

USAR Official Mail Inspection Checklist

[USARC Suppl 1 to AR 25-51; the proponent agency is G-1.]

DATE

TO: (Inspected Agency)

FROM: (Inspecting Agency)

ITEM	YES	NO
1. Were current copies of AR 25-51 (30 Nov 92), with USARC Suppl 1, and DOD 4525.8-M (Jul 87) on hand?	<input type="checkbox"/>	<input type="checkbox"/>
2. Were current copies of all required postal publications on hand; i.e., USPS Domestic Mail Manual, Postal Bulletins (1 year), USPS Poster 103, and a Postal Zone Chart? (AR 25-51, appendix A, section 1)	<input type="checkbox"/>	<input type="checkbox"/>
3. Was the mail and distribution center: a. Centrally located to provide optimum service? and b. Did this location guarantee security of the mail? (DOD 4525.8-M, chapter 6-D)	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
4. Was personal correspondence or mail processed through the official distribution and mail system? (AR 25-51, paras 2-40b, 30 Nov 92.)	<input type="checkbox"/>	<input type="checkbox"/>
5. Was unauthorized use of official mail reported as prescribed? (AR 25-51, para 2-22, 30 Nov 92)	<input type="checkbox"/>	<input type="checkbox"/>
6. Were all business reply items addressed to an Army organization? (AR 25-51, para 2-34, 30 Nov 92)	<input type="checkbox"/>	<input type="checkbox"/>
7. Were business reply items prepared as prescribed? (AR 25-51, para 2-34b, 30 Nov 92)	<input type="checkbox"/>	<input type="checkbox"/>
8. Did permit imprint formats and contents conform to the regulation? (AR 25-51, para 2-29, 30 Nov 92)	<input type="checkbox"/>	<input type="checkbox"/>
9. Were any logos or slogans used approved as prescribed by HQ USARC? (USARC Suppl 1 to AR 25-51)	<input type="checkbox"/>	<input type="checkbox"/>
10. Had refunds for spoiled postage been submitted on PS Form 3533? (AR 25-51, para 2-28f, 30 Nov 92)	<input type="checkbox"/>	<input type="checkbox"/>
11. Was the use of envelopes and classes of mail monitored to ensure cost-effective practices? (AR 25-51, para 1-6c(3), 30 Nov 92)	<input type="checkbox"/>	<input type="checkbox"/>
12. Was official material transported at the lowest cost to the Army? (AR 25-51, para 1-5b, 30 Nov 92)	<input type="checkbox"/>	<input type="checkbox"/>
13. Was an OMM, AOMM, and COMSA: a. Appointed in writing? and b. Was the written record of this appointment filed? (USARC Suppl 1 to AR 25-51)	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
14. Was the RSC OMM trained in accordance with AR 25-51, para 1-4i(6), 30 Nov 92?	<input type="checkbox"/>	<input type="checkbox"/>
15. Did the OMM: a. Have an OMCCP training program for staff who prepares items for mailing? and b. Did this program meet the requirements prescribed by regulation? (AR 25-51, para 1-6b, 30 Nov 92)	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
16. Have the formal training requirements for subordinate mailers prescribed by regulation been met? (AR 25-51, para 1-6b(3), 30 Nov 92)	<input type="checkbox"/>	<input type="checkbox"/>
17. Were OMCCP inspections of 1/3 of subordinate mailers carried out annually? (USARC Suppl 1 to AR 25-51)	<input type="checkbox"/>	<input type="checkbox"/>
18. Were RSC OMMs carrying out supervisory requirements? (AR 25-51, para 1-6c, 30 Nov 92)	<input type="checkbox"/>	<input type="checkbox"/>
19. Were metering locations posting meter reading on an accountability sheet to track the used and available balances each day the meter was operated? (AR 25-51, para 2-28e, 30 Nov 92)	<input type="checkbox"/>	<input type="checkbox"/>
20. Were USPS Forms 3603 (Receipt for Postage Meter Setting) filed? (AR 25-51, para 2-28d, 30 Nov 92)	<input type="checkbox"/>	<input type="checkbox"/>
21. Had postage meter equipment been accounted for as prescribed? (AR 25-51, para 2-28l, 30 Nov 92)	<input type="checkbox"/>	<input type="checkbox"/>
22. Is there a USPS Postage Meter License on file for each postage meter and were licenses cancelled when no longer needed? (AR 25-51, para 28c, 30 Nov 92)	<input type="checkbox"/>	<input type="checkbox"/>
23. Were turned in meters taken out of service properly? (USARC Suppl 1 to AR 25-51)	<input type="checkbox"/>	<input type="checkbox"/>
24. Were postage stamps, meters, meter keys, and other keys properly secured in a safe or lockable container within a room? (AR 25-51, paras 2-28k, 30 Nov 92)	<input type="checkbox"/>	<input type="checkbox"/>
25. Are the prescribed procedures followed for Private Carrier Mail? (AR 25-51, para 2-32, 30 Nov 92, and USARC Suppl 1 to AR 25-51)	<input type="checkbox"/>	<input type="checkbox"/>
26. Was the selection of special mail services approved by the OMM? (USARC Suppl 1 to AR 25-51)	<input type="checkbox"/>	<input type="checkbox"/>
27. Was mail being marked in the proper place on mail and with the correct class of mail? (AR 25-51, paras 2-30 and table 2-2, 30 Nov 92)	<input type="checkbox"/>	<input type="checkbox"/>
28. Were consolidated mailings used? (AR 25-51, para 2-16, 30 Nov 92)	<input type="checkbox"/>	<input type="checkbox"/>
29. Was meter tape placed over the right hand corner of mailing labels? (DOD 4525.8-M, chap 6, para D-7)	<input type="checkbox"/>	<input type="checkbox"/>

