

<b>OFFICIAL MAIL MANAGER'S INSPECTION CHECKLIST</b> <i>For use of this form, see DoD 4525.8-M. The proponent agency is Military Postal Service Agency.</i>					<b>A. DATE (YYYYMMDD)</b>	
<b>B. TO</b> <i>(Inspected Activity)</i>				<b>C. FROM</b> <i>(Inspecting Activity)</i>		
<b>INSTRUCTIONS</b> Mark an "X" in "YES" or "NO" column for each item. If item is not applicable, mark "NA" in "YES" column. References apply to DoD 4525.8-M.						
ITEM	YES	NO	ITEM	YES	NO	
1. Is current copy of DoD 4525.8-M available?			17. Do permit imprint formats and contents comply with C3.16.1.1.?			
2. Does installation or equivalent activity OMM have a current copy of all publications required by C1.4.?			18. Have logos or slogans in use been approved per C3.16.2.2.?			
3. Does each meter location have a current copy of all publications required by C1.4.?			19. Are all CAPS accounts and other TAs reconciled monthly? (C4.7.5.)			
4. Are all OMMs required by C2.3.1.1. appointed in writing?			20. Is maximum use being made of consolidated mailings? (C4.10.1.)			
5. Are OMM appointments filed as required by C2.3.1.1.?			21. Are consolidated mailings prepared per C4.10.3.?			
6. Does the OMM's OMP training program meet the requirements of C2.3.2.?			22. Are valid USPS postage meter licenses on hand per C4.11.2.?			
7. Are the OMMs carrying out the OMP supervisory requirements of C2.3.3.?			23. Have unneeded USPS postage meter licenses been canceled per C4.11.2.2.?			
8. Is unauthorized use of official mail reported per C2.3.3.1.3.?			24. Are refunds for spoiled postage submitted per C4.11.5.1.?			
9. Is official mail monitored in compliance with C2.3.3.2.4. and C2.3.3.2.5.?			25. Are procedures established for safeguarding spoiled postage per C4.11.5.3.?			
10. Are OMP inspections conducted as required by C2.3.4.?			26. Is fluorescent postage meter ink being used? (C4.11.6.1.)			
11. Is official matter being transported at the lowest cost to the Department of Defense (C3.6.)?			27. Is the record of postage used being analyzed per C4.11.7.2.?			
12. Is selection of special mail services per C3.8.?			28. Are postage meters secured per C4.11.8.1.1.?			
13. Is mail being marked with correct class of mail per C3.9.?			29. Are postage meter keys/combinations secured per C4.11.9.2.?			
14. Are the provisions of C3.10. being followed for Express Mail?			30. Are postage stamp inventories limited to amounts authorized by C4.13.?			
15. Are all business reply items prepared per C3.11.3.?			31. Are postage stamps secured per C4.13.3.?			
16. Are all merchandise return service items prepared per C3.11.3.1.?			32. Is OMC equipment accounted for per C4.18.1.?			
<b>33. RATING</b> <i>(X one)</i>		<b>SATISFACTORY</b>		<b>UNSATISFACTORY</b>		
NOTE: An unsatisfactory rating is mandatory if any one of items 1, 19, 25, 28, 29 or 31 is marked "NO," or if more than 10 percent of the remaining items are marked "NO."						
<b>34. COMMENTS</b>						
<b>35. INSPECTOR</b>						
a. NAME <i>(Last, First, Middle Initial)</i>			b. GRADE OR TITLE		c. TELEPHONE <i>(Include Area Code)</i>	
d. ORGANIZATION			e. SIGNATURE			