Conn CMR 464

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

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.

DD Form 2258, JAN 82

Submit the Form

Instructions for submitting this form to the CMR
Once you hit submit, you will be prompted with two options:
Desktop Email Application
Choose this option if you currently use an email application such as Microsoft Outlook.
Internet Email
Choose this option if you use an Internet email services such as Yahoo, Hotmail or Gmail. You will need to save this form to your computer and return it manually to leslie.r.sweazea.civ@mail.mil using your email service.