**Inspectors General Checklist**

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| **POSTAL AFFAIRS 5110** |
| This checklist applies to all commands. |
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| **Functional Area Sponsor**: HQMC Marine and Family Programs Division (MFP-3) | **Name of Command** |
| **Subject Matter Expert**: MGySgt Billy Gillenwater | **Date** |
| (DSN) 278-9538 (COML) 703-784-9538 | **Inspector** |
| **Revised**: 21 September 2022 | **Final Assessment****Discrepancies: Findings:**  |
| **Overall Comments:** Place Here  |
| Subsection 1 – MILITARY POST OFFICE (MPO) (applies to Marine Corps Post Offices) |
| 0101 | Is an Installation/Base order for Postal Affairs published?Reference: MCO 5110.4B, Chap 2. par 8 |
| Result | Comments |
| 0102 | Does the MPO supervisor maintain a current list of individuals that are issued keys to the post office? Reference: MCO 5110.4B, chap 2 par 15k |
| Result | Comments |
| 0103 | Does the military postal facility meet space and structural criteria requirements? Reference: MCO 5110.4B, Chap 1 Par 2.c.(10) and Chap 2 par 2 |
| Result | Comments |
| 0104 | Are COPEs, MPCs, PFO, etc., correctly designated? Reference: MCO 5110.4B, Chap 2, par 4d |
| Result | Comments |
| 0105 | Are the designation documents correctly filled out and maintained?Reference: MCO 5110.4B, Chap 2, par 4 and par 5b |
| Result | Comments |
| 0106 | Does the activity maintain current contingency operation postal support plans? Reference: MCO 5110.4B, Chap 1, Par 2c(3)  |
| Result | Comments |
| 0107 | Does the MPO maintain all required publications?Note: Electronic versions of these publications are authorized.Reference: MCO 5110.4B, Chap 2 par 10 |
| Result | Comments |
| 0108 | Do the Postal Clerks understand the receipt and delivery instructions for absentee ballots and election material? Reference: MCO 5110.4B, Chap 2, par 26 |
| Result | Comments |
| 0109 | Do the Postal Clerks understand the detection/notification instructions for potential mail bombs and suspicious mail? Reference: MCO 5110.4B, Chap 6 |
| Result | Comments |
| 0110 | Is the receipt and delivery of accountable mail verified by the MCPO?Reference: MCO 5110.4B, Chap 1, par 2c (15) |
| Result | Comments |
| 0111 | Is directory service provided to all Undeliverable as Addressed (UAA) mail? Reference: MCO 5110.4B, Chap 2 par 34 |
| Result | Comments |
| 0112 | Is general delivery service provided to mail addressed for members due to arrive?Reference: MCO 5110.4B, Chap 2 par 26h and Chap 4 par 4 |
| Result | Comments |
| 0113 | Is a DD Form 2261, Registered Mail Balance and Inventory, prepared correctly at the close of each business day or at each shift change, as applicable? Reference: MCO 5110.4B, Chap 2 Par 33h (1) |
| Result | Comments |
| 0114 | Is correct and supporting documentation for the registered mail process maintained?Reference: MCO 5110.4B, Chap 2 Par 33d and h-i |
|  Result | Comments |
| 0115 | Is registered mail accepted and delivered by/to an authorized patron/agent? Reference: MCO 5110.4B, chap 2, par 24a and par 33e-f |
| Result | Comments |
| 0116 | Is there an unbroken chain of receipts, using approved USPS and DD Forms, for registered mail? Reference: MCO 5110.4B, Chap 2, par 33d |
| Result | Comments |
| 0117 | Is registered mail processed with the highest security measures? Reference: MCO 5110.4B, Chap 2 par 33d-g |
| Result | Comments |
