

**TEMPORARY MAIL DISPOSITION
INSTRUCTIONS**

----- FOLD -----

NAME (Last, First, MI) (Print):

RECEPTACLE NUMBER:

STATUS

ADV ASG	LEAVE	CONFINED
TDY	HOSPITAL	AWOL

EFFECTIVE DATES TO FWD OR HOLD MAIL (Yr, Mo, Day)

FROM: TO:

FORWARD ALL MAIL	HOLD ALL MAIL
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FORWARD ONLY

LETTERS	PARCELS	NEWSPAPERS/MAG
PAYCHECK(S)	OTHER (Use Spec Inst)	

COMPLETE FORWARDING ADDRESS:

SPECIAL INSTRUCTIONS:

SIGNATURE OF RECEPTACLE HOLDER DATE (Yr, Mo, Day)

----- FOLD -----

**FOR ADVANCE RECEPTACLE ASGN,
LIST NAME OF SPONSOR AND
DUTY PHONE IN THE SPECIAL
INSTRUCTIONS BLOCK.**