



VETERANS OF FOREIGN WARS OF THE UNITED STATES
DEPARTMENT OF SOUTH CAROLINA
POST 4262 GANDY-GRIFFIN
5821 N. MAIN STREET
COLUMBIA, SC 29203
PH: (803) 754-1614



24 November 2020

Command Policy Order 20 -11- 01

SUBJECT: Handling of all correspondence via email, mail, and/or written

TO: All Comrades/Members of Post 4262

In accordance with Section 218 Officers and Chairmen, Duties and Obligations.

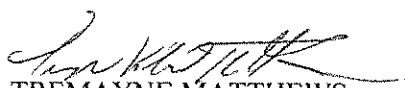
- Para (6) Adjutant. Among the duties of the Post Adjutant, the Adjutant shall:
- a. Be the official corresponding officer for the Post and shall attest to all official communications and reports with their signature.
 - b. Under the direction of the Commander, prepare all reports and returns required of the Adjutant.

Effective immediate the post will follow the manual of procedures when dealing with any and all correspondence. No mail will be opened or sent out without the attesting of the Adjutant and signature of the Commander. The Commander and Adjutant will be the only members with keys to the mailbox.

BY ORDER OF THE COMMANDER


THEONIS S. BROWN JR.
POST 4262 COMMANDER

ATTESTED BY:


TREMAYNE MATTHEWS
POST 4262 ADJUTANT