

# Step 1

Create an Account in AMPS

## Registering in AMPS and Requesting for External ETID and RTD roles

1. Please go to <https://amps.dla.mil/oim>

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)
- Job Aid AMPS IE11 Emulation Mode, Ver1.2

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

Accessibility/Section 508

2. Select First Time User? Click Here to Register.

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   
Password

Need Help? Contact the DLA Enterprise Help Desk at [DLAEnterpriseHelpDesk@dlamail.mil](mailto:DLAEnterpriseHelpDesk@dlamail.mil), or toll free 855-DLA-0001 (855-352-0001)

3. Select your user type:

- DLA, DOD employee, DOD Contractor, or US Military personnel select **Federal Agency User/ Contractor**.
- Select **Public** if you are General Public, State and local government, or Federal Agency other than DOD.

**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
<b>Federal Agency User/Contractor</b>	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.
<b>Supplier/Vendor</b>	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 approval process.
<b>Public</b>	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.

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

4. The DLA Privacy Act Statement page, select **Accept** to continue.

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](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>.

5. This is the AMPS User Registration please fill in the User Information that has the red Asterisks \* next to it and select Next.

### 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 accessing AMPS, you may contact the DLA Enterprise Help Desk for further assistance. All users will have the ability to log in using a username and password once 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**

#### Contact Information

\* **Official Telephone**   
**Official Fax**   
**DSN Phone**   
**DSN Fax**   
**Mobile**   
**Site**

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

6. You will need to Set Security Questions and create your password and select **Next** when complete. (Follow the set rule and guidelines on the right)

### 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** What is the city of your birth?  
\* **Answer 1**

\* **Question 2** What is your favorite color?

\* **Answer 2**

\* **Question 3** What is the name of your pet?

\* **Answer 3**

Enter 3 or more characters.

- 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

7. The AMPS User Registration – Summary select Create Account.

<b>AMPS User Registration - Summary</b>		<a href="#">Cancel</a>	<a href="#">Back</a>	<a href="#">Create Account</a>
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.				
<b>User Information</b>				
<b>First Name</b>	Melissa	<b>User Type</b>	Public	
<b>Middle Name</b>		<b>Country of Citizenship</b>	US	
<b>Last Name</b>	Trask			
<b>Email</b>	email@mail.com			
<b>Title</b>	MISS			
<b>Contact Information</b>				
<b>Official Telephone</b>	269.961.4000	<b>Office/Cube</b>		
<b>Official Fax</b>		<b>Street</b>	74 WASHINGTON AVE N	
<b>DSN Phone</b>		<b>PO Box</b>		
<b>DSN Fax</b>		<b>City</b>	BATTLE CREEK	
<b>Mobile</b>		<b>State</b>	Michigan	
<b>Site</b>	Battle Creek, MI	<b>Postal Code</b>	49037	
		<b>Country</b>	UNITED STATES	
<b>Security Information</b>				
<b>Question 1</b>	What is the city of your birth?	<b>Password</b>	*****	
<b>Answer 1</b>	*****			
<b>Question 2</b>	What is your favorite color?			
<b>Answer 2</b>	*****			
<b>Question 3</b>	What is the name of your pet?			
<b>Answer 3</b>	*****			

8. You will then receive the Confirmation that your account has been created. Select Login to AMPS to start the role request.

## AMPS User Registration - Confirmation

Your new AMPS account will be ready momentarily.

Please make note of your login name: **EMT0434**

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

[Login to AMPS](#)

# Step 2

## Request Roles in AMPS

# Part 2: Request the AMPS RTD DDS-413 and ETID DDS-514 roles for External Portal Access.

1. You will be directed to [Welcome to AMPS Gateway](#) page click on the [Click HERE for access to AMPS](#).

 Defense Logistics Agency  
Account Management and Provisioning System (AMPS)

## Welcome to the AMPS Gateway

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-  [Complete and Submit a Role Request – External User](#)
-  [Approving an AMPS Role Request – Supervisor \(External\)](#)
-  [Approving an AMPS Role Request – Security Officer \(External\)](#)
-  [Job Aid AMPS IE11 Emulation Mode, Ver1.2](#)

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

[Accessibility/Section 508](#)

## 2. Login to AMPS

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

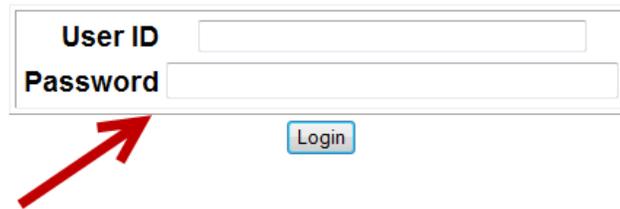
Use this option to register if you have never had a DLA account or if you have access to an existing DLA application but have not registered in AMPS.

