

AMPS & RTD SETUP GUIDE

The following guide will walk you through the simple 3-step process to complete

1. *Creating your AMPS account*
2. *Requesting your AMPS roles*
3. *Requesting your RTD Business Portal screener role*

If at any time you have questions, please contact the Texas LESO Staff
at 512-424-7590

AMPS Website

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



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.

**Click here for
access to AMPS**

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.

Creating AMPS 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 AMPS 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.

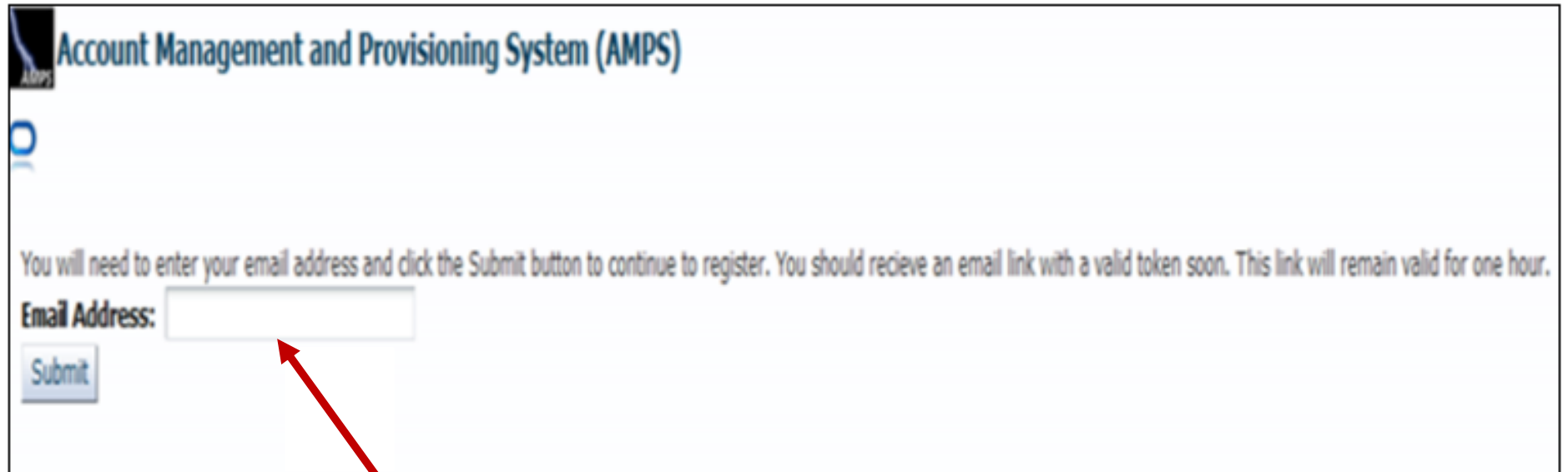
Click on “First Time User? Click Here to Register”

User ID	<input type="text"/>
Password	<input type="password"/>
<input type="button" value="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](#)

Creating AMPS Account



Account Management and Provisioning System (AMPS)


You will need to enter your email address and click the Submit button to continue to register. You should receive an email link with a valid token soon. This link will remain valid for one hour.


Email Address:

Submit

- **Enter your email address**
- **You will receive an email with a link. This link is only valid for ONE HOUR**
- **Click on the link & it will take you to the next page**

Creating AMPS Account

 **Account Management and Provisioning System (AMPS)**



AMPS User Registration

Attention Non-DLA Users: Non-DLA users—also called external users—should choose one of the following User Type buttons:

- I work for another Federal Agency
- I am a Supplier or Vendor to DLA
- I am a member of the Public

This action starts the external user AMPS registration process.

Attention current DLA Users: If you are a current DLA employee, **DO NOT CHOOSE** any options on this screen. Exit this screen immediately and contact the Enterprise Help Desk at the number listed below for assistance with logging in to AMPS.

If you have a CAC or PIV Card: AMPS supports certificate-based authentication using "smart cards", like a CAC issued by the DoD, or a PIV card issued by a supported ECA or FBCA vendor. If you have already inserted your smart card, **DO NOT REMOVE IT**. AMPS will detect the embedded certificates, and you will be able to log in without a user ID and password after you finish registration. If you want to use a smart card but do not have it inserted, please close your browsers, insert the smart card in the reader, and restart the registration process. This action ensures that AMPS can capture and store your authentication credentials from your card. You can then log in to AMPS without a user ID and password.

