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	APPOINTMENT OF MILITARY POSTAL CLERK, 1. DATE EFFECTIVE 2. DATE REVOKED	APPOINTMENT OF MILITARY POSTAL CLERK, 1. DATE EFFECTIVE 2. DATE REVOKED
	UNIT MAIL CLERK OR MAIL ORDERLY (SEE INSTRUCTIONS ON REVERSE)	UNIT MAIL CLERK OR MAIL ORDERLY (SEE INSTRUCTIONS ON REVERSE)
	3. NAME OF APPOINTEE (LAST, FIRST, MIDDLE INITIAL) 4. CARD NUMBER	3. NAME OF APPOINTEE (LAST, FIRST, MIDDLE INITIAL) 4. CARD NUMBER
	5. RANK OR GRADE 6. DoD ID NUMBER 7. TITLE OF APPOINTEE	5. RANK OR GRADE 6. Dod ID NUMBER 7. TITLE OF APPOINTEE
	5. RANK OR GRADE 6. DOD ID NUMBER 7. TITLE OF APPOINTEE	5. KANN OR GRADE 6. DOD ID NOMBER 7. TITLE OF APPOINTEE
	8. ORGANIZATION/ACTIVITY/UNIT/SECTION 9. MPO OR CONUS ZIP CODE	8. ORGANIZATION/ACTIVITY/UNIT/SECTION 9. MPO OR CONUS ZIP CODE
	10 MAIL AUTHORIZED TO RECEIVE 11. THIS FORM MUST BE VALIDATED BY	10. MAIL AUTHORIZED TO RECEIVE 11. THIS FORM MUST BE VALIDATED BY
	(CHECK AND INITIAL) THE SERVICING AGENCY'S ALL PURPOSE DATE STAMP PRIOR TO CLERK RECEIVING	(CHECK AND INITIAL) THE SERVICING AGENCY'S ALL PURPOSE DATE STAMP PRIOR TO CLERK RECEIVING
	PERSONAL (ALL) OFFICIAL (EXCEPT ACCOUNTABLE) OFFICIAL POUCHES ONLY OF THE DAY MOBILE OFFICIAL POUCHES ONLY	PERSONAL (ALL) OFFICIAL (EXCEPT ACCOUNTABLE) DESCONAL (EXCEPT ACCOUNTABLE) OFFICIAL POUCHES ONLY OFFICIAL POUCHES ONLY
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	APPOINTMENT OF MILITARY POSTAL CLERK, 1. DATE EFFECTIVE 2. DATE REVOKED UNIT MAIL CLERK OR MAIL ORDERLY	APPOINTMENT OF MILITARY POSTAL CLERK, 1. DATE EFFECTIVE 2. DATE REVOKED
	(SEE INSTRUCTIONS ON REVERSE)	UNIT MAIL CLERK OR MAIL ORDERLY (SEE INSTRUCTIONS ON REVERSE)
	3. NAME OF APPOINTEE (LAST, FIRST, MIDDLE INITIAL) 4. CARD NUMBER	3. NAME OF APPOINTEE (LAST, FIRST, MIDDLE INITIAL) 4. CARD NUMBER
	5. RANK OR GRADE 6. DoD ID NUMBER 7. TITLE OF APPOINTEE	5. RANK OR GRADE 6. DOD ID NUMBER 7. TITLE OF APPOINTEE
	8. ORGANIZATION/ACTIVITY/UNIT/SECTION 9. MPO OR CONUS ZIP CODE	8. ORGANIZATION/ACTIVITY/UNIT/SECTION 9. MPO OR CONUS ZIP CODE
	10. MAIL AUTHORIZED TO RECEIVE 11. THIS FORM MUST BE VALIDATED BY	10. MAIL AUTHORIZED TO RECEIVE 11. THIS FORM MUST BE VALIDATED BY THE (CHECK AND INITIAL) SERVICING AGENCY'S ALL PURPOSE DATE
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	PERSONAL (ALL) OFFICIAL (EXCEPT ACCOUNTABLE) MAIL. IN THE CASE OF THE NAVY MOBILE UNITS, VALIDATION MAY BE BY IMPRESSION OF THE OFFICIAL POUCHES ONLY OF THE OFFICIAL SEAL.	PERSONAL (ALL) OFFICIAL (EXCEPT ACCOUNTABLE) PERSONAL (EXCEPT ACCOUNTABLE) OFFICIAL POUCHES ONLY OF THE OFFICAL SEAL.
