
Instructions

1. **Reporting Unit:** Enter the 3-digit alpha code of the reporting facility.
2. **Date of Report:** Enter the date the report is actually made.
3. **2734 Number:** If a pay adjustment is necessary, enter the corresponding serial number from PS Form 2734-A, *Air Transportation Pay and Routing Adjustment, (for domestic mail)* or PS Form 2734-B, *Air Transportation Pay and Routing Adjustment-- International and Military Mail* (for international mail).
4. **Serial Number:** Preprinted form number.
5. **Reporting Employee/Agent:** Enter the last name and first initial of the person initiating the report.
6. **Check One:** Check the appropriate box (Note: if transportation is by air taxi, in addition to checking a box, write the words "Air Taxi" in box 6).
7. **Carrier/Terminal Handler:** Enter the primary carrier's code, plus the terminal handler if applicable.
8. **Scheduled Flight:** Enter the carrier and flight number, and the scheduled leave or arrival date and time of the planned route.
9. **Actual Flight:** Enter the carrier and flight number, and the leave or arrival date and time of the actual route.
10. **Domestic (Except Alaska) Irregularity Codes :** Check applicable boxes.
11. **International/Military Irregularity Codes:** Check applicable boxes.
12. **For Use in Alaska Only:**
 - Carried By:** Failure to unload mail at an enroute stop and to carry it beyond its intended destination.
 - Failure to Unload:** Failure to unload some or all of the mail at the terminal point of flight.
 - Loaded in Error:** To load mail on a flight for which it is not intended.
 - Refusal:** Refusal to accept or transport Priority mail after passengers and baggage and carries freight instead.
 - Removal:** To offload through-mail short of it's destination at an enroute point, for freight, passengers, or baggage.
 - Removed in Error:** Removal of mail at a point other than the destination or transfer point.
 - Failed to Transfer:** Failure to transfer mail within an allowable time or when instructed by postal representatives.
 - Delayed Delivery:** Failure to deliver incoming mail to the destination postal facility within the allowable time.
13. **Details:** For **International**, the Dispatch number is a required field. For **Domestic (excluding Alaska) code B**, the number of trays, flats, sacks, and outsides are required fields. D & R tags must not be removed for Domestic routings unless the mailpiece is going to be repossessed and re-scanned (assigned) through a SWYB device.
14. **Adjudication:** The postal official in charge at an AMC/AMF or other postal facility is responsible for final completion of the Form 2759. A meeting with the local air carrier's representative must be scheduled to discuss contract compliance and performance as they relate to the air transportation of mail.

The reviewing official must indicate whether or not it is to be recommended for a penalty assessment by checking the applicable block. If the irregularity is not recommended, indicate the reason. **NOTE: For Domestic, Not Recommended can be used in cases of Federal or State Emergencies.** If "Other" is marked, enter a brief description in section 13.

The reviewing official must sign and date the form and obtain the air carrier representative's signature. If the carrier refuses to sign the form, indicate this by writing "carrier refused to sign" in the signature box. Check the "Issued to Carrier" block once a copy of this form has been sent to the contractor.