

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="checkbox"/> <input type="checkbox"/> b. NO. FACING SLIPS ATTACHED <input type="checkbox"/> <input type="checkbox"/>
8. POUCH/SACK <i>(Attach slide label)</i> <input type="checkbox"/> WRONG TYPE <input type="checkbox"/> UNSERVICEABLE <input type="checkbox"/> IMPROPERLY SEALED		9. FACING SLIP <i>(Attach with slide label)</i> <input type="checkbox"/> MISSING <input type="checkbox"/> INCORRECT <input type="checkbox"/> IMPROPERLY PREPARED		
10. LETTER TIES <i>(Attach slide label & facing slip)</i> <input type="checkbox"/> BROKEN <input type="checkbox"/> LOOSE <input type="checkbox"/> DIRECTS NOT MADE		11. PRESSURE SENSITIVE LABEL <i>(Attach slide label)</i> <input type="checkbox"/> MISSING <input type="checkbox"/> INCORRECT		
12. OUTSIDE MAIL, PS Label 136 <input type="checkbox"/> MISSING <input type="checkbox"/> INCORRECT <input type="checkbox"/> IMPROPERLY PREPARED		13. CODED TAG <i>(Attach slide label)</i> <input type="checkbox"/> IMPROPERLY PREPARED <input type="checkbox"/> MISSING <input type="checkbox"/> INCORRECT <input type="checkbox"/> ALTERED		
14. SLIDE LABEL <i>(Attach)</i> <input type="checkbox"/> MISSING <input type="checkbox"/> INCORRECT <input type="checkbox"/> IMPROPERLY PREPARED <input type="checkbox"/> ALTERED		15. MAIL ROUTED INCORRECTLY <i>(Attach slide label & facing slip)</i> <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	