STAFF INSPECTION PROGRAM STANDARDS – POSTAL OPERATIONS PROGRAM

POC: Mrs. Barefield, 545-5356, and Mr. Brister, 545-3738, Admin Svcs Div, DHR

1. PURPOSE: To establish unit inspection criteria for postal operations at Fort Benning.

2. APPLICABILITY: These standards are applicable to all I TDA and TOE units assigned or attached to Fort Benning, GA.

3. GENERAL: The inspection consists of reviewing postal operations to ensure compliance with references listed below.

4. RATING CRITERIA: The overall rating will be **FULLY MET** if all tasks listed below are activated and in operation:

a. Does the unit/activity have an established Postal Program?
b. Is the unit/activity Postal Program accredited to operate?
c. Does the unit/activity have a Postal Program training and awareness program?

5. EVALUATION CRITERIA: The following definitions apply to the Postal Operations Evaluation Criteria:

a. **NOT MET**: Failure to comply with 3 or more items on enclosed checklist. Failure to comply with Item **13** constitutes an overall rating of **NOT MET**.

b. **PARTIALLY MET**: Failure to comply with any two items on enclosed checklist.

6. REFERENCES:

a. AR 25-400-2, (Oct 07)

b. AR 600-8-3, (Dec 89)

c. DOD 4525.6-M (Aug 02)

DIRECTORATE OF HUMAN RESOURCES
CHECKLIST: POSTAL OPERATIONS, ADMIN SERVICES

POC: Admin Services Division, DHR, 545-5356

UNIT INSPECTED: _____ **DATE:** _____ **SI I** ___ **SI II** ___

INSPECTOR: _____ **SIGNATURE:** _____

UNIT POC: _____ **SIGNATURE:** _____

	FM	PM	NM
1. Unit has inspection results from MSC/BN OIP.	____	____	____
2. All unit personnel have been properly designated. DOD PM 4525.6-M, Chap 5, Para C 5.4.1 – 5.4.1.3, pgs 114-115 and Chap 15, Para 15.4, pg 331	____	____	____
3. Mail clerks and Mail Orderlies have received adequate postal training. AR 600-8, Chap 2-7, pg 4 and Chap 15, Para C15.5, pgs 331 - 332	____	____	____
4. Duplicate keys and combinations are properly secured. DOD PM 4525.6-M, Chap 15, Para C15.10.6, pgs 335-336 And AR 600-8, Para 2-8e., pg 4	____	____	____

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	FM	PM	NM
5. Postal Officers and mail clerks are familiar with instructions governing delivery of personal mail. DOD PM 4525.6-M, Chap 3, Para C3.2.5., pgs 70 – 74 and AR 600-8-3, Chap 3, pgs 8 - 11.	____	____	____
6. Unit Postal Officer has developed SOPs to cover mailroom operations. DOD PM 4525.6-M, Chap 10, Para C10.2 – C10.2.2 pg 230	____	____	____
7. Daily and weekly inspections are being conducted. AR 600-8-3, Chap 2. Para 2-10 pgs 4 – 5 and DoD PM 4525.6M, Chap 12, Para C12.5. pg 301.	____	____	____
8. Postal Directory is properly established and maintained. AR 600-8-3, Chap 4, Para 4-1, 4-2, pg 11 and DoD PM 4525.6M, Chap 3, Para 3.4.2 - 3.4.3, pgs 83 - 84	____	____	____
9. Unit Postal files and records are maintained IAW ARIMS AR 25-400-2, Chap 5, pgs 9 - 14	____	____	____

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	FM	PM	NM
10. A copy of DOD PM 4525.6 and AR 600-8-3 are on hand. IAW AR 600-8-3, Chap 1, Para 1 – 2, pg 1 and App A, pg 15	____	____	____
11. Mail retained overnight is being line dated. AR 600-8-3, Chap 3, Para 3-10, pg 10	____	____	____
12. Receipts are obtained for official accountable mail. AR 600-8-3, Chap 3, Para 3-4, pg 9	____	____	____
13. Deficiencies noted on previous inspections have been corrected. DOD PM 4525.6-M, Chap 12, Para C12.4.1., pgs 299	____	____	____

OVERALL EVALUATION: _____

RECOMMENDATIONS OR COMMENTS:

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