



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

From: Mr Wayne Buck

Mr Daniel Berry  
Headquarters Supreme Allied Command Transformation  
7857 Blandy Road  
Norfolk  
Virginia, 23551-2490

3 May 2021

DEAR DAN,

In accordance with the HQ SACT Officers' Mess Bylaws, I hereby appoint you as the Charity Coordinator of the HQ SACT Officers' Mess Committee, with immediate effect. You are to conduct your 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 guidance on any issue that you cannot resolve.

You shall hold this post until December 2022, at which time I will extend your appointment or designate a new Charity Coordinator in accordance with the Bylaws.

Congratulations, and I wish you every success in this endeavour.

Headquarters, Supreme Allied Command Transformation  
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