

UNIT MAIL SERVICE INSPECTION CHECKLIST

(FORSCOM Suppl 1 to DOD Postal Manual Vol II)

TO	THRU	FROM		
ITEM			YES	NO
1. A copy of DOD 4525.6-M, Volume II, dated Feb 87, (Chapter 1, paragraph 101.1.); FORSCOM Suppl 1 to DOD 4525.6-M, Volume II, dated 15 Feb 91; AR 600-8-3, dated 28 Dec 89, (Chapter 1, paragraph 1-1.); and AR 25-51,				
2. Unit mailclerks, mail orderlies, and unit postal officers have been properly designated. (Chapter 3, paragraph 303.1.)				
a. Copy of DD Form 285 is in the possession of each unit mailclerk, alternate mailclerk, mail orderly, or unit postal officer if involved in mail handling duties and maintained on file. (Chapter 3, paragraph 305.3.)				
b. DD Form 285 of former mailclerks, mail orderlies or unit postal officer if involved in mail handling duties, are revoked, voided and filed. (Chapter 3, paragraph 306.1.)				
3. Designated mailclerks or mail orderlies have received adequate postal training. (Chapter 3, paragraph 304.)				
4. Mailclerks or mail orderlies have sufficient time to efficiently fulfill unit mail duties. (Chapter 3, paragraph 301.1.b.)				
5. USPS mailbags are used for transporting US mail only, are emptied promptly, and returned daily to the source from which received. (Chapter 3, paragraph 301.2.j.)				
6. A separate and secure room with sufficient space and equipment is provided to operate the UMC or PSC. (Chapter 3, paragraph 309.4.)				
7. Unauthorized personnel are denied access to UMRs or PSCs. (Chapter 3, paragraph 309.5.)				
8. Duplicate keys and combinations (DA ISM or PERSLOC password if maintained) are properly secured. (Chapter 3, paragraph 309.6.)				
9. Protection is afforded mail in transit (in a mailbag when using the DA ISM or PERSLOC database) to and from the UMR. (Chapter 3, paragraph 309.7.)				
10. Mailclerks or mail orderlies are familiar with instructions governing delivery of mail. (Chapter 4, paragraph 402.)				
a. Damaged articles are properly rewrapped and endorsed. (Chapter 4, paragraph 402.2.)				
b. Personal mail is properly delivered only to the addressee or authorized agent. (Chapter 4, paragraph 404.4.)				
c. Mail addressed to "Commander of" is delivered as official mail. (Chapter 4, paragraph 403.1.b.)				
d. Personal mail for unit mailclerks or mail orderlies is handled properly. (Chapter 4, paragraph 402.7.)				
11. If personal accountable mail is handled, unit mailclerks or mail orderlies are familiar with instructions governing security and delivery. (Chapter 4, paragraph 406.2.)				
a. PS Forms 3849 are delivered the same day it is received or prepared by the mail clerks and maintained properly. Prompt notifications are made to the servicing post office of soldier's TDY, leave, field, hospitalized, or AWOL status. (Chapter 4, paragraph 406.1.i.)				
b. Accountable articles are stored separately from nonaccountable articles. (Chapter 4, paragraph 406.1.b.)				
c. Accountable articles are delivered only to the addressee or authorized agent. (Chapter 4, paragraph 406.1.h.)				
12. Receipts are obtained for official accountable mail. (Chapter 4, paragraphs 406.3,4,5,6,8, and 9.)				
13. The unit Postal Officer or PSC supervisor has developed SOPs to cover mail security, emergency destruction of mail, and delivery of mail during field exercises. (Chapter 3, paragraph 301.2.a.)				
14. Mailclerks or mail orderlies are familiar with reporting procedures for known or suspected postal offenses. (Chapter 3, paragraphs 301.3.G and 4.e and, Chapter 7, figure 7-1.)				
15. Daily and weekly inspections are being conducted. (Chapter 3, paragraph 307.)				

ITEM	YES	NO
16. Mailclerks or mail orderlies are aware of the privileged nature of mail and postal records. (Chapter 3, paragraph 309.8.)		
17. If delivery is through mail delivery receptacles then:		
a. Receptacles are being assigned to only one person. (Chapter 5, paragraph 502.3.)		
b. The receptacle that has been unused the longest is being reissued first. (Chapter 5, paragraph 502.7.)		
c. The rear of each assigned receptacle is properly labeled to identify the holder. (Chapter 5, paragraphs 502.9. and 503.1.)		
d. Receptacle record cards are filed properly. (Chapter 5, paragraph 503.8.a., b., and c.)		
e. Unassigned receptacle are free of mail and blocked to prevent placing mail therein. (Chapter 5, paragraph 507.1. and 2.)		
f. Keylock cylinders or combinations are changed within five days of receptacles closure. (Chapter 5, paragraph 507.4.)		
g. Customers are promptly notified of receipt of articles too large to fit in receptacles. (Chapter 4, paragraph 406 and Chapter 5, paragraph 506.4 and 5.)		
h. DD Form 2258 is properly prepared and used to mark receptacles for customers who are temporarily absent. (Chapter 5, paragraph 506.5.)		
i. Receptacles are free of an excessive accumulation of mail and old mail. (Chapter 5, paragraph 504.1.)		
18. A postal directory is properly established and maintained using DA Forms 3955, DA ISM or PERSLOC database. Mail clerks not using DA ISM or PERSLOC database uses DA Forms 3955 from In and Out-Processing soldiers and forward information to Installation Directory Section. (Chapter 6, paragraph 602.)		
19. Re-direct mail is (processed using the PERSLOC or DA ISM database) properly endorsed and promptly returned to Post Locator. (Chapter 6, paragraph 604.)		
20. Undeliverable periodicals (newspapers and magazines) are properly handled. (Chapter 6, paragraph 605.4.)		
21. Mail for individuals due to arrive is held for appropriate length of time. (Chapter 6, paragraph 605.4.)		
22. Mailclerks or mail orderlies are familiar with handling procedures for casualty mail. (Chapter 6, paragraph 608)		
23. Unit postal files, records, and a copy of the last inspection report on FORSCOM Form 97-R are being properly maintained in accordance with AR 25-400-2.		
24. Deficiencies noted on the last inspection checklist have been corrected. (If not, explain why in Remarks.)		
REMARKS		
NAME OF UNIT CLERK	NAME OF UNIT POSTAL OFFICER	
OVERALL RATING	<input type="checkbox"/> SATISFACTORY	<input type="checkbox"/> UNSATISFACTORY
OUTBRIEFING PRESENTED TO	SIGNATURE OF INSPECTOR	DATE OF INSPECTION