

**BY ORDER OF THE COMMANDER
UNITED STATES AIR FORCES IN EUROPE
(USAFE)**

**UNITED STATES AIR FORCES IN EUROPE
CHECKLIST 33-8**

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Communications and Information



**UNIT COMPLIANCE INSPECTION
CHECKLIST - POSTAL OPERATIONS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This publication implements Air Force Policy Directive (AFPD) 33-3, *Information Management*. The Inspection Checklist is developed to support AFI 90-201, *Inspector General Activities*, and the USAFE Supplement, inspection programs. This checklist is intended for inspection use. The checklist identifies compliance items that support policy established by DOD 4525.6-M, *Department of Defense Postal Manual* and DoDM 4525.8, *Department of Defense Official Mail Manual*. It applies to all United States Air Forces in Europe (USAFE) Postal Operations. It does not apply to Air National Guard (ANG) or Air Force Reserve Command (AFRC) units. Send comments and suggested improvements to this publication on AF Form 847, *Recommendation for Change of Publication*, to Directorate of Communications and Information, Plans Branch (HQ USAFE/A6XP), Unit 3050 Box 125, APO AE 09094-0125. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located in AF Records Management System (AFRIMS): <https://afirms.amc.af.mil>.

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. Extensive changes in policies and procedures from the previous edition required a complete revision of this publication.

1. General. Use this checklist to prepare for Unit Compliance Inspections (UCI) and annual postal operations inspections. The checklist items listed do not constitute the order or limit the scope of the inspection or assessment. As a minimum, units should use inspection checklists in conjunction with the Unit Self-Assessment. The objective is to identify deficiencies that preclude attainment of required capabilities. Higher headquarters may use this checklist in whole or in part during visits or exercises.

1.1. **Core Compliance Guide Items (CCGI) and Compliance Guide Items (CGI).** Items identified by functional managers to prioritize command requirements and to allow the Inspector General (HQ USAFE/IG) inspectors to assess criticality of deficiencies.

1.1.1. **CCGI.** Items identified by HQ USAFE directorates and functional managers as key result areas for successful mission accomplishment including, but not limited to, items where non-compliance could result in serious injury, loss of life, excessive cost, litigation or affect system reliability. These requirements may be mandated by law, Executive Order, Department of Defense (DoD) directive, safety or Air Force and USAFE strategic plans. CCGIs are referred to as significant guide items requiring direct Inspector General (IG) evaluation. Identify CCGIs by using uppercase and bold letters.

1.1.2. **CGI.** CGI are areas that require special vigilance and are important to the overall performance of the unit. Noncompliance could result in some negative impact on mission performance but is not likely to result in injury, unnecessary cost, or litigation. Identify CGIs by using standard sentence case.

2. Applicability. All items in this inspection checklist are assigned an applicability code designating units that inspection items apply to (AFI 90-201 USAFE Supplement, *Inspector General Activities*, Table A11.2., Inspection Applicability Table). Code 1 applies to HQ USAFE/A6 and 3rd Air Force, Directorate of Communication and Information (3 AF/A6). Code 3 applies to main operating bases: Aviano, Incirlik, Lakenheath, Lajes, Mildenhall, Ramstein and Spangdahlem. Code 5 applies to Munitions Support Squadrons (MUNSS) facilities: Buechel, Ghedi, Kleine Brogel and Volkel. Code 7 applies to Air Base Squadrons (ABS)/Air Base Groups (ABG): Ankara, Geilenkirchen, Croughton/Blenheim Crescent, Fairford, Menwith Hill, Izmir, Kalkar, Moron, Alconbury/Molesworth and Stavangar. Code 9 applies to the 2d Air Postal Squadron (2 AIRPS). The checklist includes all postal functional areas; however, inspectors will only evaluate those functional areas that exist at each location.

