

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:**