

MAIL MANAGER'S INSPECTION GUIDE

For use of this form, see USMEPCOM Reg 25-50

SECTION I - REQUIRED PUBLICATIONS		YES	NO
1. AR 25-51 (Official Mail and Distribution Management)			
2. DOD 4525.6-M (DOD Postal Manual), volumes I and II			
3. DOD 4525.8-M (DOD Official Mail Manual)			
4. Domestic Mail Manual			
5. USMEPCOM Reg 25-50 (Official Mail and Distribution Management Program (OMDMP))			
6. USPS Publication 65A (National Five-Digit ZIP Code and Post Office Directory), volumes 1 and 2			
SECTION II - OFFICIAL MAIL MANAGER (OMM)/UNIT MAILCLERK			
7. Has the OMM been appointed, in writing, and a copy forwarded to HQ USMEPCOM, ATTN: MHC-MP? (DOD 4525.8-M, chap. 2, par. C1; AR 25-51, par. 1-5a; USMEPCOM Reg 25-50, par. 1-5)			
8. Has the OMM validated DD Form 285 (Appointment of Military Postal Clerk or Mail Orderly) for all mailclerks and mail orderlies? (USMEPCOM Reg 25-50, par. 1-6a(2))			
9. Is the OMM doing spot-checks on incoming and outgoing mail at least once a week? (DOD 4525.8-M, chap. 2, pars. C3(4) & (5); AR 25-51, par. 5-3c(3)(a); USMEPCOM Reg 25-50, par. 1-4c(8))			
10. Have the unit mailclerks and mail orderlies been designated on DD Form 285 and a DD Form 2260 (Unit Mailclerk/Orderly Designation Log) and are the forms maintained? (DOD 4525.6-M, vol. II, chap. 3, par. 303; USMEPCOM Reg 25-50, par.1-6)			
11. Do mail handling personnel carry their DD Form 285 when performing mail handling duties and present it when receipting for mail? (DOD 4525.6-M, vol. II, chap. 3, par. 305(3))			
12. Has the OMM conducted an informal postal inspection in the last 6 months and forwarded a copy to HQ USMEPCOM, ATTN: MHC-MP? (USMEPCOM Reg 25-50, par. 3-12b)			
13. Does the OMM maintain liaison with the servicing postal facility? (DOD 4525.8-M, chap. 2, par. C3(8); USMEPCOM Reg 25-50, par. 1-4c(11))			
14. Has required training been provided to unit mailclerks and mail orderlies according to DOD 4525.8-M, chapter 2, and USMEPCOM Reg 25-50, paragraph 1-4c(9)?			
15. Are all next-day mailings reviewed and approved by the OMM or mailclerk(s)? (USMEPCOM Reg 25-50, par. 3-11)			
16. Does the mailclerk maintain an up-to-date mail directory log for all personnel being served and scheduled to arrive? (USMEPCOM Reg 25-50, par. 1-4d(7))			
17. Does the mailclerk maintain change of address cards for transferred personnel? (USMEPCOM Reg 25-50, par. 1-4c(7))			
SECTION III - INCOMING/OUTGOING MAIL PREPARATION			
18. Is outgoing certified, registered, return receipt, and insured mail processed according to USMEPCOM Reg 25-50, paragraph 3-9b?			
19. Is incoming accountable mail properly annotated on USMEPCOM Form 25-50-4-R-E (Record of Accountable Mail)? (USMEPCOM Reg 25-50, par. 3-9a(3))			
20. Are all official mail addresses (both delivery and return) typed, stamped, or machine printed in dark ink on a light background, limited to five lines, and formatted to a uniform left margin? (USMEPCOM Reg 25-50, par. 2-9a)			
21. In the return address portion of the envelope, is DEPARTMENT OF DEFENSE typed, stamped, or machine printed in the upper left corner above the return address? (USMEPCOM Reg 25-50, par. 2-5a)			

SECTION III - INCOMING/OUTGOING MAIL PREPARATION (continued)		YES	NO
22. In the return address portion of the envelope, is OFFICIAL BUSINESS typed, stamped, or machine-printed below the return address? (USMEPCOM Reg 25-50, par. 2-5a)			
23. Are the smallest envelopes being used to the fullest extent possible to reduce cost? (USMEPCOM Reg 25-50, par. 2-6a)			
24. Is the use of consolidated mail maximized in order to minimize official mail cost? (DOD 4525.8-M, chap. 3, par. C; USMEPCOM Reg 25-50, par. 2-8)			
25. Is the mail endorsed with the proper class of mail? (DOD 4525.8-M, chap. 3g; DMM, MO12, and table 3-1; USMEPCOM Reg 25-50, par. 2-5b)			
SECTION IV - MAIL SECURITY			
26. Are the OMDC hours of operation and an authorized access memorandum posted outside of the OMDC? (USMEPCOM Reg 25-50, par. 3-13c)			
27. Is the official mail processing area secured, with accountable access, during working and nonworking hours? (DOD 4525.6-M, vol. II, chap. 3, par. 309)			
28. Is all accountable mail secured until delivery or dispatch according to governing directives? (DOD 4525.6-M, vol. II, chap. 3, par. 309)			
29. Is official mail and/or personal mail delivered only to properly designated orderlies/clerks? (DOD 4525.8-M, chap. 3, par. 309(2))			
30. Is access to the official mail processing area restricted to authorized personnel only? (USMEPCOM Reg 25-50, par. 3-13c)			
SECTION V - POSTAGE METERS			
31. Are the postage meter and keys secured when not in use and at the end of the business day? (DOD 4525.8-M, chap. 5, par. C9; USMEPCOM Reg 25-50, par. 3-1c)			
32. Are refunds for spoiled or incorrect meter postage submitted according to DOD 4525.6-M, volume I, chapter 6? (USMEPCOM Reg 25-50, par. 3-6)			
33. Each time the meter is set or reset, is a copy of PB Form SV7653-B (Electronic Postage Meter Setting Worksheet) maintained under file number 600-8-3dd? (DOD 4525.8-M, chap. 5, par. C(12); USMEPCOM Reg 25-50, par. 3-3b)			
34. Is a valid USPS postage meter license available for the meter? (DOD 4525.8-M, chap. 5, par. C1; USMEPCOM Reg 25-50, par. 3-2)			
35. At the end of the business day and when reloading the meter, are the descending and ascending register readings recorded on PS Form 3602-A (Record of Meter Register Readings)? (DOD 4525.8-M, chap. 5, par. C3; USMEPCOM Reg 25-50, par. 3-1b)			
36. Does the meter operator check the scale for accuracy each day before using it? (DOD 4525.8-M, chap. 5, par. C7b; USMEPCOM Reg 25-50, par. 3-1e)			
37. In the event of malfunction or equipment failure, is the service representative's telephone number prominently displayed in the vicinity of the equipment? (DOD 4525.8-M, chap. 5, par. C8, USMEPCOM Reg 25-50, par. 3-3d)			
SECTION VI - RATING			
38. Instructions for rating: Two or more "NO" marks in any one of the five areas constitutes an unsatisfactory rating.			
RATING: <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory			
39. Comments/remarks:			
40. Inspector's name/grade/title/organization:		41. Phone number:	
42. Inspector's signature:		43. Date signed:	