2.1. **Forms Adopted:** DD Form 285, *Appointment of Military Postal Clerk, Unit Mail Clerk or Mail Orderly*; DD Form 2257, *Designation/Termination MPC-FPC-COPE-PFO*; DD Form 2261, *Registered Mail Balance and Inventory*; DD Form 2273, *Irregularities in Makeup and Dispatch of Mail*; PS Form 17, *Stamp Requisition/Stamp Return*; PS Form 3369, *Consigned Credit Receipt*; PS Form 3831, *Receipt for Article(s) Damaged Mails*; PS Form 3977, *Duplicate Key Inventory (Envelope)*; PS Form 8139, *Your Role in Protecting the Security of U.S. Mail*; AF Form 847, *Recommendation for Change of Publication*; AF Form 4332, *Accountable Communications Receipt Authorization*; USAFE Form 838, *Mail Irregularity Worksheet*.

Table 1. Inspection Items for all USAFE Postal Operations.

Item No	Item	Reference	Applicability Code	Yes/No
1.	Administration of Air Force Postal Office (APO)/ Aerial Mail Terminal (AMT)/ Mail Control Authority (MCA)			
1.1.	HAS THE COMMANDER PROVIDED REQUIRED RESOURCES TO PERFORM THE POSTAL MISSION?	DoD 4525.6-M, para. C1.1.6.7.21.	3,5,7,9	
1.2.	DOES THE FACILITY MEET DOD STRUCTURAL REQUIREMENTS?	DoD 4525.6-M, para. C13.7.	3,5,7,9	
1.3.	Are facility or other postal policy waivers or deviations forwarded to HQ USAFE/A6XP for approval?	DoD 4525.6-M, USAFE Sup, para. C1.1.6.7.18.	3,5,7,9	
1.4.	Are all personnel who handle postal effects or accountable mail designated appropriately on DD Form 2257, <i>Designation/Termination MPC-FPC-COPE-PFO</i> , DD Form 285, <i>Appointment of Military Postal Clerk, Unit Mail Clerk or Mail Orderly</i> and have they they signed PS Form 8139, <i>Your Role in Protecting the Security of U.S. Mail</i> ?	DoD 4525.6-M, para. C5.4.	3,5,7,9	
1.5.	Are DD Form 2257, DD Form 285 and PS Forms 8139 designations terminated/ updated when individuals are relieved, reassigned, or change positions?	DoD 4525.6-M, para. C5.6.	3,5,7,9	
1.6.	Do the postmaster, Custodian of Postal Effects (COPE) and key postal supervisors have an Automated Military Postal System (AMPS) account and registered with the Air Force (AF) Postal Community of Practice (CoP)?	DoD 4525.6-M, USAFE Sup, para. C4.1.3. & C4.2.7.	1,3,5,7,9	
1.7.	Does postal activity maintain all required postal publications?	DoD 4525.6-M, USAFE Sup, para. C4.1.3.	1,3,5,7,9	
1.8.	ARE UNITED STATES POSTAL SERVICE (USPS) SUPPLIES AND EQUIPMENT PROPERLY ORDERED, INVENTORIED, AND MAINTAINED TO PREVENT OVERSTOCKING AND TO ENSURE THE OPERATION HAS ITEMS NECESSARY TO MAINTAIN OPERATIONS?	DoD 4525.6-C, para. C1.1.4. & C1.1.6.	3,5,7,9	

