**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 | **Name of Command** |
| **Subject Matter Expert**: MGySgt Billy Gillenwater | **Date** |
| (DSN) 278-9538 (COML) 703-784-9538 | **Inspector** |
| **Revised**: 2 October 2020 | **Final Assessment****Discrepancies: Findings:**  |
| **Overall Comments:** Place Here  |
| Subsection 1 – MILITARY POST OFFICE (MPO) (applies to all Marine Corps Post Offices) |
| 0101 | Has a current Standard Operating Procedures (SOP) been published?Reference: DOD 4525.6-M, chap 10, par c10.2 |
| Result | Comments |
| 0102 | Does the MPO supervisor maintain a current list of individuals that were issued keys to the post office? Reference: DOD 4525.6-M, chap 10, par c10.5.1.7 |
| Result | Comments |
| 0103 | Does the military postal facility meet published space and structural criteria/ if not has the appropriate documentation been presented for upgrade? Reference: DOD 4525.6-M, chap 13, par c13.5 and par c13.6.2 par 13.7 |
| Result | Comments |
| 0104 | Have all COPEs/MPCs/PFO been designated in accordance with the reference? Reference: DOD 4525.6-M, chap 5, par c5.4.1 |
| Result | Comments |
| 0105 | Are all designation documents properly filled out and maintained?Reference: DOD 4525.6-M, chap 5, par c5.4 |
| Result | Comments |
| 0106 | Does the activity submit postal appendix in support of contingencies? Reference: DOD 4525.6-M, chap 2, par c2.4.1/c2.11.2 |
| Result | Comments |
| 0107 | Does the MPO maintain all required bulletins and publications?Note: Electronic versions of these publications are authorized.Reference: DOD 4525.6-M, chap 4, par c4.1.3 |
| Result | Comments |
| 0108 | Does the MPO have the required postal patron information readily available or posted in plain view for use by customers? Reference: DOD 4525.6-M, chap 10, par c10.3.3 |
| Result | Comments |
| 0109 | Do Postal Clerks understand all the instructions concerning the receipt and delivery of the following:  Received in damaged condition?  Un-sealed First-Class mail?  Opened by mistake?  Balloting material?  Mail suspected of containing harmful contents? Reference: DOD 4525.6-M, chap 3, par c3.2.3.2-6 |
| Result | Comments |
| 0110 | Is personal accountable mail processed and delivered utilizing PS Form 3849 (Delivery Notice/Reminder/Receipt) and then filed, as required? Reference: DOD 4525.6-M, chap 3, par c3.2.7 |
| Result | Comments |
| 0111 | Is directory service being provided to all Undeliverable as Addressed (UAA) mail, forwarded, or returned to sender in accordance with the reference? Reference: DOD 4525.6-M, chap 3, par c3.4.5-6 |
| Result | Comments |
| 0112 | Is mail addressed for members due to arrive handled in accordance with the reference?Reference: DOD 4525.6-M, chap 3, par c3.4.6.5 |
| Result | Comments |
| 0113 | Is a registry balance and inventory sheet (DD Form 2261) being properly prepared at the close of each business day or at each shift change, as applicable? Reference: DOD 4525.6-M, chap 9, par c9.3.5.8 |
| Result | Comments |
| 0114 | Is supporting documentation for registry transactions being properly maintained?Reference: DOD 4525.6-M, chap 9, par c9.3.5.11 |
| Result | Comments |
| 0115 | Are incoming and outgoing registered pouches being handled and processed in accordance with the reference? Reference: DOD 4525.6-M, chap 9, par c9.6-7 |
| Result | Comments |
| 0116 | Is registered mail being delivered only to authorized personnel? Reference: DOD 4525.6-M, chap 3, par c3.2.7-8 |
| Result | Comments |
| 0117 | Using only approved USPS or DD Forms, is there an unbroken chain of receipts for all registered mail in the military postal system? Reference: DOD 4525.6-M, chap 9, par c9.2.2 |
| Result | Comments |
| 0118 | Is registered mail given the highest security at all times and is access to the registered cage restricted? Reference: DOD 4525.6-M, chap 9, par c9.2.1/c9.3.3 |
| Result | Comments |
| 0119 | Is registered mail properly postmarked to ensure no rifling has occurred? Reference: DOD 4525.6-M, chap 9, par c9.3.5.4 |
| Result | Comments |
| 0120 | Do registry personnel know how to report irregularities discovered when receiving registered mail? Reference: DOD 4525.6-M, chap 9, par c9.5 |
| Result | Comments |
| 0121 | Is personal registered mail being accepted, processed, and handled in accordance with the reference? Reference: DOD 4525.6-M, chap 9, par c9.3.5.2 |
| Result | Comments |
| 0122 | Are clerks temporarily relieved of their accounts when absent for more than five consecutive work days, but less than thirty-one total? Reference: DOD 4525.6-M, chap 6, par c6.3.1.5 and c6.4.4.3 |
| Result | Comments |
