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Item 4. Filled out only if DD Form 2260 is used.	Item 4. Filled out only if DD Form 2260 is used.
Item 7. Indicate the correct title of the appointee: Military Postal Clerk, Unit Mail Clerk or Mail Orderly.	Item 7. Indicate the correct title of the appointee: Military Postal Clerk, Unit Mail Clerk or Mail Orderly.
Item 8. State the exact activity, I.e., Sq Gp, Ship's Name, BN, CO, BSO, NCO Club, Exchange, Official Center, etc.	Item 8. State the exact activity, I.e., Sq Gp, Ship's Name, BN, CO, BSO, NCO Club, Exchange, Official Center, etc.
Item 10 & 11. 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.	Item 10 & 11. 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.
Signature of Appointing Official - I have appointed the individual named to receive mall 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) destry DD-265 returned by the individual, and (3) draw a diagonal line across DD 265 and write 'REEVOKED' over the line on the Post Office and Unit File Copy and retain it for the period specified in 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	 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) draw a diagonal line across DD 285 and write "REVOKED" over the line on the Post Office and Unit File Copy and retain it for the period specified in 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 rutur in to the appointing official when I am
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DD Form 285 Reverse, AUG 2019	DD Form 285 Reverse, AUG 2019
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