

DESIGNATION/TERMINATION MPC-FPC-COPE-PFO

1. TO: *(Use complete address)*

2. FROM: *(Use complete address)*

DESIGNATION

3. THE INDIVIDUAL NAMED BELOW IS DESIGNATED:

- MILITARY POSTAL CLERK (MILITARY)
- FINANCIAL POSTAL CLERK (CIVILIAN)
- CUSTODIAN OF POSTAL EFFECTS
- POSTAL FINANCE OFFICER

4. NAME: *(Last, First, Middle Initial) (Typed or printed)*

5. PAY GRADE:

6. BRANCH OF SERVICE:

7. ACTIVITY FOR WHICH DESIGNATED:

8. I acknowledge my designation as shown above, and shall faithfully discharge the duties associated with this designation. I also agree to obey all laws and regulations established by the United States Postal Service and the Department of Defense.

(Signature of Designee)

(Date: YYYYMMDD)

9a. TYPED/PRINTED NAME OF DESIGNATING OFFICIAL
(Last, First, Middle Initial)

b. PAY GRADE

c. SIGNATURE:

d. DUTY TITLE:

TERMINATION

10. THE ABOVE DESIGNATION IS TERMINATED EFFECTIVE *(YYYYMMDD)*:

11. REASON FOR TERMINATION *(Explain in detail)*:

12a. TYPED/PRINTED NAME OF TERMINATING OFFICIAL
(Last, First, Middle Initial)

b. PAY GRADE

c. SIGNATURE:

d. DUTY TITLE: