

DETAILED INSPECTION CHECKLIST

FA	SC	STMT	TEXT
100			POSTAL AFFAIRS Functional Area Manager: MFP3 Point of Contact: MSGT RODERICK HAYNES (DSN) 278-9537 (COML) 703-784-9537 RODERICK.HAYNES@USMC.MIL Date Last Revised: 25 October 2011
100	01		UNIT MAIL ROOM
100	01	001	Did the Commanding Officer appoint a Staff Non-Commissioned Officer or above, or civilian employee (GS-6 or above) in writing as a unit Postal Officer and Assistant Postal Officer to supervise the operation of the UMR? Reference DOD 4525.6M, CHAP 1, PAR C1.1.6.8.1; MCO 5110.6C, CHAP 1, PAR 3 B AND C, PAR 4 A (4), CHAP 2 PAR 8
100	01	002	Did the Commanding Officer appoint in writing all personnel authorized to receipt for and open all official mail to include accountable? Reference MCO 5110.6C, CHAP 1, PAR 4 A (3) AND CHAP 4, PAR 3 C (1)
100	01	003	Are weekly, unannounced inspections being conducted by the unit Postal Officer? Reference DOD 4525.6M, CHAP 1, PAR C1.1.6.9.9, CHAP 15 PAR C15.8; MCO 5110.6C, CHAP 2, PAR 6 A
100	01	004	Does the unit mail room have adequate space and equipment for proper mail handling and security, and is being maintained in an orderly manner?
100	01	005	Does the mail room have all references on hand to include a mail handling order with these instructions at a minimum? (Electronic copies can be used when the mail room is equipped with a computer) Reference DOD POSTAL MANUAL 4525.6M (15 AUG 02); OPNAVINST 5112.6D NAVY POSTAL REGULATIONS; MCO 5110.6C CONDUCT OF MARINE CORPS UMR AND MDC (21 JAN

09); BASE ORDER FOR POSTAL AFFAIRS; UNIT MAIL HANDLING ORDER; (MCO 5110.6C, CHAP 2, PAR 1)

100 01 006

Does the mail handling order, at a minimum, contain the following?

1. The correct and complete mailing address for unit personnel.
2. Location and hours of operation or UMR/MDC and servicing post office.
3. Location and collections hours for outgoing mail receptacles.
4. Mail call hours and mail distribution procedures.
5. Instructions for using OPNAV 5110/5 (Change of Address Card).
6. Information about security of mail and postal effects.
7. Procedures to establish a classified material screening point.
8. Non-mail able Items:
 - a. Any article or material that can harm people.
 - b. Liquor.
 - c. Obscene matter.
 - d. Libelous matter.
 - e. Subversive matter.
 - f. Lottery materials or any written or printed matter intended to swindle or defraud.
 - g. Concealable firearms, explosives, shell casings, unsheathed knives or swords, or dangerous martial arts weapons.
9. Procedures for handling mail for personnel temporarily absent from the command.

Reference

MCO 5110.6C, CHAP 2, PAR 2

100 01 007

Has the unit Postal Officers, Mail Clerks and Orderlies received the required training within 30 days of being assume mail handling duties?

Reference

DOD 4525.6M, CHAP 15, PAR C15.5; MCO 5110.6C, CHAP 1, PAR 3 AND 4 B, C, D, CHAP 2, PAR 8 AND 10

100 01 008

Is a correctly formatted sample official/personal mailing address displayed near the unit mailroom?

