

**TEMPORARY MAIL DISPOSITION
INSTRUCTIONS**

----- FOLD -----

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

RECEPTACLE NUMBER:

STATUS

ADV ASG	LEAVE	CONFINED
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TDY	HOSPITAL	AWOL
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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
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PAYCHECK(S)	OTHER <i>(Use Spec Inst)</i>
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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.**