

POSTAL ASSESSMENT CHECKLIST

DATE:	POSTAL ASSESSMENT ADVISOR/INSPECTOR:			
NAME OF MPO:				
FPO ADDRESS:				
MOID/SFA:			FEDSTRIP NUMBER:	
POSTAL OFFICER/EMAIL ADDRESS:			CUSTODIAN OF POSTAL EFFECTS/EMAIL ADDRESS:	
ASSESSMENT GRADE %	OUTSTANDING	EXCELLENT	SATISFACTORY	UNSATISFACTORY

NAMES AND RATES OF ADDITIONAL MILITARY POSTAL CLERKS:

THE GRADING SYSTEM FOR THIS ASSESSMENT IS: AUTOMATIC UNSAT DISCREPANCIES:

OUTSTANDING (>95%)

1. POSTAL OFFICER AND/OR COPE NOT PROPERLY DESIGNATED

EXCELLENT (>90%)

2. LOSS OF ACCOUNTABILITY IN SECTIONS C OR D

SATISFACTORY (>80%)

3. SCORE OF 60% OR BELOW IN SECTION B, E, M, OR N

UNSATISFACTORY (<80%)

4. LOSS OF ACCOUNTABILITY OF REGISTERED MAIL

TOTAL POINTS RECEIVED:

Repeat or major discrepancies can result in an automatic grade of "UNSATISFACTORY" being assigned. If repeat or major discrepancies are discovered, the assessment will continue and training will be provided. A letter from the command to the MACOM, providing detailed corrective actions taken to correct the discrepancies, must be submitted the MACOM within 90 days after date of assessment. Upon receipt of the letter:

Shipboard Post Offices - If underway during a scheduled "RE-ASSESSMENT", arrangements can be made, provided timing and scheduling permits, for an assessment to be completed by a Postal Assistant in the AOR in which the ship is operating.

If for any reason a grade of "UNSATISFACTORY" is assigned, your command is required to be reassessed. The best possible grade your command can achieve on a re-inspection is a "SATISFACTORY".

POSTAL ASSESSMENT			Possible Points	Overall Score	
			338	UNSAT	
A. DESIGNATION/TERMINATION OF POST OFFICE PERSONNEL			POSSIBLE POINTS	POINTS RECEIVED	YES/NO/NA
PCA001	4525.6-M C5.4.1.1 Fig. C5F1	Have personnel assigned to a Military Post Office (MPO) who handle postal effects of accountable mail been designated on DD 2257? Are designations completed properly?	2		
PCA002	4525.6-M C5.4.1.1 Fig. C5F3 & 5112.6d, 304	In the Custodian of Postal Effects (COPE) designated on a separate DD 2257 in addition to Military Postal Clerk (MPC) designation? Is DD 2257 completed properly?	2		
PCA003	5112.6D, 305.7	Has an additional individual been designated as a MPC for training as a prospective relief for MPO's having a COPE to perform the following minimum function? (1) Collect and dispatch outgoing mail? (2) Pickup incoming mail? (3) Hold mail call? (4) Process directory mail? (5) Properly receipt for and deliver accountable mail? (6) Conduct financial operations?	6		
PCA004	5112.6D, 305.1	Is there an "Offense Against the Mail Statement" on file and is the form updated annually for all MPCs?	2		
PCA005	4525.6-M, C5.6.1	Was COPE/MPC designation terminated using DD 2257 when relieved, reassigned, or change in position?	2		
PCA006	5112.6D, 104.1.A	Has an E-7 or above been designated in writing by the CO to perform the following duties? (1) Postal Officer (2) Custodian of Reserve Stamp Stock/Postal Finance Officer? (3) Custodian of Blank Money Order Funds? (4) Money Order Audit and Verification? (5) Command Monies Audit Board Member?	5		
PCA007	5112.6D, 305	Before commanders designate individuals as MPCs, COPEs, or PFOS, are their personnel records carefully reviewed to ensure they meet the minimum qualifications?	1		
PCA008	4525.6-M, C5.4.3.1	During the absence of the COPE (over 5 consecutive days, but less than 31 total days) is another qualified individual designated on DD 2257 as Temporary COPE? Does the COPE know the disposition of these forms upon his/her return?	2		
PCA009	4525.6-M, C5.6	Are completed DD 2257s distributed as required?	1		
PCA010	4525.6-M, C5.4.2, 5112.6D, 305.5	Have all personnel assigned to the MPO been issued a DD 285 by the command?	2		
PCA011	4525.6-M, C5.6	When military or civilian personnel are relieved from postal duties for conviction of a crime, such as theft, moral turpitude, or relieved for cause, does the Commanding Officer coordinate this action with the personnel office to ensure the MPC's designation is revoked, and service record annotated to prevent reassignment to postal duties?	1		
PCA012	MILPERSMAN 1440-010 1440-050	Does the Personnel Officer and Postal Officer understand how to remove the striker designation by forcing lateral conversion to another rating?	1		
TOTAL SCORE IN THIS SECTION			27		

