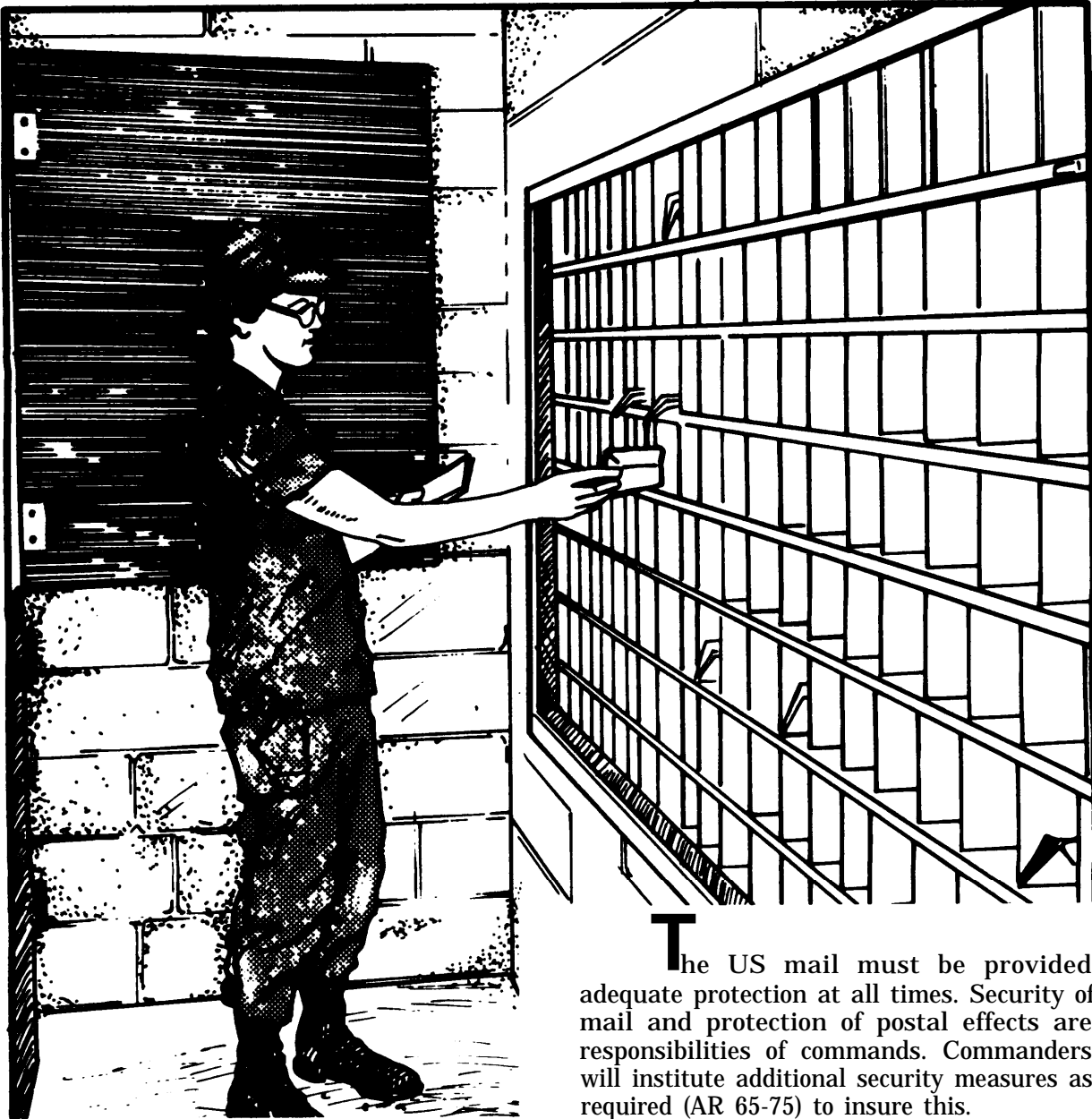


# Mail and Postal Effects



**T**he US mail must be provided adequate protection at all times. Security of mail and protection of postal effects are responsibilities of commands. Commanders will institute additional security measures as required (AR 65-75) to insure this.

The following questions concern the mailroom. If you can answer "Yes" to all questions, you can be confident that your security is adequate. These questions are not all-inclusive. Reference to applicable Army regulations and other directives is essential to insure a comprehensive security program.

## N-1 Responsibility

Are personnel appointed by the unit commander?

- Unit mail supervisor— **in writing?**
- During periods of temporary absence (such as leave, pass, TDY, hospitalization, etc.), alternate unit mail supervisor, **in writing?**
- Mail clerk? Alternate mail clerk, at least one?

## N-2 Design Construction

- Separate room?
- Reinforcement for walls and ceilings of soft materials?
- Protection of door?
  - Hinges and hasps mounted to decrease the possibility of removal? Spot-welded or peened-hinge pins, if hinges on outside of door.
  - Equipped with one or more secondary padlocks?

- Protection of openings permitting entry?
  - Adjoining room doors, trapdoors, etc., locked and/or blocked?
  - Windows, ventilation, etc., covered with steel bars or screened with heavy wire mesh?
  - Wire mesh anchored to preclude unauthorized removal?
  - Field safe or other suitable container provided for registered and/or certified mail?
  - Affixed to the structure to significantly decrease possibility of removal?
  - Meet the requirements of AR 380-5 for overnight storage of official registered and/or certified mail?

