

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
- ☞ ASO/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

- ☞ Continuation pages **MUST** contain the accountable officer's digital signature

The letter **MUST** be on file in 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 Field Activity.

Direct pickup for allocated property, may be made by an individual with two forms of valid identification and a DD Form 1348-1A signed by the Accountable Supply Officer or authorized individuals listed in the letter. If an individual is not identified on the LOA, the following actions must occur prior to release of property:

- ☞ DLA Disposition Services Field Activity will contact POC number from the Letter of Authorization and request an email
 - To the DLA Disposition Services Field Activity 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.
 - Individual picking up property will provide two forms of photo identification.
- ☞ 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 for 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 Customers: The DLA Disposition Services Field Activity must receive a faxed or email copy of the approved SF 122/123 directly from GSA. The SF 122/123 must be signed by an authorized GSA regional representative received independently via fax or e-mail from an identifiable GSA source (from a “gsa.gov” e-mail address or sent from a GSA fax machine.) The DLA Disposition Services Field Activity 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

Pick-ups: When scheduling a pickup, the DLA Disposition Services Field Activity 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 example below) from their office email address or via facsimile to the DLA Disposition Services Field Activity. The DLA Disposition Services Field Activity 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 proper 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 Field Activity 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 Field Activity may release the property to the customer once they have verified the customer’s ID matches the designated individual in the email.

Letter of Authorization to Remove Property

Date:

To: DLA Disposition Services

From:

I, _____ the undersigned, hereby authorize
_____ to remove the below listed requisitions on my behalf.

Extent of Authority: **To remove property.**

SIGNATURE OF CUSTOMER: _____

LIST ITEM(S) by Requisition/DTID Number:

(PRINT NAME) _____