### **[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.



The login form consists of two input fields stacked vertically. The top field is labeled "User ID" and the bottom field is labeled "Password". To the right of the "Password" field is a blue "Login" button. A red arrow points from the bottom left towards the "Password" field.

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

3. Select Request Role.

The screenshot displays the Defense Logistics Agency Account Management and Provisioning System (AMPS) interface. The top header includes the AMPS logo and the text "Defense Logistics Agency Account Management and Provisioning System (AMPS)".

The left sidebar contains a navigation menu with the following items:

- Home
- My Reports
- AMPS Help
- My Profile
  - My Information
- Requests
  - Request Role (highlighted with a red arrow and a "Select" box)
  - Pending Approvals

The main content area shows a "Home" page with a "Getting Started Help Topics" section containing a link: "How do I use AMPS?".

4. Fill in the information with **red asterisk\*** then submit Next.

Defense Logistics Agency Account Management and Provisioning System (AMPS) Accessibility Sign Out EMT0434

Home Request Role Cancel **Next**

**User Information** Select Roles Justification Summary

User Information

User ID	EMT0434	User Type	Public
* First Name	Melissa	* Country of Citizenship	US
Middle Name			
* Last Name	Trask		
EDIPI/UPN			
* Email	email@mail.com		
* Title	MISS		

Contact Information

* Official Telephone	269-961-4000	Office/Cube	
Official Fax		* Street	74 WASHINGTON AVE N
DSN Phone		PO Box	
DSN Fax		* City	BATTLE CREEK
Mobile		* State	Michigan
Site	Battle Creek, MI	* Postal Code	49037
		* Country	UNITED STATES

Organization Information Update Organization

Organization Name DLA External

5. Select the arrow next to DLA Enterprise Application

Defense Logistics Agency Account Management and Provisioning System (AMPS)