Select Your User Type:

User Type	Description
<input type="button" value="I work for another Federal Agency"/>	Non-DLA federal civilian employee. Provide information to the Security Office.
<input type="button" value="I am a Supplier or Vendor to DLA"/>	Suppliers and vendors of government items or services.
<input type="button" value="I am a member of the Public"/>	Public: citizens not available to the general public. During registration, you will be required to provide a few facts about you and your organization to register and request access to publicly available DLA applications.

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.

Click "I am a member of the Public"

****DO NOT click on Federal Agency****

Creating AMPS 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 AMPS 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 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

Make sure your first name matches exactly as it's listed on the Application

Contact Information

* Official Telephone
Official Fax
DSN Phone
DSN Fax
Mobile
Site

Complete all fields with an * asterisk then click "Next"

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

Make sure phone number has
"." in between numbers
(example: 555.555.5555)

Creating AMPS 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

Click "Next"

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

Create answers to 3 security questions that you choose

Create your own password following the rules to the right (example: Orange.Juice.17)

Creating AMPS 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		

Verify all information
is correct then 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	*****		

Creating AMPS Account

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](#)

You will receive your
username. ****SAVE THIS!****

Then click “Login to AMPS”

Requesting AMPS Roles



Defense Logistics Agency

Account Management and Provisioning System (AMPS)

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[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 \(External\)](#)

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Requesting AMPS Roles



Defense Logistics Agency

Single Sign-On Authentication

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[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"/>
	<input type="button" value="Login"/>

**Enter your
Username and
Password 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 AMPS Roles

The screenshot displays the AMPS web application interface. The top header bar contains the AMPS logo and the text "Defense Logistics Agency Account Management and Provisioning System (AMPS)". The left sidebar features a navigation menu with the following items:

- Home
- My Reports
- AMPS Help
- My Profile
 - My Information
- Requests
 - Request Role
 - Pending Approvals

A red arrow points to the "Request Role" link in the Requests section, accompanied by the text "Click 'Request Role'". The main content area on the right shows a "Home" tab and a "Getting Started Help Topics" section with a link "How do I use AMPS?".

Requesting AMPS Roles

The screenshot displays the AMPS web application interface. The top navigation bar includes the AMPS logo, the system name 'Defense Logistics Agency Account Management and Provisioning System (AMPS)', and links for 'Accessibility', 'Sign Out', and 'ETA0231'. The left sidebar contains a 'Home' link and two expandable sections: 'My Profile' (with 'My Information') and 'Requests' (with 'Request Role' and 'Pending Approvals'). The main content area is titled 'Request Role' and features a 'DLA Privacy Act Statement'. This statement includes sections for 'Authority', 'Principal Purpose(s)', 'Routine Uses', 'Disclosure', and 'Rules of Use'. At the bottom of the statement is an 'Accept' button, which is highlighted by a red arrow and the text 'Click "Accept"'.

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.

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.

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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.

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Accept

Click "Accept"

Requesting AMPS Roles

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 US

Middle Name

* Last Name Account Citizenship

EDIPI/UPN

* Email test.account@test.com

* Title Test

Contact Information

* Official Telephone 555.555.5555 Office/Cube

Official Fax

* Street 74 North Washington Ave

DSN Phone

PO Box

* City Battle Creek

DSN Fax

* State Michigan

Mobile

* Postal Code 49037

Site

* Country UNITED STATES

Organization Information Update Organization

Organization Name DLA External

Verify all information is correct then Click "Next"

Requesting AMPS Roles



Defense Logistics Agency Account Management and Provisioning System (AMPS)

Home

My Reports

AMPS Help

My Profile

My Information

Requests

Request Role

Pending Approvals

Home

Request Role

User Information Select Roles Justification Summary

Cancel Back Next

Browse Roles by Application

DLA Enterprise Applications

Search Roles

Role Name DDS-413

Role Description

Enterprise Application

Application

Environment

Primary Role

Search Reset

Enter "DDS-413" here
then select "search"

The role will appear below

Select a Role

☐ Display Admin Roles (for Supervisor and Approval Access)

Role Name

DLA Disposition Prod - RTD Customer DDS-514

DLA Disposition Prod - RTD Customer DDS-413

Selected Roles

Requesting AMPS Roles

Defense Logistics Agency Account Management and Provisioning System (AMPS)

Accessibility Sign Out EJC1633

Home

Accessibility/Section 508

My Reports

AMPS Help

My Profile

My Information

Requests

Request Role

Pending Approvals

Request Role

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

Click on "RTD Customer DDS-413" then click the right arrow to move it into the box to the right

then Click "Next"

Requesting AMPS Roles

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

Need for LESO Program

Optional Information

Attachment 1 Browse...

