**Inspectors General Checklist**

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| **POSTAL AFFAIRS AND OFFICIAL MAIL PROGRAM****MILITARY POSTAL ACTIVITY 5110.1** |
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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) 703-784-9538billy.gillenwater@usmc.mil | **Inspector** |
| **Revised**: 19 October 2023 | **Final Assessment****Discrepancies: Findings:**  |
| **Overall Comments:** Place Here  |
| **Subsection 1 – Administration**

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| --- | --- |
| 0101 | Is an Installation/Base order for Postal Affairs published?Reference: MCO 5110.4B, Chap 2, par 8 |
| Result | Comments |
| 0102 | Has the Installation Commander appointed in writing a MCPO or MPO supervisor that possess a high moral standard to maintain operational control of Postal Affairs? Reference: MPM 12.2a, and MCO 5110.4B, par 4b(6)(a), (b) |
| Result | Comments |
| 0103 | Are the designation documents correctly completed for personnel?Reference: MCO 5110.4B, Chap 1, par 2(c)(6), (7) and Chap 2, par 4  |
| Result | Comments |
| 0104 | Does the MPO maintain an updated profile in AMPS?Reference: MPM 2.12.t and MCO 5110.4B, Chap 2, par 9b-d |
| Result | Comments |
| 0105 | Are personnel removed for caused and reported by the MPA?Reference: MPM 35.2d and MCO 5110.4B, Chap 2, par 5 |
| Result | Comments |
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| 0106 | Are terminating designation documents for personnel correctly processes and maintained? Reference: MCO 5110.4B Chap 2, par 5 |
| Result | Comments |
| 0107 | Are MPOs conducting local Primary Military Occupational Specialty (PMOS) Training and Readiness (T&R) events and continuum training? Reference: MPM 2.14.h, Sect 13 and MCO 5110.4B, Chap 2, par 7a |
| Result | Comments |
| 0108 | Does the military postal facility meet space and structural criteria requirements? Reference: MPM 8.2, Sect 15 and MCO 5110.4B, Chap 2, par 2 |
| Result | Comments |
| 0109 | Does the MPO meet physical security requirements? Reference: DODI O-2000.16, Vol. 1 & Vol 2, DOD UFC 4-020-01, MPM Sect 8, and MCO 5110.4B, Chap 2, par 15  |
| Result | Comments |
| 0110 | Does the MPA maintain a Continuity of Operations Plan (COOP) and update annually?Reference: MPM 2.9g-i and Appendix 15D. |
| Result | Comments |
| 0111 | Does the MPA maintain a facility and equipment upgrade plan? Reference: MPM Appendix 15C |
| Result | Comments |
| 0112 | Does the MPO supervisor maintain a current list of individuals that are issued keys to the post office? Reference: MPM 8.2(f) and MCO 5110.4B, Chap 2, par 15k  |
| Result | Comments |
| 0113 | Are assigned duplicate keys/safe combinations and passwords safeguarded and sealed in an envelope/PS Form 3977? Reference: USPS Handbook F-101, 3-8, MPM 8.2f, 38.2b and MCO 5110.4B, Chap 2, par 19c |
| Result | Comments |
| 0114 | Does the MPO maintain all required publications, posters, and forms? Reference: MPM Sect 38, Appendix 38A and MCO 5110.4B, Chap 2, par 10 |
| Result | Comments |
| 0115 | Is mail properly scanned? Reference: MPM Sect 26 and MCO 5110.4B, Chap 2, par 27 |
| Result | Comments |