| 0118 | Is access to the registered cage restricted? Reference: MCO 5110.4B, Chap 2 par 33j |
| Result | Comments |
| 0119 | Do registered mail personnel know how to report irregularities when receiving registered mail? Reference: MCO 5110.4B, Chap 2, par 32 |
| Result | Comments |
| 0120 | Is personal registered mail handled correctly? Reference: MCO 5110.4B, Chap 2 par 4e,g and par 33d, f, and g |
| Result | Comments |
| 0121 | Are financial accounts suspended for clerks absent for more than five consecutive work days, but less than thirty-one total days?Reference: MCO 5110.4B, Chap 2, par 20 |
| Result | Comments |
| 0122 | Are PS Form 17 – Stamp Requisitions correctly prepared, submitted, and received?Reference: DODI 4525.09, Chap 3.11 |
| Result | Comments |
| 0123 | Are required forms on file for assigned postal accounts?Reference: MCO 5110.4B, Chap 1 par2e-f and Chap 2 par 4b-f and 5b  |
| Result | Comments |
| 0124 | Are Money Orders correctly maintained and distributed? Reference: DODI 4525.09, Chap 3.11a and MCO 5110.4B, Chap 1, par 2e(3) |
| Result | Comments |
| 0125 | Are blank money order forms correctly secured? Reference: DODI 4525.09, chap 3.11a and MCO 5110 Chap 1, par 2c(10) and Chap 2 par 15a |
| Result | Comments |
| 0126 | Are unannounced audits on assigned postal accounts conducted?Have all working postal accounts been audited? Reference: MCO 5110.4B, Chap 2, par 35 |
| Result | Comments |
| 0127 | Are overages/shortages in excess of tolerance limits correctly reconciled? Reference: MCO 5110.4B, Chap 2, par 5a.(7), par 6a.(3), and par 35b |
| Result | Comments |
| 0128 | Is the receipt, transfer, or return of capital/sensitive equipment correctly annotated on PS Form 1590?Reference: MCO 5110.4B, Chap 2, par 19d-f |
| Result | Comments |
| 0129 | Are assigned stock and funds secured in safes, lockable drawers, or cash boxes at all times?Reference: MCO 5110.4B, Chap 2, par 19c |
| Result | Comments |
| 0130 | Are assigned duplicate keys/safe combinations correctly sealed in an envelope/PS FORM 3977 and safeguarded? Reference: MCO 5110.4B, Chap 2, par 19c |
| Result | Comments |
| 0131 | Is the military post office free of personal effects and funds? Reference: MCO 5110.4B, Chap 2 par 15h-i |
| Result | Comments |
| 0132 | Are mail delivery receptacles issued to authorized patrons? Reference: MCO 5110.4B, Chap 4 par 2-3 and par 8 |
| Result | Comments |
| 0133 | Are correct receptacle maintenance and records procedures followed?Reference: MCO 5110.4B, Chap 4 par 5 |
| Result | Comments |
| 0134 | Are the mail delivery receptacles checked bi-weekly for excessive mail accumulation, old mail, or non-use?Reference: MCO 5110.4B, Chap 4 par 6a |
| Result | Comments |
| 0135 | Are DD Form 2258 - Temporary Mail Disposition Instructions used to indicate the status of addressee and proper mail disposition? Reference: MCO 5110.4B, Chap 4 par 6b |
| Result | Comments |
| 0136 | Is correctly addressed mail placed in assigned receptacles?Reference: MCO 5110.4B, Chap 4 par 8 |
| Result | Comments |
| 0137 | Are customers notified of large mail items or excess mail accumulation using a PS Form 3907?Reference: MCO 5110.4B, Chap 4 par 8c |
| Result | Comments |
| 0138 | Are mail delivery receptacles correctly closed? Reference: MCO 5110.4B, Chap 4 par 9 |
| Result | Comments |
| 0139 | Are mail delivery receptacle key lock cylinder/combination procedures followed?Reference: MCO 5110.4B, Chap 4 par 7 |
