

APPOINTMENT OF MILITARY POSTAL CLERK, UNIT MAIL CLERK OR MAIL ORDERLY <i>(See Instructions on Reverse)</i>		1. DATE EFFECTIVE	2. DATE REVOKED
3. NAME OF APPOINTEE <i>(Last, First, Middle Initial)</i>			
4. RANK OR GRADE	5. SSN	6. TITLE OF APPOINTEE	
7. ORGANIZATION/ACTIVITY		8. APO, MPO OR CONUS INSTALLATION	
9. MAIL AUTHORIZED TO RECEIVE <i>(Check and Initial)</i>		10. THIS FORM MUST BE VALIDATED BY THE SERVING 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 UNIT'S OFFICIAL SEAL.	
<input type="checkbox"/> Personal <i>(All)</i>	<input type="checkbox"/> Official <i>(Except accountable)</i>		
<input type="checkbox"/> Personal <i>(Except accountable)</i>	<input type="checkbox"/> Official Pouches Only		
<input type="checkbox"/> Official <i>(All)</i>	<input type="checkbox"/>		
SIGNATURE OF APPOINTING OFFICIAL		SIGNATURE OF APPOINTEE	

DD Form 285, JUN 67

Item 6. Indicate the correct title of the appointee: Military Postal Clerk, Unit Mail Clerk or Mail Orderly.

Item 7. State the exact activity, i.e., Sq Gp, Ship's Name, BN, CO, BSO, NCO Club, Exchange, Official Center, etc.

Items 9 & 10. Appointing official will check box and initial by each type of mail appointee is authorized to receive.
Validating official will initial in lower right corner.

Signature of Appointing Official - 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.

Signature of Appointee: 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.

DATA REQUIRED BY THE PRIVACY ACT OF 1974

(5 U.S.C. 552a)

TITLE OF FORM

Appointment of Military Postal Clerk, Unit Mail Clerk or Mail Orderly

PRESCRIBING DIRECTIVE

1. AUTHORITY

Title 39 U.S.C. 406

2. PRINCIPAL PURPOSE(S)

For appointment of unit mail clerks and mail orderlies to perform mail handling functions between civil or military post offices and the units for which designated.

3. ROUTINE USES

Identifies card holder as an individual authorized to receive and dispatch personal and official mail.

4. MANDATORY OR VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL NOT PROVIDING INFORMATION

Voluntary, inasmuch as SSN would not prevent the individual from performing the duties of a mail clerk.