Reference

DOD 4525.6M, CHAP 1, PAR C1.1.6.9.11; MCO 5110.6C, CHAP 2, PAR 3

- 100 01 009 Is DD Form 1115 (Mailroom-No Admittance) completed and displayed at the entrance to the unit mailroom?
Reference
DOD 4525.6M, CHAP 1, PAR C1.1.6.9.10; MCO 5110.6C, CHAP 2, PAR 3
- 100 01 010 Are only authorized personnel allowed in the mailroom?
Reference
DOD 4525.6M, CHAP 15, PAR C15.10.5
MCO 5110.6C, CHAP 3, PAR 2
- 100 01 011 Are sufficient Mail Clerks/Orderlies appointed by the unit Postal Officer utilizing DD Form 285 and DD Form 2260?
Reference
DOD 4525.6M, CHAP 15, PAR C15.6.2.2; MCO 5110.6C, CHAP 2, PAR 8 AND 9
- 100 01 012 Are copies of DD Form 285 or a properly completed DD Form 2260 on file in the unit mailroom?
Reference
DOD 4525.6M, CHAP 15, PAR C15.6; MCO 5110.6C, CHAP 2, PAR 9 A AND B
- 100 01 013 Are mail clerks/orderlies being given enough time to perform mail handling duties efficiently?
Reference
MCO 5110.6C, CHAP 1, PAR 4 A (1)
- 100 01 014 Does the mailroom provide adequate security?

1. Are locks and door hinges mounted inside or in such a manner to prevent easy removal? Are outside hinges spot welded?
2. Are windows barred or covered with heavy wire mesh to prevent easy access from the outside?
3. Are walls and ceilings constructed to prevent forcible entry?
Reference
DOD 4525.6M, CHAP 15, PAR C15.10.4.1-4; MCO 5110.6C, CHAP 3, PAR 1
- 100 01 015 Are duplicate keys and combinations properly retained, secured and primary mail key issued to the Unit Mail clerk via a key control log?
Reference
DOD 4525.6M, CHAP 15, PAR C15.10.6; MCO 5110.6C, CHAP 3, PAR 3

- 100 01 016 Is mail being transported in a closed-body military vehicle with proper protection given to the mail?
Reference
MCO P5110.6B, CHAP 3, PAR 4
- 100 01 017 Is mail being delivered to the addressee or authorized agent only, and is all mail to include official mail being back stamped daily?
Reference
DOD 4525.6M CHAP 3, PAR C 3.2.5; MCO 5110.6C, CHAP 1, PAR 4 C (6) AND (7), CHAP 4, PAR (2)
- 100 01 018 Are accountable mail records (PS Form 3883) being properly completed and maintained?
Reference
DOD 4525.6M, CHAP 1, PAR C1.1.6.10.4; MCO 5110.6C, CHAP 4, PAR 3 C (3)-(7)
- 100 01 019 Is accountable mail protected by an unbroken chain of receipts, from the time that the unit mail clerk accepts it, until delivery is made or mail is returned to the serving Post Office?
Reference
MCO 5110.6C, CHAP 4, PAR 3 C, PAR 2
- 100 01 020 Did the unit Postal Officer verify daily that all accountable mail received had been delivered to an authorized agent?
Reference
DOD 4525.6M, CHAP 1, PAR C1.1.6.9.15; MCO 5110.6C, PAR 3 C (7)
- 100 01 021 Is undeliverable accountable mail being returned to the serving post office daily?
Reference
MCO 5110.6C, CHAP 4, PAR 3 C (6)
- 100 01 022 Is the unit mailroom provided with a copy of each unit diary or other source documentation that will ensure timely and complete maintenance of the directory files system?
Reference
MCO 5110.6C, CHAP 6, PAR 5
- 100 01 023 Are directory file cards (NAVMC 10572) being properly completed, filed and maintained in one file for the required period?
Reference
DOD 4525.6M, CHAP 3, PAR C3.4.3.1; MCO 5110.6C, CHAP 6, PAR 3 A (1) - (4)

