

**COMPANY LETTERHEAD**

**(THIS IS A TEMPLATE PROVIDED FOR INFORMATION.  
COMPANY FORMATS OR SYSTEMS MAY VARY)**

DATE:

FIELD OFFICE

Attn: Assigned Industrial Security Representative (ISR)

ADDRESS/SUITE

CITY, STATE ZIP CODE

Dear Mr./Ms. NAME

We are requesting self-approval authority for Title/Security Role or list if more than one for Company Name and CAGE Code. This request will enhance our ability to meet classified contract requirements or other reason more effectively. We are familiar with the eligibility requirements to self-approve, procedures to submit a DCSA Form 147 for each open storage area, and failing to maintain eligibility or vulnerabilities that are cited related to the self-approval process will result in DCSA rescinding self-approval authority.

If you have any questions, our point of contact is Company POC at Phone or by e-mail.

Sincerely,

**Requester Signature**

**Title (SMO, Director of Security, or FSO only)**

cc: Completed Training Certificate(s)