Item No	Item	Reference	Applicability Code	Yes/No
1.9.	DOES THE POSTAL ACTIVITY HAVE AN EFFECTIVE POSTAL TRAINING PROGRAM THAT INCLUDES USE OF AF POSTAL TRAINING GUIDES AND THE POSTAL SPECIALIST TRAINING SYSTEM?	DoD 4525.6-M, para. C1.2.2.2.6., C1.2.2.6.4., C15.5., USAFE Sup, para. C4.2.10; AFI 36-2201, V3, Ch 6	1,3,5,7,9	
1.10.	Do commanders offer the minimum United States European Command (USEUCOM) postal service standards?	DoD 4525.6-M, USAFE Sup, para. C3.1.2.3.	3,5,7	
1.11.	If postal processes are contracted, did HQ USAFE/A6XP coordinate/approve and do only authorized personnel execute inherently governmental processes?	DoD 4525.6-M, USAFE Sup, para. C1.1.6.7.3.; Aug 07 DUSDLMR, Contracting Postal Functions Policy memo	3,5,7,9	
1.12.	Do postal supervisors at APOs with responsibility for unit mail rooms (UMR) conduct quarterly UMR inspections?	DoD 4525.6-M, para.C1.1.6.9.9. & C12.5.	3,5,7	
1.13.	DO POSTAL PERSONNEL RESTRICT ENTRANCE TO POSTAL FACILITIES TO ASSIGNED POSTAL PERSONNEL AND ESCORT ALL OTHER VISITORS?	DoD 4525.6-M, USAFE Sup, para. C1.1.6.9.13. & C10.5.1.6.	3,5,7,9	
1.14.	DO POSTAL ACTIVITIES THAT SERVE NON-DOD POSTAL OPERATIONS HAVE MEMORANDUMS OF AGREEMENT (MOA) ON FILE DETAILING BASIC SUPPORT, RESPONSIBILITIES AND REIMBURSEABLE FUNDING?	DoD 4525.6-M, para. C.1.1.6.7.20.	3,5,7,9	
1.15.	At locations where only one clerk is assigned, have commanders appointed witnesses to verify postage stock, money orders, meter and registered mail actions?	DoD 4525.6-M, para. C6.2.4., C8.4. & C9.2.8.	5,7	
1.16.	ARE SAFES AND CONTAINERS FOR STORING POSTAL EFFECTS USED ONLY FOR THIS PURPOSE AND NOT FOR STORING PERSONAL PROPERTY?	DoD 4525.6-M, para. C6.5.2.	3,5,7,9	

Item No	Item	Reference	Applicability Code	Yes/No
1.17.	Are duplicate keys and combinations sealed in PS Form 3977, <i>Duplicate Key Inventory</i> and are safe combinations changed at proper intervals?	DoD 4525.6-M, para. C6.5.2., C6.5.3 & C10.5.2.	3,5,7,9	
1.18.	ARE SOUND PHYSICAL AND OPERATIONAL SECURITY PRACTICES IN EFFECT TO PROTECT MAIL, POSTAL PROPERTY AND POSTAL EFFECTS?	DoD 4525.6-M, para. C10.5.1.	3,5,7,9	
1.19.	Are postal Net Alerts (PNA) prepared when required and distributed to all necessary agencies?	DoD 4525.6-M, para. C11.2.9.2.1.	3,5,7,9	
1.20.	DO POSTAL ACTIVITIES MAINTAIN ACCOUNTABLE POSTAL RECORDS FOR REQUIRED RETENTION PERIODS?	ASM, Exhibit 892	3,5,7,9	
1.21.	Do postal supervisors promptly and correctly report postal offenses?	DoD 4525.6-M, USAFE Sup, para. C14.1.3.2.	3,5,7,9	
1.22.	DOES THE POSTAL ACTIVITY COMPLY WITH POSTAL ANTITERRORISM/FORCE PROTECTION (AT/FP) POLICY AND PROCEDURES?	DoD 4525.6-M, USAFE Sup, para. C16.	3,5,7,9	
2.	Postal Finance Work Center			
2.1.	Are signed and validated PS Forms 3369, <i>Consigned Credit Receipt</i> on hand for all issued accounts?	DoD 4525.6-M, para. C6.4.2.	3,5,7,9	
2.2.	Do COPEs/Postal Finance Officers (PFO) maintain their main stock accounts within specified amounts?	DoD 4525.6-M, USAFE Sup, para. C6.4.3.	3,5,7,9	
2.3.	Are audits being performed only by personnel authorized to conduct audits?	DoD 4525.6-M, para. C12.3.2.	3,5,7,9	
2.4.	WHEN CLERKS ARE ABSENT MORE THAN FIVE CONSECUTIVE WORKING DAYS AND LESS THAN 31 TOTAL CONSECUTIVE DAYS, ARE THEY TEMPORARILY RELIEVED OF THEIR ACCOUNTS?	DoD 4525.6-M, para. C6.3.1.5.	3,5,7,9	
2.5.	ARE DIFFERENT TYPES OF ACCOUNTS (THAT IS WINDOW, FILLER, COPE, STAMP VENDING MACHINE (SVM)) BEING AUDITED AT MINIMUM REQUIRED INTERVALS?	DoD 4525.6-M, para. C12.3.5.	3,5,7	