ITEM (continued)	YES	NO
30. Was official mail monitored to ensure compliance with: a. Restriction on use? (AR 25-51, para 1-6c(3), 30 Nov 92) and b. Unauthorized uses of official mail? (AR 25-51, para 2-22, 30 Nov 92)	<input type="checkbox"/>	<input type="checkbox"/>
31. Had semi-annual postage reports been mailed in sufficient time to arrive at HQ USARC not later than 10 days after the end of the reporting period (31 Mar and 30 Sep) and was the report correct? (USARC Suppl 1 to AR 25-51)	<input type="checkbox"/>	<input type="checkbox"/>
32. Had files been properly set up and utilized for postal documentation? (AR 25-400-2)	<input type="checkbox"/>	<input type="checkbox"/>
33. Are stamp stocks monitored, documented, and accounted for on USARC Form 8-R, Record of Stamps? (USARC Suppl 1 to AR 25-51)	<input type="checkbox"/>	<input type="checkbox"/>
34. Was stamp stock inventoried at least once each quarter and documented on USARC Form 8-R, Record of Stamps? (USARC Suppl 1 to AR 25-51)	<input type="checkbox"/>	<input type="checkbox"/>
35. Was Registered outgoing mail entered on Postal Service Form 3877? (USARC Suppl 1 to AR 25-51)	<input type="checkbox"/>	<input type="checkbox"/>
36. Were Registered, Certified, and Private Carrier incoming mail entered on USARC Form 5-R, Mail Control Log, and are only authorized individuals signing for the mail? (USARC Suppl 1 to AR 25-51)	<input type="checkbox"/>	<input type="checkbox"/>
37. Were "U" letters being sent Certified, Restricted Delivery, Return Receipt? (USARC Suppl 1 to AR 25-51)	<input type="checkbox"/>	<input type="checkbox"/>
38. Was all postal equipment properly approved by HQ USARC in accordance with USARC Suppl 1 to AR 25-51?	<input type="checkbox"/>	<input type="checkbox"/>
39. Were maintenance or lease contracts used for all postal equipment and were they on file? (AR 25-51, para 2-28j(3), 30 Nov 92)	<input type="checkbox"/>	<input type="checkbox"/>
40. Are all transactions with USPS and commercial carriers accomplished by a United States Treasury check? (USARC Suppl 1 to AR 25-51)	<input type="checkbox"/>	<input type="checkbox"/>
41. Were excess funds (more than 90-day supply) carried over into the next quarter on meter, ADTA, and stamps? (USARC Suppl 1 to AR 25-51)	<input type="checkbox"/>	<input type="checkbox"/>

RATING

SATISFACTORY

UNSATISFACTORY

NOTE: An unsatisfactory rating is mandatory if there is a loss of postal funds, or if ALL of the following items are checked "No": Items 17, 19, 24, 33, 36.

REMARKS:

NAME, GRADE OR TITLE, AND ORGANIZATION (Inspector)

TELEPHONE NO.

SIGNATURE (Inspector)