| Result | Comments |
| 0140 | Is mail delivered to the authorized addressee or agent?Reference: MCO 5110.4B Chap 2 par 24c |
| Result | Comments |
| 0141 | Is a postal supply clerk designated in writing?Reference: MCO 5110.4B, Chap 2 par 16a |
| Result | Comments |
| 0142 | Is USPS supplies and equipment controlled and correctly maintained? Reference: MCO 5110.4B, Chap 2 par 16b-f |
| Result | Comments |
| 0143 | Is the capital and sensitive equipment, listed on PS Form 1590, correctly returned to appropriate facility?Reference: MCO 5110.4B Chap 2, par 19d |
| Result | Comments |
| 0144 | Are scales accurate with validated calibration records?Reference: USPS Postal Operations Manual ISSUE 9, Chap 1, sect 125.323 MCO 5110.4B, Chap 2, par 16g  |
| Result | Comments |
| 0145 | Are requisitions for USPS equipment, supplies, parts, and repairs correctly submitted? Reference: MCO 5110.4B, Chap 2 par 16a |
| Result | Comments |
| 0146 | Are excess/unserviceable equipment disposal procedures followed correctly?Reference: MCO 5110.4B, Chap 2 par 16a |
| Result | Comments |
| 0147 | Is PS Form 1586 – Supply Record, with location numbering system, utilized to meet current operational requirements? Reference: MCO 5110.4B, Chap 2 par 16d |
| Result | Comments |
| 0148 | Are MPO inspections conducted each fiscal year?Reference: MCO 5110.4B Chap 1, par 2b.(3) and Chap 2, par 35d |
| Result | Comments |
| 0149 | Are Unit Mailroom inspections conducted each quarter?Reference: MCO 5110.4B, Chap 3, par 14e |
| Result | Comments |
| 0150 | Is the MPO providing a structured, documented, and viable mail handling training program?Reference: MCO 5110.4B, Chap 1 par 2d (10) and Chap 2, par 7 and Chap 3, par 5a |
| Result | Comments |

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| Subsection 2 – UNIT MAILROOM (UMR). (Units that do not maintain a mailroom, refer to Subsection 3) |
| 0201 | Has the Commanding Officer appointed in writing a Unit Mail Officer and Assistant Unit Mail Officer to supervise the daily operation of the UMR? Reference: MCO 5110.4B, Chap 1, par 2j (1) |
| Result | Comments |
| 0202 | Has the current Commanding Officer designated in writing personnel authorized to receive and open official mail to include accountable mail? Reference: MCO 5110.4B, Chap 3, par 20c-f |
| Result | Comments |
| 0203 | Has the Commanding Officer provided space and equipment necessary for proper mail handling and security?Reference: MCO 5110.4B, Chap 1, par 2j (6)-(7) and Chap 3, par 9 |
| Result | Comments |
| 0204 | Is the UMR free of personal gear not related to the delivery or processing of U.S. mail?Reference: MCO 5110.4B, Chap 3, par8a  |
| Result | Comments |
| 0205 | Are random and unannounced weekly inspections conducted by the Unit Mail Officer or Assistant Unit Mail Officer utilizing the current Inspectors General (IG) checklist? Reference: MCO 5110.4B, Chap 3, par 14a-c  |
| Result | Comments |
| 0206 | Have the Unit Mail Officer, Assistant Unit mail Officer, mail clerks, and mail orderlies received mail handling training within the required period? Reference: MCO 5110.4B, Chap 1, par 2j(3) and par 2l |
| Result | Comments |
| 0207 | Does the UMR maintain a copy of the most current edition of the following publications/directives? * MCO 5110.4B Marine Corps Postal Affairs and Official Mail Program.
* Installation/Base Order for Postal Affairs.
* Unit Mail Handling Order.