**Subsection 2 – Finance**

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| 0201 | Has the Postal Finance Officer (PFO) completed quarterly/annual MPO inspections?Reference: MCO 5110.4B, Chap 1, par 2e(2) |
| Result | Comments |
| 0202 | Are unannounced audits on postal accounts conducted?Reference: MPM 2.14.g, Sect 25 and MCO 5110.4B, Chap 2, par 35a |
| Result | Comments |
| 0203 | Has the Custodian of Postal Effects (COPE) completed unannounced audits of Postal Clerks’ accounts?Reference: USPS Handbook F-101, Chap 13, MPM Sect 25, and MCO 5110.4B, Chap 2, par 35b |
| Result | Comments |
| 0204 | Is the PS Form 1590 annotated correctly for receipt, transfer, or return of capital/sensitive equipment?Reference: MPM 2.3.b and MCO 5110.4B, Chap 2, par 19d-f |
| Result | Comments |
| 0205 | Are payment card industry terminal inspections completed as required? Reference: MPM 24.2.h and i |
| Result | Comments |
| 0206 | Are PS Form 17 – Stamp Requisitions correctly prepared, submitted, and received?Reference: USPS Handbook F-101, Chap 13, MPM 24.2j and k |
| Result | Comments |
|  |  |
| 0207 | Are Money Orders correctly maintained and distributed? Reference: USPS Handbook F-101, Chap 10, 13 and MPM 24.2, k(6) |
| Result | Comments |
| 0208 | Are Change of Custody and financial accounts exchanged for clerks absent for more than five consecutive workdays, but less than thirty-one total days?Reference: MPM 2.12b and MCO 5110.4B, Chap 2, par 20 |
| Result | Comments |
| 0209 | Are assigned stock and funds protected in safes, lockable drawers, or cash boxes?Reference: USPS Handbook F-101, Chap 3 and MCO 5110.4B, Chap 2, par 19c |
| Result | Comments |
| 0210 | Does the MPO maintain records for financial accounts? Reference: USPS Handbook F101 Appendix D, MPM 25.2m, 38.1c, Appendix 38A and MCO 5110.4B, Chap 2, par 35b |
| Result | Comments |
| 0211 | Are window clerks authorized in writing to retain fixed credit stocks in excess of $1,000? Reference: MPM 24.2.k(1) |
| Result | Comments |
| 0212 | Are overages/shortages in excess of tolerance limits reconciled properly? Reference: USPS Handbook F-101, Chap 13, MPM 25.1e and MCO 5110.4B, Chap 2, par 35b |
| Result | Comments |
| 0213 | Does the MPA provide support to only authorized patrons?Reference: DODI 4525.09 3.6 and MPM 1.l |
| Result | Comments |
| 0214 | Does the MPA report suspicious money order transactions on PS Form 8105? Reference: USPS Handbook F-101, Chap 10 and MPM 24.2.c(1) |
| Result | Comments |
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| 0215 | Is mail properly accepted? Reference: MPM 24.1.f and MCO 5110.4B, Chap2, par 24 |
| Result | Comments |
| 0216 | Does the MPA make deposits as required? Reference: MPM 24.2.f and g |
| Result | Comments |