Attachment 2 Browse...

Attachment 3 Browse...

Attachments must be PDF files, smaller than 2MB each

**Enter the following justification:
"Need for LESO Program" then click "Next"**

Requesting AMPS Roles



Defense Logistics Agency Account Management and Provisioning System (AMPS)

- Home
- My Reports
- AMPS Help

My Profile
My Information

Requests
Request Role
Pending Approvals



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"

AMPS Account

You're almost there!

You have completed setting up your AMPS account and requested your access into RTD

You will receive two emails from AMPS:

1. *"Your request for roles has been received"*
2. *"Your request for roles has been approved"*

***IMPORTANT:** PLEASE WAIT two (2) hours (but not more than 8) before proceeding to the last step
(the remaining slides will guide you through the final step)

Requesting RTD Screener Role

<https://businessportal.dla.mil/consent/consent.jsp>

Login using the AMPS username & password

NOTE: Please attempt to login only one time. If you get the following error message

“User Authentication Failure”,

STOP and call 512-424-7590 before making any more login attempts.

If your login is successful, proceed to the next slides to complete.

Requesting RTD Screener Role

U. S. Government (USG) Information System (IS) - Use and Consent - Microsoft Internet Explorer provided by Tx DPS

https://businessportal.dla.mil/consent

File Edit View Favorites Tools Help

U. S. Government (USG) Information System (IS) - Us...

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.

Click on "I Accept"

[I Accept](#) [I Decline](#)

Requesting RTD Screener Role


SAP NetWeaver Portal - Microsoft Internet Explorer provided by Tx DPS

https://businessportal.dla.mil/irj/portal

File Edit View Favorites Tools Help

Favorites | The Texas 1033 Military Sur... Google DRMS LESO Start page Web Slice Gallery

SAP NetWeaver Portal

 **DEFENSE LOGISTICS AGENCY**
Enterprise Business System Portal

Welcome to the Enterprise External Business Portal

Enter your Enterprise Portal user name and password.

Username *

Password *

Enter your AMPS Username and Password, then click "Log on"

If you receive the following error message:
“User Authentication Failure”
please follow these steps:

1. Go back to the AMPS website and login
2. On left side of page, click on “*My Information*”
3. Click on tab at top that says “*Change Password*”
4. Change the password that you just created (it can literally be changed by just one character; you don’t have to reinvent the entire thing)
5. Then go back to RTD and login using the *new* password and it should let you in to finish the steps