B. SECURITY			POSSIBLE POINTS	POINTS RECEIVED	YES/NO/NA
PCA013	4525.6-M C13.5	Does the post office provide adequate security for the mail and postal effects? (1) Are intrusion alarms installed and operational (shore base)? Is the roving patrol checking post office on rounds (shipboard)? (2) Are high security padlocks/door locks being used? (3) Are high security type hasps installed? (4) Are windows covered with bars and gates, and is sliding closure used/installed to prevent intrusion? (5) Are openings on mail collection boxes, chutes, etc., modified to accept only FCM/flats not exceeding 1" in thickness? (6) Are door hinges inside the space or are the hinge pins welded to prevent easy removal of pins/door?	6		<input type="checkbox"/>
		<input type="checkbox"/>			
		<input type="checkbox"/>			
		<input type="checkbox"/>			
		<input type="checkbox"/>			
		<input type="checkbox"/>			
PCA014	4525.6-M, C10.5.1.6	Is security enforcement maintained by postal clerks, and access to the post office limited to only authorized personnel, and is a list of authorized personnel posted? (Note: Only titles of authorized personnel are required, i.e., CO, XO, MPC, PAA, supervised working party personnel, etc.)	2		<input type="checkbox"/>
PCA015	4525.6-M, C10.2.1	Are post office keys strictly controlled at all times? (1) Is the COPE sole custodian of post office keys? (2) Is the COPE/MPO supervisor maintaining a current list of individuals issued a key in a duty key log?	2		<input type="checkbox"/>
					<input type="checkbox"/>
PCA016	4525.6-M, C10.5.1.3	Does post office safe(s) meet security requirements, and are they secured to prevent ready removal?	1		<input type="checkbox"/>
PCA017	5112.6D, 504.1.E	Are safe combinations changed annually, when a change of custodian occurs or when compromise occurs?	1		<input type="checkbox"/>
PCA018	4525.6-M, C10.5.2.1	Are duplicate keys and safe combinations sealed in PS Form 3977, endorsed properly, and received for on PS Form 1096 by the designated command keys custodian?	1		<input type="checkbox"/>
TOTAL SCORE IN THIS SECTION			13		<input type="checkbox"/>
C. FLEX CREDIT ACCOUNTABILITY			POSSIBLE POINTS	POINTS RECEIVED	YES/NO/NA
PCA019	5119.1, Ch. 4	Is PS Form 19 (Stamp Requisition), prepared for submission, completed in the required number of copies, faxed, or electronically transmitted with the following information? (1) Requisition number beginning with number #1 each fiscal year? (2) SFA number and complete FPO address? (3) Total amount of order? (4) Signature of witness on MPO copies when returning stock? (5) Are Money Order Requisitions numbered separately from Stamp Stock Requisitions?	5		<input type="checkbox"/>
		<input type="checkbox"/>			
		<input type="checkbox"/>			
		<input type="checkbox"/>			
		<input type="checkbox"/>			
		<input type="checkbox"/>			
PCA020	5119.1, Ch. 4	Is the returned PS Form 17 from appropriate PFO or Postmaster, on file in the post office, and annotated with the registered number under which the stock was received?	3		<input type="checkbox"/>
		Is it annotated with a signature and date of receipt?			
		Does it contain a witness signature?			
PCA021	5119.1, Ch. 3	Is PS Form 3958 (Main Stock (or Unit Reserve Sock) Transition Record) completed and maintained by the COPE?	1		<input type="checkbox"/>
PCA022	5112.6D 1202	Is the command flex credit adequate to accommodate the needs of the command? (Note: Refer to chapter 12, para 1202.2 for required amount of credit.)	1		<input type="checkbox"/>
PCA023	5119.1 Ch.4	Are stamp requisitions submitted with enough lead time to not run out of stamp stock for flex credits?	1		<input type="checkbox"/>
PCA024	5119.1 Ch.4	Does the COPE understand procedures for ordering stamp stock while deployed?	1		<input type="checkbox"/>
PCA025	5119.1 Ch.4	Are Procedures for returning stamp stock to the PFO/Postmaster understood?	1		<input type="checkbox"/>
TOTAL SCORE IN THIS SECTION			13		<input type="checkbox"/>