**Subsection 3 – Operations**

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| 0301 | Are Mail Handling Procedures (MHP) and floor changes being prepared and distributed for deploying units?Reference: MCO 5110.4B, Chap 1, par 2, h(2), Chap 2, par 30c, and Chap 3, par 28 (a), (b) |
| Result | Comments |
| 0302 | Does the activity participate in Marine Expeditionary Force (MEF) operational planning teams? Reference: MCO 5110.4B, Chap 1, par 2c(2) |
| Result | Comments |
| 0303 | Does the activity maintain current contingency operation postal support plans? Reference: MCO 5110.4B, Chap 1, par 2c(3), (4) |
| Result | Comments |
| 0304 | Are contingency postal kits upgraded and tested semi-annually?Reference: MPM Appendix 5A.1b(3), 16.1 and MCO 5110.4B, Chap 2, par 16f |
| Result | Comments |
| 0305 | Has the MACOM conducted an annual MPO field exercise for practical T&R skill application?Reference: MCO 5110.4B, Chap 2, par 7c  |
| Result | Comments |
| 0306 | Are Postal Offense(s) properly reported and updated?Reference: MPM Sect 35, MCO 5110.4B, Chap 1, par 2b(6) and Chap 7 |
| Result | Comments |
| 0307 | Is a postal supply clerk designated in writing?Reference: MPM 2.12.c. and MCO 5110.4B, Chap 2, par 16a  |
| Result | Comments |
| 0308 | Is PS Form 1586 – Supply Record, with location numbering system, utilized to meet current operational requirements? Reference: MPM 16.2 and MCO 5110.4B, Chap 2, par 16b-d |
| Result | Comments |
| 0309 | Are United States Postal Service (USPS) supplies and equipment controlled and maintained? Reference: MPM Sect 16, MCO 5110.4B, Chap 2, par 16c-e and par 19d |
| Result | Comments |
| 0310 | Are scales accurate with validated calibration records?Reference: USPS Postal Operations Manual Issue 9, Chap 1, Sect 125.323 and MCO 5110.4B, Chap 2, par 16g |
| Result | Comments |
| 0311 | Does the MPA properly transport mail and postal items? Reference: MPM 28.2.k, 29.1.f and MCO 5110.4B, Chap 2, par 29 |
| Result | Comments |
| 0312 | Do Postal Clerks understand the receipt and delivery instructions for absentee ballots/election material?Reference: MPM 19.2.a(1), Sect 39 and MCO 5110.4B Chap 2, par 26 |
| Result | Comments |
| 0313 | Are Absentee Balloting Materials, Express, Priority, First Class, Accountable, and IDS Correspondence processed and available within one duty day of receipt.? Reference: MPM 19.2.a(1) |
| Result | Comments |
| 0314 | Is Standard and Bulk Rate Mail; as well as IDS Parcels processed and available within two duty days of receipt? Reference: MPM 19.2.a(2) |
| Result | Comments |
| 0315 | Does the MPA use customs clearance documents for postal items transiting international boundaries?Reference: MPM 28.2m |
| Result | Comments |
| 0316 | Does the MPA nest barcoded postal items by transportation category?Reference MPM 27.2 and MCO 5110.4B, Chap 2, par 31 |
| Result | Comments |
| 0317 | Are postal items assigned to air carriers IAW ICAIR rankings unless otherwise approved by MPSA? Reference MPM 28.2a |
| Result | Comments |
| 0318 | Are AV-7s properly completed? Reference: MPM 28.2(p) |
| Result | Comments |
| 0319 | Are GTC clearance for postal items achieved? Reference: MPM 27.1b |
| Result | Comments |
| 0320 | Are postal items received and dispatched at least 5 days a week? Reference: DODI 4525.09 3.4.d(4) and MPM 1.m |
| Result | Comments |
| 0321 | Does the MPA properly dispatch IDS items? Reference: MPM Sect 30 |
| Result | Comments |
| 0322 | Do unit Mail Clerks pick up mail daily from the serving MPA? Reference: MCO 5110.4B, Chap 1, par 2m(3) |
| Result | Comments |
| 0323 | Is mail delivered to the authorized addressee or agent?Reference: MPM 41.2.n and MCO 5110.4B, Chap 2, par 24c |
| Result | Comments |
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| 0324 | Has the MCPO assigned in writing a primary Registry Clerk?Reference: MPM 2.12.c, and MCO 5110.4B, Chap 2, par 33a |
| Result | Comments |
| 0325 | Do MPA personnel handling "Registered" official mail have at least an interim or adjudicated Secret clearance?Reference: MPM 12.2.e, 23.1b, and MCO 5110.4B, Chap 2, par 33e |
| Result | Comments |
| 0326 | Is access to the registered cage restricted? Reference: MPM 23.1.e(1) and MCO 5110.4B, Chap 2, par 33j |
| Result | Comments |
| 0327 | Do registered mail personnel know how to report irregularities when receiving registered mail? Reference: USPS Handbook DM 901, Chap 6, par 6-3, MPM Sect 32 and MCO 5110.4B, Chap 2, par 32 |
| Result | Comments |
| 0328 | Is the registry section constructed and equipped with GSA-approved locks/containers? Reference: MPM 8.2b-c and MCO 5110.4B, Chap 2, par 33b-d |
| Result | Comments |
| 0329 | Is a SF Form 702 for safes, lockable containers, or registry cages completed and maintained?Reference: MPM 8.2d and MCO 5110.4B, Chap 2, par 33g(4) |
| Result | Comments |
| 0330 | Is there a chain of receipts, using approved USPS and DD Forms, for registered mail? Reference: MPM 23.2 |
| Result | Comments |
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| 0331 | Is correct and supporting documentation for the registered mail process maintained?Reference: MCO 5110.4B, Chap 2, par 33d and h-i |
| Result | Comments |
| 0332 | Is registered mail processed with the highest security measures? Reference: MCO 5110.4B, Chap 2, par 33d-j |
| Result | Comments |
| 0333 | Is personal registered mail handled correctly? Reference: MCO 5110.4B, Chap 2, par 4e and g |
| Result | Comments |
| 0334 | Is registered mail accepted and delivered by/to an authorized patron/agent? Reference: MCO 5110.4B, Chap 2, par 24a, 33e |
| Result | Comments |
| 0335 | Are proper procedures followed at the close of each business day, shift change, as applicable? Reference: MPM 23.2o and MCO 5110.4B, Chap 2, par 33h |
| Result | Comments |
| 0336 | Are proper procedures followed opening/accessing the registry cage? Reference: MCO 5110.4B, Chap 2, par 33i |
| Result | Comments |
| 0337 | Is directory service provided for mail with unknown delivery address, i.e., EDA, general delivery, UAA, etc.? Reference: MPM Sect 21 and MCO 5110.4B, Chap 2, par 34 |
| Result | Comments |
| 0338 | Are mail delivery receptacles assigned with required forms and information?MCO 5110.4B, Chap 4, par 2 and 3 |
| Result | Comments |
| 0339 | Are correct receptacle maintenance and records procedures followed?Reference: MCO 5110.4B, Chap 4, par 5 |
| Result | Comments |
| 0340 | Are mail delivery receptacles issued to authorized patrons? Reference: MCO 5110.4B, Chap 4, par 2a, 2b, 3a, and 6d |
| Result | Comments |
| 0341 | Is correctly addressed mail placed in assigned receptacles?Reference: MCO 5110.4B, Chap 4, par 8 |
| Result | Comments |
| 0342 | 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 |
| 0343 | Are customers notified of large mail items or excess mail accumulation using a PS Form 3907?Reference: MPM 18.2(l) and MCO 5110.4B, Chap 4, par 8c |
| Result | Comments |
| 0344 | Is 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, 8d and 8e |
| Result | Comments |
| 0345 | Are mail delivery receptacles correctly closed? Reference: MCO 5110.4B, Chap 4, par 9 |
| Result | Comments |
| 0346 | Are mail delivery receptacle key lock cylinder/combination procedures followed?Reference: MCO 5110.4B, Chap 4, par 7 |
| Result | Comments |
| 0347 | 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 |
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| 0348 | Are USPS mail collection boxes being maintained and properly secured? Reference: MCO 51104B, Chap 2, par 25 |
| Result | Comments |
| 0349 | Do the Postal Clerks understand the detection/notification instructions for potential mail bombs and suspicious mail? Reference: MPM 7.2.b, 8.2.j and MCO 5110.4B, Chap 6 |
| Result | Comments |
| 0350 | Does the MPA submit seizure reports within one workday of postal items confiscated? Reference: MPM 7.2.p and q |
| Result | Comments |
| 0351 | Are Postal Net Alert (PNA) properly reported and updated?Reference: MPM Sect 31 and MCO 5110.4B, Chap 1, par 2b(6) |
| Result | Comments |

