

### AIRS DETAILED INSPECTION CHECKLIST

#### UNIT MAILROOM

UNIT: \_\_\_\_\_

DATE: \_\_\_\_\_ TIME START \_\_\_\_\_

FINISH TIME: \_\_\_\_\_

100 00 FUNCTIONAL AREA CODE: 100 DESCRIPTION: POSTAL AFFAIRS

100 01 SUB CATEGORY CODE: 01 DESCRIPTION: UNIT MAILROOM

100 01 001 Did the Commanding Officer appoint a Staff Non-Commissioned Officer or above, or civilian employee (GS6 or above) in writing as a unit Postal Officer and Assistant Postal Officer to supervise the operation of the UMR and are all previous appointment letters retained for the required 2 year period?

Reference

(DOD 4525.6M, CHAP 1, PAR C1.1.6.8.1)

(MCO 5110.6C, CHAP 1, PAR 3 B&C / PAR 4 A (4), CHAP 2 PAR 8)

Yes

No

N/A

100 01 002 Did the Commanding Officer designate in writing all personnel authorized to receipt for and open all official mail to include accountable and are all previous designations retained for the required 2 year period?

Reference

(MCO 5110.6C, CHAP 1, PAR 4 A (3) / CHAP 4, PAR 3 C (1))

Yes

No

N/A

100 01 003 Are weekly, random, unannounced inspections being conducted by the unit Postal Officer or unit Assistant 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)

Yes

No

N/A

100 01 004 Is the unit mailroom being maintained in an orderly condition and has adequate space and equipment been provided?

Reference

(MCO 5110.6C, CHAP 1, PAR 4 A (1) / CHAP 2, PAR 4)

Yes

No

N/A

100 01 005 Does the mailroom have all references on hand to include a mail handling order with these instructions at a minimum? (Electronic copies can be used when the mailroom 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)

CURRENT BASE ORDER OR AIR STATION ORDER FOR POSTAL AFFAIRS

UNIT MAIL HANDLING ORDER

Reference

(MCO 5110.6C, CHAP 2, PAR 1)

Yes

No

N/A

100 01 006 Does the mail handling order 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. Nonmailable 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.  
10. Delivery of mail during field exercises (if applicable).  
11. Instructions on suspicious package procedures (i.e., bombs, anthrax).  
12. Instructions on the proper maintenance of the directory file cards.  
Reference  
(MCO 5110.6C, CHAP 2, PAR 2)

Yes       No       N/A

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100 01 007 Has the unit Postal Officers, Mail Clerks and Orderlies received the required training prior to assuming duties?  
Reference  
(DOD 4525.6M, CHAP 15 PAR C15.5)  
(MCO 5110.6C, CHAP 1, PAR 3&4 / CHAP 2, PAR 8)

Yes       No       N/A

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100 01 008 Is a correctly formatted sample mailing address for personal and official mail displayed near the unit mailroom?  
Reference  
(DOD 4525.6M, CHAP 1, PAR C1.1.6.9.11)  
(MCO 5110.6C, CHAP 2, PAR 3)

Yes       No       N/A

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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)

Yes       No       N/A

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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)

Yes       No       N/A

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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&9)

Yes       No       N/A

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100 01 012 Are copies of DD Form 285 and 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&B)

Yes       No       N/A

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100 01 013 Are Mail Clerks/Orderlies being given enough time to perform Mail handling duties efficiently?  
Reference  
(MCO P5110.6C, CHAP 1, PAR 4 A (1))

Yes       No       N/A

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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)

Yes       No       N/A

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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)

Yes       No       N/A

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100 01 016 Is mail being transported in a closed-body military vehicle with proper protection given to the mail?  
Reference  
(MCO 5110.6C, CHAP 3, PAR 4)

Yes       No       N/A

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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 C3.2.5)  
(MCO 5110.6C, CHAP 1, PAR 4 C (6)&(7) / CHAP 4, PAR 2)

Yes       No       N/A

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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))

Yes       No       N/A

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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 (2))

