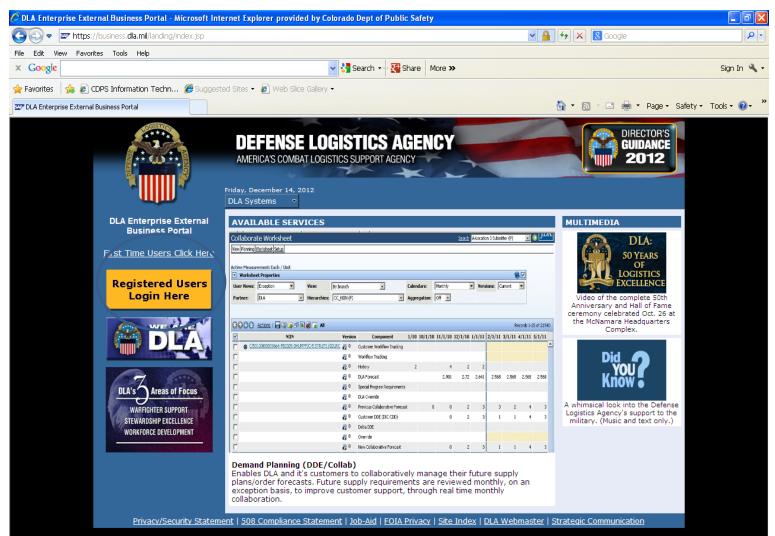
## How to Screen for DOD Excess Property in the new RTD system

Remember, you must be registered and approved in AMPS <u>and</u> RTD <u>before</u> you can screen/requisition 1033 equipment

Registration instructions are included on the USB drive or contact this office at 303-239-5776

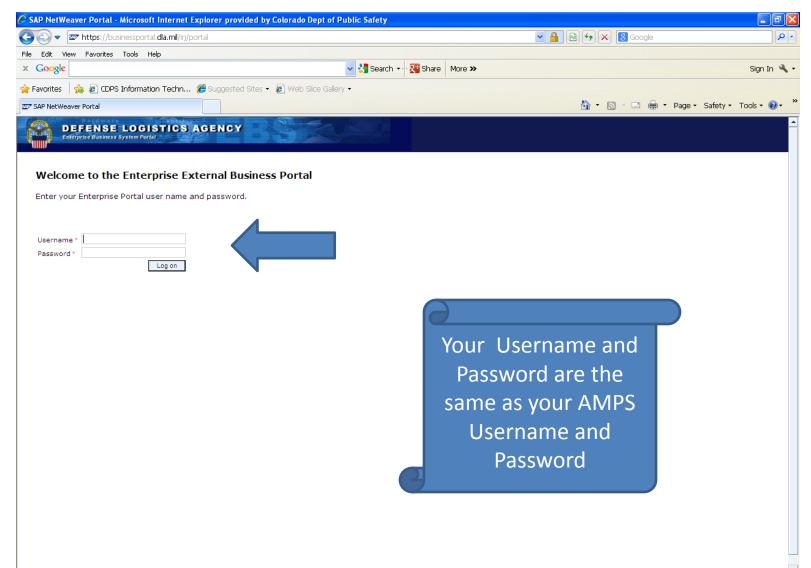
#### Go to - https://<u>business.dla.mil</u> Click on "Registered Users Login here"