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	(SEE INSTRUCTIONS ON REVERSE) 3. NAME OF APPOINTEE (LAST, FIRST, MIDDLE INITIAL) 4. CARD NUMBER	(SEE INSTRUCTIONS ON REVERSE) 3. NAME OF APPOINTEE (LAST, FIRST, MIDDLE INITIAL) 4. CARD NUMBER
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	5. RANK OR GRADE 6. DoD ID NUMBER 7. TITLE OF APPOINTEE	5. RANK OR GRADE 6. DoD ID NUMBER 7. TITLE OF APPOINTEE
	8. ORGANIZATION/ACTIVITY/UNIT/SECTION 9. MPO OR CONUS ZIP CODE	8. ORGANIZATION/ACTIVITY/UNIT/SECTION 9. MPO OR CONUS ZIP CODE
	3. 3.(3.1.2.1.1.3.1.1.1.1.1.1.1.1.2.3.1.3.1.1	6. STOPHILLATION FOR THE PROPERTY OF THE PROPE
	10. MAIL AUTHORIZED TO RECEIVE 11. THIS FORM MUST BE VALIDATED BY (CHECK AND INITIAL) THE SERVICING AGENCY'S ALL PURPOSE	10. MAIL AUTHORIZED TO RECEIVE 11. THIS FORM MUST BE VALIDATED BY CHECK AND INITIAL) DEBROMAL (ALL) OFFICIAL RECEIVED BY THE SERVICING AGENCY'S ALL PURPOSE DATE STATE PRIOR TO CLERK RECEIVING
	PERSONAL (ALL) OFFICIAL (EXCEPT ACCOUNTABLE) DATE STAMP PRIOR TO CLERK RECEIVING MAIL. IN THE CASE OF THE NAVY MOBILE UNITS, VALIDATION MAY BE BY	PERSONAL (ALL) OFFICIAL (EXCEPT ACCOUNTABLE) DATE STAMP PRIOR TO CLERK RECEIVING MAIL. IN THE CASE OF THE NAVY MOBILE UNITS, VALIDATION MAY BE BY
	PERSONAL (EXCEPT ACCOUNTABLE) OFFICIAL POUCHES ONLY IMPRESSION OF THE OFFICAL SEAL.	PERSONAL (EXCEPT ACCOUNTABLE) OFFICIAL POUCHES ONLY IMPRESSION OF THE OFFICAL SEAL.
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	APPOINTMENT OF MILITARY POSTAL CLERK, 1. DATE EFFECTIVE 2. DATE REVOKED	APPOINTMENT OF MILITARY POSTAL CLERK, 1. DATE EFFECTIVE 2. DATE REVOKED
	UNIT MAIL CLERK OR MAIL ORDERLY (SEE INSTRUCTIONS ON REVERSE)	UNIT MAIL CLERK OR MAIL ORDERLY (SEE INSTRUCTIONS ON REVERSE)
	3. NAME OF APPOINTEE (LAST, FIRST, MIDDLE INITIAL) 4. CARD NUMBER	3. NAME OF APPOINTEE (LAST, FIRST, MIDDLE INITIAL) 4. CARD NUMBER
	5. RANK OR GRADE 6. Dod ID NUMBER 7. TITLE OF APPOINTEE	5. RANK OR GRADE 6. DOD ID NUMBER 7. TITLE OF APPOINTEE
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	8. ORGANIZATION/ACTIVITY/UNIT/SECTION 9. MPO OR CONUS ZIP CODE	8. ORGANIZATION/ACTIVITY/UNIT/SECTION 9. MPO OR CONUS ZIP CODE
	10. MAIL AUTHORIZED TO RECEIVE 11. THIS FORM MUST BE VALIDATED BY	10. MAIL AUTHORIZED TO RECEIVE 11. THIS FORM MUST BE VALIDATED BY THE
	(CHECK AND INITIAL) THE SERVICING AGENCY'S ALL PURPOSE DATE STAMP PRIOR TO CLERK RECEIVING	(CHECK AND INITIAL) SERVICING AGENCY'S ALL PURPOSE DATE STAMP PRIOR TO CLERK RECEIVING MAIL.
	PERSONAL (ALL) OFFICIAL (EXCEPT ACCOUNTABLE) MAIL. IN THE CASE OF THE NAVY MOBILE UNITS, VALIDATION MAY BE BY IMPRESSION OF THE OFFICAL SEAL. OFFICIAL POUCHES ONLY	PERSONAL (ALL) OFFICIAL (EXCEPT ACCOUNTABLE) PERSONAL (EXCEPT ACCOUNTABLE) OFFICIAL POUCHES ONLY IN THE CASE OF THE NAVY MOBILE UNITS, VALIDATION MAY BE BY IMPRESSION OF THE OFFICIAL SEAL.
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- 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 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.
- 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 return it to the appointing official when I am relieved of mail handling duties.

DD Form 285 Reverse, AUG 2019

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