Item No	Item	Reference	Applicability Code	Yes/No
2.6.	WHEN OVERAGES AND SHORTAGES ARE BEYOND TOLERANCE, ARE THEY RECONCILED PROPERLY?	DoD 4525.6-M, para. C12.3.9.	3,5,7	
2.7.	ARE FUNDS COLLECTED FROM POSTAGE SALES REMITTED EACH BUSINESS DAY?	DoD 4525.6-M, para. C6.2.2., C6.4. & C7.3.4.5.	3,5,7	
2.8.	Are PS Forms 17, <i>Stamp Requisition/Stamp Return</i> properly prepared and submitted for requisitions and stock replenishment?	DoD 4525.6-M, para. C6.4.10.	3,5,7	
2.9.	ARE MONEY ORDERS BEING PROPERLY STORED AND ISSUED?	DoD 4525.6-M, Chapter 8	3,5,7	
2.10.	Do mail acceptance clerks properly compute postage and fees?	DMM/IMM	3,5,7	
3.	Official Mail Work Center			
3.1.	Is the Official Mail Manager an E-6 or equivalent and properly appointed in writing, except in cases where no E-6 is assigned?	DODI 4525.8, para. E4.3.1.2.	3,5,7	
3.2.	DO PERSONNEL PROCESSING OFFICIAL MAIL MEET EMPLOYMENT QUALIFICATIONS?	DODM 4525.8_AFMAN 33-306, para. C2.4	3,5,7	
3.3.	DO OFFICIAL MAIL PERSONNEL MAINTAIN MAXIMUM SECURITY OF OFFICIAL MAIL METERS AND STAMP STOCK?	DODM 4525.8_AFMAN 33-306, para. C2.8.5.1. & C2.11.8.	3,5,7	
3.4.	When postage meters are used to apply postage, are only leased meters used?	DODM 4525.8_AFMAN 33-306, para. C2.11.1.1.	3,5,7	
3.5.	Are leased meters set by only authorized personnel, and properly documented?	DODM 4525.8_AFMAN 33-306, para. C2.11.3.2.1.	3,5,7	
3.6.	Does the Official mail Manger (OMM) verify the meter was actually set for the desired amount of postage when set? Are refunds for spoiled or incorrect meter tapes submitted properly?	DODM 4525.8_AFMAN 33-306, para. C2.11.3.3. & C2.11.5.	3,5,7	

Item No	Item	Reference	Applicability Code	Yes/No
3.7.	Are appropriated funds postage only used to mail authorized correspondence?	DODM 4525.8_AFMAN 33-306, para. C1.3/C1.4.	3,5,7	
3.8.	Are official mail postage and fees properly computed and applied?	DODM 4525.8_AFMAN 33-306, para. C2.6.	3,5,7	
3.9.	Does the host base OMM track individual postage cost for all tenants units and obtain reimbursement for all postage costs within established installation thresholds? Is the OMM tracking all unit expenses?	DODI 4525.8, para. E4.2.	3,5,7	
3.10.	HAS THE ACTIVITY DISTRIBUTION OFFICE (ADO) COMMANDER, STAFF AGENCY CHIEF, DEPUTY, EXECUTIVE OFFICER OR ADO DIRECTOR APPOINTED INDIVIDUALS WITH APPROPRIATE SECURITY CLEARANCES TO RECEIVE AND DISPATCH COMMUNICATIONS ON AF FORM 4332, ACCOUNTABLE COMMUNICATIONS RECEIPT AUTHORIZATION?	DODM 4525.8_AFMAN 33-306, para. C7.3.1.4.	3,5,7	
3.11.	Does the OMM provide initial training to ADO personnel within four months of assignment and annually thereafter?	DODI 4525.8, para. E4.3.2.1.	3,5,7	
3.12.	DOES THE OMM INSPECT ADO'S ANNUALLY AND MAINTAIN THESE INSPECTION REPORTS ON FILE?	DODI 4525.8, para. E4.3.4.2.	3,5,7	
3.13.	Is the United States Postal Service the only carrier used to transport official mail, and Transportation Management Office (TMO) used to arrange movement of non-mail matter?	DODM 4525.8_AFMAN 33-306, para. C1.6.1a.	3,5,7	
4.	Claims & Directory Work Center			
4.1.	Are Military Post Officer (MPO) processing claims per USPS procedures?	DoD 4525.6-M, para. C10.5.6., DMM, IMM & POM	3,5,7	

