

MAIL ROOM INSPECTION CHECKLIST (5112)
NAVMC 10487 (REV. 10-87) (EF)
 (Previous editions are obsolete)
 SN: 0109-LF-063-7200

INSTRUCTIONS: Reply to each question. In applicable items will be marked "NA".
ANSWER EACH QUESTION (unmarked items will be considered YES answers.
 References for each discrepancy can be found in current editions of: (a) DOD4525.6-M, Vol 11
 (b) OPNAVINST 5112.2, and (c) MCO P5110.6.

COMMAND INSPECTED		DATE	TIME		
NAME OF POSTAL OFFICER		NAME OF MAIL CLERK			
1. ADMINISTRATION	YES	NO	2. HANDLING OF MAIL (CONTINUED)	YES	NO
Does the command mail room have all the references on hand?			Is mail for individuals due to arrive handled properly?		
Has a mail handling order been published by the Commanding Officer?			Is the mail clerk familiar with the proper procedure for handling casualty mail?		
Does it contain information on:			Is undelivered mail returned promptly to the mail room?		
Security (protection of mail and postal effects, access to mail room and mail transportation)			Do mail orderlies pick up mail at specified times?		
Emergency destruction of mail			Are all mail bags returned promptly?		
Delivery of mail during field exercises			Is mail for personnel on leave or TAD properly processed?		
Correct and complete mailing address			Is mail for transferred personnel properly readdressed to include a "due-in" date?		
Location and hours of post office			Is mail for confined personnel properly handled?		
Location and hours of mail room			3. ACCOUNTABLE MAIL		
Location and hours of collection			Is record kept of accountable mail on PS Form 3850 or PS Form 3883?		
Time and method of mail distribution			Is this mail properly delivered and receipts obtained?		
Instructions relative to custom regulations			Is accountable mail, addressed to the commanding officer, delivered to an authorized agent, name by the commanding office in writing?		
Instructions for use of OPNAV Form 5110/5			Is mail clerk familiar with proper handling of accountable mail?		
Information concerning command's official mail cost management program, to include consolidating mail procedures			Are receipts obtained for all accountable mail?		
Is there an officer appointed in writing as the Postal Officer for the command?			Is all official accountable mail either delivered daily or returned to the servicing post officer?		
Is DD Form 1115 (Mail Room - No Admittance) posted near entrance?			4. SECURITY		
Are sufficient mail clerks/orderlies appointed?			Is proper security provided mail room:		
Have all mail clerks/orderlies been properly designated?			Do doors have suitable locks and inside-mounted hinges?		
Do mail clerks/orderlies understand and comply with current postal regulations?			Windowa easily accessible from outside are barred or meshed?		
Are DD 285's on file in the mail room?			Walls and ceilings are constructed of such material as to prevent forcible entry?		
Is the Unit Mail Clerk/Mail Orderly Appointment Log (DD Form 2260) properly maintained?			Are only authorized persons allowed in mail room?		
Have all mail clerks/orderlies received adequate training prior to being designated?			Are duplicate keys and combinations properly retained and secured?		
Do mail clerks have sufficient time to efficiently fulfill mail duties?			Is mail room locked when mail clerk is not present?		
Has adequate space and equipment been provided?			Is the mail clerk aware of the privileged nature of mail and postal records?		
Are mail clerks/orderlies familiar with reporting procedures for known or suspected postal offenses?			Is proper protection afforded mail in transit to and from the mail room?		
Are mail clerks/orderlies trustworthy in character, with no repetitious punishments under UCMJ?			5. FILES AND DIRECTORY		
Are mail room inspections conducted weekly?			Are the Directory File Cards properly maintained, to include:		
Is the mail room being maintained in an oderly condition?			Last name, first name, middle initial, rank/ grade and previous mailing address?		
2. HANDLING OF MAIL			Complete forwarding address of transferred members?		
Is mail clerk familiar with instructions governing delivery of mail?			Temporary change in status, together with the date of change?		
Is mail promptly delivered to addressee or authorized agent?			Discard date of transferred members?		
Is mail clerk familiar with the proper handling of damaged articles?			Are the directory cards filed alphabetically?		
Is official mail delivered only to personnel authorized in writing to receipt for official mail?			Are the directory cards maintained for the required period?		
Is mail clerk familiar with the proper procedure for delivery or forwarding of mail addressed to the "Commanding Officer of"?			Does the command provide the necessary data to maintain the directory file?		
Is mail clerk's personal mail handled properly?			Are Change of Address Cards (OPNAV 5510/5) properly utilized by incoming and outgoin personnel?		
Is undelivered mail that is retained overnight dated to show date of receipt?			Are personnel required to check in/out with mail room?		

6. MAIL RECEPTACLES

(Only when receptacles are used for mail delivery)

	YES	NO		YES	NO
Are receptacles assigned only to one person?			Are keylock cylinders/combinations changed within five days of receptacle closure?		
Are receptacles properly labeled to identify holder?			Are customers promptly notified of receipt of articles too large to fit in receptacle?		
Are receptacles record cards properly filed?			Is DD Form 2258 prepared for customers temporarily absent?		
Are unassigned receptacles free of mail?			Are receptacles free of an excessive accumulation of old mail?		

7. REMARKS (use this section to amplify discrepancies noted on this form, and to list discrepancies noted listed on this form.)

8. HAVE ALL DISCREPANCIES NOTED ON LAST INSPECTION BEEN CORRECTED?

YES NO

MARKING BY INSPECTOR

OUTSTANDING ABOVE AVERAGE BELOW AVERAGE NO RATING
 EXCELLENT AVERAGE UNSATISFACTORY

I CERTIFY that all mail for this command has been presented for examination and none has been concealed at time of inspection.

INSPECTOR (Signature, Grade, and Title)

MAIL CLERK SIGNATURE _____