Accessibility Sign Out EMT0434

Home Request Role

User Information **Select Roles** Justification Summary

Cancel Back Next

Browse Roles by Application

DLA Enterprise Applications

**Click on the arrow**

Search Roles

Role Name

Role Description

Enterprise Application

Application

Environment

Primary Role

Search Reset

Select a Role

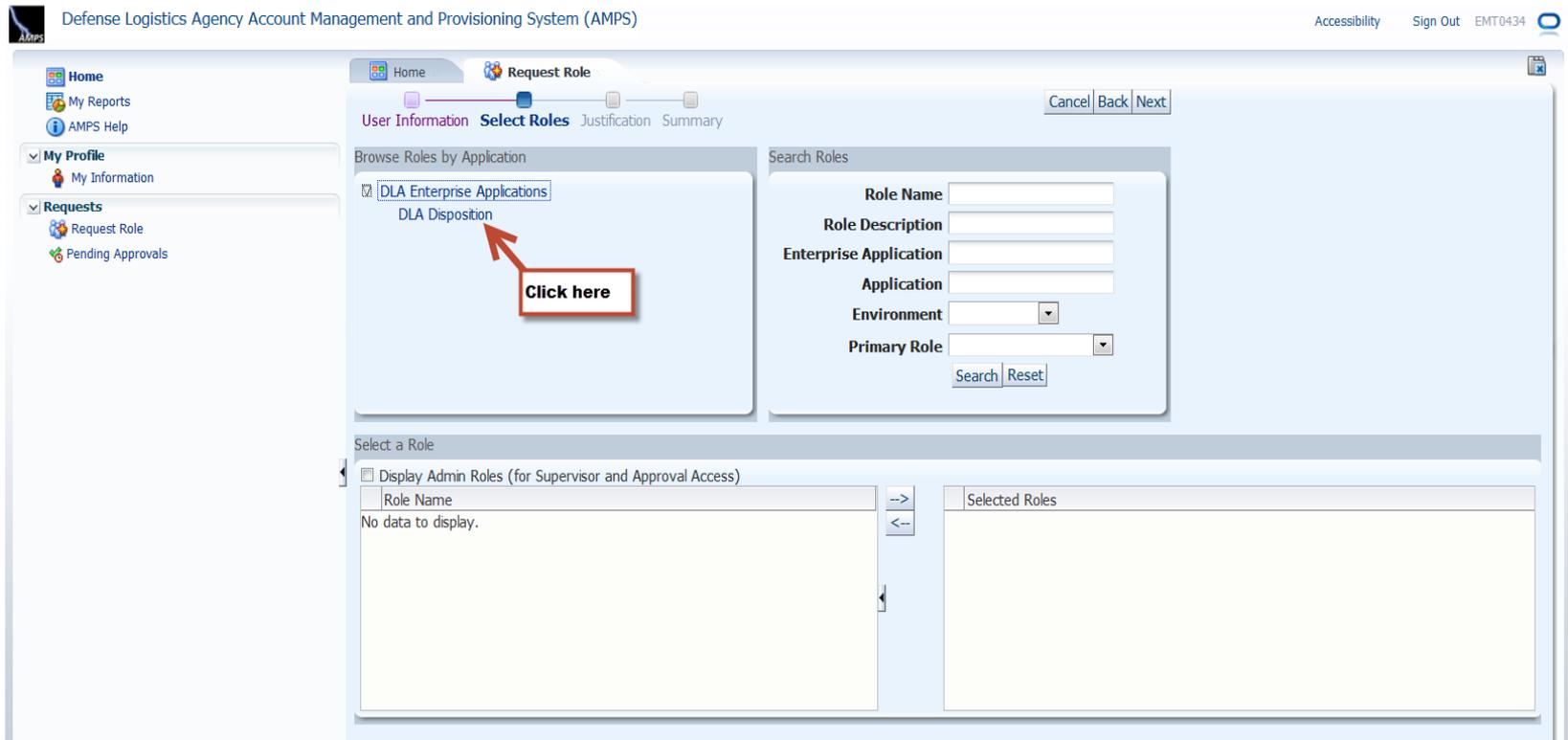
Display Admin Roles (for Supervisor and Approval Access)

Role Name

No data to display.

