



CHIEF OF STAFF
HEADQUARTERS, SUPREME ALLIED COMMANDER TRANSFORMATION
NORFOLK, VIRGINIA

From: Lt Gen Phil Jones, CBE

Mr Monte DeBoer
Legal Advisor
Headquarters Supreme Allied Command Transformation
7857 Blandy Road, suite 100
Norfolk
Virginia 23551-2490

30 April 2015

Dear Monte,

In accordance with the HQ SACT Officers' Mess bylaws I hereby appoint you as the Ex-Officio Legal Advisor of the HQ SACT Officers' Mess Committee, with immediate effect. You are to assist the Mess President in the conduct of Mess business, in accordance with the approved bylaws.

Additionally, you shall familiarise yourself with the Terms of Reference included in the bylaws and perform the duties required of this position. I encourage you to seek the Mess President's or my guidance on any issue that cannot be resolved by the Committee.

You shall hold this post until March 2016, at which time I will extend your appointment or designate a new Ex-Officio Legal Advisor in accordance with the bylaws. Congratulations, and I wish you every success in this endeavour.

Best wishes

Headquarters, Supreme Allied Command Transformation
7857 Blandy Road, Suite 100
Norfolk, Virginia 23551
United States of America