Item No	Item	Reference	Applicability Code	Yes/No
4.2.	Are damaged insured articles with salvage value retained then forwarded to the mail recovery center? Are damaged articles receipted from customers on PS Form 3831, <i>Receipt for Article(s) Damaged in Mails</i> ?	DoD 4525.6-M, para. C10.5.6.8.	3,5,7	
4.3.	Does the postal activity maintain a directory system, and do clerks properly process undeliverable as addressed mail?	DoD 4525.6-M, para. C3.4.	3,5,7	
4.4.	Do postal activities using automated postal directory systems back-up data daily?	DoD 4525.6-M, USAFE Sup, para. C15.8.2.2.2.	3,5,7	
4.5.	Are postal privileges extended to only authorized users?	DoD 4525.6-M, para. AP1.3.1.	3,5,7	
5.	Postal Service Center			
5.1.	Are supervisors inspecting Postal Service Center (PSC) operations at required frequency?	DOD 4525.6-M para. C15.8.	3,5,7	
5.2.	Are PSC receptacles checked at least monthly for excessive mail accumulation, old mail, or non use?	DoD 4525.6-M, para. C3.3.5.1.	3,5,7	
5.3.	Is only authorized matter placed in PSC receptacles? (Military Postal Service (MPS), Intra-Theater Delivery Service (IDS), Commercial Correspondence (COM))	DoD 4525.6-M, para. C3.3.7.1.	3,5,7	
5.4.	Are mail handlers enforcing privileged nature of mail and postal records requirements?	DoD 4525.6-M, para. C15.10.8.	3,5,7	
5.5.	Are accountable mail delivery notices/final notice actions properly prepared/ executed, and customer identification/delivery signature rules followed?	DoD 4525.6-M, USAFE Sup, para. C3.2.5.5. & C3.2.7.	3,5,7,9	
5.6.	Do postal activities in Germany follow customs reporting procedures for retirees they serve?	DoD 4525.6-M, USAFE Sup, para. C3.3.3.9.3.	3,5,7	
5.7.	Is mail for postal personnel handled properly?	DoD 4525.6-M, para. C3.2.3.7.	3,5,7,9	
6.	Registered Mail Work Center at APO, AMT and MCA Operations			
6.1.	IS THE REGISTERED MAIL PROCESSING AREA IN A SEPARATE ROOM OR ENCLOSED BY A 10 GAUGE/1 ½ INCH WIRE MESH CAGE?	DoD 4525.6-M, para. C13.7.3.5.	3,5,7,9	