Selected Roles

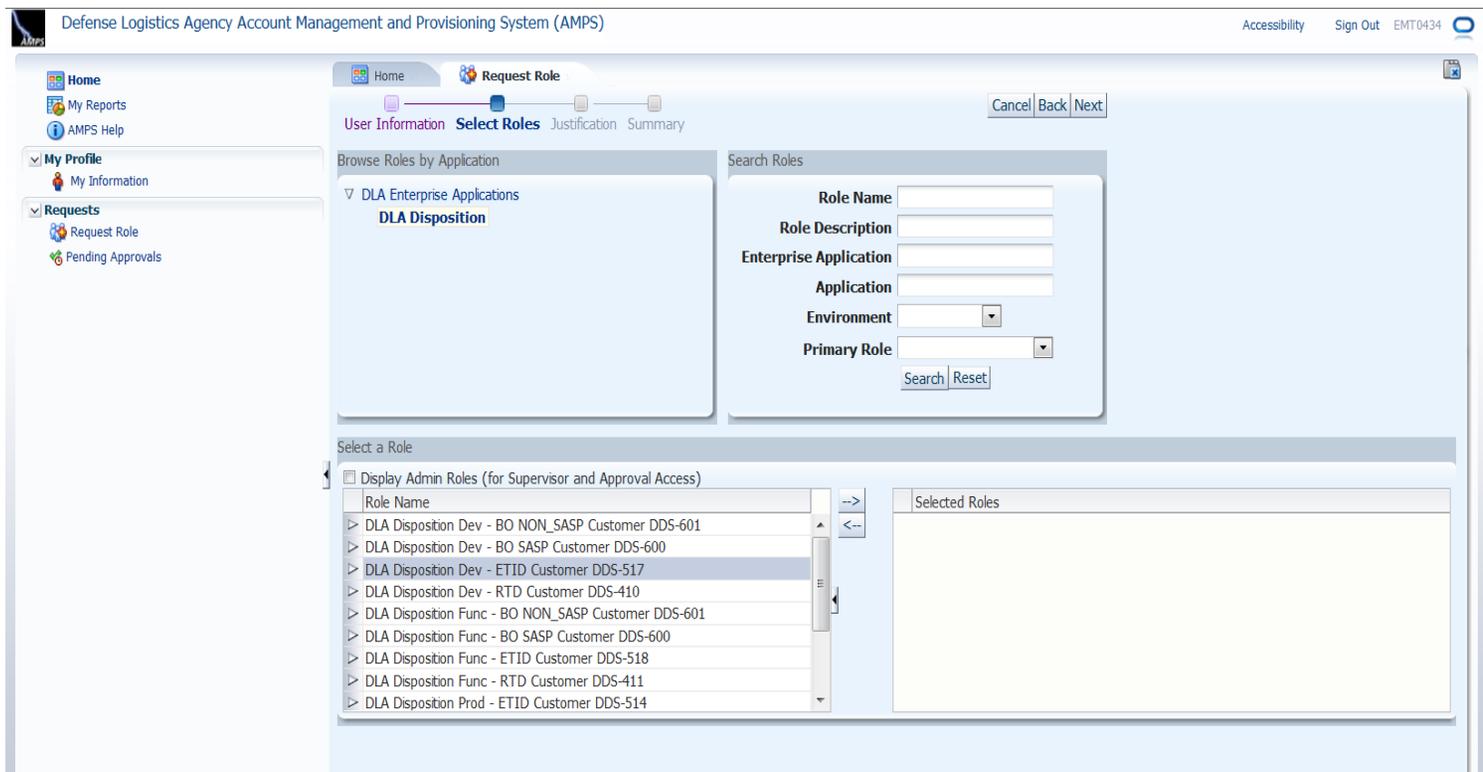
6. Select Disposition Services to bring up the roles in the bottom left box.



7. Roles will appear in the Select a Role box. Scroll through the available roles and select the role you will need for the application.

Roles and what they do:

- RTD Customer (DDS 413): To request equipment from the Disposition Services Sites.
- ETID Customer (DDS 514): To turn in equipment into the Dispositions Services Location via electronic 1348-1A.
- BO Non-SASP Customer (DDS-601): Used for reports and CFL customers. Most customers will request DDS-601.
- BO SASP Customer (DDS-600): Only those who work with Small Arms (i.e., SASP) will request DDS-600.



8. Select the roles in the Role or Roles you need and use the right arrow in the middle them to the Selected Roles box on the right.

Defense Logistics Agency Account Management and Provisioning System (AMPS)

Accessibility Sign Out EMT0434

Home Request Role

User Information **Select Roles** Justification Summary

Cancel Back Next

Browse Roles by Application

DLA Enterprise Applications

**DLA Disposition**

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	-->	Selected Roles
DLA Disposition Func - BO SASP Customer DDS-600		
DLA Disposition Func - ETID Customer DDS-518		
DLA Disposition Func - RTD Customer DDS-411		
DLA Disposition Prod - ETID Customer DDS-514		
DLA Disposition Prod - RTD Customer DDS-413		
DLA Disposition QA - BO NON_SASP Customer DDS-601		
DLA Disposition QA - BO SASP Customer DDS-600		
DLA Disposition QA - ETID Customer DDS-519		
DLA Disposition QA - RTD Customer DDS-412		

9. The roles should be in the Selected Roles box and select Next.

Defense Logistics Agency Account Management and Provisioning System (AMPS)

