

U.S. Postal Service
Routing Slip

To	Dept., Office or Room No.	
1. MANAGEMENT		<input type="checkbox"/> Approval <input type="checkbox"/> Signature <input type="checkbox"/> Comment <input type="checkbox"/> See Me <input type="checkbox"/> As Requested <input type="checkbox"/> Information <input type="checkbox"/> Read and Return <input type="checkbox"/> Read and File <input type="checkbox"/> Necessary Action <input type="checkbox"/> Investigate <input type="checkbox"/> Recommendation <input type="checkbox"/> Prepare Reply <input type="checkbox"/> _____
2. BRANCH 41 OFFICE		
3. SHOP STEWARD		
4. EMPLOYEE COPY		
5.		
6.		

From: _____

Date _____

Extension _____

Room No. _____

Remarks

I _____ REQUEST TO HOLD DOWN THE
 FOLLOWING TEMPORARY VACANT ROUTE/GROUP
 AT _____ STATION

THIS ROUTE/GROUP IS VACANT BECAUSE OF THE FOLLOWING
 REASONS:

ROUTE/GROUP _____

EMPLOYEE SIGNATURE _____ DATE _____

SHOP STEWARD/UNION OFFICIAL SIGNATURE _____ DATE _____

SUPERVISOR/STATION MANAGER SIGNATURE _____ DATE _____