- 100 01 024 Are personnel checking in/out of the unit mailroom as required?
Reference
MCO 5110.6C, CHAP 6, PAR 1 AND 2
- 100 01 025 Are mail clerks utilizing change of address cards (OPNAV 5110/5) properly for coming and outgoing personnel?
Reference
MCO 5110.6C, CHAP 6, PAR 2 AND 3 A (4)
- 100 01 026 Are Mail Clerks/Orderlies properly trained in the various operations of the unit mailroom, and do they understand all orders applicable to the operation of the mailroom?
1. Is the Mail Clerk familiar with the proper handling of damaged articles?
 2. Is the Mail Clerk familiar with the proper procedures for delivering or forwarding mail addressed to the "Commanding Officer of _____"?
 3. Is mail for individuals due to arrive handled properly?
 4. Is the Mail Clerk familiar with the proper procedure for handling casualty mail?
 5. Is mail for personnel on leave or TAD properly processed?
 6. Is mail for transferred personnel properly readdressed to include an estimated date of arrival?
 7. Is mail for UA, deserter or confined personnel properly handled?
 8. Are Mail Clerks/Orderlies familiar with reporting procedures for known or suspected postal offenses?
 9. Does the Mail Clerk understand how to properly process all forms of directory mail?
 10. Does the Mail Clerk understand how to properly process deployed mail?
 11. Does the Mail Clerk understand how to process voting material (i.e. Voter Registrations and Absentee Ballots)?
 12. Does the Mail Clerk understand how to handle suspicious packages?
 12. Does the Mail Clerk understand the proper delivery procedures for official accountable mail and PS Form 3849 procedures?
 13. Are Mail Clerks familiar with the proper procedures for individual mail call?
- Reference
DOD 4525.6M, CHAP 15, PAR C15.5; MCO 5110.6C, CHAP 1, PAR 4

- 100 01 027 Is the Mail Clerk aware of the privileged nature of mail and postal records?
Reference
DOD 4525.6M, CHAP 15, PAR C15.10.8; MCO 5110.6C, CHAP 3, PAR 5
- 100 01 028 Is the Mail Clerk's personal mail handled properly?
Reference
DOD 4525.6M, CHAP 3, PAR C3.2.3.7;
MCO 5110.6C, PAR 5, CHAP 4, 2
- 100 01 029 Do Mail Orderlies pick up at specified times and is undelivered mail returned promptly to the mailroom?
Reference
DOD 4525.6M, CHAP 1, PAR C1.1.6.11.1 AND .4;
MCO 5110.6C, CHAP 1, PAR 4 D (1)
- 100 01 030 Are deployable units that receive mail through a PSC/MDC:
1. Maintaining a fully operational unit mail room (at a minimum) 30 days prior to deploying and 60 days upon returning from a deployment?
 2. While in a non-deployed status maintaining a minimum of two Mail Orderlies per section, properly appointed utilizing DD Form 285/DD Form 2260?
 3. Picking up official mail on a daily basis?
 4. Maintaining a directory file card system on all Marines?
- Reference
MCO 5110.6C, CHAP 1, PAR 2; CHAP 2, PAR 9; AND
CHAP 1, PAR 4 D (1); MCO 5110.6C, CHAP 6, PAR 3
- 100 01 031 Are mail rooms that use mail delivery receptacles maintaining proper accountability/control by utilizing DD Form 2262?
Reference
DOD 4525.6M, CHAP 3, PAR C3.3.3.7; MCO 5100.6C, CHAP 5, PAR 2 F
- 100 01 032 Are assigned receptacles being checked for excessive mail, old mail or non-use?
Reference
DOD 4525.6M, CHAP 3, APP C3.3.5.1; MCO 5110.6C, CHAP 5, PAR 4 A

- 100 01 033 Are receptacles properly closed and free of mail?
Reference
DOD 4525.6M, CHAP 3, PAR C3.3.8; MCO 5110.6C, CHAP 5,
PAR 7
- 100 01 034 Are customers promptly notified when articles are too large to
fit in receptacles, by utilizing PS Form 3907?
Reference
DOD 4525.6M, CHAP 3, PAR C3.3.7.3; MCO 5110.6C, CHAP 5,
PAR 6 C
- 100 01 035 Is DD Form 2258 being utilized for personnel who are temporary
absent for any reason?
Reference
DOD 4525.6M, CHAP 3, PAR C3.3.7.4;
MCO 5110.6C, CHAP 5, PAR 6 (D)
- 100 02 POST OFFICE
- 100 02 001 Does the military post office maintain all required publications?
Reference
DOD 4525.6M, CHAP 4, PAR C4.1.3
- 100 02 002 Are required postal publications/information readily available Or
posted in plain view for use by the customers?
Reference
DOD 4525.6M, CHAP 10, PAR C10.3.3
- 100 02 003 Are flexible/fixed credit in excess of \$1,000 authorized in writing by
the appropriate commander?
Reference
DOD 4525.6-M, CHAP 6, PAR C6.3.1.2
- 100 02 004 Are clerks being temporarily relieved of their account when absent
for more than five consecutive work days but less than thirty-one
total consecutive days?
Reference
DOD 4525.6M, CHAP 6, PAR C6.3.1.5
- 100 02 005 Is PS Form 17 being properly prepared and submitted for
requisitions and stock replenishment?
Reference
DOD 4525.6M, CHAP 6, PAR C6.3.2 AND C6.4.10