Accessibility Sign Out EMT0434

Home Request Role

Cancel Back **Next**

User Information **Select Roles** Justification Summary

Browse Roles by Application

DLA Enterprise Applications

**DLA Disposition**

Search Roles

Role Name

Role Description

Enterprise Application

Application

Environment

Primary Role

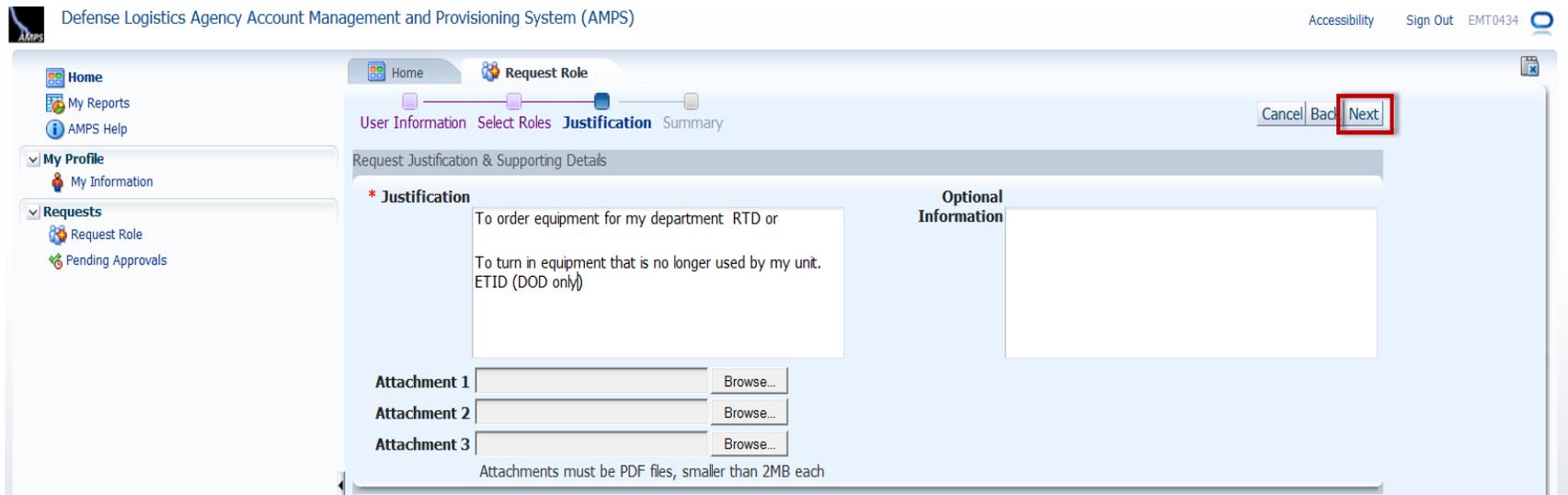
Search Reset

Select a Role

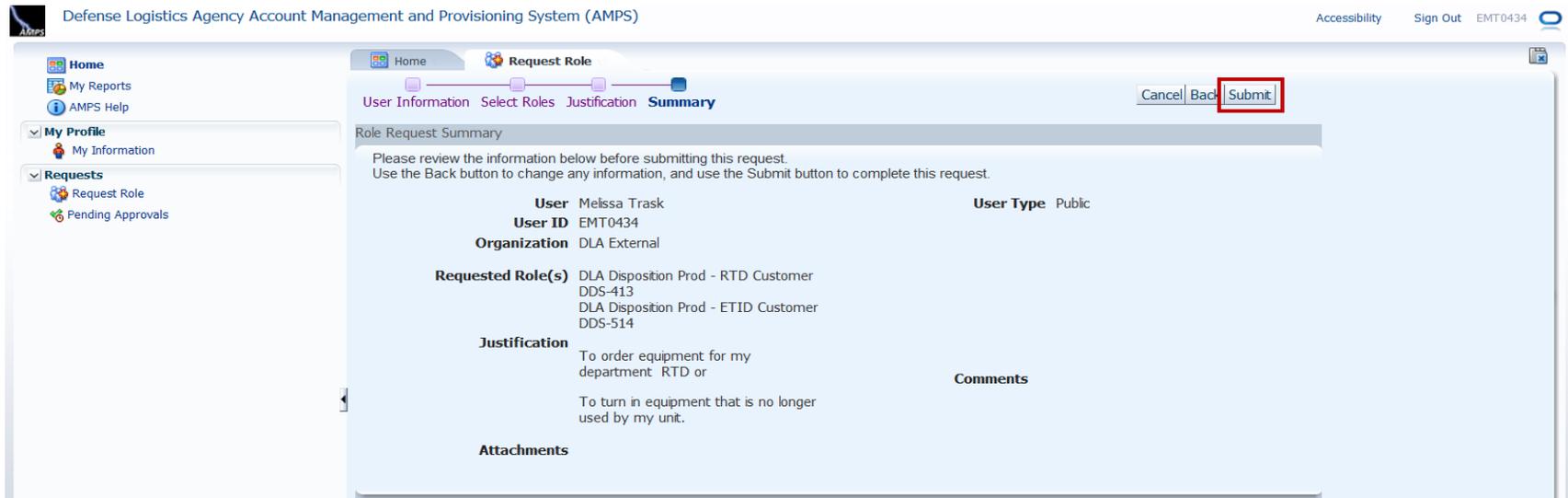
Display Admin Roles (for Supervisor and Approval Access)

