**Inspectors General Checklist**

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| |  |  |  | | --- | --- | --- | | **POSTAL AFFAIRS 5110** | | | | This checklist applies to all commands. | | | |  | | | | **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 | | | | |
| 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 |
| |  |  | | --- | --- | | 0308 | Does the OMM understand the guidelines for the use of extra services?  Reference: MCO 5110.4B, Chap 5, par 17 | | Result | Comments | | | |
| 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 | |