

<b>APPOINTMENT OF MILITARY POSTAL CLERK, UNIT MAIL CLERK OR MAIL ORDERLY</b> <i>(See Instructions on Reverse)</i>		1. DATE EFFECTIVE	2. CLERK/ORDERLY CARD #
3. NAME OF APPOINTEE <i>(Last, First, Middle Initial)</i>		4. DATE REVOKED	
4. GRADE		5. TITLE OF APPOINTEE	
6. ORGANIZATION/ACTIVITY		7. APO, MPO, OR CONUS INSTALLATION	
8. <b>MAIL AUTHORIZED TO RECEIVE</b> <i>(Check and Initial)</i>		9. THIS FORM MUST BE VALIDATED BY THE SERV- ING AGENCY'S GENERAL PURPOSE DATING STAMP PRIOR TO CLERK RECEIVING MAIL. IN THE CASE OF THE NAVY MOBILE UNITS, VALIDATION MAY BE BY IMPRESSION OF THE OFFICIAL SEAL.	
PERSONAL <i>(ALL)</i> <input type="checkbox"/>	OFFICIAL <i>(All)</i> <input type="checkbox"/>		
PERSONAL <i>(Except accountable)</i> <input type="checkbox"/>	OFFICIAL <i>(Except accountable)</i> <input type="checkbox"/>		
PERSONAL <i>(ALL) No Registered</i> <input type="checkbox"/>	OFFICIAL <i>(All) No Registered</i> <input type="checkbox"/>		
SIGNATURE OF APPOINTING OFFICIAL		SIGNATURE OF APPOINTEE	

DD FORM 285, AUG 08

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<p><b>Item 5.</b> Indicate the correct title of the appointee: Military Postal Clerk, Unit Mail Clerk or Mail Orderly.</p> <p><b>Item 6.</b> State the exact activity, i.e., Sq, Gp, Ship's Name, BN, CO, BSO, NCO Club, Exchange, Official Center, etc.</p> <p><b>Item 8&amp;9.</b> Appointing official will check box and initial by each type of mail appointee is authorized to receive. Validating official will enter his initials in lower right hand corner.</p> <p><b>Signature of Appointing Official</b> – I have appointed the individual named to receive mail indicated addressed to the specific organization/activity shown. When this appointment is terminated, I will (1) Notify the agency through which mail is received, (2) Destroy DD 285 returned by the individual, and (3) Complete Item 2 (DD 285) on the Unit File Copy and retain it for the period specified in the applicable service's regulation.</p> <p><b>Signature of Appointee</b> – I have studied the instructions in applicable regulations, manuals and other directives, and am thoroughly familiar with my responsibilities and duties. I will carry this authorization whenever I am engaged in mail handling duties and return it to the appointing official when I am relieved of mail handling duties.</p>
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