


- FOLD -

NAME (Last, First, MI) (Print):		RECEPTACLE NUMBER:
DOE, JOHN, S		BOX 12345
STATUS		
ADV ASG	LEAVE	CONFINED
TDY	HOSPITAL	AWOL
EFFECTIVE DATES TO FWD OR HOLD MAIL (Yr, Mo, Day)		
FROM: 2023,03, 24	TO: 2023,04, 21	
FORWARD ALL MAIL	HOLD ALL MAIL	
<b>HOLD</b>		
LETTERS	PARCEL	NEWSPAPERS/MAG
PAYCHECK(S)	OTHER	(st)
COMPLETE FORWARDING ADDRESS:		
SPECIAL INSTRUCTIONS:		
SIGNATURE OF RECEPTACLE HOLDER		DATE (Yr, Mo, Day)
		2023,03, 24

- FOLD -

Here is an example of how the Hold Slip is to be filled out by member.



- 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

FORWARD ONLY  
 LETTERS     PAPERS     NEWSPAPERS/MAG  
 PAYCHECK (S)     OTHER (Use separate inst)

**HOLD**

COMPLETE FORWARDING ADDRESS:

SPECIAL INSTRUCTIONS:

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

- FOLD -