D. MONEY ORDER ACCOUNTABILITY			POSSIBLE POINTS	POINTS RECEIVED	YES/NO/NA
PCA026	4525.6-M C8.4.1	Are money order shipments received annotated on enclosed PS Form 17 with the following information? (1) Date Received? (2) Registered number? (3) Custodian's signature (Money Order Custodian)? (4) Witness signature (COPE)?	4		
PCA027	4525.6-M C8.5.1	(1) Is the shipment of blank MO's recorded on a separate DD 885 (Money Order Control Record) for each series received? (2) Is the COPE/Money Order Custodian and clerk maintaining identical DD 885 for receipt/transfer of blank money order forms?	2		
PCA028	4525.6-M, C8.10 Fig C8.F2	(1) Are money orders sold each day prepared properly on PS Form 1412? (2) Is the report submitted the next business day to appropriate postmaster or PFO? (3) Is the COPE creating a manual money order tape using money order vouchers and verifying it against the clerk(s) tape(s) to ensure the values match?	3		
PCA029	4525.6-M, C8.3.3	Does the MPO maintain a five-month (minimum) and 12-month (maximum) supply of blank money order forms on hand? (Note: Determine from DD 885 info on usage.)	1		
PCA030	4525.6-M, C8.3.1	Are blank money order forms requisitioned on PS Form 17 (in triplicate) at least 45 days before minimum supply is reached?	1		
PCA031	4525.6-M, C8.3.4	Are normal, emergency, and deployed requisitioning procedures for ordering blank money orders understood?	1		
PCA032	4525.6-M, C8.8.2	Are spoiled money orders handled correctly?	1		
PCA033	4525.6-M, C8.8.3	Are corrective measures understood by MPC when money orders are issued out of sequence?	1		
PCA034	4525.6-M, C8.11.4	Are procedures understood on accounting for missing money order vouchers?	1		
PCA035	4525.6-M, C8.10.4.7	Are procedures understood for proper distribution of PS Form 1412?	1		
PCA036	4525.6-M, C8.9	Are procedures understood for cashing money orders?	1		
PCA037	DMM S020.2.9	Is PS Form 6401 on hand to process money order inquiries?	1		
PCA038	Current USPS Postal Bulletin	Is the current list of stolen money orders posted in the post office?	1		
PCA039	DMM S020.1.2	Is completion of PS Form 8105A and 8105B understood and are blank forms on-hand?	1		
PCA040	4525.6-M C8.2.1	If a money order imprinter fails to function, is a request submitted for maintenance or replacement to the appropriate JMPA using PS Forms 4805 and 1590??	1		
TOTAL SCORE IN THIS SECTION			21		
E. AUDITS AND INSPECTIONS			POSSIBLE POINTS	POINTS RECEIVED	YES/NO/NA
PCA041	5112.6D,1001.2.A Tables C12.T1 & C12/T2 4525.6-M, C12.3.4	Are Monthly/Quarterly postal audits completed monthly using PS Form 3293 (Vending machines) and OPNAV 5112/2 (stamp stock)? Are audits being retained in the post offices files for two years? (Note: One point for each month. Deduct one point for each audit conducted during the last three workdays of the month)	12		
PCA042	5112.6D 1001.2.A	Are postal audits being conducted by two or more members of the Command Monies Audit Board?	1		
PCA043	5112.6D 1001.2.A	Is the Postal Officer present during all audits?	1		
PCA044	5119.1 Ch.3	Are flexible credit overages and shortages not within tolerance limits handled correctly?	1		
PCA045	5112.6D, 1001, 5119.1, Ch 3	Does each audit form include the signatures of at least two auditors and the account holder?	2		
PCA046	4525.6-M, Table C12.T3 5112.6D,1003.3	Are Command Monies Audit Board Members properly conducting audits? (1) Are they verifying all money order transactions IAW 4526.6-M, Table C12.T3? (2) Are they verifying all accountable equipment on hand as listed on PS Form 1590?	2		

