD, FEPP, RTD2
Supply Condition Code(s): A, B, C, D, E, F, G, H
Site(s): SYM
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.

FFP can setup a “Want List” in RTD so that the system will automatically run a report using the specified Search Criteria. The system will email the user at the selected intervals whenever an item that meets their criteria becomes available.

Veterans Affairs ▶

Want Lists

Additional Property Data

Reutilization / Transfer / Donation (RTD) Active Want Lists

No Want Lists found.

Show reminder

Active Want Lists

Select the “Want Lists” menu option to view “Active Want Lists.”



Setting Up a "Want List"

Create Want List

Select Want List Criteria

These criteria will be stored and used to search for property items that match and notify you at the specified interval as they become available.

Specify the frequency of the report

What format would you like to receive the data in?

How often would you like to receive your notification? Daily Monday through Saturday Every Monday

How long would you like to receive notifications?

Send notification when no results are found?

Send a listing of new and previously found items?

Search Parameters

DoDAAC: 2YCAU6

Item Name:

Date Entered Inv.:

NIINs:

Screening Cycle:

Container ID:

Condition: A, B, C, D, E, F, G, H

Miles from location:

Zip Code:

FSCs: 70

Sites:

DTIDs:

Sort By: DATE ENTERED INVENTORY

Sort Direction: DESC

Contact Information

Results of the scheduled Want List query. If specified, the same results will be sent to the secondary email address.

Specify the Point of Contact info that would like to receive the email notification

Point of Contact: Jose Aguero

Email Address: Jose.Aguero@dla.mil

Secondary Email Address:

Press "Create Want List" to submit

Create Want List



Requisition Status

DEFENSE LOGISTICS AGENCY
Disposition Services

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

Reutilization / Transfer / Donation (RTD)

RTD Main

Show reminder

Reutilization, Transfer, Donation Home

Announcements

Title	Description
CFL Schools	All MOAs (Memorandum of Agreement) must be current (Person who sign the MOA still employed by the school)



Pause < Prev Next >

Requisition Status

Requisition Number	Requisition Date	DTID	Item Name	Quantity	Current Action	Last Updated
2YT03Z80414016	02/10/18 14:33	W9046W729009BIL	FOLDER,FILE	6	Request sent	02/12/18 08:42
2YT03Z80414017	02/10/18 14:33	W9046W729008Y4L	MOPHEAD,WET	15	Request sent	02/12/18 08:42
2YT03Z80414018	02/10/18 14:33	W9046W729008G2L	BINDER,LOOSE-LEAF	8	Canceled by LESO HQ Admin	02/12/18 08:34
2YT03Z80414367	02/10/18 14:33	W25G1Q8009M018	GYM	6	Request sent	02/12/18 08:19

Click on "RTD Home" to view the Requisition Status queue

Requisition Status

Requisition Number	Requisition Date	DTID	Item Name	Quantity	Current Action	Last Updated
2YT03Z80414016	02/10/18 14:33	W9046W729009BIL	FOLDER,FILE	6	Request sent	02/12/18 08:42
2YT03Z80414017	02/10/18 14:33	W9046W729008Y4L	MOPHEAD,WET	15	Request sent	02/12/18 08:42
2YT03Z80414018	02/10/18 14:33	W9046W729008G2L	BINDER,LOOSE-LEAF	8	Canceled by LESO HQ Admin	02/12/18 08:34
2YT03Z80414367	02/10/18 14:33	W25G1Q8009M018	GYM	6	Request sent	02/12/18 08:19



Locations

DIGITAL DSR

Your one stop location for doing business with DLA Disposition Services



Search for Property
Learn how to search and request available property from the DLA Disposition Services RTD Web.



Property Turn-In
Learn how to turn in over 30 different types of specialized property, each with sample documents.



Schedule a Turn-In
Customers are often able to schedule transportation of their property to our servicing location free of charge.

Search for Property

Property Turn-In

Schedule a Turn-In



Locate a Site

Find out what location to use with our interactive map that provides addresses and contact info. Need to talk to a nearby property disposal expert? Click the button below!

Find a Location

<https://www.dla.mil/ddsr/>

- Select Find a Location
- Use the United States dropdown
- Select site by state
- Provides phone number and email address





Issues Logging into RTD AMPS Password Reset

- *User Authentication Failed* means a password reset is required in AMPS
 - Log into AMPS, click on My Information, then Reset Password
 - If resetting your password on your own doesn't work, contact the DISA Service Desk:
 - 844-347-2457, or disa.global.servicedesk.mbx.dla-ticket-request@mail.mil
 - Step by step instructions with screenshots provided near the end of the presentation slides



Issues Logging into RTD Browser Issues

- For browser issues:
 - Add “dla.mil” as a trusted site

Google Chrome :

1. Click the 3 horizontal lines icon on the far right of the Address bar.
2. Click on Settings, scroll to the bottom and click the Show Advanced Settings link.
3. Click on Change proxy settings.
4. Click the Security tab > Trusted Sites icon, then click Sites.
5. Enter the URL of your Trusted Site, then click Add.

Microsoft Edge > Adding Trusted Sites

In the Internet Properties window, click the Security tab. Select the Trusted sites entry and click the Sites button. Enter the address for the trusted website in the Add this website to the zone text field. Click the Add button, then click OK to save the website addition.



DISA Service Desk

DISA Service Desk

disa.global.servicedesk.mbx.dla-ticket-request@mail.mil

844-347-2457

No longer the DLA Enterprise Helpdesk
The email address and phone number are out of service



Questions?

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