- 100 02 006 Are stamp/money orders requisitions properly prepared for dispatch and opened in the presence of a witness where required?
Reference
DOD 4525.6M, CHAP 6, PAR C6.3.2 - 3.8
- 100 02 007 Is a properly completed PS Form 3369 (consigned credit receipt) on hand for all clerks with postal monies?
Reference
DOD 4525.6M, CHAP 6, PAR C6.3.5.1.3; C6.4.1
- 100 02 008 Do clerks with stamp/money order stocks have safes, lockable drawers, or cash boxes available to protect their postal monies?
Reference
DOD 4525.6M, CHAP 6, PAR C6.5.2
- 100 02 009 Are duplicate keys and safe combinations sealed in PS Form 3977 and stored properly?
Reference
DOD 4525.6M, CHAP 6, PAR C6.5.2 AND CHAP 10, PAR C10.5.1.7
- 100 02 010 Have incoming money order shipments been verified by the Custodian of Postal Effects (COPE and a witness?)
Reference
DOD 4525.6M, CHAP 8, PAR C8.4
- 100 02 011 Is the DD Form 885 being properly filled out, when blank money orders are received?
Reference
DOD 4525.6M, CHAP 8, PAR C8.5
- 100 02 012 Did the oncoming COPE verify blank money orders, then sign the master DD Form 885, accepting custody from the outgoing COPE, upon change of custody?
Reference
DOD 4525.6M, CHAP 8, PAR C8.5
- 100 02 013 Are blank money order forms being properly secured?
Reference
DOD 4525.6M, CHAP 8, PAR C8.6
- 100 02 014 Is there an unbroken chain of receipts for all registered mail in the military postal system channels, using only approved USPS or DD Forms?
Reference
DOD 4525.6M, CHAP 9, PAR C9.2.2

- 100 02 015 Is a PS Form 3806 being filled out for personal registered mail accepted over the counter, with the original provided to the mailer, and the duplicate filed in numerical sequence?
Reference
DOD 4525.6-M, CHAP 9, PAR C9.3.5.2
- 100 02 016 Are registered letters or parcels being properly postmarked to ensure rifling has not occurred?
Reference
DOD 4525.6-M, CHAP 9, PAR C9.3.5.4
- 100 02 017 Is a registry balance sheet (DD Form 2261) being properly prepared at the close of each business day?
Reference
DOD 4525.6-M, CHAP 9, PAR C9.3.5.8
- 100 02 018 Is supporting documentation for registry transactions being properly maintained?
Reference
DOD 4525.6M, CHAP 9, PAR C9.3.5.11
- 100 02 019 Are incoming and outgoing registered pouches being handled and processed correctly?
Reference
DOD 4525.6M, CHAP 9, PAR C9.6 AND C9.7
- 100 02 020 Is registered mail being delivered only to authorized personnel?
Reference
DOD 4525.6M, CHAP 9, PAR C3.2.7 AND C3.2.8
- 100 02 021 Do registry personnel know how to report irregularities discovered when receiving registered mail?
Reference
DOD 4525.6-M, CHAP 9, C9.5
- 100 02 022 Has a current Standard Operating Procedures (SOP) been published?
Reference
DOD 4525.6-M, CHAP 10, PAR C10.2
- 100 02 023 Are personal effects or personal funds being stored in the military post office?
Reference
DOD 4525.6-M, CHAP 10, PAR C10.5.1.5