Requesting RTD Screener Role

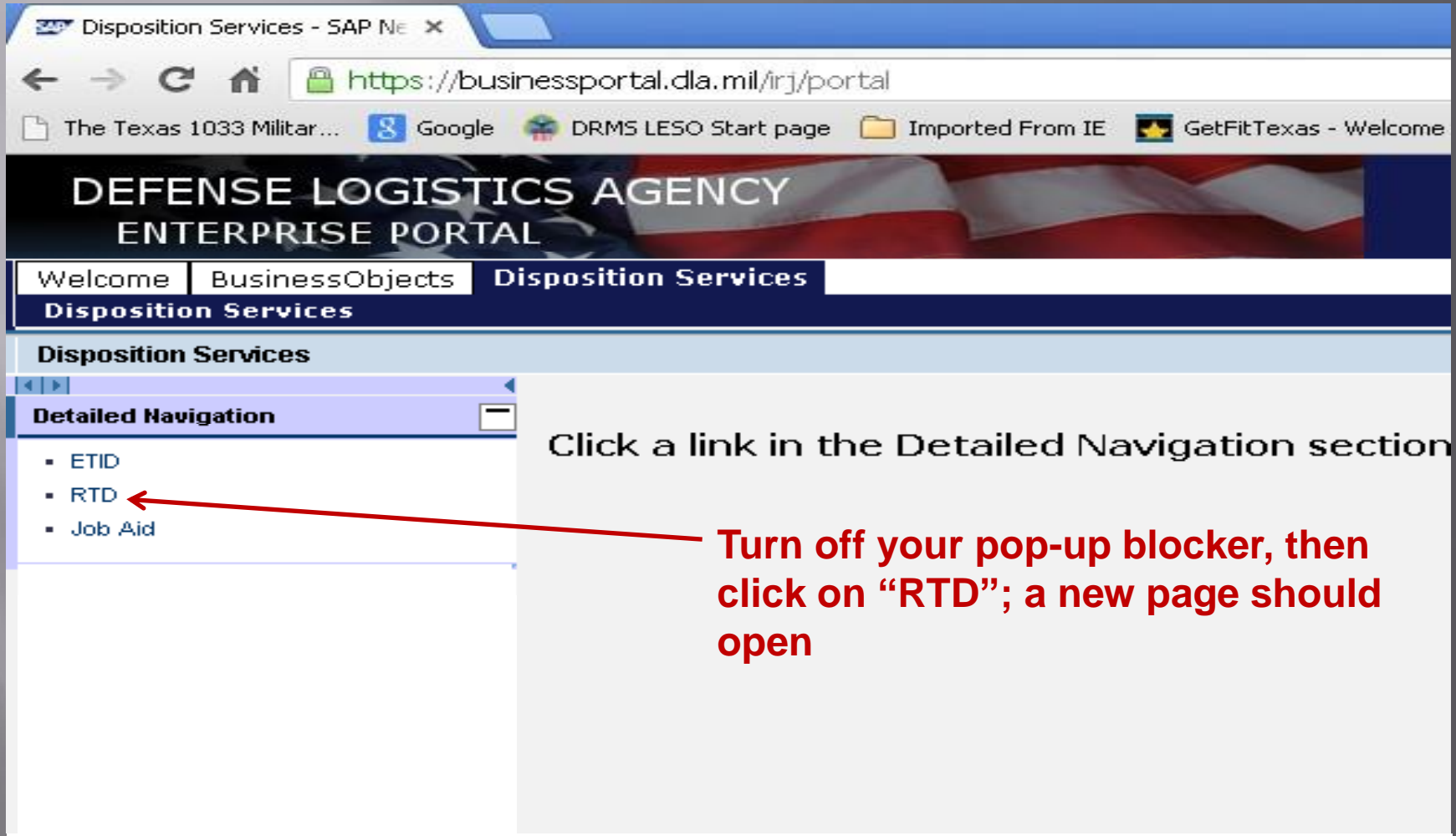


The screenshot shows a web browser window with the following elements:

- Browser Tab:** Welcome to DLA Enterprise E
- Address Bar:** <https://businessportal.dla.mil/irj/portal>
- Bookmarks Bar:** The Texas 1033 Militar..., Google, DRMS LESO Start page, Imported From IE, GetFitTexas - Welcome
- Header:** DEFENSE LOGISTICS AGENCY ENTERPRISE PORTAL
- Navigation Bar:** Welcome | BusinessObjects | **Disposition Services** | External Portal Utilities
- Breadcrumb:** Welcome to DLA Enterprise External Portal
- Content Area:**
 - Date:** Wednesday, February 27, 2013
 - DLA Portal System Messages:**
 - Welcome to the DLA Enterprise External B

A red arrow points from the text "Click on 'Disposition Services'" to the "Disposition Services" link in the navigation bar.

Requesting RTD Screener Role



The screenshot shows a web browser window with the URL <https://businessportal.dla.mil/irj/portal>. The page header includes the text "DEFENSE LOGISTICS AGENCY ENTERPRISE PORTAL" and a navigation bar with "Welcome", "BusinessObjects", and "Disposition Services". Below this, the "Disposition Services" section is highlighted. On the left, a "Detailed Navigation" menu lists "ETID", "RTD", and "Job Aid". A red arrow points to the "RTD" link. To the right of the menu, the text "Click a link in the Detailed Navigation section" is displayed. Below this, a red text box contains the instruction: "Turn off your pop-up blocker, then click on 'RTD'; a new page should open".

