APPENDIX C

ABSENCE NOTIFICATION FORM

Privacy act statement. Authority: 5 USC 5911 & 5912. Principal Purpose: To assist maintenance, fire protection and security. Routine Use: Information secured, maintained and essential for maintenance and security of resident housing. Disclosure: Mandatory.

DATE SUBMITTED:

QUARTERS ADDRESS: _____

NAME AND RANK OF RESIDENT: _____

ADDRESS WHILE ON LEAVE: _____

TELEPHONE: _____

ON LEAVE FROM: _____ TO: _____

QUARTERS KEY LEFT WITH: _____

ADDRESS AND PHONE #: _____

I understand that if I do not establish a POC, a Housing Division staff member will check my quarters in my absence. I also understand that if I do not establish a POC to remove snow/ice or cut the grass PW will order the work done and may charge me back for the services. I certify that I have followed all instructions provided by Housing for the care of my home, family, and pets prior to and during my absence.

_____
SIGNATURE OF RESIDENT

_____
TELEPHONE NUMBER

_____ _____
UNIT PHONE#

_____
REAR DETACHMENT UNIT AND PHONE #

PLEASE NOTIFY THE HOUSING OFFICE AT 772-6668 UPON YOUR RETURN. THANK YOU.