

Use your regional letterhead

TO: MEMORANDUM FOR DEFENSE REUTILIZATION AND MARKETING OFFICE (DRMO) LIST DRMO NAME HERE

FROM: USDA FOREST SERVICE, REGION LIST YOUR REGIONAL OFFICE HERE

SUBJECT: AUTHORIZATION TO RESERVE, SCREEN, AND FOR DIRECT REMOVAL OF PROPERTY FROM THE DRMO.

1. Reference:

- a. DoD 4160.21-M, Chapter 5, Para B and G.
- b. Memorandum, enter the date that you signed the MOA with the State Forester agreeing to acquire DoD property, subject: Designation of Accountable Officer
- c. Memorandum, (see attachment for sample), enter the date that the State Forester of Fire Sup signed the MOU appointing screeners, signatories, and DoD property removal. Authorization to Authenticate DD Form 1348-1A and appoint persons to Reserve, Screen, and for Direct Removal of property from DRMO (Atch 1).

2. IAW references above, the below listed individuals are authorized to reserve, screen, and for direct removal of property from DRMO on behalf of the Accountable Officer.

- a. DODAAC:
- b. SUPPLEMENTARY ADDRESS CODE:
- c. ACTIVITY:
- d. ADDRESS:
- e. PHONE NUMBER:
- f. FAX NUMBER:

1. NAME: SIGNATURE: \_\_\_\_\_

2. NAME: SIGNATURE: \_\_\_\_\_

3. NAME: SIGNATURE: \_\_\_\_\_

4. NAME: SIGNATURE: \_\_\_\_\_

3. This letter expires you can make this one year from the date signed, or on the last day of the fiscal year or the last day of the calendar year.

PMO SIGNATURE and DATE  
PMO PRINTED NAME AND TITLE