PCA047	4525.6-M, Table C12.T1 5112.6D, 1004.12	Is PS Form 3368 filled out for each account (1) Is it reviewed and initialed by two audit members?	2		
PCA048	5112.6D 1004.6.B.1	Are the COPE's PS Form 1412-B reports submitted since previous audit correct (previous day's "stamp close" AIC 853, must be the same as next business day's "stamp open" AIC 840) and verification that daily deposits were made? (AIC 752 matches check and deposit slip) (Note: Minus two points for each day AICs 853 and 840 do not match)	20		
PCA049	5112.6D 1003	Is each monthly/quarterly audit initialed by the Commanding Officer of representative with by direction authority, signifying review? (Note: One point per month)	12		
PCA050	5119.1 Ch 3 5112.6D, 1003	Has Command submitted quarterly audits to appropriate Fleet Postal Officer (verify FPO audit critique) for each quarter? (Note: Two points per quarterly audit)	8		
PCA051	5112.6D, 1003.7	Is the Fleet Postal Officer's quarterly audit critique initialed by Command Postal Officer, signifying review? (Note: Two points per critique sheet)	8		
PCA052	5119.1 Ch3, 5112.6D, 1003.2	Is the following information listed in the remarks section of Quarterly Audit Report? (1) Date of last Postal Assessment Visit? (2) Name/Rank/Rate/PRD of Military Postal Clerks? (3) Name/Rank of Postal Officer and date of designation? (4) Name/Rank of COPE and date of designation? (5) Monthly audit results of each account? (6) The date COPE's safe combination was changed? (7) Stamp requisitions submitted during quarter to include the date of dispatch/receipt/intransit and source of supply? (8) Email/SALTS address of Postal Officer and COPE?	16		
TOTAL SCORE IN THIS SECTION			85		
F. REGISTERED MAIL			POSSIBLE POINTS	POINTS RECEIVED	YES/NO/NA
PCA053	4525.6-M, C9.3.2 C9.3.2.5.1	Is registered mail under constant surveillance or secured properly at all times? (Note: Use of GSA approved lock with tin band seal, PS item 0-817A/C.)?	2		
PCA054	4525.6-M C9.3.5.11.3, C9.3.5.2 C9.3.5.5 C9.3.5.8	(1) Is the original copy of PS Form 3806 given to the customer and the duplicate filed, in numerical sequence, for all personal registered mail accepted? (2) Are registered articles accepted for mailing properly postmarked to prevent tampering? (3) Are registered mail transfers made on PS Form 3854 to registry section from separate window operations? (4) Is balance and inventory of registered mail conducted and witnessed at the close of business each day, or shift, using DD 2261?	4		
PCA055	4525.6-M, C9.3.5.9	Is DD 2261 completed correctly, i.e., no errors or line-outs in section I and/or section II?	2		
PCA056	4525.6M, C9.6.2	Is registered mail properly received at the accepting activity?	1		
PCA057	4525.6-M C9.6.1	Are incoming registered pouches properly processed, and contents verified and witnessed?	1		
PCA058	4525.6M C9.6.2	Are inside/outside manifold dispatch bill PS Form 3854 properly completed with the following information? (1) Bill Number, To line, Seal Number? (2) Forms prepared with ballpoint pen? (3) Errors lined through and initialed by the clerk by the clerk? (4) Registry dispatches witnessed? (5) Original and two copies prepared?	5		
PCA059	4525.6M C3.2.7	Is incoming registered mail handled properly? (1) Is the article postmarked with the APDS? (2) Is PS Form 3849 properly prepared for incoming (personal) accountable mail? (3) Is undeliverable accountable mail forwarded or returned to sender, and a record maintained on the reverse side of PS Form 3849 within the required time frame? (Note: The reverse side of PS Form 3849 should reflect date (APDS), address the article was forwarded to or the letters "RTS", and printed name and signature of who completed the PS Form 3849) (4) Is delivery of official registered mail to mail orderlies properly prepared on PS Form 3883?	4		
PCA060	4525.6-M C9.8.3	Are requirements and procedures understood when transferring registered mail at sea?	1		
PCA061	4525.6-M C9.5.1	During processing, are discrepancies and irregularities discovered in registered pouches handled correctly?	1		
PCA062	4525.6-M C9.7.3	Are mailbags used for registered mail examined ensuring equipment is not torn or otherwise defective?	1		