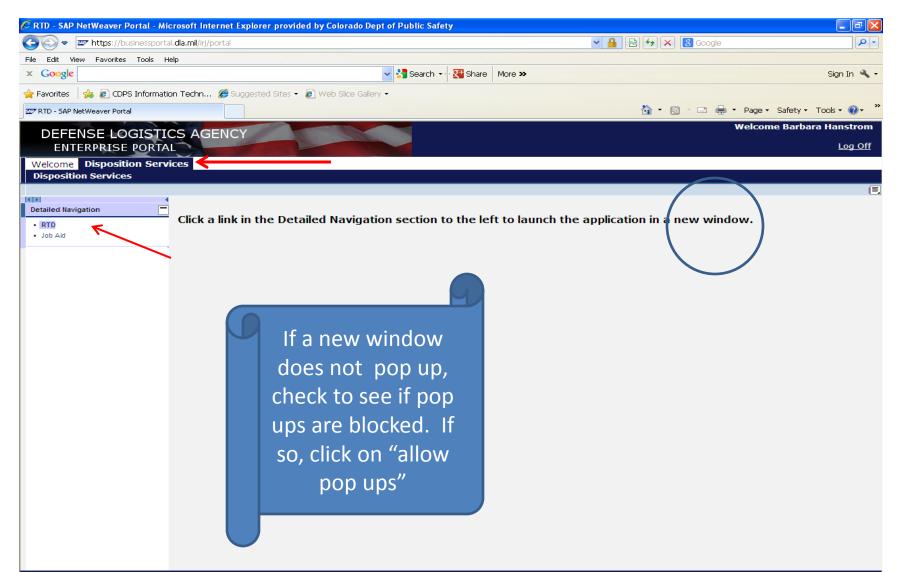
## Click on "I Accept"

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🖅 U. S. Government (USG) Information System (IS) - Us 👌 🔹 🖶 🔹 Page 🗾 Safety 🗾 Too	ols 🕶 🔞 🕶 🎽
<ul> <li>U. S. Government (USG) Information System (15) - Use and Consent</li> <li>You are accessing a U.S. Government (USG) Information System (15) that is provided for USG-authorized use only.</li> <li>By using this IS (which includes any device attached to this IS), you consent to the following conditions:</li> <li>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.</li> <li>At any time, the USG may inspect and seize data stored on this IS.</li> <li>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.</li> <li>This IS includes security measures (e.g., authentication and access controls) to protect USG interestsnot for your personal benefit or privacy.</li> <li>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, psychotherapiste, or cleary, and their assistents. Such communication and work product are private and confidential. See User Agreement for details.</li> <li>Incerpti I Decline</li> </ul>	

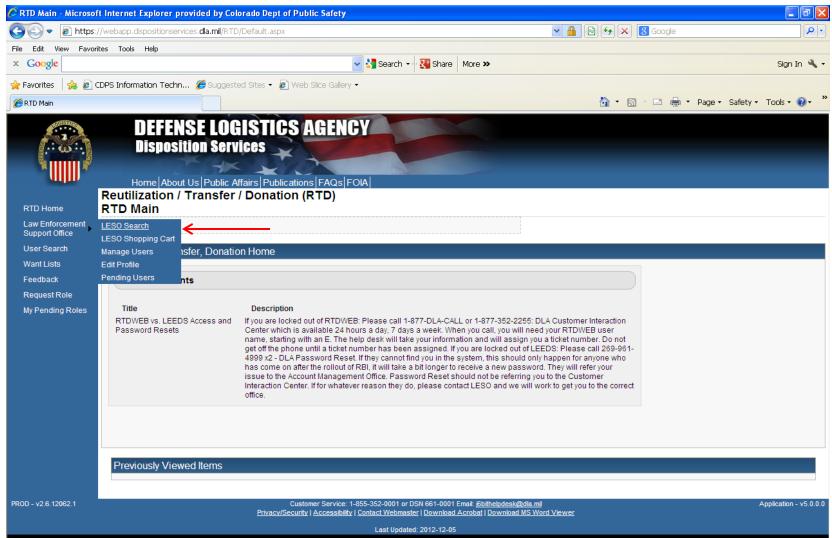
### Enter your User ID and Password and click "log on"



