

OFFICIAL MAIL MANAGER'S INSPECTION CHECKLIST

AIRS CHECKLIST

(THIS IS A REFORMATTED AIRS CHECKLIST FOR MCAS CHERRYPOINT USE)

UNIT _____

DATE _____

5100H00H000H FUNCTIONAL AREA: CODE: 100 DESCRIPTION: POSTAL AFFAIRS

5100H03H000H SUB CATEGORY: CODE: 03 DESCRIPTION: OFFICIAL MAIL PROGRAM YES NO

000H Has an Official Mail Center been established within the command where all outgoing official mail is placed? (ABO P5112.1D) _____

006H Are the required publications on hand in the general vicinity of the official mail center? _____

(Ref: DoD 4525.8-M Chap 1-1 Par D.)

- 1. MCO P5110.4A
- 2. MCO 5110.5D
- 3. ABO P5112.1D
- 4. DoD 4525.6M
- 5. DoDI 4525.8
- 6. DOD 4525.8M

008H Is unauthorized use of official mail properly reported? _____

(Ref: DoDI 4525.8-M, Encl 4. Par E4.3.3.1.3)

009H Did the Commanding Officer appoint a staff non-commissioned officer or civilian employee (GS6 or higher) in writing as an Official Mail Manager and an Assistant Official Mail Manager to supervise the Operation of the Official mail center. _____

(Ref: DoDI 4525.8, Encl 4, Par E4.3.1.1)

010H Has a copy of the most current OMM and AOMM appointment letters been turned into the servicing post office for their file? _____

(Ref: DoDI 4525.8, Encl 4 Par E4.3.1.1.1)

011H Has the OMM and AOMM been properly trained by the servicing post office within four months of being appointed. Has the OMM and AOMM received annual training from the post office? _____

(Ref: DoDI 4525.8, Enclosure 4, Par E4.3.1)

012H Are the OMMs carrying out the OMCCP supervisory requirements? _____

(Ref: DoDI 4525.8, Encl 4 Par E4.3.3.2)

Do mail users know when and how to contact their OMM? (E 4.3.3.1.1)

Is outgoing official mail inspected prior to going out daily? (E 4.3.3.2.4 & .5)

Is official mail properly prepared?(E 4.3.3.2.5.2)

Is sufficient supplies on hand (ABO P5112.1D)

013H Is maximum use being made of consolidated mailings? _____

(Ref: DoD 4525.8-M, Chap. 3, Par C)

Rating: ___ **Mission Capable** ___ **Non-Mission Capable**

Comments:

Personnel Debriefed _____ **CO** _____ **XO** _____

Name of OMM _____ **Assistant OMM** _____

Inspector (Print, Signature, Grade, and Title) _____

Unit's Telephone Number _____

Encl (4)