Disposition Services - SAP Ne x

← → ↻ 🏠 <https://businessportal.dla.mil/irj/portal>

The Texas 1033 Militar... Google DRMS LESO Start page Imported From IE GetFitTexas - Welcome

**DEFENSE LOGISTICS AGENCY
ENTERPRISE PORTAL**

Welcome BusinessObjects **Disposition Services**

Disposition Services

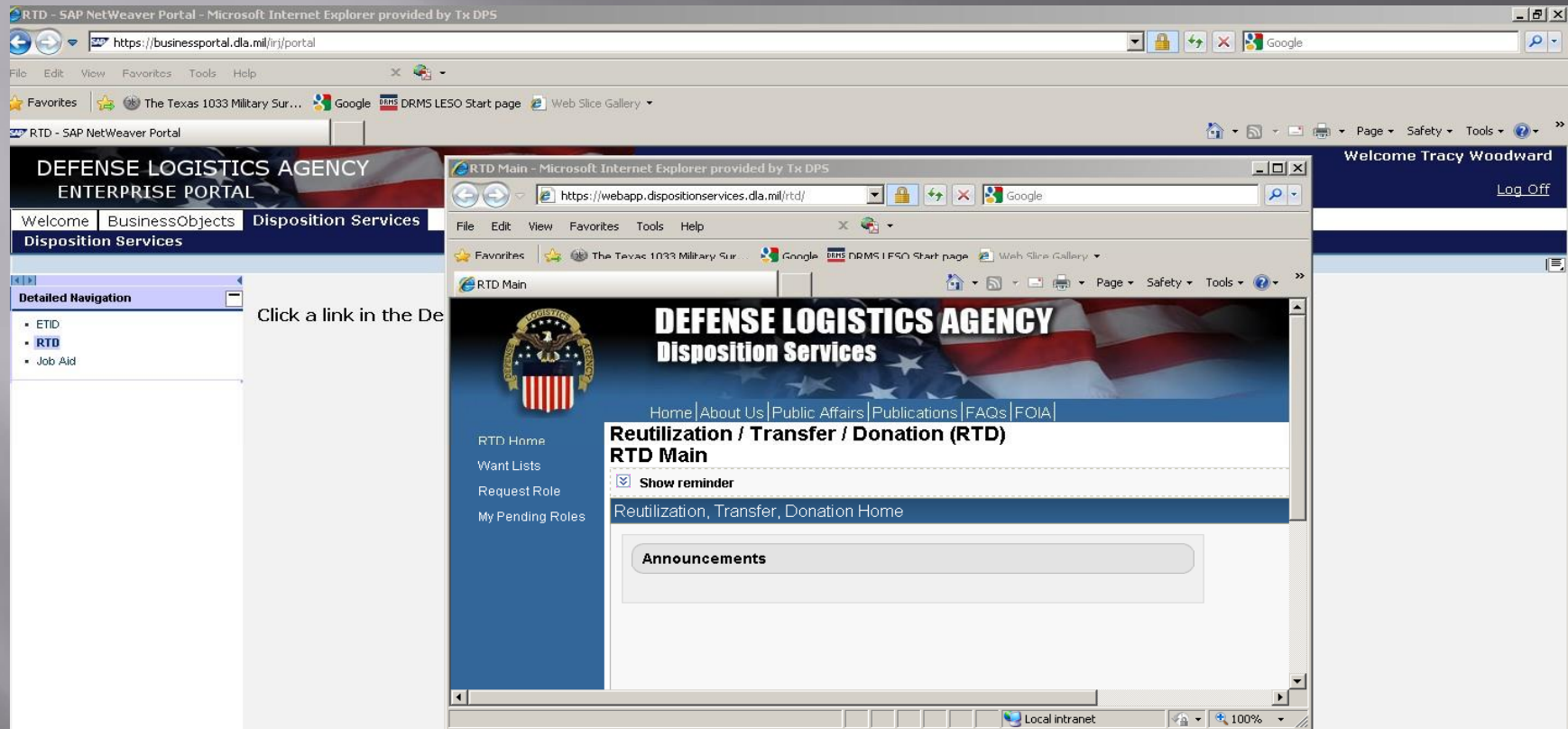
Detailed Navigation

- ETID
- **RTD**
- Job Aid

Click a link in the Detailed Navigation section

Turn off your pop-up blocker, then click on "RTD"; a new page should open

Requesting RTD Screener Role



A new window should open. If it doesn't, turn off your pop-up blocker and click on "Disposition Service" again, then "RTD".

