

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

DD FORM 2273, MAY 2000

PREVIOUS EDITION IS OBSOLETE.