- 100 02 024 Does the military postal supervisor maintain a current list of individuals that were issued keys to the post office?
Reference
DOD 4525.6M, CHAP 10, PAR C10.5.1.7
- 100 02 025 Have all working postal accounts been audited at least once in a month at unscheduled and unannounced times?
Reference
DOD 4525.6M, CHAP 12, PAR C12.3.5.1
- 100 02 026 Have personnel with consistent, excessive stock overages and shortages, been relieved of duties?
Reference
DOD 4525.6M, CHAP 12, PAR C12.3-.8
- 100 02 027 Does the postal facility meet published structural criteria?
Reference
DOD 4525.6M, CHAP 13, PAR C13.5.1
- 100 02 028 Is directory service being provided to mail that has an Incomplete or incorrect mailing address?
Reference
DOD 4525.6M, CHAP 3, PAR C3.4.5
- 100 02 029 Are endorsements neat and legible using minimum space required on mail that has been given directory service?
Reference
DOD 4525.6M, CHAP 3, PAR C3.4.5.2.6
- 100 02 030 Is each piece of mail given directory service back stamped to indicate date of receipt and date forwarded?
Reference
DOD 4525.6M, CHAP 3, PAR C3.4.5.2.9
- 100 02 031 Is periodical mail addressed to personnel who have been transferred being forwarded for 60 days with notifications sent to the publisher of the addressee's new address?
Reference
DOD 4525.6M, CHAP 3, PAR C3.4.6.2.1
- 100 02 032 Is mail addressed for members due to arrive handled properly?
Reference
DOD 4525.6M, CHAP 3, PAR C3.4.6.5

- 100 02 033 Is mail that cannot be delivered, forwarded, or returned to sender handled properly?
Reference
DOD 4525.6M, CHAP 3, PAR C3.4.6.7
- 100 02 034 Have all capital sensitive equipment items been receipted for by the COPE on PS Form 1590 and updated in AMPS?
Reference
DOD 4525.6-C, CHAP 1, PAR C1.1.4.3
- 100 02 035 Have capital sensitive equipment items entrusted to military postal clerks been receipt for on PS Form 1590?
Reference
DOD 4525.6-C, CHAP 1, PAR C1.1.4.4
- 100 02 036 Has a postal supply clerk been designated in writing?
Reference
DOD 4525.6-C, CHAP 1, PAR C1.1.6.1
- 100 02 037 Upon change of the COPE, is a complete inventory of capital sensitive items accomplished by both the outgoing/incoming COPE?
Reference
DOD 4525.6-C, CHAP 1, PAR C1.1.4.5
- 100 02 038 Is PS Form 4686-A,(shipping order) being properly maintained on file?
Reference
DOD 4525.6-C, CHAP 1, PAR C1.1.6.3
- 100 02 039 Has an inventory control been established to ensure supply levels meet current operational requirements?
Reference
DOD 4525.6-C, CHAP 1, PAR C1.1.8
- 100 02 040 Are supplies received checked against PS Form 4686-A and PS Form 7380 to ensure all items requisitioned were received?
Reference
DOD 4525.6-C, CHAP 1, PAR C1.1.11.1
- 100 02 041 Has a location numbering system been established to aid in locating each item and posted on PS Form 1586?
Reference
DOD 4525.6-C, CHAP 1, PAR C1.1.11.2

- 100 02 042 Are procedures for annual forecasts for equipment items being followed?
Reference
DOD 4525.6-C, CHAP 1, PAR C1.1.14
- 100 02 043 Are PS forms 4984 submitted to the appropriate JMPA for maintenance and repair of USPS equipment?
Reference
DOD 4525.6-C, CHAP 1, PAR C1.1.18
- 100 02 044 Have all COPEs/postal clerks been designated properly?
Reference
DOD 4525.6M, CHAP 5 PAR C5.4
- 100 02 045 Are safe combinations changed at proper intervals?
Reference
DOD 4252.6M, CHAP 6, PAR C6.5.3
- 100 02 046 Are unconcealed stamps found loose in the mail re-affixed to mail or placed in a locked container for destruction and are they destroyed at least monthly?
Reference
DOD 4525.6M, CHAP 10, PAR C10.5.5
- 100 02 047 When overages and shortages are beyond tolerance, are they reconciled properly?
Reference
DOD 4525.6M, CHAP 12, PAR C12.3.9
- 100 02 048 Are MPOs conducting quarterly inspections of unit mail rooms They service?
Reference
DOD 4525.6M, CHAP 12, PAR C12.5.3
- 100 02 049 Are postal clerks familiar with instructions concerning the receipt and delivery of the following?
1. Received in damaged condition?
2. Un-sealed First-Class mail?
3. Opened by Mistake?
4. Balloting material?
5. Mail suspected of containing harmful contents?
Reference
DOD 4525.6M, CHAP 3, PAR C3.2.3.2 to C3.2.3.6
- 100 02 050 Are postal clerks familiar with instruction governing security and delivery of personal accountable mail?
1. Are PS Forms 3849 prepared properly?

