

**APPOINTMENT/TERMINATION RECORD - AUTHORIZED SIGNATURE***(Read Privacy Act Statement and Instructions before completing form.)***PRIVACY ACT STATEMENT****AUTHORITY:** E.O. 9397, 31 U.S.C. Sections 3325, 3528, DoDFMR, 7000.14-R, Vol. 5.**PRINCIPAL PURPOSE(S):** To maintain a record of appointment and termination of appointment of persons to any of the positions listed in Item 6, and to identify the duties associated with this appointment.SORN T1300 (<http://dpclid.defense.gov/Privacy/SORNSIndex/DOD-wide-SORN-Article-View/Article/570154/t1300/>)**ROUTINE USE(S):** The information on this form may be disclosed as generally permitted under 5 U.S.C Section 552a(b) of the Privacy Act of 1974, as amended. It may also be disclosed outside of the Department of Defense (DoD) to the Federal Reserve Banks to verify authority of the appointed individuals to issue Treasury checks. In addition, other Federal, State and local government agencies, which have identified a need to know, may obtain this information for the purpose(s) identified in the DoD Blanket Routine Uses published at:<http://dpclo.defense.gov/Privacy/SORNSIndex/BlanketRoutineUses.aspx>.**DISCLOSURE** Voluntary; however, failure to provide the requested information may preclude appointments.**SECTION I - APPOINTEE**

<b>1. NAME</b> <i>(First, Middle Initial, Last and Rank or Grade)</i>			<b>2. DoD ID NUMBER</b>			<b>3. TITLE</b>					
<b>4. DOD COMPONENT/ORGANIZATION</b>						<b>5. ADDRESS</b> <i>(Include ZIP Code, email address, and telephone number with area code and DSN)</i>					
<b>6. POSITION TO WHICH APPOINTED</b> <i>(X appropriate box - one only. Checking more than one invalidates the appointment.)</i>											
<input type="checkbox"/> DISBURSING OFFICER: DSSN _____				<input type="checkbox"/> CASHIER				<input type="checkbox"/> CHANGE FUND CUSTODIAN			
<input type="checkbox"/> DEPUTY DISBURSING OFFICER: DSSN _____				<input type="checkbox"/> PAYING AGENT				<input type="checkbox"/> IMPREST FUND CASHIER			
<input type="checkbox"/> CERTIFYING OFFICER				<input type="checkbox"/> COLLECTIONS AGENT				<input type="checkbox"/> SAFEKEEPING CUSTODIAN			
<input type="checkbox"/> DEPARTMENTAL ACCOUNTABLE OFFICIAL				<input type="checkbox"/> DISBURSING AGENT				<input type="checkbox"/> ASSISTANT SAFEKEEPING CUSTODIAN			

**7. YOU ARE APPOINTED TO SERVE IN THE POSITION IDENTIFIED IN ITEM 6. YOUR RESPONSIBILITIES INCLUDE:****8. REVIEW AND ADHERE TO THE FOLLOWING PUBLICATION(S) NEEDED TO ADEQUATELY PERFORM YOUR ASSIGNED DUTIES:****SECTION II - APPOINTING AUTHORITY**

<b>9. NAME</b> <i>(First, Middle Initial, Last)</i>			<b>10. TITLE</b>			<b>11. DOD COMPONENT/ORGANIZATION</b>					
<b>12. DATE</b> <i>(YYYYMMDD)</i>						<b>13. SIGNATURE</b>					

**SECTION III - APPOINTEE ACKNOWLEDGEMENT**

I acknowledge and accept the position and responsibilities defined above. I understand that I am strictly liable to the United States for all public funds or payment certification, as appropriate, under my control. I have been counseled on my pecuniary liability applicable to this appointment and have been given written operating instructions. I certify that my official signature is shown in item 16 below.

<b>14. PRINTED NAME</b> <i>(First, Middle Initial, Last)</i>						<b>15. DATE</b> <i>(YYYYMMDD) (Not earlier than date in Item 12 or 13)</i>					
<b>16.a. DIGITAL SIGNATURE</b>						<b>16.b. MANUAL SIGNATURE</b>					

**SECTION IV - APPOINTMENT TERMINATION**

The appointment of the individual named above is hereby revoked.						<b>17. DATE</b> <i>(YYYYMMDD)</i>			<b>18. APPOINTEE INITIALS</b>		
<b>19. NAME OF APPOINTING AUTHORITY</b>				<b>20. TITLE</b>				<b>21. APPOINTING AUTHORITY SIGNATURE</b>			