Role Name	Selected Roles
> DLA Disposition Func - BO SASP Customer DDS-600	> DLA Disposition Prod - RTD Customer DDS-413
> DLA Disposition Func - ETID Customer DDS-518	> DLA Disposition Prod - ETID Customer DDS-514
> DLA Disposition Func - RTD Customer DDS-411	
> DLA Disposition Prod - ETID Customer DDS-514	
> DLA Disposition Prod - RTD Customer DDS-413	
> DLA Disposition QA - BO NON_SASP Customer DDS-601	
> DLA Disposition QA - BO SASP Customer DDS-600	
> DLA Disposition QA - ETID Customer DDS-519	
> DLA Disposition QA - RTD Customer DDS-412	

10. You will need to input the Justification and select Next. (Example in the box)



11. Final page is the Summary page explaining what roles you are about to select. Please select Submit to complete the request.



## 12. The Role Request Confirmation page.

Defense Logistics Agency Account Management and Provisioning System (AMPS)

Home Request Role

### Role Request Confirmation

Your request has been submitted to your supervisor for approval. The following SAARs have been created:

SAAR	Role	Status
440904	DLA Disposition Prod - RTD Customer DDS-413	SUBMITTED
440905	DLA Disposition Prod - ETID Customer DDS-514	SUBMITTED

AMPS will notify you by email message regarding the status of each SAAR.

If you have questions about this request, please contact the Enterprise Help Desk:

Email: [DLAEnterpriseHelpDesk@dla.mil](mailto:DLAEnterpriseHelpDesk@dla.mil)  
Phone: 855.352.0001

OK

13. Your roles should be complete and now continue to <https://business.dla.mil> to complete the 2<sup>nd</sup> half of the Disposition Services role request.

**DEFENSE LOGISTICS AGENCY**  
AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY

Tuesday, February 03, 2015  
DLA Systems

**DLA Enterprise External Business Portal**  
First Time Users Click Here  
**Registered Users Login Here**

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

**AVAILABLE SERVICES**



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

**MULTIMEDIA**

**DLA: 50 YEARS OF LOGISTICS EXCELLENCE**  
Video of the complete 50th Anniversary and Hall of Fame ceremony celebrated Oct. 26 at the McNamara Headquarters Complex.

**Did You Know?**  
A whimsical look into the Defense Logistics Agency's support to the military. (Music and text only.)

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

## Step 3

# Completing Account in RTD

# RTD Web Access Request

The screenshot shows the DLA website homepage with the following elements:

- Header:** DLA logo, "DEFENSE LOGISTICS AGENCY" and "AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY", and "DIRECTOR'S GUIDANCE 2014".
- Navigation:** "DLA Enterprise External Business Portal" and "First Time Users Click Here".
- Left Sidebar:** A yellow box with "Registered Users Login Here" and a red arrow pointing to the main content area.
- Main Content Area:** A yellow box with the text "Click on 'Registered Users Login Here'" and a red arrow pointing to the "Registered Users Login Here" button in the sidebar.
- Available Services:** A section titled "AVAILABLE SERVICES" with a sub-section for "Energy Commodity Support" which includes a description: "Provides DLA Energy Customers and Business Partners the ability to place orders for energy commodities, maintain Line of Accounting, maintain Delivery Location Conditions, download reports, and collaborate with the DLA Energy planning organization."
- Multimedia:** A section titled "MULTIMEDIA" with a sub-section for "DLA: 50 YEARS OF LOGISTICS EXCELLENCE" and a "Did YOU Know?" section.
- Footer:** A row of links: "Privacy/Security Statement", "508 Compliance Statement", "Job-Aid", "FOIA Privacy", "Site Index", "DLA Webmaster", and "Strategic Communication".

