

<b>OFFICIAL MAIL MANAGER'S INSPECTION CHECKLIST</b>							<b>A. DATE (YYYYMMDD)</b>			
<i>For use of this form, see DoDI 4525.8-M. The proponent agency is Military Postal Service Agency.</i>										
<b>B. TO</b> (Inspected Activity)			<b>C. THRU</b> (Service Component/MACOM)			<b>D. FROM</b> (Inspecting Activity)				
<b>INSTRUCTIONS</b> Mark an "X" in "YES" or "NO" column for each item. If item is not applicable, mark "NA". References apply to DoD Instruction 4525.8 and DoD Manual 4525.8-M.										
<b>SECTION I - ADMINISTRATION</b>										
<b>ITEM</b>	<b>YES</b>	<b>NO</b>	<b>NA</b>	<b>ITEM</b>	<b>YES</b>	<b>NO</b>	<b>NA</b>	<b>YES</b>	<b>NO</b>	<b>NA</b>
*1. Is a current copy of DoDI 4525.8 and DoD 4525.8-M available as required by DoDI 4525.8, E2.1.9.?				*8. Are OMM inspections being conducted as required by DoDI 4525.8, E4.3.4.?						
2. Does the installation or equivalent activity OMM have a current copy of all publications required by DoDI 4525.8, E2.?				9. Have customers been provided the information required by DoD 4525.8-M, C2.3.5.?						
3. Does each postage meter location have a current copy of all publications required by DoDI 4525.8, E2.?				*10. Does the mail center have a Five-Year Plan as required by DoD 4525.8-M, C2.2.1.?						
4. Are all OMMs required by DoDI 4525.8, E4.3.1.1. appointed in writing?				11. Is the mail center's Five-Year Plan updated annually as required by DoD 4525.8-M, C2.2.1.?						
5. Are OMM appointments distributed and filed as required by DoDI 4525.8, E4.3.1.1.?				*12. Does the mail center have a Business Recovery Plan as required by DoD 4525.8-M, C2.2.2.?						
6. Does the OMM's OMP training program meet the requirements of DoDI 4525.8, E4.3.2.?				13. Do operation, contingency, exercise, and similar plans meet the requirements of DoD 4525.8-M, C2.2.3.?						
7. Are the OMMs carrying out the OMP supervisory requirements of DoDI 4525.8, E4.3.3.?				14. Are maintenance logs used to document equipment failures, repair work completed, and other information as required by DoD 4525.8-M, C2.18.4.2.?						
<b>SECTION II - MAIL ACCEPTANCE AND PREPARATION</b>										
15. Is official mail monitored per DoDI 4525.8, E4.3.3.2.4. and E4.3.3.2.5.?				21. Are letter-size envelopes being used to the maximum extent possible per DoD 4525.8-M, C1.19.2.2.1.1.?						
16. Is unauthorized use of official mail reported per DoDI 4525.8, E4.3.3.1.3.?				22. Is selection of special mail services per DoD 4525.8-M, C1.8.?						
17. Is official matter being transported at lowest cost to the Department of Defense per DoD 4525.8-M, C1.6.?				23. Are the provisions of DoD 4525.8-M, C1.10. being followed for Express Mail?						
18. Is mail being marked with the correct class of mail per DoD 4525.8-M, C1.9.?				24. Are business reply items prepared and used per DoD 4525.8-M, C1.11.3.?						
19. Is maximum use made of consolidated mailings per DoD 4525.8-M, C2.10.?				25. Are all merchandise return service items prepared and used per DoD 4525.8-M, C1.11.3.?						
20. Are consolidated mailings prepared per DoD 4525.8-M, C2.10.3.?										
<b>SECTION III - ADDRESS MANAGEMENT</b>										
*26. Are street addresses assigned and used per DoD 4525.8-M, C3.3.2.2.?				28. Are addresses placed by the front entrance of the building so they can be seen from the street per DoD 4525.8-M, C3.3.2.3.1.?						
27. Are Post Office Box addresses used only as indicated in DoD 2425.8-M, C3.3.3.?				29. Is outgoing mail properly addressed per DoD 4525.8-M, C3.6.2.?						

**SECTION IV - POSTAGE AND EQUIPMENT**

ITEM	YES	NO	NA	ITEM	YES	NO	NA
30. Do permit imprint formats and contents comply with DoD 4525.8-M, C1.16.1.1.?				34. Is the record of postage used being analyzed per DoD 4525.8-M, C2.11.7.2.?			
31. Are all CAPS accounts and other trust accounts reconciled monthly? (DoD 4525.8-M, C2.7.5.)				35. Are postage stamp inventories limited to amounts authorized by DoD 4525.8-M, C2.12.?			
32. Are refunds for spoiled postage submitted per DoD 4525.8-M, C2.11.5.1.?				36. Are postage meters reset quarterly for the estimated amount of postage used during the quarter per DoD 4525.8-M, C2.11.3.2.?			
33. Are procedures established for safeguarding spoiled postage per DoD 4525.8-M, C2.11.5.3.?				37. Do all metering locations keep daily records of postage meter register readings per DoD 4525.8-M, C2.11.4.?			

**SECTION V - SECURITY**

*38. Does the mail center have a security plan as required by DoD 4525.8-M, C2.2.4.?				43. Are employees prohibited from receiving and sending personal mail through the official mail center per DoD 4525.8-M, C2.17.1.?			
39. Has the mail center's security plan been coordinated with local security officials as required by DoD 4525.8-M, C2.2.4.?				44. Are postage meters secured per DoD 4525.8-M, C2.11.8.1.1.?			
40. Is mail center access limited to mail center employees per DoD 4525.8-M, C2.8.3.?				*45. Are postage meter keys/combinations secured per DoD 4525.8-M, C2.11.8.2.2.2.?			
*41. Do all mail center employees have a Secret or Interim Secret clearance or are they eligible for a Secret clearance based on having a favorable investigation/check on file as required by DoD 4525.8-M, C2.4.1.6.?				46. Are postage stamps secured per DoD 4525.8-M, C2.12.3.?			
*42. Are mail center employees suspected of stealing mail removed from the mail handling duties until the matter has been investigated per DoD 4525.8-M, C2.8.10.?				47. Is postage placed on the upper right-hand corner of address labels to deter theft per DoD 4525.8-M, C2.8.8.?			

**SECTION VI - ACCOUNTABLE**

48. Are all items signed for treated as an accountable item per DoD 4525.8-M, C2.3.6.?				*50. Are receipts obtained for accountable items signed for from the originator or carrier per DoD 4525.8-M, C2.3.6.?			
49. Are accountable items kept separate from other items per DoD 4525.8-M, C2.8.4.?							

**51. RATING** (*X one*)

**SATISFACTORY**
                         
  **UNSATISFACTORY**

**\*NOTE:** An unsatisfactory rating is mandatory if any one of items 1, 8, 10, 12, 26, 38, 41, 42, 45 or 50 is marked "NO," or if more than 10 percent of the items are marked "NO."

**52. COMMENTS**

**53. INSPECTOR**

a. NAME ( <i>Last, First, Middle Initial</i> )	b. GRADE OR TITLE	c. TELEPHONE ( <i>Include Area Code</i> )
d. ORGANIZATION	e. SIGNATURE	