Item No	Item	Reference	Applicability Code	Yes/No
6.2.	ARE ALL POSTAL PERSONNEL ASSIGNED AS REGISTRY CLERKS UNITED STATES (U.S.) CITIZENS AND ELIGIBLE FOR A SECRET SECURITY CLEARANCE?	DoD 4525.6-M, para. C9.2.7.	3,5,7,9	
6.3.	IS REGISTERED MAIL UNDER CONSTANT SURVEILLANCE AND PROPERLY SECURED AT ALL TIMES?	DoD 4525.6-M, para. C9.2. & C9.3.	3,5,7,9	
6.4.	IS INCOMING REGISTERED MAIL PROPERLY PROCESSED AND IRREGULARITIES REPORTED?	DoD 4525.6-M, para. C9.6.	3,5,7,9	
6.5.	IS REGISTERED MAIL PROPERLY PREPARED FOR DISPATCH?	DoD 4525.6-M, para. C9.7	3,5,7,9	
6.6.	WHEN DISPATCHING REGISTERED MAIL BY TRUCK DOES A US CITIZEN DRIVER OR GUARD EMPLOYED BY THE U.S. GOVERNMENT OR EMPLOYED BY A CLEARED U.S. REGISTERED AND OWNED COMPANY UNDER CONTRACT WITH THE U.S. GOVERNMENT ACCOMPANY THE SHIPMENT AND IS THE MAIL SECURED PROPERLY?	DoD 4525.6-M, USAFE Sup, para. C9.8.2.	3,5,7,9	
6.7.	IS AN UNBROKEN CHAIN OF RECEIPTS MAINTAINED FOR ALL REGISTERED MAIL IN MPS CHANNELS USING ONLY APPROVED USPS OR DD FORMS?	DoD 4525.6-M, para. C9.2.2.	3,5,7,9	
6.8.	IS A BALANCE AND INVENTORY CONDUCTED BY COMPLETING DD FORM 2261, REGISTERED MAIL BALANCE AND INVENTORY, AT THE CLOSE OF EACH BUSINESS DAY AND AT EACH SHIFT CHANGE, AS APPLICABLE?	DoD 4525.6-M, para. C9.3.5.8.	3,5,7,9	
6.9.	ARE RAMP WATCHING PROCEDURES CONDUCTED PROPERLY FOR ALL OFFICIAL REGISTERED MAIL RECEIVED OR DISPATCHED ON COMMERCIAL CARRIERS?	DoD 4525.6-M, para. C9.8.1.4.	9	
7.	Receipt/Dispatch and Aerial Mail Terminal Work Centers			

Item No	Item	Reference	Applicability Code	Yes/No
7.1.	DO PERSONNEL ADHERE TO USAFE SPRINT POLICIES AND PROCEDURES?	DoD 4525.6-M, USAFE Sup, Chapter 11	3,5,7,9	
7.2.	IS MAIL BEING PROPERLY POUCHED, SACKED, TRAYED, LABELED AND TAGGED?	DoD 4525.6-M, para. C3.1.4.2. -C3.1.4.4.; USAFE SPRINT	3,5,7,9	
7.3.	IS MAIL PROPERLY POSTMARKED AND CANCELLED REFLECTING THE DATE OF DISPATCH, AND DOES CANCELLING EQUIPMENT LEAVE A LEGIBLE POSTMARK IMPRESSION?	DoD 4525.6-M, para. C3.1.3.2.	3,5,7	
7.4.	DO POSTAL ACTIVITIES PROPERLY HANDLE ABSENTEE BALLOT MATERIAL?	DoD 4525.6-M, USAFE Sup, para. C3.1.3.5.1.-7. & C10.4.9.	3,5,7,9	
7.5.	Are mail box collection times synchronized with established dispatch schedules, and mail collected according to posted schedules?	DoD 4525.6-M, para. C3.1.3.1.1.	3,5,7,9	
7.6.	ARE MAIL COLLECTION BOXES MODIFIED TO ONLY ACCEPT STANDARD LETTER CLASS MAIL NOT EXCEEDING 6 1/8 INCHES WIDE AND 1/4 INCHES THICK?	DoD 4525.6-M, USAFE Sup, para. C3.1.3.1.6.	3,5,7	
7.7.	Are errors in makeup and dispatch of mail by other postal activities reported on USAFE Form 838, <i>Mail Irregularity Worksheet</i> and DD Form 2273, <i>Irregularities in Makeup and Dispatch of Mail</i> ?	DoD 4525.6-M, USAFE Sup, para. C3.1.6.1.	3,5,7,9	
7.8.	Does the USAFE IDS Dead Letter Office properly administer this program?	DoD 4525.6-M, USAFE Sup, para. C3.2.11.8.	9	
8.	Mail Control Activity Operations			
8.1.	Does the AMT/MCA ensure receipt, dispatch, and mail delivery is available 7 days a week when carrier service is available?	DoD 4525.6-M, para. C11.1.4.1.	9	
8.2.	Does AMT/MCA ensure current carrier schedules are maintained and routing schemes are developed for all military and commercial transportation?	DoD 4525.6-M, para. C11.1.4.7.	3,7,9	