Requesting RTD Screener Role


RTD Main - Microsoft Internet Explorer provided by Tx DPS

https://webapp.dispositionservices.dla.mil/rtd/

File Edit View Favorites Tools Help

Favorites The Texas 1033 Military Sur... Google DRMS LESO Start page Web Slice Gallery

RTD Main

 **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

Click on "Request Role"

Previously Viewed Items

PROD - v2.6.1.2062.1

Customer Service: 1-855-352-0001 or DSN 661-0001 Email: j6bithelpdesk@dlm.mil
[Privacy/Security](#) | [Accessibility](#) | [Contact Webmaster](#) | [Download Acrobat](#) | [Download MS Word Viewer](#)

Last Updated: 2013-01-14

Requesting RTD Screener Role

er - Microsoft Internet Explorer provided by TX DPS

https://webapp.dispositionservices.dla.mil/RTD/registration/preregister.aspx

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

DEFENSE LOGISTICS AGENCY
Disposition Services

RTD Home
Want Lists
Request Role
My Pending Roles

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

Application:
Law Enforcement Support Office (LESO)

Role:
LESO State/Local Screener

Submit

PROD - v2.6.12062.1

Customer Service: 1-855-352-0001 or DSN 661-0001 Email: j6bithelpdesk@dlm.mil
[Privacy/Security](#) | [Accessibility](#) | [Contact Webmaster](#) | [Download Acrobat](#) | [Download MS Word Viewer](#)

Last Updated: 2013-01-14

Select "Law Enforcement Support Office" (LESO)
Select "LESO State/Local Screener"
Click "Submit"

Requesting RTD Screener Role

Customer Registration - Law... TX LESD LEA info - All Items

DEFENSE LOGISTICS AGENCY
Disposition Services

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

Reutilization / Transfer / Donation (RTD)
Customer Registration - Law Enforcement Agency (LEA)

User Information

Title: Captain

* First Name: Benjamin

* Last Name: Baker

* Organization Name: Texas Parks and Wildlife

* Work Address Line 1: 4200 Smith School Rd

Work Address Line 2:

* Work Address City: Austin

* Work Address State: Texas

* Work Address Zip: 78744

Country:

* Work Phone: 5128398382

Work Ext:

Work Fax:

* Work Email: benjamin.baker@tpwd.texas.gov

Customer Type:

Opt-out of all email? No

Receive NIIN notification email: Yes

Receive property receipt email: Yes

Law Enforcement Agency (LEA) Information

Complete all required fields. (Make sure your first name matches exactly what you entered in AMPS & on what's on the Application)

Leave "Customer Type" blank

Leave "Yes & No's" as they are

Scroll down to complete the bottom of the page!

Requesting RTD Screener Role

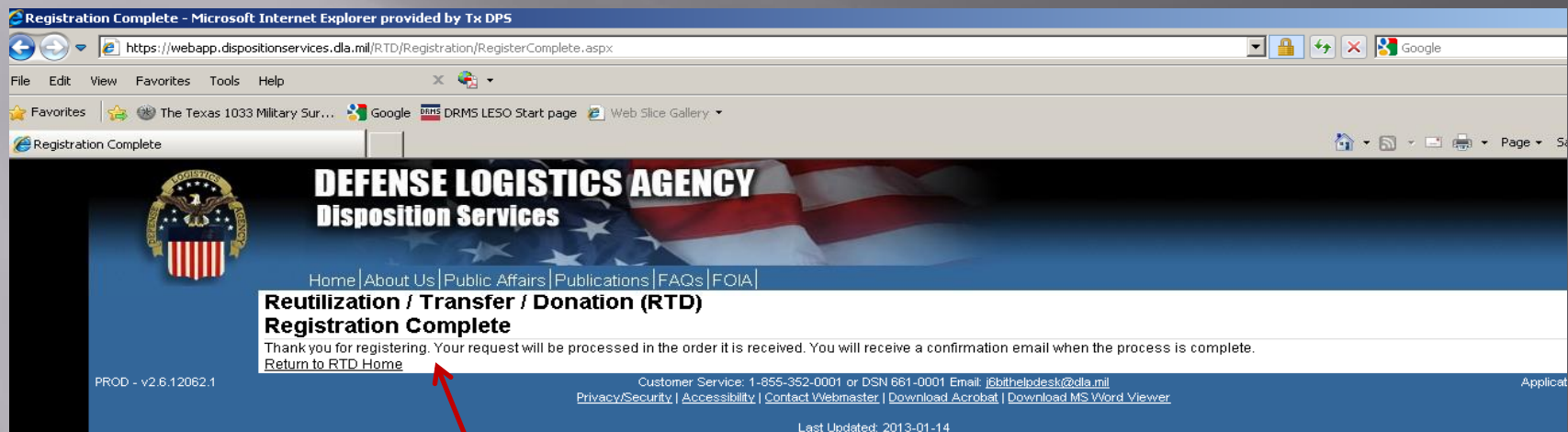
The screenshot shows a web browser window with two tabs: 'Customer Registration - Law...' and 'TX LEO LEA Info - All Items'. The browser's address bar shows 'http://www.txdps.state.tx.us'. The page has a blue sidebar on the left and a main content area. The form is titled 'Requesting RTD Screener Role' and contains several sections:

