

MAILROOM SECURITY INSPECTION CHECKLIST

(DOD 4525.6-M)

YES	NO	NA	RMKS	QUESTIONS
				1. Is the mailroom door equipped with one or more secondary security padlocks?
				2. Are all hinges and hasps properly mounted so as to preclude their removal?
				3. In cases where the mailroom door(s) opens to the outside, are all hinge pins spot welded or peened?
				4. Is the door locked when unit mail clerks are not in the mailroom?
				5. Are mailroom windows barred or screened with heavy wire mesh?
				6. Are all ventilators or other possible means of entrance to the mailroom covered with steel bars or adequate wire mesh?
				7. Is the wire mesh anchored in such a manner so as to preclude its removal?
				8. Are wall and ceilings of soft material reinforced as necessary?
				9. Are all openings, such as trapdoors and adjoining room doors which permit access to the mailroom, properly secured or blocked?
				10. Are all items of mail kept out of the reach of personnel standing outside the mailroom doors?
				11. Have locked mailboxes or other substantial receptacles been provided for deposit of outgoing mail?
				12. Are mailboxes secured to fixed foundations?
				13. Does the size and construction of mailboxes afford protection from the weather and security for all mail deposited therein?
				14. Is a field safe or other suitable locked container provided for registered and/or certified mail?
				15. Is the container secured to prevent removal from mailroom?
				16. Is a security container that meets the requirements of AR 380-5 provided for overnight storage of official registered and official certified mail?
				17. Is one set of keys to the mailroom, mail collection boxes, safes, or other locked mail receptacles in the physical possession of the unit mail clerk or his alternate at all times?
				18. If combination locks are used on all containers of registered mail, is the combination known only by one mail clerk?

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				19. Are all copies of each combination and/or duplicate keys individually sealed in separate envelopes, and are envelopes annotated as to contents and retained by the unit postal officer in a a secure manner?
				20. Have the unit postal officer and the unit mail clerk written their names across the sealed portion of the envelopes to facilitate the detection of tampering?
				21. Are the combination and/or keys and locks to the mailrooms and mail receptacles promptly changed upon the transfer or AWOL of the unit mail clerk(s) or unit postal officer?
				22. If individual lock boxes are used, are the combinations and/or keys and locks promptly changed upon the transfer of individuals to whom boxes were assigned?
				23. If individual lockboxes are used, does only one individual have authority and responsibility for issuing and changing the combinations and/or keys and locks?
REMARKS				