2. Are accountable mail stored separately from non-accountable?
 3. Are final notices prepared properly?
 4. Is accountable mail held for the appropriate period of time?
 5. Is accountable mail delivered only to the addressee or authorized agent?
 6. Are PS Forms 3849 maintained properly?
- Reference
DOD 4525.6M, CHAP 3, PAR C3.2.7.1

- 100 02 051 If delivery is through mail delivery receptacles, then:
1. Are receptacles being assigned to only one person?
 2. Is the receptacle that has been unused the longest Being reissued first?
 3. Are receptacles record cards (DD Form 2262) filled and filed correctly?
 4. Is the rear of each assigned receptacle labeled properly?
 5. Are advance receptacle boxes being issued properly?
- Reference
DOD 4525.6M, CHAP 3, PAR C3.3.3
- 100 02 052 Are postal clerks familiar with the maintenance and records required for receptacles?
- Reference
DOD 4525.6M, CHAP 3, PAR C3.3.4
- 100 02 053 Are the receptacles checked at least monthly for excessive mail accumulation, old mail, or non-use?
- Reference
DOD 4525.6M, CHAP 3, APP C3.3.5.1
- 100 02 054 Are DD Forms 2258 used to indicate the status of the addressee and the proper disposition of mail?
- Reference
DOD 4525.6M, CHAP 3, PAR C3.3.5.2, C3.3.7.4, and C3.3.7.5
- 100 02 055 Is PS Form 3907 used to notify patrons of articles too large for the receptacles?
- Reference
DOD 4525.6M, CHAP 3, PAR C3.3.7.3
- 100 02 056 When withdrawing a receptacle, is the following accomplished:
1. Is mail removed and routed to the directory section?
 2. Is the name label removed and rear of the receptacle blocked with a suitable device?

3. Is the DD Form 2262 removed from active file, the date of closure recorded and the key lock cylinder or combination changed?
Reference
DOD 4525.6M, CHAP 3, PAR C3.3.8
- 100 02 057 Are requisitions for preprinted military tags and labels properly submitted?
Reference
DOD 4525.6-C, CHAP 1, PAR C1.1.20, APP 11
- 100 02 058 Are requisitions for mailbags/mail tray equipment and facing slips/slide labels properly submitted?
Reference
DOD 4525.6-C, CHAP 1, PAR C1.1.21, APP 8
- 100 02 059 Are excess items properly disposed of?
Reference
DOD 4525.6-C, CHAP 1, PAR C1.1.22.1
- 100 02 060 Is USPS equipment being properly maintained?
Reference
DOD 4525.6-C, CHAP 1, PAR C1.1.23
- 100 02 061 Are proper procedures followed when equipment is returned to the appropriate facility for repair?
Reference
DOD 4525.6-C, CHAP 1, PAR C1.1.24
- 100 02 062 Are scales used at MPO(s) tested for accuracy at least annually?
Reference
POSTAL OPERATION MANUAL (POM) SECT 125.323
- 100 03 OFFICIAL MAIL PROGRAM
- 100 03 001 Is the daily record of meter register readings being properly maintained?
Reference
DOD 4525.8M, CHAP 2, PAR C2.11.4
- 100 03 002 Is the postage expenditure report being correctly filled out and submitted on a semi-annual basis?
Reference
MCO 5110.4A, CHAP 5, PAR 2.d