#### Click on the "Disposition Services" tab, then on "RTD". A new window should pop up.



#### Click on "LESO Search" in the drop down



#### Make sure this is your agency's DODAAC

🖉 LESO Search - Microsoft Internet Explorer provided by Colorado Dept of F	Public Safety		- 2 🛛
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Up to 70,000 NIINs or NSNs / LSNs File Upload: (.txt or .xls files only, if NS	Browse Ns / LSNs are uploaded, the NIIN will be extracted from the NS	N/LSN.)	
Federal Supply Classes (FSC): (2 digit FSGs or 4 digit FS	SCs separated by a space)		
Up to 16 Federal Supply 1005 - Guns, through 3 Classes (FSC): 1010 - Guns, over 30 m			
Classes (FSC): 1010 - Guns, over 30 m (Hold down CTRL or Shift to select multiple FSCs) 1025 - Guns, over 125 u 1025 - Guns, over 150 u 1030 - Guns, over 200 u	nrough 125 mm mm through 150 mm mm through 200 mm		
(Only 46 ECCs will be used in 1030 - Guils, over 2001	nin urougi 500 mm		

#### Enter your search criteria and click "search". Remember we may only screen in the DOD & RTD2

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## If you just want to see what's at Ft. Carson, select Colo. Springs

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	Miles from DoDAAC Location:			
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# When you find something you want to requisition, click on the shopping cart

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# Here's where you'll enter your quantity & justification. Then click "save to cart"

Add Item to Shopping Cart - Microsoft Inte	rnet Explorer provided by Colorado Dept of Pu	ıblic Safety			
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#### You may remove an item by clicking on the shopping cart or you can look at the item by clicking on the DTID

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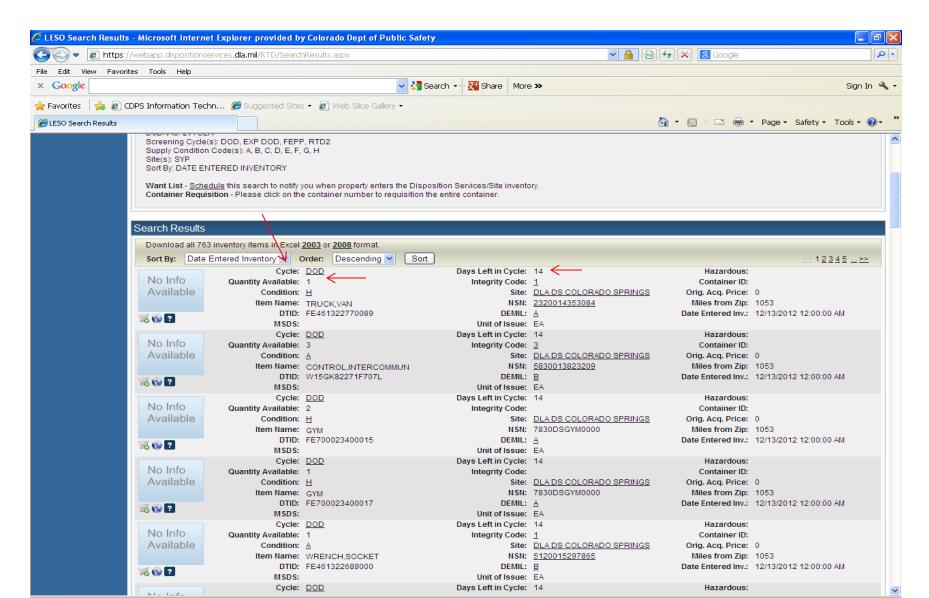
#### Clicking on the DTID will bring up the item information. Use your back button to go back to the previous screen

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#### If you don't find the item you are looking for, you may schedule a "want list" by clicking here

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## Things to look for:



