APPOINTMENT OF MILITARY POSTAL CLERK, UNIT MAIL CLERK OR MAIL ORDERLY *(See Instructions on Reverse)*	1. DATE EFFECTIVE	2. DATE REVOKED
3. NAME OF APPOINTEE *(Last, First, Middle Initial)*		
4. RANK OR GRADE	5. TITLE OF APPOINTEE	
6. ORGANIZATION/ACTIVITY	7. APO, MPO OR CONUS INSTALLATION	
8. MAIL AUTHORIZED TO RECEIVE *(Check and Initial)*	9. 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.	
Personal *(All)* ☐ / Official *(Except accountable)* ☐		
Personal *(Except accountable)* ☐ / Official Pouches Only ☐		
Official *(All)* ☐ / ☐		
SIGNATURE OF APPOINTING OFFICIAL	SIGNATURE OF APPOINTEE	

DD Form 285, AUG 2019

APPOINTMENT OF MILITARY POSTAL CLERK, UNIT MAIL CLERK OR MAIL ORDERLY *(See Instructions on Reverse)*	1. DATE EFFECTIVE	2. DATE REVOKED
3. NAME OF APPOINTEE *(Last, First, Middle Initial)*		
4. RANK OR GRADE	5. TITLE OF APPOINTEE	
6. ORGANIZATION/ACTIVITY	7. APO, MPO OR CONUS INSTALLATION	
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Personal *(Except accountable)* ☐ / Official Pouches Only ☐		
Official *(All)* ☐ / ☐		
SIGNATURE OF APPOINTING OFFICIAL	SIGNATURE OF APPOINTEE	

DD Form 285, AUG 2019

APPOINTMENT OF MILITARY POSTAL CLERK, UNIT MAIL CLERK OR MAIL ORDERLY *(See Instructions on Reverse)*
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SIGNATURE OF APPOINTEE
DD Form 285, AUG 2019

APPOINTMENT OF MILITARY POSTAL CLERK, UNIT MAIL CLERK OR MAIL ORDERLY *(See Instructions on Reverse)*
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DD Form 285, AUG 2019

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DD Form 285, AUG 2019

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DD Form 285, AUG 2019

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SIGNATURE OF APPOINTING OFFICIAL
SIGNATURE OF APPOINTEE
DD Form 285, AUG 2019

Item 5. Indicate the correct title of the appointee: Military Postal Clerk, Unit Mail Clerk or Mail Orderly.

Item 6. State the exact activity, i.e., Sq Gp, Ship's Name, BN, CO, BSO, NCO Club, Exchange, Official Center, etc.

Items 8 & 9. 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.

DD Form 285 Reverse, AUG 2019

Item 5. Indicate the correct title of the appointee: Military Postal Clerk, Unit Mail Clerk or Mail Orderly.

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DD Form 285 Reverse, AUG 2019

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