- 100 03 003 Were spoiled postage meter tapes/stamps being properly processed and submitted with PS Form 3533 (refund for spoiled postage), for credit from USPS?
Reference
DMM P015.3
DOD 4525.8M, CHAP 2, PAR C2.11.5; MCO 5110.4A, CHAP 5, PAR 3
- 100 03 004 Is a maintenance log being properly maintained for the meter equipment?
Reference
MCO 5110.4A, CHAP 5, PAR 4
- 100 03 005 Does the installation/activity Official Mail Manager (OMM), or meter location have current copies of all publications required?
Reference
DODI 4525.8M, ENCL 2, PAR E2.1.1-.10
- 100 03 006 Is official matter and mail being transported at the lowest cost to the government?
Reference
DOD 4525.8M, CHAP 1, PAR C1.5 - C1.6.4
- 100 03 007 Is the unauthorized use of official mail being properly reported?
Reference
DOD 4525.8M, CHAP 1, PAR C1.15
- 100 03 008 Are OMM's and AOMM's appointed in writing?
Reference
DODI 4525.8M, ENCL 4, E4.3.1.2
- 100 03 009 Are OMM appointments filed as required?
Reference
DODI 4525.8M, ENCL 4, E4.3.1
- 100 03 010 Does the command have an effective official mail cost control training program?
Reference
DODI 4525.8M, ENCL 4, E4.3.2; MCO 5110.4A, CHAP 4, PAR 1.1.(3)
- 100 03 011 Is the OMM carrying out the Official Mail Cost Control Program (OMCCP) supervisory requirements?
Reference
DODI 4525.8M, ENCL 4, E4.3.3

- 100 03 012 Is official mail being consolidated to the maximum extent possible, before postage is applied?
Reference
DOD 4525.8M, CHAP 2, PAR C2.10
- 100 03 013 Are consolidated mailings being prepared and dispatched properly?
Reference
DOD 4525.8M, CHAP 2, PAR C2.10-C2.10.5.5
- 100 03 014 Is outgoing mail endorsed with the appropriate class of mail?
Reference
DOD 4525.8M, CHAP 1, PAR C1.9
- 100 03 015 Is the use of special services (Express Registered, Certified, Insured, Merchandise Return) restricted/monitored to ensure the service used is authorized?
Reference
DOD 4525.8M, CHAP 1, PAR C1.8 AND C1.10
- 100 03 016 Are business reply items being prepared properly?
Reference
DOD 4525.8M, CHAP 1, PAR C1.11
- 100 03 017 Are all merchandise return service forms prepared properly?
Reference
DOD 4525.8M, CHAP 1, PAR C1.11.3
- 100 03 018 Are permit imprint formats and contents prepared properly?
Reference
DOD 4525.8M, CHAP 1, PAR C1.16.1
- 100 03 019 Are proper amounts of postage stamps maintained by appropriate units for emergencies, deployment, or small volume mailers?
Reference
DOD 4525.8M, CHAP 2, PAR C2.12.2
- 100 03 020 Has the ordering of postage stamps been properly authorized?
Reference
DOD 4525.8M, CHAP 2, PAR C2.12
- 100 03 021 Are postage stamps properly secured?
Reference
DOD 4525.8M, CHAP 2, PAR C2.12.3

- 100 03 022 Is a postage reserve stamp stock or back up meter system maintained properly?
Reference
DOD 4525.8M, CHAP 2, PAR C2.12
- 100 03 023 Is the postage reserve stamp stock audited quarterly?
Reference
OPNAVINST 5218.7C, PAR 10 (A)
- 100 03 024 Are postage meters and meter keys being properly secured?
Reference
DOD 4525.8M, CHAP 2, PAR C2.11.8.2
- 100 03 025 Are access codes and safe combinations changed at appropriate intervals?
Reference
DOD 4525.6M, CHAP 6, PAR C6.5.3
- 100 03 026 Are OMCCP inspections conducted at least annually as required?
Reference
DODI 4525.8M, ENCL 4, PAR E4.3.4
- 100 03 027 Do postage meter supplies meet the requirements for the command?
Reference
DOD 4525.8M, CHAP 6, PAR C6.5.3.3.1