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Enter Name, Complete Long Address, and Telephone Number for each designee

The Commanding Officer must be the last person to sign

Print Form Submit by Email to DRMSCentralizedFile@dlm.mil

DLA Disposition Services Letter of Authorization

Prescribed by DoDM 4148.21
Sponsor: Disposition Services

DATE Dec 25, 2021 LOA is valid up to one year from this date. Notes

Verify the Authority Code for your DODAAC states DD-Requisitioner at https://www.transactionservices.dla.mil/dodaacon/dodaacon_dodaacon.asp. DODAACs may not be split amongst designees; all designees will be authorized for all listed DODAACs. Per reference DOD 4160.21-V3, Enclosure 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):

Z12345

DESIGNEES			
FULL NAME	COMPLETE ADDRESS	PHONE	DIGITAL SIGNATURE
Buddy The Elf	77 Toy Squadron 123 Reindeer Way North Pole, AN 12345	5551234567	SIGN NAME
			SIGN NAME
			SIGN NAME
			SIGN NAME
			SIGN NAME

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

FULL NAME	COMPLETE ADDRESS	PHONE	DIGITAL SIGNATURE
Rudolph The Red Nose Reindeer	77 Toy Squadron 123 Reindeer Way North Pole, AN 12345	+1 (123) 456-789	SIGN NAME

ACCOUNTABLE SUPPLY OFFICER EMAIL ADDRESS IS REQUIRED

ASO EMAIL ADDRESS: rudolph.reindeer@dlm.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.

FULL NAME/GRADE	COMMANDING OFFICER DIGITAL SIGNATURE
Santa Claus, Chief Toy Deliverer	SIGN NAME

Reminder for DOD/Military customers The LOA (Letter of Authorization) is only required if you will be picking up requested property directly from a DLA field site. LOA's are not required if property is shipped to the military unit.

DLA FORM 2517, JUL 2020 PREVIOUS EDITIONS ARE OBSOLETE Page 1 of 1 PDF (DLA)

Add Designee Page

List all DoDAACs the designees are authorized to pick up property under

Digital signatures are mandatory for all individuals signing the Letter of Authorization

Click this button if you need additional designee signature blocks