

UNIT MAIL SERVICE INSPECTION CHECK LIST

TO	THRU	FROM		
ITEM			YES	NO
1. A copy of DOD 4525.6-M dated 15 Aug 02, (Chapter 4, paragraph C4.1.3.1), AR 600-8-3 dated 28 Dec 89, AR 25-51 dated 30 Nov 02; and Installation Postal's SOP:				
2. Unit mail clerks, mail orderlies, and unit postal officers have been properly designated. (Chapter 15 paragraph C15.6.3)				
a. Copy of DD Form 285 in the possession of each unit mail clerk, alternate mail clerk, mail orderly, or unit postal officer if involved in mail handling duties and maintained on file. (Chapter 15 paragraph C15.7)				
b. DD Form 285 of former mail clerks, mail orderlies or unit postal officer if involved in mail handling duties, are revoked, voided and filed. (Chapter 15 paragraph C15.7)				
3. Designated mail clerks or mail orderlies have received adequate postal training. (Chapter 15 paragraph C15.5)				
4. Mail clerks or mail orderlies have sufficient time to efficiently fulfill unit mail duties.				
5. USPS mailbags are used for transporting US mail only, are emptied properly and returned daily to the source from which received. (Chapter 3 paragraph C3.1.4.5.1.2)				
6. A separate and secure room with sufficient space and equipment is provided to operate the UMC or PSC. (Chapter 15 paragraph C15.10.4)				
7. Unauthorized personnel are denied access to UMRs or PSCs. Chapter 15 paragraph C15.10.5)				
8. Duplicate keys and combinations (DA ISM or PERSLOC password if maintained) are properly secured. (Chapter 15 paragraph C15.10.7)				
9. Protection is afforded mail in transit (in a mailbag when using the DA ISM or PERSLOC database) to and from the UMR. (Chapter 15 paragraph C15.10.7)				
10. Mail clerks or mail orderlies are familiar with instructions governing delivery of mail. (Chapter 3 paragraph C3.2.5)				
a. Damaged articles are properly rewrapped and endorsed. (Chapter 3 paragraph C3.2.3.2)				
b. Personal mail is properly delivered only to the addressee or authorized agent. Chapter 3 paragraph C3.2.5)				
c. Mail addressed to "Commander of" is delivered as official mail. (Chapter 3 paragraph C3.2.4)				
d. Personal mail for unit mail clerks or mail orderlies is handled properly. (Chapter 3 paragraph C3.2.3.7)				
11. If personal accountable mail is handled, unit mail clerks or mail orderlies are familiar with instructions governing security and delivery. (Chapter 3 paragraph C3.2.7)				
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 serving postal office of soldier's TDY, leave, field, hospitalized, or AWOL status. (Chapter 3 paragraph C3.2.7)				
b. Accountable articles are stored separately from nonaccountable articles. (Chapter 3 paragraph C3.2.7.1)				
c. Accountable articles are delivered only to the addressee or authorized agent. (Chapter 3 paragraph C3.2.7.1)				
12. Receipts are obtained for official accountable mail. (Chapter 3 paragraph C3.2.7. /C3.2.7.4)				
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 2 paragraph C2.12/C2.16)				
14. Mail clerks or mail orderlies are familiar with reporting procedures for known or suspected postal offenses. (Chapter 14 paragraph C14.1.3)				
15. Daily and weekly inspections are being conducted. (Chapter 15 paragraph C15.8)				

ITEM		YES	NO
16. Mail clerks or mail orderlies aware of the privileged nature of mail and postal records. (Chapter 15 paragraph C15.10.8)			
17. If delivery is through mail delivery receptacles then:			
a. Receptacles are being assigned to only one person. (Chapter 3 paragraph C3.3.3)			
b. The receptacles that have been used the longest are being reissued first. (Chapter 3 paragraph C3.3.3)			
c. The rear of each assigned receptacle is properly labeled to identify the holder. (Chapter 3 paragraph C3.3.3)			
d. Receptacle record cards are filed properly. (Chapter 3 paragraph C3.3.3)			
e. Unassigned receptacle are free of mail and blocked to prevent placing mail therein. (Chapter 3 paragraph C3.3.8)			
f. Key lock cylinders or combinations are changed within five days of receptacle closure. (Chapter 3 paragraph C3.3.6.2/paragraph 3.3.8)			
g. Customers are promptly notified of receipt of articles too large to fit in receptacles. (Chapter 3 paragraph 3.3.7.3)			
h. DD Form 2258 is properly prepared and used to mark receptacles for customers who are temporarily absent. (Chapter 3 paragraph C3.3.7.4/C5.3.7.5.1)			
i. Receptacles are free at an excessive accumulation of mail and old mail. (Chapter 3 paragraph C3.3.5.1)			
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, Out-Processing soldiers, and forward information to Installation Directory Section. Chapter 3 paragraph C3.4.2)			
19. Redirect mail is (processed using the PERSLOC or DA ISM database) properly endorsed and promptly returned to Post Locator. (Chapter 3 paragraph C3.1.3.2.5/paragraph C3.2.5.8)			
20. Undeliverable periodicals (newspapers and magazines) are properly handled. (Chapter 3 paragraph C3.4.6.2)			
21. Mail for individuals due to arrive is held for appropriate length of time. (Chapter 3 paragraph C3.4.6.5)			
22. Mail clerks or mail orderlies are familiar with handling procedures for casualty mail. (Chapter 3 paragraph C3.4.9)			
23. Unit postal files, records and a copy of the last inspection report are being properly maintained in accordance with AR 25-400-2 date 18 March 2003.			
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	
OVERAL RATING	COURTESY	SATISFACTORY	UNSATOSFACTORY
OUTBRIEFING PRESENTED TO	SIGNATURE OF INSPECTOR		DATE OF INSPECTION

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