

Direct Removals of DLA Disposition Services Property

Direct Removals for DOD and listed special programs The following procedures for direct removal will be enforced for all direct removals of DLA Disposition Services property worldwide, for DOD and the following special programs:

- DOD Humanitarian Assistance Program (HAP)
- DOD or Service Museums
- National Guard Units
- Senior Reserve Officer Training Corps (ROTC) Units
- Morale, Welfare and Recreation (MWR) Activities/Services
- Military Affiliate Radio System (MARS)
- Civil Air Patrol (CAP) and DOD Contractors

A Letter of Authorization will be required in the Centralized File. Electronic LOA's must contain digital signatures of all persons listed on the letter. LOA's must be updated annually. The Letter of Authorization must include the following information:

- The accountable officer's and designees assigned DODAAC
- Long line complete address
- Telephone number
- POC email address
- Typed name and digital signature of supply officer and designees (if applicable) authorized to sign requisitions
- Signed by higher level of authority
- Commanding Officer/Higher level of authority may not also sign as designees
- Continuation pages **MUST** contain the accountable officer's digital signature

The letter **MUST** be submitted, approved and loaded into the Centralized File on eWorkplace prior to the arrival of the person picking up the property and be dated less than one year from the current date. The person picking up the property may **NOT** hand carry the letter to the DLA Disposition Services site.

Direct pickup for allocated property may be made by an individual not listed on the LOA who provides valid photo identification and a DD Form 1348-1A signed by the Accountable Supply Officer or authorized individuals listed in the letter. Before release of the property, the following actions must occur:

- DLA Disposition Services site will contact POC number from the Letter of Authorization and request an email
 - To the DLA Disposition Services site address
 - From an appropriate .mil, .gov, or other appropriate noncommercial email address
 - With a cc: to the individual who signed the authorization letter
 - Email must authorize the person picking up the property to remove the specific item(s) requisitioned.
- Item(s) will not be released until confirming email arrives.
- Printed copy of email will be retained with requisition document.

Direct Removals for Transfer, Donation, Law Enforcement Agencies (LESO), Firefighters, and Computers for Learning (CFL) customers.

The following procedures for direct removal will be enforced for all direct removals of DLA Disposition Services property worldwide, the following special programs:

- Law Enforcement Agencies (LESO)
- Firefighters
- Computers for Learning (CFL)

CFL will only have electronic requisitions-no walk-ins allowed

Transfer and Donation Customer: OCONUS: The DLA Disposition Services site must receive a fax or email copy of the approved SF 122/123 directly from GSA or DLA Disposition Services HQ/RTD office. The SF 122/123 must be signed by an authorized GSA regional representative. The DLA Disposition Services site will not issue property to customers who hand carry a signed SF 122/123 with them unless there is an independent copy received via fax or email directly from GSA (from a 'gsa.gov' email address or sent from a GSA fax machine).

CONUS: The DLA Disposition Service site may release property when a valid SF122/123 is received but a milstrip did not print. However, DLS DS personnel should check milstrip/dtid history to ensure the Transfer/Donation requisition did not cancel/reject through Daisy. If the milstrip did not print, DLA DS personnel should contact HQ RTD to determine the cause.

Pick-ups. When scheduling a pickup, the DLA Disposition Services site employee will request information on who is authorized to pick up the property for the requisitioner. The requisitioner must provide the information in writing via a "Letter of Authorization to Remove Property" (see below example) from their office email address or via facsimile to the DLA Disposition Services site. The DLA Disposition Services site will attach a copy of the Letter of Authorization to Remove Property to the DD 1348 and or SF122/123. Property will only be released to those authorized individuals and/or transporters once property identification has been furnished. Proper identification includes a driver's license or government/company issued ID card.

NOTE: Temporary base security ID cards are not acceptable. If there is any question as to whether or not the individual/transporter is in fact authorized to remove the property, the requisitioning customer must be contacted and the information verified prior to release.

Direct Removals for Foreign Military Sales (FMS)

Property is typically shipped to a pre-designated freight forwarder. There are two exceptions to this rule for FMS:

- When an FMS customer is accompanied by one of the FMS Program Managers from HQ in Battle Creek. In those rare cases, the FMS Program Managers may approve the removal of property by the customer.
- If the Program Manager is not physically present and an FMS customer wishes to pick-up property, the DLA Disposition Services site must call the FMS office in Battle Creek (DSN 661-5927 or DSN 661-7532). The Program Manager will send an email with approval for direct removal by a designated individual. The DLA Disposition Services site may release the property to the customer once they have verified the customer's ID matches the designated individual in the email.