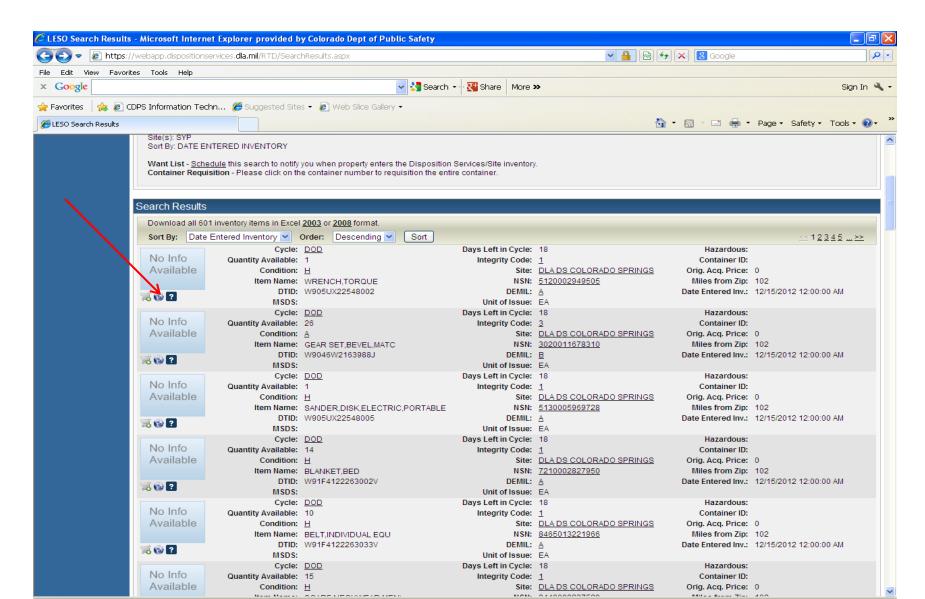
#### By Clicking on the "?", you may ask a question about the item. Clicking on the NSN will also give you additional information

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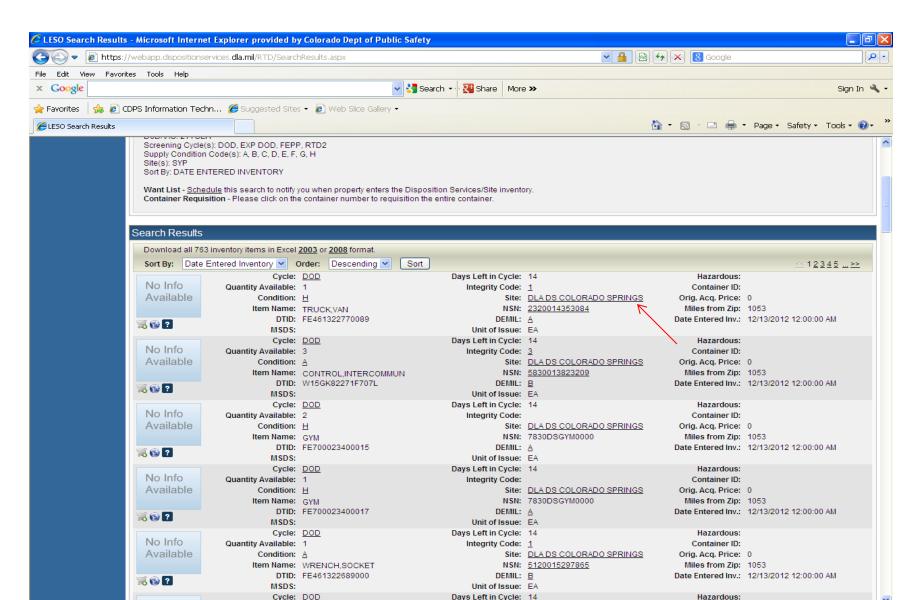
## Type in your question and click "submit question"

🖉 Ask Question About	Additional Property D	ata - Microsoft Internet Explorer provide	ed by Colorado Dept of Public Safe	у					
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			Last Updated: 2012-12-05						

### Click on this icon to view similar items



# Clicking on the "Site" will give you contact information for the DRMO. Contact them for additional information, if necessary.



## When you are finished screening, click on "Check Out"

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# That's it!

- The same approval procedures follow as before.
- You should receive an email when your request(s) have been approved or rejected.
- Once approved, you may then make the necessary arrangements to pick up or have the equipment shipped.
- The time frame to pick up or have items shipped is the same, two weeks.
- If you need an extension, contact the DRMO

## Thank you!

• If you have any questions about screening or any other issues or problems, please contact:

- Alice Huyler @ 303 239-5776
  - 1033 State Point of Contact