## N-3 Operation

- a. Used exclusively for mail activities?
- b. Exterior posting of provisions of entry signs?
- c. Entry list of authorized personnel kept current and signed by the unit commander or unit mail supervisor.
- d. Items of mail kept out of the reach of individuals standing outside the mailroom door?
- e. Transportation of mail to and from the post office is:

- (1) In a closed-body vehicle equipped with a rear door?
- (2) If not does the mail clerk ride in the compartment of the vehicle containing the mail?

f. Delivery to only the addressee or agent designated in writing by the addressee?

g. Positive identification required of an individual addressee agent before delivery of registered, number insured, or certified mail?

h. Are there written instructions on required actions for known or suspected postal offenses, such as willful destruction, loss, theft, delay, etc., of mail?

#### N-4 Locks, Keys, And Combinations

Does the mail clerk or alternate have one set of keys in their possession at all times to locked mail receptacles, such as mailroom, mailboxes, safes, individual lockboxes, etc.?

Are all copies of each combination and/or duplicate keys individually sealed in separate envelopes?

- Do the envelopes indicate the contents?
- Have the unit commander or mail supervisor and the mail clerk written their names across the sealed portion of each envelope? (This procedure assists in detection of tampering.)

Is there a requirement for the prompt change of combinations and/or keys and locks to the mailroom and all mail receptacles upon the transfer or the AWOL of the mailclerk(s) and/or unit mail officer?

Use of individual lockboxes:

- Does only one individual have overall authority and responsibility for issuing and changing the combinations and/or keys and locks?

- Is there prompt change of combinations and/or keys and locks upon transfer of personnel to whom boxes were assigned?

Is there a prohibition in effect against the use of master keys and/or "SET" locks for the mailroom and mail receptacles?

#### N-5 Mailboxes

a. Do they provide protection for all deposited mail from weather and other natural or human security threats? (see figure N-1 for sample.)

b. Construction:

- (1) Built into fixed foundation(s)?
- (2) Adequate size and depth to protect quantity of mail accumulated over week-ends/holidays?

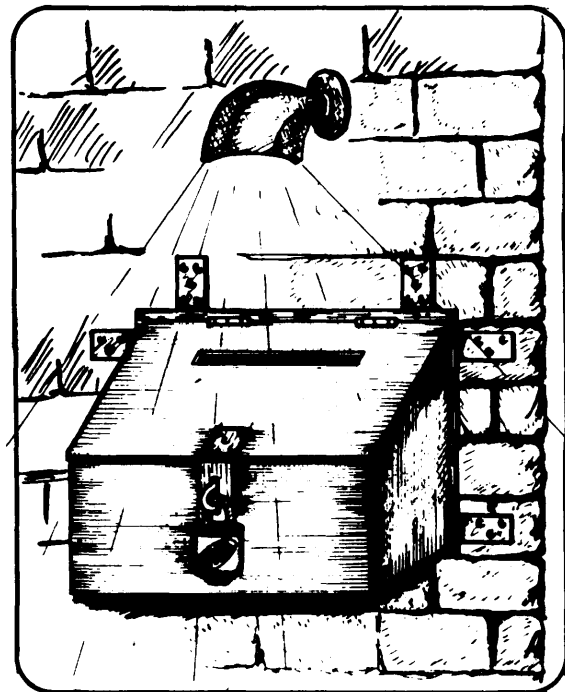


Figure N-1—Example of properly secured interior mailbox.

## Postal Facilities

## Section II

The following questions concern minimal general security requirements.

### N-6 Security

- Does the facility provide security against unauthorized entry?
- Do the doors have proper locks?
- Are all windows barred or covered with heavy wire mesh?
- Are walls and ceilings of material suitable to prevent forcible entry?
- Was particular attention given to the procurement of safes?
- Is particular attention provided to use of the safes?
- What about the attention provided to other receptacles?
- Is registered mailroom adequately secured, and is log of all entering personnel maintained?
- Are off-duty postal personnel denied entry?

### N-7 Accountable Items

**a.** Is there adequate security afforded blank money orders, money order validation plates, postage stamp stock funds, and fund effects?

**b.** When a vault is not available, are accountable items secured in a cash box and delivered to the custodian of postal effects (COPE) or designated NCO for safekeeping?

**c.** Is the yearly record of unit mailroom inspections, DA Form 4216-R, properly maintained and on file for review?

**d.** Are mail vehicles properly closed and sealed before dispatch and properly unsealed on arrival at destination?

**e.** Are there proper controls by the designated seal control officer for numbered seals employed?

### N-8 Emergencies

**a.** During emergencies (fire, flood, burglary, or other forced entry, etc.), are security guards required to be posted?

**b.** Have arrangements been established for security personnel to safeguard mail, postal effects, equipment, and property for as long as needed by investigative authorities?

### N-9 Safes

Are authorized safes secured to prevent removal?

Are proper security checks of safes conducted during opening and closing procedures?

Have specific persons been designated to open the safes?