

UNIT MAIL ROOM (UMR), CONSOLIDATED MAIL ROOM (CMR), AND POSTAL SERVICE CENTER (PSC) INSPECTION CHECKLIST				DATE (YYYYMMDD)	
For use of this form, see AR 600-8-3; the proponent agency is DCS, G-1.					
NAME AND GRADE OF COMMANDER		NAME AND GRADE OF UNIT CLERK		UNIT INSPECTED	
ITEM #	DESCRIPTION OF ITEM	GO	NO/GO	N/A	
1.	Did the commander appoint an E-6 or above or civilian (GS-6 equivalent or above) in writing as the unit postal officer and an E-6 or above or civilian (GS-6 equivalent or above) as the alternate postal officer?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.	Is access to unit mailrooms limited to designated unit/postal personnel conducting official business (inspections/visits) at the facility?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.	Are unit postal officers/supervisors conducting daily and monthly inspections?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.	Are the UMR, CMR, and PSC being maintained in an orderly condition and have adequate space and equipment been provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.	Is DD Form 1115 (Mail Room Sign) or other appropriate flyers completed and displayed at the entrance to the UMR, CMR, and PSC?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.	Are mail clerks and mail orderlies appointed properly? (2 NOs constitute a NO/GO in this area.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	a. Is DD Form 285 (Appointment of Military Postal Clerk, Unit Mail Clerk or Mail Orderly) used to appoint unit mail clerks (UMC) and mail orderlies?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	b. Are appropriate items checked, to indicate items UMC is authorized to collect, on DD Form 285?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	c. Is DD Form 285 signed by unit commander or unit postal officer and validated by the servicing postal facility?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	d. Are copies of DD Form 285 and DD Form 2260 (Unit Mail Clerk/Orderly Designation Log) kept on file at unit and servicing facility?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.	e. Do UMC and mail orderlies carry a copy of DD Form 285 when performing mail duties?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.	Have qualified mail clerks and mail orderlies received on-the-job training? (Memorandum from commander.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.	Does the CMR, PSC, and UMR have all references on hand or automation access to include the daily operation Standard Operating Procedures (SOP)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	___ DOD 4525.6M (Postal Manual), dated 15 Aug 02				
	___ AR 600-8-3 (Unit Postal Operations)				
	___ FM 1-0 (Human Resource Support) (Chap 8)				
8.	___ Unit Mail Handling SOP				
9.	Does the CMR, PSC, and UMR provide adequate security? (3 NOs constitute a NO/GO in this area.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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9. Cont'd	a. Are separate and secure facilities provided as the CMR, PSC, and UMR?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. Do the doors have suitable locks, inside mounted hinges, and locking mechanisms?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c. Are windows too easily accessible from outside? Are they barred or meshed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d. Are walls and ceilings constructed of such material as to prevent forcible entry?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	e. Are receptacles, when used, installed to prevent access from other receptacles or customer service window?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	f. Is a separate security container (meeting requirements for SECRET material storage) available for storage of accountable mail overnight?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Are duplicate keys and/or combinations properly retained in a separate secure location?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Is mail transported in official United States Postal Service (USPS) approved mail bags or approved containers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	Is mail transported in an authorized closed-body vehicle with proper protection and security given to the mail?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	Is mail secure and in the possession of UMC at all times during transportation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.	Is accountable mail being delivered to the addressee or authorized agent or properly appointed postal representative?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.	Is the unit postal officer verifying daily the delivery of accountable mail to the addressee or to an authorized agent?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.	Are mail handlers familiar with instructions governing security and delivery of personal accountable mail? (3 NOs constitute a NO/GO in this area.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	a. Are PS Forms 3849 prepared properly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. Are accountable articles stored separately from nonaccountable mail?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c. Are final notices prepared properly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d. Is accountable mail held for the appropriate period of time?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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16. Cont'd	e. Are accountable articles delivered only to the addressee or authorized agent?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	f. Are PS Forms 3849 maintained and filed properly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	g. Is a "CHAIN OF RECEIPT" maintained for accountable mail?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17.	Upon receipt, is all incoming mail back-stamped daily to indicate date of receipt?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18.	Are the DA Forms 3955 (Change of Address and Directory Card) being properly completed, filed, and maintained for the required period? (2 NOs constitute a NO/GO in this area.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	a. Is DA Form 3955 used for all assigned/attached unit personnel?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. Are DA Forms 3955 maintained in alphabetical order regardless of grade?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c. Do DA Forms 3955 include all required information?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d. Are DA Forms 3955 destroyed 12 months after the sponsor departs the unit? (First week of the 13th month.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	e. Is a DA Form 3955 prepared for a Family member with a different last name, filed separately, and crossed referenced with the sponsor's card?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19.	Are mail clerks and mail orderlies properly trained and do they understand all orders and directives applicable to the operation of the CMR, PSC, and UMR? (3 NOs constitute a NO/GO in this area.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	a. Handling of articles received in damaged condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. Procedures for delivering and forwarding mail addressed to the commander?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c. Procedures for mail of individuals due to arrive at unit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d. Procedures for processing casualty mail?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	e. Procedures for processing unauthorized absence (such as, AWOL), deserter, or confined personnel?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	f. Procedures for handling known or suspected postal offenses?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	g. Procedures for redirecting mail undeliverable as addressed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20.	Is the mail clerk aware of the privileged nature of mail and the privileged nature of postal records?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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21.	Is the mail clerk's personal mail handled properly and are the CMR, PSC, and UMR free of any personal stored items?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22.	Are unit mail clerks picking up mail everyday and at the specified times that a unit mail call is conducted at the servicing military post office?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23.	Do mail orderlies return undeliverable mail to the CMR, PSC, and UMR the same day?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24.	Are receptacles being utilized and maintained properly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25.	Have all discrepancies noted on the last inspection been corrected?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

REMARKS/Items not covered in checklist (list item number and deficiency).

PERSON IN-BRIEFED AND TITLE

DATE IN-BRIEFED (YYYYMMDD)

PERSON OUT-BRIEFED AND TITLE

DATE OUT-BRIEFED (YYYYMMDD)

INSPECTION RATING

SATISFACTORY

UNSATISFACTORY

The rating above is based on a review of the items covered by this checklist and observations of the daily procedures of the unit mailroom. An unsatisfactory rating is mandatory if any three items of 3, 6, 9, 16, 18, or 19 are marked or a total of five or more of any items (numbered deficiencies not lettered deficiencies).

INSPECTOR'S NAME AND GRADE

SIGNATURE OF INSPECTOR

DATE SIGNED (YYYYMMDD)