

UNIT MAILROOM (UMR) INSPECTION CHECKLIST

(DOD Postal Manual 4525.6-M)

Paragraph/subsection references contained within this checklist refer to applicable paragraphs/subsections of DOD 4525.6-M, unless otherwise indicated. Items not applicable should be indicated as "NA." Items marked "No" should be explained in remarks.

Unit Inspected	Date Inspected
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Name & Grade of Commander	Name & Grade of Unit Postal Officer	Name & Grade of Mail Clerk Present During Inspection
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#	Item	Yes	No	N/A	Ref
1	Are postal clerks, mail clerks, mail orderlies familiar with instructions concerning the receipt and delivery of the following? a. Unsealed First-Class Mail? b. Opened by Mistake? c. Balloting Material? d. Mail suspected of containing harmful contents?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C3.2.3.3. to C3.2.3.6.
2	Is personal mail for postal personnel handled properly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C3.2.3.7.
3	Do the mail clerks know the difference between official and personal mail addressing elements and delivery procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C3.2.4.
4	Are mail handlers familiar with the methods a customer may control delivery of their mail?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C3.2.5.7.
5	Is mail refused by the addressee properly accepted and endorsed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C3.2.5.8.
6	Are mail handlers familiar with instructions governing security and delivery of personal accountable mail (FATC Units Only)? a. Are PS Forms 3849 prepared properly? b. Are accountable articles stored separately from nonaccountable? c. Are final notices prepared properly? d. Is accountable mail held for the appropriate period of time? e. Are accountable articles delivered only to the addressee or authorized agent? f. Are the PS Forms 3849 maintained properly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C3.2.7.1.
7	When personal accountable mail is delivered to the addressee through a UMR, is the following accomplished? a. Is the PS Form 3849 prepared by the mail clerk? b. If the UMC finds accountable mail in ordinary mail, is it returned to the servicing post office? c. Is "Restricted Delivery" mail delivered to the addressee or agent designated in writing only?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C3.2.7.2. to C3.2.7.4.
8	Are mail clerks familiar with delivery requirements of official "Restricted Delivery"?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C3.2.8.
9	Are clerks familiar with procedures for delivering of mail for confined personnel?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C3.2.9.

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10	If delivery is through mail delivery receptacles, then? a. Receptacles are being assigned to only one person? b. The receptacle that has been unused the longest is being reissued first? c. Receptacles Record Cards (DD Forms 2262) are filled out and filed properly? d. The rear of each assigned receptacle is labeled properly to identify holder? e. Personnel with limited services address must reflect the prefix or suffix "R.?"	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C3.3.3.
11	Are mail handlers familiar with the maintenance and records required for receptacles?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C3.3.4.
12	Are the receptacles checked at least monthly for excessive mail accumulation, old mail, or nonuse?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C3.3.5.1.
13	Are DD Forms 2258 used to indicate the status of the addressee and the proper disposition of mail?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C3.3.5.2. and C3.3.7.4. and C3.3.7.5.
14	Are mail handlers familiar with conditions when key lock cylinder or combinations should be changed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C3.3.6.1.
15	Does the DD Form 2262 reflect the changes in key lock cylinder or combinations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C3.3.6.2.
16	Is only authorized matter placed in receptacles?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C3.3.7.1.
17	Is only mail bearing the proper addressing placed in the receptacles?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C3.3.7.2.
18	When withdrawing a receptacle, is the following accomplished? a. Is all mail removed and routed to the Directory Section? b. Is the name label removed and rear of the receptacle blocked with PS Item 0-53A? c. Is the DD Form 2262 removed from active file, the date of closure recorded and the key lock cylinder or combination changed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C3.3.8.
19	Is the postal directory established and maintained properly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C3.4.2.
20	Is directory mail endorsed properly and returned promptly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C3.4.5.
21	Is undeliverable-as-addressed mail handled properly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C3.4.6.1.
22	Is mail for service members listed as AWOL properly handled?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C3.4.6.3
23	Is mail for individuals due to arrive held for appropriate time?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C3.4.6.5.
24	Are mail handlers familiar with handling procedures for casualty mail?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C3.4.9.
25	Does the mail clerk maintain all the minimum required publications?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C4.1.3.1.
26	Is registered mail under constant surveillance or secured properly at all times?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C9.2.1.
27	Have SOPs been developed to provide detailed instruction for security, emergency destruction, and postal operating plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C10.2.
28	Is an example of a properly completed change of address card readily available or posted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C10.3.3.8.

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29	Is an example of a correct mailing address readily available or posted in plain view?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C10.3.3.9
30	Are the hours of operation readily available or posted in plain view?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C10.3.3.10.
31	Are mail clerks familiar with what constitutes a postal offense?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C14.1.2.3.
32	Are postal offenses reported properly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C14.1.3.
33	Have all unit mail handlers been designated properly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C15.4.
34	Have designed mail handlers received adequate postal training?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C15.5.
35	Are DD Forms 285 and 2260 properly controlled and maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C15.6.
36	When designated personnel are relieved are the copies of DD Forms 285 handled properly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C15.7.1.
37	If a DD Form 2260 is used to record designations, is the revocation handled properly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C15.7.2.
38	Are mail handlers familiar with the requirement for security of mail?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C15.10.
39	Has a separate, adequate, and secure space been provided to operate the UMR?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C15.10.4.
40	Are unauthorized personnel denied access to the UMR?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C15.10.5.
41	Are duplicate keys and combinations to the UMR retained and secured properly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C15.10.6.
42	Are the required protections given to mail in transit to and from the UMR?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C15.10.7.
43	Are mailroom personnel familiar with privileged nature of mail and postal records?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C15.10.8.
44	Are mailroom personnel aware of mail bomb characteristics?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C15.11.1.
45	Are mailroom personnel familiar with actions they must take for a suspicious mailing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C15.11.2.
46	Is the Postal Officer conducting weekly inspections?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cir 600-03-01
47	Mail clerk does not have access to individual mailboxes of soldiers not assigned to his/her unit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cir 600-03-01
48	Is key to mail box (brown box) secured properly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cir 600-03-01
49	Have irregularities noted on the last inspection been corrected? If not, explain why in the remarks section.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cir 600-03-01

Remarks / Items not Covered by Inspection Checklist (If additional space is required, use bond paper).

Rating (check one) Satisfactory Unsatisfactory

The above rating is based on my review of the practices covered by this checklist and observation of other procedures incident to the operation of the unit mailroom.

Inspector's Name and Grade

Signature