

SAMPLE MAIL APPOINTMENT MEMORANDUM

Department of the Army
1st Bn (Attack), 10th Aviation Regiment
Fort Drum, NY 13602

AFDR-AV-TO

15 April 2002

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Duty Appointment - _____
(Unit Mail Clerk or Unit Mail Orderly)

1. Effective 15 April 2002, _____
(soldier name, rank, SSAN, Unit address)

is appointed as _____
(Unit Mail Clerk/or Mail Orderly).

2. Authority: DoD Postal Manual 4525.6-M, and FORSCOM and Fort Drum Supplements.

3. Purpose: To perform duties as required by above references.

4. Period: Until officially relieved or released from duties.

5. Special Instructions: Unit Mail Clerk meets the following qualifications for the duty appointment:

- a. Soldier meets physical requirements (capable of lifting 70 pounds, mail clerk only)
- b. Soldier is a U.S. Citizen
- c. Soldier is not in within 4 months of reassignment for PCS, ETS, retirement or discharge.
- d. Soldier Mail Clerk-in-Training will be relieved from duty 30 days prior to ETS.
- e. Soldier possess a valid driver's license.
- f. Dates of on-the-job training (mail clerk only) is 20 working days.

6. Point of contact is the undersigned at _____.
(Phone #)

(Postal Officer Signature)

DISTRIBUTION:

- 1- Indiv conc
- 1- Postal Officer
- 1- Unit Mailroom
- 1- Installation Postal Officer