**Subsection 4 – Quality Management**

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| 0401 | Has the postal activity established a Quality Assurance/Quality Control (QA/QC) section?Reference: MCO 5110.4B, par 4b(6)(e) and Chap 2, par 35a |
| Result | Comments |
| 0402 | Are Marine Corps Postal Inspectors appointed and assigned to theQA/QC section?Reference: MCO 5110.4B, Chap 1, par 2c(8) |
| Result | Comments |
| 0403 | Does the MPA provide training for postal personnel, Unit Official Mail Managers (OMM)s, Unit Mail Officers, and Unit Mail Clerks?Reference: MCO 5110.4B, Chap 1, par 2d(10) and Chap 3, par 5 |
| Result | Comments |
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| 0404 | Are Installation/Operational Force (OPFOR) Military Postal Activity (MPA)/Military Postal Service (MPS) inspections effectively conducted each fiscal year? Reference: MPM 36.1.c, 36.2.a., MCO 5110.4B, par 4b(3)(c), Chap 1, par 2b(3) and Chap 2, par 35 |
| Result | Comments |
| 0405 | Are Unit Mailroom (UMR) inspections conducted each quarter? Reference: MCO 5110.4B, Chap 1, par 2g(4) and Chap 3, par 14e  |
| Result | Comments |
| 0406 | Is a follow-up inspection scheduled for a failed/ineffective inspection prior to the next annual inspection?Reference: MPM 36.2a |
| Result | Comments |
| 0407 | Are Installation/OPFOR MPA/MPS inspections forwarded to appropriate Major Command (MACOM)? Reference: MCO 5110.4B, par 4b(3)(d), par 4b(4)(c) and Chap 2, par 35e |
| Result | Comments |
| 0408 | Are MACOM OPFOR inspection reports retained? Reference: MPM 36.2b, MCO 5110.4B, Chap 1, par 2b(4) and Chap 2, par 35a(2) |
| Result | Comments |
| 0409 | Does the QA/QC officer/chief provide Fiscal Year (FY) summary inspection report to MCICOM? Reference: MCO 5110.4B, Chap 1, par 2g(7) |
| Result | Comments |
| 0410 | Is the MPO free of personal effects and funds in work areas where mail is processed, or retail services are provided? Reference: MPM 15.2.e. and MCO 5110.4B, Chap 2, par 15h-i  |
| Result | Comments |
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| **Subsection 5 – OFFICIAL MAIL PROGRAM** |