Item No	Item	Reference	Applicability Code	Yes/No
8.3.	When two or more U.S. flag carriers provide equivalent service, is mail tendered on an equitable tender basis?	DoD 4525.6-M, USAFE Sup, para. C11.2.6.1, SPRINT	9	
8.4.	Does AMT/MCA ensure air carrier facilities are continuously monitored to ensure outbound mail is moved according to established schedules or agreements?	DoD 4525.6-M, USAFE Sup, para. C11.1.4.3.	3,7,9	
8.5.	DO MCA PERSONNEL PROPERLY MONITOR MAILTRANSFERS BETWEEN COMMERCIAL AIR CARRIERS?	DoD 4525.6-M, , para. C11.1.4.9.	9	
8.6.	Do MCA personnel pull inbound mail reports from AMPS and ensure all mail arrives as intended?	DoD 4525.6-M, USAFE Sup 1,Chapter 11, SPRINT	3,7,9	
8.7.	Are MCA clerks properly reporting irregularities against commercial and military air carriers?	T-7 Handbook, para. 620. & DoD 4525.6-M, para.C11.3.3.	3,7,9	
8.8.	Do MCA personnel maintain effective communication with local commercial airline representatives to ensure the timely movement of military mail?	T-7 Handbook, Para. 252 & DoD 4525.6-M, para.C11.3.4.	3,7,9	
9.	Component Headquarter/Numbered Air Force (HQ/NAF) Operations			
9.1.	Do HQ USAFE/A6 and 3 AF/A6 properly execute postal planning responsibilities?	DoD 4525.6-M, Chapter 2	1	
9.2.	Do all USAFE postal activities have an Interactive Customer Evaluation (ICE) account, and are negative trends elevated to commanders for resolution?	DoD 4525.6-M, USAFE Sup, para.C1.1.6.7.14.	9	
9.3.	Does the HQ USAFE postal supply and equipment program manager fulfill required duties?	DoD 4525.6-M, para.C1.1.6.7.19.	9	

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Director, Communications

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

DoD 4525.6-C, *DoD Postal Supply Catalog*, current edition

DoD 4525.6-M, *Department of Defense Postal Manual*, and USAFE Supplement, 10 October 2007

DoDI 4525.8, *DoD Official Mail Management*, 11 August 2006

DODM 4525.8_AFMAN 33-306, *DoD Official Mail Manual* (Incorporating Air Force Supplement and Interim Change 1), 12 October 2006

AFPD33-3, *Information Management*, 28 March 2006

AFMAN 33-363, *Management of Records*, 1 March 2008

AFI36-2201, Volume 3, *Air Force Training Program On The Job Training Administration*, 4 February 2005

AFI 90-201, *Inspector General Activities*, 22 November 2004 and USAFE Supplement, 17 October 2007

Deputy Under Secretary of Defense for Logistics and Materiel Readiness Memorandum, *Contracting Postal Functions Policy*, August 2007

USPS Domestic Mail Manual

USPS International Mail Manual

USPS Postal Operations Manual

USPS Transportation Handbook, T-7 (referred to as T-7 Handbook)

USAFE SPRINT

ASM, Exhibit 892

Abbreviations and Acronyms

ADO—Activity Distribution Office

AF—Air Force

AMPS—Automated Military Postal System

AMT—Aerial Mail Terminal

APO—Air Force Post Office

CCGI—Core Compliance Guide Items

CGI—Compliance Guide Items

COPE—Custodian of Postal Effects

DMM—Domestic Mail Manual

DOD—Department of Defense

IDS—Intra-Theater Delivery Service

IG—Inspector General

IMM—International mail Manual

MCA—Mail Control Activity

MPS—Military Postal Service

OMM—Official Mail Manager

POM—Postal Operations Manual

PSC—Postal Service Center

UMR—Unit Mail Room

U.S.—United States

USAFE—United States Air Forces in Europe

USPS—United States Postal Service