Personnel Appointment Order

Appoints a member of personnel to a post. Issued by the authority that holds the power to appoint to that post, and filed in the Foundation Archive.

UNDER: FOUNDATION CHARTER, ARTICLES III TO V

APPOINTEE 01

NAME OR DESIGNATION

DISCORD USERNAME

ROBLOX USERNAME

CURRENT DEPARTMENT

CURRENT CLEARANCE

☐ L0 ☐ L1 ☐ L2 ☐ L3 ☐ L4 ☐ L5

APPOINTMENT 02

POST APPOINTED TO

SITE OR UNIT

EFFECTIVE DATE

KIND OF APPOINTMENT

☐ New post ☐ Acting ☐ Replacement ☐ Additional duty

CLEARANCE GRANTED WITH THE POST

☐ Unchanged ☐ L1 ☐ L2 ☐ L3 ☐ L4 ☐ L5

DUTIES AND REPORTING LINE

AUTHORISATION 03

APPOINTING AUTHORITY

POST OF APPOINTING AUTHORITY

SIGNATURE OR DESIGNATION

DATE

ARCHIVE USE ONLY

ARCHIVE RECORD NO.

FILED BY

FILED ON