PCA063	4525.6-M C9.7.1	Are number tin band seals, PS Item O-817C, used to secure registered mail bags?	1		
PCA064	4525.6-M C9.7.5.7	When dispatching registered OSPs, are they affixed with PS Label 87 (SURFACE SHIPMENTS) or PS Labels 136C or 136E (AIR SHIPMENTS)?	1		
TOTAL SCORE IN THIS SECTION			24		
G. POSTAL ACTIVITY REPORTING SYSTEM (PARS) REPORTS			POSSIBLE POINTS	POINTS RECEIVED	YES/NO/NA
PCA065	4525.6-M C4.2.5	Are PARS reports being properly prepared and submitted to appropriate Fleet Postal Officer via message or email within the correct time frame? (Note: Between the 1st and 5th following quarter ended.) 1st Quarter? 2nd Quarter? 3rd Quarter? 4th Quarter?	4		
PCA066	4525.6-M C4.2.5	Is the following information provided on PARS reports: (1) APO/FPO Number and Geographical location? (2) Value of PVI and stamp sales? (3) Value of money order sales and cashed?	3		
TOTAL SCORE IN THIS SECTION			7		
H. MILITARY ORIGIN DESTINATION INFORMATION SYSTEM (MODIS)			POSSIBLE POINTS	POINTS RECEIVED	YES/NO/NA
PCA067	5112.6d 907.1	Are barcoded labels on incoming Express Mail (pouches and outside pieces), First Class Mail (trays and pouches), Priority Mail, and Space Available Mail (pouches and outside pieces) being scanned?	2		
PCA068	5112.6d 907.2	Is scanned data transmitted daily?	2		
PCA069	5112.6d 907.7	Are copies of daily dispatch reports on file/computer disk that was generated from the data submitted to SALTS? Is the Postal Officer reviewing the reports to identify inefficient routing of mail?	2		
PCA070	5112.6d 907.6	IF MODIS equipment is damaged, does the Postal Officer know who to contact regarding problems that cannot otherwise be resolved?	2		
TOTAL SCORE IN THIS SECTION			8		
I. REQUIRED PUBLICATIONS AND INSTRUCTIONS			POSSIBLE POINTS	POINTS RECEIVED	YES/NO/NA
PCA071	4525.6-M C4.1.3	a) Domestic Mail Manual (DMM)?	1		
PCA072	4525.6-M C4.1.3	b) International Mail Manual (IMM)?	1		
PCA073	4525.6-M C4.1.3	c) Administrative Support Manual (ASM)?	1		
PCA074	4525.6-M C4.1.3	d) Postal Operations Manual (POM)?	1		
PCA075	4525.6-M C4.1.3	e) ZIP Code Directory (CDROM)?	1		
PCA076	4525.6-M C4.1.3	f) Postal Bulletins (PB), (Bi-Weekly)?	1		
PCA077	4525.6-M C4.1.3	g) Acceptance of Hazardous, Restricted or Perishable Matter (Pub 52)?	1		
PCA078	4525.6-M C4.1.3	h) DOD Postal Manual, DOD 4525-6-M?	1		
PCA079	4525.6-M C4.1.3	i) USPS Directives and Forms Catalog (Pub 223)??	1		
PCA080	4525.6-M C4.1.3	j) USPS Distributing, Dispatching and Transporting Military Mail by Air Handbook (T-7)?	1		
PCA081	4525.6-M C4.1.3	k) Navy Postal Instruction, OPNAV 5112.6(Series)?	1		
PCA082	4525.6-M C4.1.3	l) OPNAVINST 5218.7(Series)?	1		
PCA083	4525.6-M C4.1.3	m) NAVSUP instruction and Publications? (NAVSUP Instruction 5119.1 Navy Cash SOP NAVSUP Pub-727 and Navy UNISYS III Operations Handbook NAVSUP Pub-730?	3		
PCA084	4525.6-M C4.1.3	n) Applicable FLTINST?	1		

PCA085	4525.6-M C4.1.3	o) Applicable JMPA Guide?	1		
PCA086	4525.6-M C4.1.3	p) APO/FPO Mailing Conditions Overseas posted near finance window (Current USPS Postal Bulletin)?	1		
PCA087	4525.6-M C4.1.3	q) USPS Material Management Equipment and Supply Catalog (Pub 247)?	1		
PCA088	4525.6-M C4.1.3	r) Requisitioning Labels (Handbook PO-423)?	1		
PCA089	4525.6-M C4.1.3	s) Post Office Accounting Procedures (Handbook F-1)?	1		
PCA090	4525.6-M C4.1.3	t) Self Service Vending Operational and Marketing Program (Handbook PO-102)?	1		
TOTAL SCORE IN THIS SECTION			22		
J. CUSTOMS PROCEDURES			POSSIBLE POINTS	POINTS RECEIVED	YES/NO/NA
PCA091	4525.6-M C10.6.4	Are customs procedures and requirements for parcels mailed outside the Customs Territory of the United States (CTUS) understood by the postal clerk?	1		
PCA092	4525.6-M C10.6.5	Are customs forms completed and attached to parcels containing merchandise that are mailed outside CTUS?	1		
PCA093	IMM 123.712(d)	Is the post office copy of the custom form filed in the post office for 30 days?	1		
PCA094	4525.6-M C10.6.7	Are authorized exemptions and endorsements for "UNSOLICITED GIFT NOT EXCEEDING \$100 IN VALUE" understood?	1		
PCA095	4525.6-M C10.6.8	Are articles of U.S. origin that are mailed back to the United States endorsed "AMERICAN GOODS RETURNED" for entitlement free of customs duty?	1		
PCA096	4525.6-M C10.6.6	Are personal and household effects endorsed "RETURNED PERSONAL EFFECTS-ORDERS ENCLOSED OR UNSOLICITED GIFTS, AND AMERICAN GOODS RETURNED" on parcels for personnel who have PCS orders to CONUS for exemption from customs duty?	1		
PCA097	4525.6-M C10.6.7	Is the "Personal use" exemption of \$200.00 for articles mailed back to the U.S. understood by MPC's?	1		
PCA098	4525.6-M C10.6.9	Are customs duty collected, and reporting procedures followed on parcels bearing CF Form 3419, "CUSTOM MAIL ENTRY FORM" when received in CTUS and reported on 1412 AIC 054?	1		
PCA099	4525.6-M C10.6.9	Are parcels received outside customs jurisdiction delivered without collection of customs and CF Form 3419 endorsed "DELIVERED OUTSIDE CUSTOMS JURISDICTION" ?	1		
TOTAL SCORE IN THIS SECTION			9		
K. CLAIMS			POSSIBLE POINTS	POINTS RECEIVED	YES/NO/NA
PCA100	POM 147 & 169.5 DMM S010 & IMM Ch. 9	Are guidelines adhered to when processing claims and inquiries, and are all claims forms listed below on hand? (1) Certified Mail, (PS Form 3811A)? (2) Mail Loss/Rifling Report, (PS Form 1510)? (3) Domestic Insured, registered, COD and Express mail, (PS Form 1000)? (4) International Insured and Registered claims, (PS Form 2855)? (5) International Insured and Registered tracers, (PS Form 542)?	5		
PCA101	POM exhibit 147.12	Is PS Form 3831 on hand and proper use/disposition understood? (1) Does the claims clerk know the disposition of "salvageable" items taken from the customers once the 90 day hold period has expired?	1		
TOTAL SCORE IN THIS SECTION			6		
L. MAIL TRANSPORTATION			POSSIBLE POINTS	POINTS RECEIVED	YES/NO/NA
PCA102	4525.6-M C.3.1.3.1	Are mail collection boxes emptied according to posted collection times?	2		
PCA103	4525.6-M C.3.1.4.2.U POM Ch. 4 & 5	Are the different classes of domestic mail pouched and trayed in proper equipment and labeled?	1		
PCA104	4525.6-M C.3.1.4.4	Are slide labels on outgoing mail backstamped with the APDS?	1		
PCA105	POM 433 & 4525.6-M C.3.1.3.2	Is mail properly postmarked and cancel with the: (1) All Purpose Dating Stamp (APDS)? (Registered Mail) (2) Hand Canceling Stamp (Killer Bar)? (All other mail)	2		