Note: Electronic versions of publications/directives are authorized.Reference: MCO 5110.4B, Chap 3, par 6 |
| Result | Comments |
| 0208 | Has the command published a Unit Mail Handling Order? Note: The Unit Mail Handling Order must include all items listed in the reference.Reference: MCO 5110.4B, Chap 3, par 7 |
| Result | Comments |
| 0209 | Is a DD Form 1115, “Mail Room No Admittance Except To Authorized Personnel,” displayed on or near the entrance to the UMR? Reference: MCO 5110.4B, Chap 3, par 8h |
| Result | Comments |
| 0210 | Are two Unit Mail Clerks/Orderlies appointed at a minimum for each unit/section?Reference: MCO 5110.4B, Chap 3, par 3c-e |
| Result | Comments |
| 0211 | Are mail receipt logs, DD Forms 285 and 2260 correctly prepared, controlled and maintained? Reference: MCO 5110.4B, Chap 2, par 4e,f and Chap 3, par 3-4, and 15e |
| Result | Comments |
| 0212 | Has mail been delivered to authorized section Mail Orderlies? Reference: MCO 5110.4B, Chap 3, par 15e-f  |
| Result | Comments |
| 0213 | Do mail clerks and orderlies have in their possession their DD Form 285? Reference: MCO 5110.4B, Chap 1, par 2m(1) and Par 2n(1) and Chap 3 par 8(d) |
| Result | Comments |
| 0214 | Are only authorized personnel allowed to enter the UMR? Reference: MCO 5110.4B, Chap 1, par 2m(8) and Chap 3, par 8g-h |
| Result | Comments |
| 0215 | Is the receipt and return of the UMR keys correctly annotated on a key control log? Reference: MCO 5110.4B, Chap 3, par 10 |
| Result | Comments |
| 0216 | Are duplicate keys/combinations maintained and secured?Reference: MCO 5110.4B, Chap 3, par 10c and d |
| Result | Comments |
| 0217 | Do the mail clerks understand the security and privileged nature of mail and postal records? Reference: MCO 5110.4B, Chap 3, par 12 |
| Result | Comments |
| 0218 | Are the required protections given to the mail to/from the servicing post office? Reference: MCO 5110.4B, Chap 3, par 11 |
| Result | Comments |
| 0219 | Do the mail clerks understand the detection/notification instructions for potential mail bombs and suspicious mail?Reference: MCO 5110.4B, Chap 6 |
| Result | Comments |
| 0220 | Do the mail clerks and orderlies understand the delivery instructions of PS Form 3849,”Delivery Notice/Reminder/Receipt,” for personal accountable mail?Reference: MCO 5110.4B, Chap 3, par 19 |
| Result | Comments |
| 0221 | Is mail date stamped on reverse side to indicate day of receipt?Reference: MCO 5110.4B, Chap 1, par 2m(4) and Chap 3 par15d |
| Result | Comments |
| 0222 | Do mail clerks understand the instructions concerning the receipt and delivery of the following:* Balloting material?
* Refused mail?
* Open by mistake?
* Mail received open, damaged, or missing contents?
* Mail for personnel TAD/leave?
* Mail for confined personnel?
* Casualty mail?
* Mail for Deserters?

Reference: MCO 5110.4B, Chap 3, par 15b-d, par 17-18, par 21, and par 26e-i |
| Result | Comments |
| 0223 | Is mail addressed to the mail clerks processed by his/her section mail orderly?Reference: MCO 5110.4B, Chap 3, par 16e |
| Result | Comments |
| 0224 | Does the command require personnel to check in/out of the UMR?Reference: MCO 5110.4B, Chap 3, par 23 and 26b |
| Result | Comments |
| 0225 | Is there a chain of receipts for the delivery of official accountable mail to an authorized agent?Reference: MCO 5110.4B, Chap 3, par 20g-k |
| Result | Comments |
| 0226 | Are delivery records properly completed, maintained, and verified by the Unit Mail Officer daily?Reference: MCO 5110.4B, Chap 3, par 20h-k |
| Result | Comments |
| 0227 | Are NAVMCs 10572, Directory File Cards, correctly completed, filed, and maintained?Note: The Directory Service Program can be used in lieu of a database or Directory File Card System.Reference: MCO 5110.4B, Chap 3, par 24-25 |
| Result | Comments |
| 0228 | Are mail clerks properly processing directory mail? Reference: MCO 5110.4B, Chap 3, par 26 |
| Result | Comments |
| 0229 | Are delivery receptacles correctly used for prompt mail delivery? (see 0132-0140)Reference: MCO 5110.4B, Chap 4 |
| Result | Comments |
| 0230 | Is prompt mail delivery provided?Reference: MCO 5110.4B, Chap 1, par 2m(3) & n(2); Chap 3, par 15d-f  |
| Result | Comments |
| 0231 | Are Unit Mail Officers providing the serving Post Office timely mobile unit mail routing information?Reference: MCO 5110.4B, Chap 3, par 28 |
