

POSTAL PATRON TEMPORARY MAIL DISPOSITION INSTRUCTIONS

BY COMPLETING ONE OF THESE FORMS FOR PERIODS OF TEMPORARY ABSENCE, YOU WILL ENABLE YOUR POSTAL CLERKS TO MAKE PROPER DISPOSITION OF YOUR MAIL. PLEASE HELP US SERVE YOU BETTER. FOLLOW THE INSTRUCTIONS BELOW.

PRINT NAME
(LAST, FIRST MI)

**TDY, LEAVE OR
HOSPITAL, ETC**
(CHECK APPROPRIATE BOX)

**ENTER ADDRESS, IF
YOU DESIRE ELIGIBLE
MAIL BE FORWARDED**

SIGNATURE

TEMPORARY MAIL DISPOSITION INSTRUCTIONS			
FOLD			
NAME (LAST, FIRST, MI (PRINT):		RECEPTACLE NUMBER:	
DOE, JOHN A.		263	
STATUS			
ADV ASG	LEAVE	CONFINED	
TDY	HOSPITAL	AWOL	
EFFECTIVE DATES TO FWD OR HOLD MAIL (Yr, Mo, Day)			
FROM: 18 JUN 09		TO: 18 JUL 09	
FORWARD ALL MAIL	HOLD ALL MAIL		
FORWARD ONLY			
LETTERS	PARCELS	NEWSPAPERS, MAG	
PAYCHECK(S)	OTHER (also Spec Mail)		
COMPLETE FORWARDING ADDRESS:			
SPECIAL INSTRUCTIONS:			
SIGNATURE OF RECEPTACLE HOLDER:		DATE (YR, MO, DAY)	
<i>John Doe</i>		18 JUN 09	
FOLD			
FOR ADVANCE RECEPTACLE ASGN, LIST NAME OF SPONSOR AND DUTY PHONE IN THE SPECIAL INSTRUCTIONS BLOCK			

ENTER EFFECTIVE DATES
MAY NOT EXCEED 30 DAYS,
UNLESS ORDERS ATTACHED

**SHOW TYPES OF MAIL
TO BE FORWARDED, IF
DESIRED**
NOTE: IF YOU MARK THE
FORWARD ALL OR HOLD
ALL BLOCK, DO NOT MARK
ANY OTHER. IF YOU WANT
A CERTAIN TYPE OF MAIL
FORWARDED. MARK THE
APPLICABLE BLOCK UNDER
FORWARD ONLY

**ENTER DATE FORM IS
COMPLETED**

- NOTE: 1. DEPOSIT DD FORM 2258 IN DROPBOX OR TURN IN AT PSC WINDOW.
2. YOU CAN DESIGNATE AN AGENT TO RECEIVE YOUR MAIL DURING YOUR ABSENCE BY USE OF PS FORM 3801. CONTACT POSTAL CLERK ON DUTY FOR FURTHER INFORMATION.

AS DIRECTED: DoD 4525.6-M, C3.F4
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