PCA106	4525.6-M C.3.1.6.2	Is missent mail postmarked on the back, properly processed, and redispached as required?	1		
PCA107	4525.6-M Ch. 11	Are the following transportation documents for mail properly completed and distributed as required? (1) PS Form 2942-A (AV-7 Military Mail)? (2) OPNAV 5110/9 (Mail Manifest)? (3) DD 1384-2 Transportation Control and Movement Document (TCMD)?	3		
PCA108	4525.6-M C.3.1.6	Are errors in the makeup and dispatch of mail properly reported using DD 2273 (Irregularities in Makeup and Dispatch of Mail)?	1		
TOTAL SCORE IN THIS SECTION			11		
M. MAIL ORDERLY SYSTEM			POSSIBLE POINTS	POINTS RECEIVED	YES/NO/NA
PCA109	5112.6D 302.2	Have mail orderlies been designated on DD 285, the form signed by the Division Officer, and are they filled out properly ?	2		
PCA110	4525.6-M C15.5	Have mail orderlies completed and documented, a mail service-training course prior to being designated on DD 285?	2		
PCA111	5112.6D 302.2	Is there an Offenses Against the Mail Statement on file?	2		
PCA112	4525.6-M C3.2.5.5	Does the "Mail Call Log" indicate that only duly appointed mail orderlies are signing for mail?	2		
PCA113	4525.6-M C3.2.5.5 & C15.7	Are DD 285's or DD 260's for current and revoked mail orderlies retained in post office files ?	2		
TOTAL SCORE IN THIS SECTION			10		
N. DIRECTORY SERVICE			POSSIBLE POINTS	POINTS RECEIVED	YES/NO/NA
PCA114	4525.6-M, C3.4.3 C3.2.5.5 & C15.7	Are file copies of OPNAV 5110/5, or similar computer files properly completed and on hand for all members of the command?	1		
PCA115	4525.6-M C3.4.3.5	Is a record of transferred personnel maintained on OPNAV 5110/5 or computerized directory service program, maintained for 12 months and appropriately coded for destruction ?	1		
PCA116	5112.6D 409.2	Are undeliverable newspapers and magazines mailed as periodicals properly process using PS Form 3579?	1		
PCA117	5112.6D, 406 4525.6-M, C3.4.9	Are mail handling procedures and required endorsements understood when processing mail for deceased, confined, unauthorized absence, deserters?	1		
PCA118	5112.6D 408	Does the command have a directory service stamp?	1		
PCA119	4525.6-M C3.4.5.2.9	Is all mail given directory service endorsed as such on the reverse side with date of receipt and date forwarded?	1		
PCA120	4525.6-M C3.4.3.6	During the first work week of each month, are the directory files screened and are all expired cards removed and destroyed electronically or manually?	1		
TOTAL SCORE IN THIS SECTION			7		
O. SUPPLIES			POSSIBLE POINTS	POINTS RECEIVED	YES/NO/NA
PCA121	USPS PUB 247 Ch. 1	Are supply requisitioning procedures for USPS equipment, publications and forms understood? (PS 7380, PS 7381, PS 1567, Touch Tone Telephone Ordering System (TTOS))?	1		
PCA122	USPS PUB 247 122.132	Is the assigned FEDSTRIP Activity Address Code used when submitting supply requisitions?	1		
PCA123	5119.1 Ch. 11	Are USPS supply items maintained by the MPO listed on "SUPPLY RECORD" PS Form 1586?	1		
PCA124	USPS PUB 247 122	Are procedures for requisitioning supplies direct from GSA by phone understood?	1		
PCA125	USPS PUB 223	Are ordering procedures for USPS publications and directives understood?	1		
PCA126	5119.1 Ch. 7	Is equipment returned to JMPA-PAC/ATL for repair accompanied by "WORK RECORD SHEET" PS Form 4805 and is notification made by naval message/email/fax? (1) Are procedures understood for using PS Form 969, Material Recycling and Disposal?	2		
PCA127	USPS HBK PO-423	Are procedures for ordering slide labels and facing slips understood, and properly completed PS Form 1578B's on file?	1		
PCA128	5112.6D 305.1	Are USPS accountable equipment items on "Supplies and Equipment Receipt" PS Form 1590 signed by the COPE and serving JMPA?	1		
TOTAL SCORE IN THIS SECTION			9		