If you have a CAC Card, select your email certificate, click 'OK' and enter your PIN if prompted. If you do not have a CAC Card, you will be prompted for your USER ID & password.

# Use & Consent Agreement

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

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:

- 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.





**Depending on what AMPS roles you have will determine what tabs you have to pick from. We are going to pick the Disposition Services tab located here.**

### EBS System Messages

All systems are operational.

### Quick Links

- [Department of Defense](#)
- [DLA Homepage](#)
- [DLA Today and Tomorrow](#)
- [EBS Homepage](#)

#### CAS Tool-Box

- [Log Tool](#)
- [Logistic Data Gateway](#)
- [WebFLIS](#)
- [E-Cataloging](#)
- [eWorkplace](#)



Detailed Navigation

- [ETID](#)
- [RTD](#)



**Click on RTD**

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



# 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 must still be employed by the school) before any Computer Equipment can be received by the school under the DOD CFL PROGRAM.
Military Range Customers	For target range and EOD range support please contact <a href="mailto:steven.carter@dla.mil">steven.carter@dla.mil</a> DSN 961-7191
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



Pause : Prev Next :

#### Requisition Status

Requisition Number	Requisition Date	DTID	Item Name	Quantity	Current Action
--------------------	------------------	------	-----------	----------	----------------

Request Role

My Pending Roles

**Click on "Request Role"**

# DEFENSE LOGISTICS AGENCY

## Disposition Services

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

Application:

Choose



Role:

Choose



**From this page you will pick  
your Application and Role**

# DEFENSE LOGISTICS AGENCY

## Disposition Services

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### Reutilization / Transfer / Donation (RTD)

#### RTD Pre-Register

Application:

Choose

- Choose
- 
- Civil Air Patrol (CAP)
- Computers for Learning (CFL)
- Department of Defense (DOD) ←
- Department of Defense Contractor (DODC)
- Disposition Services (DS)
- Donation FEPD (FEPD)
- Firefighter (FF)
- Foreign Military Sales (FMS)
- Federal/State Screener (FS)
- Humanitarian Assistance Program (HAP)
- Law Enforcement Support Office (LESO)
- Military Affiliate Radio System (MARS)
- Reserve Officer Training Corps (ROTC)
- Service Museum (SVCMUS)
- Southwest Asia (SWA)
- Veterans Administration (VA)

**Pick your Application that fits your needs. All US Military customers will select Department of Defense (DOD)**

# DEFENSE LOGISTICS AGENCY

## Disposition Services

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### Reutilization / Transfer / Donation (RTD)

#### RTD Pre-Register

Application:

Department of Defense (DOD)

**For this example we have chosen  
DOD**

Role:

Choose

Choose

---

DOD ASO

DOD Screener

**Now pick either DOD ASO  
(Account Supply Officer) or DOD  
Screener Role**

# DEFENSE LOGISTICS AGENCY

## Disposition Services

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

Application:

Department of Defense (DOD)

Role:

DOD ASO



**Hit Submit**

# Reutilization / Transfer / Donation (RTD) Customer Registration Page

## 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:

\* Work Address Zip:

Zip is required.

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:

**Fill out any missing or incorrect information**

**Be sure to include your DoDAAC if known**

**Then hit Submit**



# DEFENSE LOGISTICS AGENCY

## Disposition Services

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### Reutilization / Transfer / Donation (RTD) Registration Complete

Thank you for registering. Your request will be processed in the order it is received. You will receive a confirmation email when the process is complete.

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PROD - v2.6.13244.1

Customer Service: 1-877-352-2255 or DSN: 691-7788 Email: [dlacustomer@defense.mil](mailto:dlacustomer@defense.mil)  
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Application - v5.0

Last Updated: 2014-09-28

**The RTD office in Battle Creek will review your request and approve it if all necessary requirements have been met.**

**END OF GUIDE**