

POSTAL OFFICER'S WEEKLY INSPECTION CHECKLIST

REFERENCE	POSTAL FINANCE	YES	NO
DOD Vol I (502.3.b.2)	a. Does the Postal Clerk's, Reserve Custodian's or Custodian of Postal Effects (COPE's) current cash on hand exceed 25% of his/her total fixed credit at the time of the inspection?		
DOD Vol I (502.5.b. (1))	b. Verify that the postal clerk is requisitioning stamps from the reserve custodian or COPE before reaching maximum 25% cash allowance, at shore based post offices and deployed ships.		
OPNAVINST 5112.6C (Chap 1, para 104.2.h)	c. Are scales calibrated (annually) for accuracy?		
SECURITY			
DOD Vol I (504.2, 504.3)	a. Inspect all post office drawers and safes to ensure that unauthorized personal property or fund is not stowed in safes. Insure safe combinations are changed annually, registered mail is properly secured, and for post office that has an alarm system installed, are they operatable?		
DOD Vol I (906.1.i)	b. Has each division picked-up mail at the last mail call and is the mail given only to authorized mail orderlies? (Check at least 10% of the divisions)		
DIRECTORY SERVICE			
DOD Vol II (605)	a. Is all undeliverable mail being held endorsed on the reverse side of the article showing date received? (Determine the reason the mail is being held)		
DOD Vol II (605)	b. Is undeliverable mail given prompt directory service and disposition made by the next business day?		
REGISTERED MAIL			
DOD Vol I (801)	a. Is registered mail on hand in the post office under constant surveillance or secured properly at all times?		
DOD Vol I (802.5.h and 802.5.I)	b. At the close of each business day or at each shift change, is the "Registered Mail-Balance and Inventory Sheet" (DD Form 2261) being prepared properly, reviewed and signed by a witness?		
DOD Vol I (802.5.k.(1))	c. Is incoming and outgoing registered mail being dispatched and signed for on the correct PS/OPNAV Forms?		
MODIS/WINSALTS			
NAVSUP MSG DTG 14 1400Z DEC 99	a. For deployed ships, forward deployed ships and overseas shore based post offices, is incoming Express Mail (pouches and outside pieces), First Class Mail (trays and pouches), and Priority Mail (pouches and outside pieces) being scanned, and is scanned data being transmitted via WINSALTS daily?		
GENERAL			
DOD Vol I (906.1.e)	a. Ensure that the post office is clean and neat in appearance and no personal effects or funds are being stored in the post office.		
DOD Vol II (605.d)	b. Inspect the trash to ensure mail is not being wrongfully discarded (other than undeliverable bulk rate mail).		
DOD Vol I (906)	c. Have claims and inquiries received since the last weekly inspection been processed properly?		
DOD Vol I (Part II, 310)	d. Are Postal Activity Reporting System (PARS) and Vending Equipment Sales and Services (VESS) reports prepared and submitted as required?		
USPS Postal Bulletin	e. Are the latest changes received in USPS Postal Bulletins posted to the International Mail Manual (IMM), Domestic Mail Manual (DMM), and are the APO/FPO changes and listing of stolen money orders posted at the finance windows?		
DOD Supply Catalog (109)	f. Are sufficient postal forms and supplies on hand to effectively operate a post office?		
USPS POM (Part 443)	g. Is all First Class mail being postmarked as it is removed from mail boxes or accepted from customers?		
	h. Have discrepancies noted on the last weekly inspection been corrected? (If not explain why in the remarks).		
Remarks: _____			
Submitted: _____ (Postal Officer)		Date of Inspection: _____	
Reviewed: _____ (Supply Officer)		Date Reviewed: _____	