| Result | Comments |

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| Subsection 3 – OFFICIAL MAIL PROGRAM (OMP) Note: OMCs that do not maintain postage meter/stamps refer only to questions 0301-0311. |
| 0301 | Has the installation, unit, organization, and/or tenant activity established an Official Mail Program (OMP)? Reference: MCO 5110.4B, 4b(6)(a) and Chap 1 par 2j(10) and Chap 5, par 9-10 |
| Result | Comments |
| 0302 | Is there a chain of receipts for the delivery of official accountable mail to an authorized agent?Note: This applies to units with or without a mailroom.Reference: MCO 5110.4B, Chap 3, par 20g-i |
| Result | Comments |
| 0303 | Are delivery records properly completed and maintained?Note: This applies to units with or without a mailroom.Reference: MCO 5110.4B, Chap 3, par 20h-i |
| Result | Comments |
| 0304 | Has the Command appointed personnel in writing the grade of E-6/GS-6 or above as the Official Mail Manager (OMM) and Assistant OMM? Reference: MCO 5110.4B, Chap 5, par 3 |
| Result | Comments |
| 0305 | Has the current Commanding Officer designated in writing personnel authorized to receive and open official mail, to include official accountable mail? Reference: MCO 5110.4B, Chap 3, par 20c-f |
| Result | Comments |
| 0306 | Has the command appointed Unit Mail Clerks that do not maintain a UMR to deliver official mail to authorized agents?Reference: MCO 5110.4B, Chap 3, par 3 and Chap 5, par 10c |
| Result | Comments |
| 0307 | Are authorized official mail addresses correctly used and verified for accuracy? Reference: MCO 5110.4b chap 5 par 18 |
| Result | Comments |
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| 0308 | Does the OMM understand the guidelines for the use of extra services?Reference: MCO 5110.4B, Chap 5, par 17 |
| Result | Comments |

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| 0309 | Is the maximum use of consolidated mailings correctly applied to official mailings? Reference: MCO 5110.4B, Chap 5, par 22b |
| Result | Comments |
| 0310 | Does the OMM maintain a copy of the most current edition of the required publications/directives?Note: Electronic versions of publications/directives are authorized.Reference: MCO 5110.4B, Chap 5, par 8 |
| Result | Comments |
| 0311 | Has the OMM met the official mail program supervision requirements?Reference: MCO 5110.4B, Chap 1, par 2k and Chap 5 par 5 |
| Result | Comments |
| 0312 | Is a structured, documented, and viable OMP training program provided?Reference: DODI 4525.09, sect 2, par 2.2k and MCO 5110.4B, Chap 5, par 4 |
| Result | Comments |
| 0313 | Are monthly postage stamp stock audits conducted?Reference: DODI 4525.09, sect 3.11c and MCO 5110.4B, chap 5, par 30c |
| Result | Comments |
| 0314 | Are annual postage expenditure reports correctly submitted? Reference: DODI 4525.09, sect 2, par 2.2c and MCO 5110.4B, Chap 5, par 32 |
| Result | Comments |
| 0315 | Is a daily record of meter register correctly recorded?Reference: MCO 5110.4B, Chap 5, par 26 |
| Result | Comments |
| 0316 | Has the OMM analyzed the record of postage expended weekly?Reference: MCO 5110.4B, Chap 5, par 31b |
| Result | Comments |
| 0317 | Is the classification of official mail correctly endorsed? Reference: MCO 5110.4B, Chap 5, par 15 |
| Result | Comments |
| 0318 | Are the Priority Mail Express provisions correctly followed?Reference: MCO 5110.4B, Chap 5, par 17a |
| Result | Comments |
| 0319 | Are permit mailings correctly used?Reference: MCO5110.4b Chap 5 par14c and d |
| Result | Comments |
| 0320 | Are cost saving measures applied to official mailings?Reference: MCO 5110.4b, Chap 5 par 20 and 22b |
| Result | Comments |
| 0321 | Are PS Forms 3533s, Application for Voucher for Refund of Postage and Fees, correctly processed and submitted?Reference: MCO 5110.4B, Chap 5, par 27 |
| Result | Comments |
| 0322 | Is a postage stamp inventory maintained for the authorized unit?Reference: MCO 5110.4B, Chap 5, par 30a |
| Result | Comments |
| 0323 | Are postage meters/stamps correctly secured?Reference: MCO 5110.4B, Chap 5, par 28 and 30b |
| Result | Comments |
| 0324 | Are postage meter keys/combinations correctly secured?Reference: MCO 5110.4B, Chap 5, par 28 and 30b |
| Result | Comments |
| 0325 | Are OMP inspections conducted each fiscal year?Reference: MCO 5110.4B, Chap 1, par 2g(5) and Chap 5, par 6 |
| Result | Comments |