P. POSTAL OFFICER			POSSIBLE POINTS	POINTS RECEIVED	YES/NO/NA
PCA129	4525.6-M C12.5.2	Is the Postal Officer conducting weekly, unannounced, inspections of the post office utilizing the Postal Officer's Weekly Inspection Checklist (OPNAV 5119/1) and keeping the checklist on file until the next PAV inspection?	2		
PCA130	5112.6D, Ch.9 JMPA-PAC MPO Guide	Are mail routing messages prepared correctly and submitted with sufficient lead-time to continue receipt of the command's mail?	1		
PCA131	4525.6-M C14.1	Does the Postal Officer know how to report postal offense, incident or catastrophe, and understand how to submit the follow-up reports?	1		
PCA132	4525.6-M C14.2.3	Are Financial Adjustment Memorandums (FAM) received from MPSA understood and corrective measures taken to resolve discrepancies?	1		
TOTAL SCORE IN THIS SECTION			5		
Q. STANDARD OPERATING PROCEDURES			POSSIBLE POINTS	POINTS RECEIVED	YES/NO/NA
PCA133	4525.6-M C10.2	Does the command have a Standard Operating Procedures (SOP) in the form of a postal directive or instruction and does it contain information on the following? (1) Complete and correct Command mailing address? (2) Post office operating hours? (3) Emergency destruction of postal effects? (4) Location of mail drop boxes? (5) Mail collection and close out times, to include postmarking? (6) Responsibilities of the Postal Officer, Command Monies Audit Board, and custodian of Postal Effects? (7) Customs procedures and requirements? (8) Security for protection of mail, postal effects, and access to MPO working spaces? (9) Transportation for incoming and outgoing mail? (10) Procedures for preparation, internal routing and submission of required reports? (11) Guidelines to account for blank postal money orders? (12) Handling and reporting procedures for mail suspected of containing a mail bomb, anthrax, or chemical and biological agents?	12		
TOTAL SCORE IN THIS SECTION			12		
R. DOMESTIC MAIL			POSSIBLE POINTS	POINTS RECEIVED	YES/NO/NA
PCA134	DMM C100-C700	Does the postal clerk(s) understand the weight and size limits for the following domestic mail classifications and special services? (a) First Class Rate? 1. Priority Mail Rate? (b) Periodical Class Rate? (c) Express Mail? (d) Standard Mail? (e) Package Service? 1. Non-machineable surcharge?	7		
PCA135	DMM S911 DMM S912 DMM S913 DMM S914 DMM S915 DMM S916 DMM S917 DMM S930	Can the postal clerk(s) determine which class of mail is required for the following services? (a) Registered Mail (PS Form 3806)? (b) Certified Mail (PS Form 3800)? (c) Insured Mail (PS Form 3813-P/3813)? (d) Certificate of Mailing (PS Form 3817)? (e) Return Receipt (PS Form 3811)? (f) Restricted Delivery? (g) Return Receipt for Merchandise (PS Form 3804)/ (h) Special Handling?	8		
PCA136	DMM E010.1.2 S930.2.0	Can the postal clerk(s) explain the difference between SAM and PAL?	1		
TOTAL SCORE IN THIS SECTION			16		
S. INTERNATIONAL MAIL			POSSIBLE POINTS	POINTS RECEIVED	YES/NO/NA
PCA137	IMM 280 IMM 310	Does the postal clerk(s) understand the following international mail classifications and endorsements for? (a) Air Mail? (b) Economy Mail?	2		

