This form is subject to the Privacy Act of 1974, see separate Privacy Act Statement.

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- 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.

DD Form 285 Reverse, JUN 67

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