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SUBMIT AS EMAIL ATTACHMENT TO:
DRMSCentralizedFile@dla.mil

Enter name, DODAAC, complete long address, telephone number for each designee
ALL DESIGNEES MUST SUPPLY THEIR DIGITAL SIGNATURE

DIGITAL SIGNATURES MANDATORY FOR ALL PERSONNEL SIGNING LETTER OF AUTHORIZATION

Accountable Officer:
Select this button if you need to authorize additional designees

[Print Form](#) [Email letter as an attachment, send to DRMSCentralizedFile@dla.mil](#)

DLA Disposition Services
LETTER OF AUTHORIZATION

DATE Apr 28, 2015 LOA is valid up to one year from this date. This LOA has additional pages

Per reference DOD 4160.21-M, Chapter 5, the following service members are authorized for direct removal of property from DLA Disposition Services sites per the Accountable Officer listed below for the following DODAAC(s):
YOUR APPLICABLE DODAAC(S) HERE

DESIGNEES				
FULL NAME	DODAAC	COMPLETE ADDRESS	PHONE	DIGITAL SIGNATURE
Zack Newfoundland	SC0000	ES Security 123 Doggie Lane Wurtsmith AFB, MI	123-456-7890	

ACCOUNTABLE SUPPLY OFFICER
I authorize and verify designees on this page.

FULL NAME	DODAAC	COMPLETE ADDRESS	PHONE	DIGITAL SIGNATURE
Bailey Border Collie	SC0000	ES Security 123 Doggie Lane Wurtsmith AFB, MI	123-456-7890	

ACCOUNTABLE SUPPLY OFFICER EMAIL ADDRESS IS REQUIRED
Bailey.Border.Collie@wurtsmith.af.mil

COMMANDING OFFICER
Per regulations, the Commanding Officer cannot be the same person as the Accountable Officer. The CO is the AO's higher authority.

Zoe Labrador, Col FULL NAME/GRADE	 COMMANDING OFFICER DIGITAL SIGNATURE
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[ADD DESIGNEE PAGE](#)