PCA138	IMM Ch 3	Can the postal clerk(s) determine which special service applies to Air Mail or Economy Mail as follows:?	6		
	IMM 310	(a) Certificate of Mailing (PS Form 3817)?			
	IMM 320	(b) Insured Mail (PS Form 3813-P)?			
	IMM 330	(c) Registered Mail (PS Form 3806)?			
	IMM 340	(d) Return Receipt (PS Form 2865)?			
	IMM 350	(e) Restricted Delivery?			
IMM 360	(f) Recorded Delivery (PS Form 8099)?				
PCA139	IMM 324	Are international numbered insured parcels accepted, properly sealed and postmarked at seams with an APDS?	1		
PCA140	IMM 123	Are custom forms properly completed and attached as required by individual country listings?	1		
TOTAL SCORE IN THIS SECTION			10		
T. WINDOW OPERATIONS			POSSIBLE POINTS	POINTS RECEIVED	YES/NO/NA
PCA141	4525.6-M C6.6.4	Are postage stamps affixed to articles by the mailer at the time of acceptance for mailing?	1		
PCA142	4525.6-M C6.6.4	Are stamps on parcels canceled by MPC in full view of the mailer?	1		
PCA143	4525.6-M C7.1.5.2	Is the accepting clerk placing the PVI label on the article in front of the customer?	1		
PCA144	4525.6-M C6.6.4	When customers mail parcels with address labels affixed, does the finance clerk(s) know where to place the postage?	1		
PCA145	DMM & IMM	Are Domestic and International mailing restrictions and other requirements understood?	6		
		(1) Packing requirements?			
		(2) Special mailing conditions?			
		(3) Non-mailable matter?			
		(4) Mail addressed from, to and between Military Post Offices?			
		(5) International mail restrictions?			
(6) APO/FPO restrictions?					
(Latest changes received in USPOS Postal Bulletins)					
PCA146	4525.6-M C10.7.4.2	What disposition instructions are followed for non-mailable items detected at a Military Post Office; including articles suspected of containing biological, chemical, and anthrax?	1		
PCA147	DMM R100	Is the clerk familiar with the nonstandard surcharge that might apply on First Class Mail?	1		
TOTAL SCORE IN THIS SECTION			12		
U. RECEPTACLES			POSSIBLE POINTS	POINTS RECEIVED	YES/NO/NA
PCA148	4525.6-M C3.3.3	Are only authorized personnel assigned receptacles?	1		
PCA149	4525.6-M C3.3.3.7	Are receptacles being issued and maintained using DD 2262 and is the form completed properly?	1		
PCA150	4525.6-M C3.3.8.2	Are closed receptacles identified using a "stopper" and is the box number and date closed annotated on the stopper?	1		
PCA151	4525.6-M C3.3.4.4	Are spare parts available and regular maintenance being conducted on doors, dials, and/or locks?	1		
PCA152	4525.6-M C3.3.3.6	Are the boxes that are closed the longest being issued first?	1		
PCA153	4525.6-M C3.3.3.10	Are DD 2258s on hand, understood, and given to the member upon issuance, listing the proper mailing address and combination?	1		
PCA154	4525.6-M C3.3.3.10	Under the sponsorship program, is DD 2263, without the combination, given to the sponsor no more than 90 days before the Due to Arrive date?	1		
PCA155	4525.6-M C3.3.3.11	Are DD 2258s on hand, understood, and filled out properly?	1		
PCA156	4525.6-M C3.3.3.7	Is PS Form 3801 on hand and the use of the form understood?	1		
PCA157	4525.6-M C3.3.5.1	Are receptacles checked at least monthly for mail accumulation? Does the post office know the procedures for handling mail when over 30 days old when no DD 2258 is present? (Note: Conduct random checks of receptacles.)	1		
PCA158	4525.6-M C3.3.7.3	Are PS Form 3907s on hand and being utilized?	1		
TOTAL SCORE IN THIS SECTION			11		
GRAND TOTAL OF CHECKLIST			338		

POSTAL ASSESSMENT EVALUATION REPORT

A. DESIGNATION/TERMINATION OF POST OFFICE PERSONNEL:

B. SECURITY:

C. FLEX CREDIT ACCOUNTABILITY:

D. MONEY ORDER ACCOUNTABILITY:

E. AUDITS AND INSPECTIONS:

F. REGISTERED MAIL:

G. PARS REPORTS:

H. MODIS:

I. REQUIRED PUBLICATIONS AND INSTRUCTIONS:

J. CUSTOMS PROCEDURES:

K. CLAIMS:

L. MAIL TRANSPORTATION:

M. MAIL ORDERLY SYSTEM:

N. DIRECTORY SERVICE:

O. SUPPLIES:

P. POSTAL OFFICER:

Q. STANDARD OPERATING PROCEDURES:

R. DOMESTIC MAIL:

S. INTERNATIONAL MAIL:

T. WINDOW OPERATIONS:

U. RECEPTACLES:

COMMENTS:

* Recommend this assessment (IUC/ISIC) fulfill the requirement of the postal portion of the command inspection provided the inspection was conducted within 90 days and the Custodian of Postal Effects (COPE) and Postal Officer have not been relieved.

Fleet Postal Officer/Postal Advisor Signature:	Date:
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