OFFICIAL MAIL PROGRAM COORDINATOR'S (OMPC) INSPECTION GUIDE

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

SECTION I - REQUIRED PUBLICATIONS/INSTRUCTIONS	YES	NO
1. Are the following publications on hand? (USMEPCOM Reg 25-50, Appendix A)		
a. MILITARY POSTAL SERVICE PROCEDURES MANUAL (MPM)	☐	☐
b. ARMY REG 25-51 (OFFICIAL MAIL AND DISTRIBUTION MANAGEMENT)	☐	☐
c. DOD INSTRUCTION 4525.09 (MILITARY POSTAL SERVICE)	☐	☐
d. USMEPCOM REG 25-50 (OFFICIAL MAIL AND DISTRIBUTION MANAGEMENT PROGRAM)	☐	☐
SECTION II - OFFICIAL MAIL PROGRAM COORDINATOR (OMPC)/UNIT MAILCLERK		
2. Have an OMPC and an AOMPC been appointed in writing, been designated on a DD Form 285 (Appointment of Military Postal Clerk, Unit Mail Clerk, or Mail Orderly)? (USMEPCOM Reg 25-50, para 1-6a)	☐	☐
3. Has a copy of the appointment letter(s) been forwarded to HQ USMEPCOM OMM, MEFL/LD (USMEPCOM Reg 25-50, para 1-6b(2))	☐	☐
4. Is the OMPC conducting spot checks on incoming and outgoing mail at least once per week? (USMEPCOM Reg 25-50, para 1-4e(8))	☐	☐
5. Have the unit mail clerks and mail orderlies been designated on DD Form 285 (Appointment of Military Postal Clerk, Unit Mail Clerk, or Mail Orderly)? (USMEPCOM Reg 25-50, para 1-7a)	☐	☐
6. Are the DD Forms 285 maintained for 2 years under ARIMS file number ARIMS ACRS 600A after termination of designation? (USMEPCOM Reg 25-50, Appendix A, Section III, Record Numbers/Disposition Instructions)	☐	☐
Mail Handling:		
7. Do mail-orderly personnel carry their DD Form 285 when performing mail-handling duties?	☐	☐
8. Do they present the DD Form 285 when receipting for mail? (USMEPCOM Reg 25-50, para 1-4g(1)) Mark N/A if a Mail Orderly retrieves mail from a locked sorting case.	☐	☐ N/A ☐
9. Is the OMPC conducting informal postal inspections twice a year using the Official Mail Program Coordinator's Inspection Guide, at 6-month intervals, and sending a copy of the completed Official Mail Program Coordinator's Inspection Guide to the HQ USMEPCOM OMM, ATTN: MEFL/LD (USMEPCOM Reg 25-50, para 3-10b)	☐	☐
10. Does the OMPC maintain liaison with the servicing postal facility? (USMEPCOM Reg 25-50, para 1-4e(12))	☐	☐
11. Has required training been provided to unit mail clerks/mail orderlies? (USMEPCOM Reg 25-50, para 1-4e(9))	☐	☐
12. Are next-day mailings reviewed and approved by the OMPC or mail clerks(s)? (USMEPCOM Reg 25-50, para 3-9)	☐	☐
SECTION III - INCOMING/OUTGOING MAIL PREPARATION		
13. Is accountable mail properly annotated on USMEPCOM Form 25-50-4-E (Record of Accountable Mail)? (USMEPCOM Reg 25-50, para 3-7a(3))	☐	☐
14. Is accountable mail being signed for either by the addressee, properly appointed mail clerk or mail orderly? (USMEPCOM Reg 25-50, para 3-7a)	☐	☐
15. Are all official mail addresses (both delivery and return) typed 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, para 2-5a)	☐	☐
16. In the return address portion of the envelopes, is DEPARTMENT OF DEFENSE typed, or machine printed in the upper-left corner above the return address and is OFFICIAL BUSINESS typed or machine printed below the return address? (USMEPCOM Reg 25-50, para 2-5a)	☐	☐

SECTION III - INCOMING/OUTGOING MAIL PREPARATION (continued)	YES	NO
17. Are the smallest envelopes being used to the fullest extent possible to reduce cost? (USMEPCOM Reg 25-50, para 2-5c)	☐	☐
18. Is the use of consolidated mail maximized in order to minimize official mail cost? (USMEPCOM Reg 25-50, para 2-7)	☐	☐
19. Is the mail endorsed with the proper class of mail? (USMEPCOM Reg 25-50, para 2-5b)	☐	☐
20. Are the mail preparation recommendations from the OMM, HQ, USMEPCOM, being followed? (USMEPCOM Reg 25-50, para 2-10c)	☐	☐
SECTION IV - MAIL SECURITY		
21. Is the official mail processing area secured, with accountable access, during working and non-working hours? (MPM, 15.2(b))	☐	☐
22. Is all accountable mail secured until delivery or dispatch in accordance with governing directives? (MPM, Section I(j))	☐	☐
23. Is access to the Official Mail Processing Area restricted to authorized personnel only? (USMEPCOM Reg 25-50, para 5-1)	☐	☐
24. Are the Official Mail and Distribution Center (OMDC) hours of operation and an authorized access memorandum posted outside the OMDC? (USMEPCOM Reg 25-50, para 3-11c)	☐	☐
25. Are all shipping solution authorized users (e.g. FedEx or Stamps.com) using their own unique username and password? (USMEPCOM Regulation 25-50, para 5-2)	☐	☐
SECTION V - POSTAGE METERS		
26. Are MEPS OMPCs / mail clerks only printing postage for current business day only? (USMEPCOM Regulation 25-50, para 3-2b).	☐	☐

SECTION VI - RATING

27. Questions answered "NO" require explanation in block 28.

28. Comments/remarks:

29. Inspector's name/grade/title/organization:

30. Telephone number:

31. Inspector's signature:

32. Date signed: