

IRREGULARITIES IN MAKEUP AND DISPATCH OF MAIL (For use of this form see DOD 4525.6M)				1. DATE (YYYYMMDD)	
2. TO (Use complete address)			3. FROM (Use complete address)		
4. MAIL DISPATCHING ACTIVITY (Dispatched from)			5. DATE OF DISPATCH (YYYYMMDD)	6. MAIL CLASSIFICATION	7a. NO. SLIDE LABELS b. NO. FACING SLIPS ATTACHED
8. POUCH/SACK (Attach slide label) ☐ WRONG TYPE ☐ UNSERVICEABLE ☐ IMPROPERLY SEALED			9. FACING SLIP (Attach with slide label) ☐ MISSING ☐ INCORRECT ☐ IMPROPERLY PREPARED		
10. LETTER TIES (Attach slide label & facing slip) ☐ BROKEN ☐ LOOSE ☐ DIRECTS NOT MADE			11. PRESSURE SENSITIVE LABEL (Attach slide label) ☐ MISSING ☐ INCORRECT		
12. OUTSIDE MAIL, PS Label 136 ☐ MISSING ☐ INCORRECT ☐ IMPROPERLY PREPARED			13. CODED TAG (Attach slide label) ☐ MISSING ☐ INCORRECT ☐ IMPROPERLY PREPARED ☐ ALTERED		
14. SLIDE LABEL (Attach) ☐ MISSING ☐ INCORRECT ☐ IMPROPERLY PREPARED ☐ ALTERED			15. MAIL ROUTED INCORRECTLY (Attach slide label & facing slip) ☐ LETTER(S) ☐ PARCEL(S)		
16. REMARKS (Explain each irregularity to include any discovered that are not mentioned above)					
17a. TYPED/PRINTED NAME OF REPORTING OFFICIAL (Last, First, Middle Initial)			b. PAY GRADE	c. SIGNATURE	

DD FORM 2273, MAY 2000

PREVIOUS EDITION IS OBSOLETE.