- Personal Information:**
 - Country:
 - * Work Phone:
 - Work Ext:
 - Work Fax:
 - * Work Email:
 - Customer Type:
 - Opt-out of all email?
 - Receive NIIN notification email:
 - Receive property receipt email:
- Law Enforcement Agency (LEA) Information:**
 - * Number of Officers:
 - * Number of Part Time Officers:
 - Weapons POC:
 - Aircraft POC:
 - Does Agency have equipment from the 1208/1033 Program?
 - If so, please specify equipment types:
 - Weapons:
 - Aircraft:
 - APCs:
 - HMMWV:
 - Watercraft:
 - Vehicles:
- State Assignment:**
 - * State Assigned:
- Submit:**
 -

At the bottom of the page, there is a footer with the text 'PROD - v6.0.0.0' on the left and 'Customer Service: 1-877-352-2255 or DSN: 661-7766 Email: diacontactcenter@tda.mil' on the right. Below this is a row of links: 'Privacy/Security', 'Accessibility', 'Contact Webmaster', 'Download Archived', and 'Download MS Word Viewer'. At the very bottom, it says 'Last Updated: 2019-06-21'.

- Fill in number of officers (as listed on Application)
- Appoint a Weapon & Aircraft POC. (if you don't have any, leave it blank)
- Leave these marked "No"
- Choose "Texas"
- Click "Submit"

Requesting RTD Screener Role



Your registration is complete. Once you reach this point, it may take up to 24 hours to get your roles approved. Log back in to RTD to check your status.

*****NOTE - You will NOT receive an email as promised*****

Requesting RTD Screener Role


RTD Main - Microsoft Internet Explorer provided by Tx DPS

https://webapp.dispositionservices.dla.mil/RTD/Default.aspx

File Edit View Favorites Tools Help

Favorites The Texas 1033 Military Sur... Google DRMS LESO Start page Web Slice Gallery

RTD Main

 **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
RTDWEB vs. LEEDS Access and Password Resets	If you are locked out of RTDWEB: Please call 1-877-DLA-CA Center which is available 24 hours a day, 7 days a week. We name, starting with an E. The help desk will take your information off the phone until a ticket number has been assigned. 4999 x2 - DLA Password Reset. If they cannot find you in the system, has come on after the rollout of RBI, it will take a bit longer to get to the Account Management Office. Password Reset should be completed at the Account Management Office. If for whatever reason they do, please contact LESO.

Previously Viewed Items

PROD - v2.6.12062.1

Customer Service: 1-855-352-0001 or DSN 661-0000
[Privacy/Security](#) | [Accessibility](#) | [Contact Webmaster](#) | [Download](#)

Last Updated: 2013-01-11

RTD Home
Law Enforcement Support Office
Want Lists
Request Role
My Pending Roles

Once you have been approved, you will see the "Law Enforcement Support Office" tab listed under RTD home

Congratulations!

**You may now start requesting
property!**

**Contact the Texas LESO office with any questions or to attend the next
training class where you will gain valuable information & live,
hands-on website training**

TXLESOprogram@dps.texas.gov

512-424-7590