

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

DLA Disposition Services
LETTER OF AUTHORIZATION

DATE Aug 5, 2010 *LOA is valid one year from this date.*

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

DESIGNEES				
FULL NAME	DoDAAC	COMPLETE ADDRESS	PHONE	DIGITAL SIGNATURE
Zack Newfoundland	SC0000	K9 Security 123 Doggie Lane Wurtsmith AFB, MI	123-456-7890	

MILITARY SERVICE ACCOUNTABLE OFFICER FOR (MILITARY UNIT/COMPANY)
I authorize and verify designees on this page.

FULL NAME	DoDAAC	COMPLETE ADDRESS	PHONE	DIGITAL SIGNATURE
Bailey Boarder Collie	SC0000	K9 Security 123 Doggie Lane Wurtsmith AFB, MI	123-456-7890	

POINT OF CONTACT for requisition history, validation of letter, and renewal reminder.

FULL NAME	E-MAIL ADDRESS	PHONE
Bailey Boarder Collie	Bailey.Border.Collie@wurtsmith.af.mil	123-456-7890

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](#)

SUBMIT AS EMAIL
 ATTACHMENT TO:
 DRMSCentralizedFile@dla.mil

**DIGITAL SIGNATURES
 MANDATORY FOR
 ALL PERSONNEL
 SIGNING LETTER OF
 AUTHORIZATION**

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

Click here to
 open calendar

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

**PER REGULATIONS THE
 ACCOUNTABLE OFFICER
 AND SIGNING HIGHER
 AUTHORITY CANNOT BE
 THE SAME PERSON**

**THE ACCOUNTABLE
 OFFICER MUST ALSO
 DIGITALLY SIGN PAGE 2
 IF USED FOR ADDITIONAL
 DESIGNEES. SIGNATURE
 BLOCK LOCATED AT
 BOTTOM OF PAGE**