Yes       No       N/A

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100 01 020 Did the unit Postal Officer verify daily that all accountable mail received had been delivered to an authorized agent by initialing the PS Form 3883?  
Reference  
(DOD 4525.6M, CHAP 1, PAR C1.1.6.9.15)  
(MCO 5110.6C, CHAP 4, PAR 3 C (7))

Yes       No       N/A

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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))

Yes       No       N/A

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100 01 022 Is the unit mailroom provided with a daily copy of each unit diary, morning report or other source documentation that will ensure timely and complete maintenance of the directory file system?  
Reference (MCO 5110.6C, CHAP 6, PAR 5)

Yes       No       N/A

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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))

Yes       No       N/A

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100 01 024 Are personnel required to check in/out with the mailroom?  
Reference  
(MCO 5110.6C, CHAP 6, PAR 1&2)  Yes  No  N/A

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100 01 025 Are change of address cards (OPNAV 5110/5) properly utilized by incoming and outgoing personnel?  
Reference  
(MCO 5110.6C, CHAP 6, PAR 2 / PAR 3 A (4))  Yes  No  N/A

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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?  
13. Does the Mail Clerk understand the proper delivery procedures for official accountable mail and PS Form 3849 procedures?  
14. 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)  Yes  No  N/A

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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)  Yes  No  N/A

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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, CHAP 2, PAR 5 / CHAP 4, PAR 2 E)  Yes  No  N/A

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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 & .4)  
(MCO 5110.5C, CHAP 1, PAR 4 D (1))

Yes  No  N/A

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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 / CHAP 1, PAR 4 D (1))  
(MCO 5110.6C, CHAP 6, PAR 3)

Yes  No  N/A

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100 01 031 Are mailrooms 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 5110.6C, CHAP 5, PAR 2 F)

Yes  No  N/A

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100 01 032 Are assigned receptacles being checked for old mail, excessive mail or non-use?  
Reference  
(DOD 4525.6M, CHAP 3, APR C3.3.5.1)  
(MCO 5110.6C, CHAP 5, PAR 4 A)

Yes  No  N/A

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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)

Yes  No  N/A

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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)

Yes  No  N/A

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100 01 035 Is DD Form 2258 being utilized for personnel who are temporarily absent for any reason?  
Reference  
(DOD 4525.6M, CHAP 3, PAR C3.3.7.4)  
(MCO 5110.6C, CHAP 5, PAR 6 D)  Yes  No  N/A

100 01 036 Has a classified material screening point been established in the command with procedures for screening registered mail in the unit mail handling instructions?  
Reference  
(MCO 5110.6C, CHAP 4, PAR 3 C (8))  Yes  No  N/A

100 01 037 Are inspections being conducted by the Command Postal Officer, Military Post Office supervisor or command designated representative as required?  
Reference  
(DOD 4525.6M, CHAP 15, PAR C15.8.3)  
(MCO 5110.6C, CHAP 6, PAR 6)  Yes  No  N/A

## 2D MAW SUPPLEMENTAL QUESTION

100 01 038 Have all findings and discrepancies noted on the last inspection been corrected?  Yes  No  N/A

COMMANDING OFFICER \_\_\_\_\_

EXECUTIVE OFFICER \_\_\_\_\_

UNIT POSTAL OFFICER \_\_\_\_\_

UNIT ASST POSTAL OFFICER \_\_\_\_\_

Mailroom Activities Rated  Mission Capable  Non-Mission Capable

**I CERTIFY THAT ALL MAIL FOR THIS COMMAND HAS BEEN PRESENTED FOR EXAMINATION AND NONE HAS BEEN CONCEALED AT ANY TIME DURING THE INSPECTION.**

\_\_\_\_\_  
Mail Clerk Printed Name & Rank

\_\_\_\_\_  
Mail Clerk Signature

\_\_\_\_\_  
Mailroom Location & Phone Number

PERSONNEL DEBRIEFED  
\_\_\_\_\_  
Printed Name & Rank

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Inspector Printed Name & Rank

\_\_\_\_\_  
Inspector (Signature)

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Inspector Printed Name & Rank

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Inspector (Signature)