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| 0501 | Has the Command appointed personnel in writing the grade of E-6/GS-9 or above as the OMM? Reference: DODI 4525.09, 3.2g, MPM 41.2a-c, MCO 5110.4B, 4b(6)(a) and Ch 5, par 2 |
| Result | Comments |
| 0502 | Has the installation established an Official Mail Center? Reference: DODI 4525.09, 3.1a and MCO 5110.4B, Chap 5, par 9 |
| Result | Comments |
| 0503 | Is a postage stamp inventory maintained for the authorized unit?Reference: MCO 5110.4B, Chap 5, par 30a |
| Result | Comments |
| 0504 | Are postage meters/stamps correctly secured?Reference: MCO 5110.4B, Chap 5, par 28 and 30b |
| Result | Comments |
| 0505 | Are assigned duplicate meter keys/safe combinations and passwords safeguarded and sealed in an envelope/PS Form 3977? Reference: USPS Handbook F-101, 3-8, and MCO 5110.4B, Chap 5, par 28d |
| Result | Comments |
| 0506 | Are postage stamp stock audits conducted?Reference: DODI 4525.09, 3.11c and MCO 5110.4B, Chap 5, par 30c |
| Result | Comments |
| 0507 | Is a daily record of meter register correctly recorded?Reference: MPM Appendix 25A, Table 5, Steps 1-2 and MCO 5110.4B, Chap 5, par 26 |
| Result | Comments |
| 0508 | Is PS Forms 3533 Application for Voucher for Refund of Postage and Fees, processed and submitted?Reference: USPS DMM 604, 9.3 and MCO 5110.4B, Chap 5, par 27 |
| Result | Comments |
| 0509 | Has the OMM analyzed the record of postage expended weekly?Reference: MCO 5110.4B, Chap 5, par 31 |
| Result | Comments |
| 0510 | Are appropriated funds for postage properly used?Reference: MPM 18.1.d, 41.1.a, 41.1.b, 41.2.ff, MCO 5110.4B, Chap 5, par 11 and 12 |
| Result | Comments |
| 0511 | Does the OMM maintain a copy of the most current edition of the listed publications/directives?Reference: MCO 5110.4B, Chap 5, par 8 |
| Result | Comments |
| 0512 | Are cost saving measures applied to official mailings?Reference: MCO 5110.4B, Chap 5, par 20 and 22b |
| Result | Comments |
| 0513 | Is the classification of official items correctly endorsed? Reference: MCO 5110.4B, Chap 5, par 15 |
| Result | Comments |
| 0514 | Are the Priority Mail Express provisions correctly followed?Reference: MPM 41.1c, e, g and MCO 5110.4B, Chap 5, par 17a |
| Result | Comments |
| 0515 | Are permit mailings correctly used?Reference: USPS Handbook F-101, Chap 16 and MCO 5110.4B, Chap 5, par14c-e |
| Result | Comments |
| 0516 | Is a structured, documented, and viable OMP training program provided?Reference: DODI 4525.09, 2.2k, MPM 41.2.j, MCO 5110.4B, Chap 2, par 7 and Chap 5, par 4 |
| Result | Comments |
|  |  |
| 0517 | Are Official Mail Program (OMP) inspections effectively conducted each fiscal year? Reference: MCO 5110.4B, par 4b(3)(c) and Chap 1, par 2g(5) |
| Result | Comments |
| 0518 | Are OMP inspections forwarded to the appropriate MACOM? Reference: MCO 5110.4B, par 4b(3)(d), (4)(c) and Ch 2, par 35e |
| Result | Comments |
| 0519 | Are postage expenditure reports submitted? Reference: DODI 4525.09, 2.2c and MCO 5110.4B, Chap 5, par 32 |
| Result | Comments |
| 0520 | Has the OMM met the supervision requirements?Reference: MCO 5110.4B, Chap 1, par 2k and Chap 5 par 5 |
| Result | Comments |