

CEFC-\_\_\_\_

Date: \_\_\_\_\_

MEMORANDUM FOR SUPPORT SERVICES (MAIL ROOM)

SUBJECT: AUTHORIZED PERSONNEL TO RECEIVE MAIL

1. In the event of my absence from work, I authorize \_\_\_\_\_  
to receive mail from my assigned mailbox.
2. This appointment is in effect through 1 Jan 01 or until further notice.

\_\_\_\_\_  
Chief

\_\_\_\_\_  
Date