



Report of Irregular Handling of Mail

1. Reporting Unit	2. Date of Report	3. 2734 Number	4. Serial Number
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5. Reporting Employee/Agent	6. Check One <input type="checkbox"/> Domestic <input type="checkbox"/> International <input type="checkbox"/> Military <input type="checkbox"/> Alaska
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7. Carrier/Terminal Handler	8. Scheduled Flight		9. Actual Flight	
	Carrier/Flight Number /	Actual Date/Time	Carrier/Flight Number /	Actual Date/Time

10. Domestic Irregularity Code Only Code A Failure to Load <input type="checkbox"/> Origin <input type="checkbox"/> Transfer Code B Failure to Protect (<i>Check one</i>): <input type="checkbox"/> Unauthorized Person(s) With Access to Mail <input type="checkbox"/> Damaged Mail * <input type="checkbox"/> Failure to Protect During Transport <input type="checkbox"/> Dropped or Unattended Mail Code C Failure to Notify Postal Service (<i>Check one</i>): <input type="checkbox"/> Cancellation or Change in Service <input type="checkbox"/> Diversion of Aircraft <input type="checkbox"/> Change in Aircraft <input type="checkbox"/> Inaccurate Flight Schedules	11. International/Military Irregularity Code Only Code 1 Failure to Load <input type="checkbox"/> Origin <input type="checkbox"/> Transfer Code 2 Failure to Arrive as Intended (<i>Check one</i>): <input type="checkbox"/> Delivered to Wrong Destination <input type="checkbox"/> Delayed Ground Delivery <input type="checkbox"/> Later Flight Used Code 3 Failure to Protect/Notify (<i>Check one</i>): <input type="checkbox"/> Dropped/Abandoned <input type="checkbox"/> Damaged Mail <input type="checkbox"/> Fail to Scan <input type="checkbox"/> Failure to Notify (<i>Schedule and/or operational change</i>) <input type="checkbox"/> Missing Mail <input type="checkbox"/> Missing CN38/CN41 <input type="checkbox"/> Negligent Mishandling
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12. For Use in Alaska Only

Carrier By
 Failed to Unload
 Loaded in Error
 Refusal
 Removal
 Removed in Error
 Failed to Transfer
 Delayed Delivery
 Other: _____

13. Details (*Columns headed with "*" required for Code B damaged mail*)

Pieces	Weight	Container	Class	Origin	Destination	Disp/Recpt	Tray *	Flats *	Sack *	Outside *	D&R Label/Facsimile

Explanation

Reporting Employee's Signature and Date	<input type="checkbox"/> Excess Freight on Board <input type="checkbox"/> Documentation on File
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14. Adjudication

Recommended Administrative Fee Not Recommended

Reason Not Recommended (*Use only for international, military, and Alaska*)

Weather Mechanical Weight and Balance Air Traffic Control Misconnect Information Only Other:

Reviewing Official's Signature	Date	Air Carrier/THS Representative's Signature	Date
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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.