| 0123 | Is PS Form 17 being properly prepared, submitted, and receipted for when requisitioning and replenishing stamps and money orders? Reference: DOD 4525.6-M, chap 6, par c6.3.2 and par c6.4.10 |
| Result | Comments |
| 0124 | Is required completed forms on file for all clerks with postal accounts?Reference: DOD 4525.6-M, chap 6, par c6.4.4.2 |
| Result | Comments |
| 0125 | Are Money Orders being properly distributed and maintained? Reference: DOD 4525.6-M, chap 6, par c6.5 |
| Result | Comments |
| 0126 | Are blank money order forms being properly secured? Reference: DOD 4525.6-M, chap 8, par c8.6 |
| Result | Comments |
| 0127 | Have all working postal accounts been audited at least once monthly, as well as at unscheduled and unannounced times? Reference: DOD 4525.6-M, chap 12, par c12.3.3, par c12.3.5.1 |
| Result | Comments |
| 0128 | Are overages and shortages, in excess of the tolerance limits, reconciled properly?Reference: DOD 4252.6-M, chap 12, par c12.3.9 |
| Result | Comments |
| 0129 | Have all capital/sensitive equipment been receipted for on PS Form 1590 by the COPE and updated when receiving, transferring, or disposing of such equipment, or changing of COPEs? Reference: DOD 4525.6-M, chap 1, par c1.1.4.3-5 |
| Result | Comments |
| 0130 | Are clerks provided with safes, lockable drawers, and or cash boxes to protect their stock and funds at all times, and are safe combinations changed at proper intervals? Reference: DOD 4525.6-M, chap 6, par c6.5.2-3 |
| Result | Comments |
| 0131 | Are duplicate keys and safe combinations sealed in envelope (PS Form 3977) and safeguarded properly? Reference: DoD 4525.6-M, chap 6, par c6.5.2; chap 10, par c10.5.2 |
| Result | Comments |
| 0132 | Is the military post office free of any personal effects or funds? Reference: DOD 4525.6-M, chap 10, par c10.5.1.5 |
| Result | Comments |
| 0133 | Are mail delivery receptacles being issued to authorized patrons? Reference: DOD 4525.6-M, chap 3, par c3.3.3 |
| Result | Comments |
| 0134 | Do postal clerks understand the maintenance and records required for receptacles? Reference: DOD 4525.6M, chap 3, par c3.3.4 |
| Result | Comments |
| 0135 | Are the receptacles checked at least monthly for excessive mail accumulation, old mail, or non-use? Reference: DOD 4525.6-M, chap 3, par c3.3.5.1 |
| Result | Comments |
| 0136 | Are DD Forms 2258 used to indicate the status of the addressee and the proper disposition of mail?Reference: DOD 4525.6-M, chap 3, par c3.3.5.2 and par c3.3.7.4-5 |
| Result | Comments |
| 0137 | Is only mail bearing the proper addressing placed in the receptacles? Reference: DOD 4525.6-M, chap 3, par c3.3.7.1-2 |
| Result | Comments |
| 0138 | Is PS Form 3907 used to notify patrons of articles too large for the receptacles?Reference: DOD 4525.6-M, chap 3, par c3.3.7.3 |
| Result | Comments |
| 0139 | Are mail delivery receptacles being closed in accordance with the reference?Reference: DOD 4525.6-M, chap 3, par c3.3.8 |
| Result | Comments |
| 0140 | Do postal clerks understand when a key lock cylinder or combination should be changed? Reference: DOD 4525.6-M, chap 3, par c3.3.6.1 |
| Result | Comments |
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| 0141 | Are military postal clerks delivering mail to the addressee or authorized agent? Reference: DoD 4525.6-M, C3.2 |
| Result | Comments |
| 0142 | Has a postal supply clerk been designated in writing?Reference: DOD 4525.6-C, chap 1, par c1.1.6.1 |
| Result | Comments |
| 0143 | Is USPS equipment being maintained in accordance with the reference?Reference: DOD 4525.6-C, chap 1, par c1.1.23 |
| Result | Comments |
| 0144 | Are procedures followed when equipment is returned to the appropriate facility for repair?Reference: DOD 4525.6-C, chap 1, par c1.1.24 |
| Result | Comments |
| 0145 | Are scales used at MPOs verified for accuracy and calibrated as required?Reference: POM ISSUE 9, chap 1, sect 125.323 |
| Result | Comments |
| 0146 | Are requisitions for USPS equipment, supplies, parts, and repairs submitted in accordance with the reference? Reference: DOD 4525.6-C, chap 1, par c1.1.17-21 |
| Result | Comments |
| 0147 | Are excess postal equipment disposed of in accordance with reference?Reference: DOD 4525.6-C, chap 1, par c1.1.22.1 |
| Result | Comments |
| 0148 | Has a location numbering and inventory control system (electronic or PS Form 1586) been established to ensure supply levels are met and meet current operational requirements? Reference: DOD 4525.6-C, chap 1, par c1.1.8 & par c1.1.11.2 |
| Result | Comments |
| 0149 | Are MPO inspections conducted at least annually? Reference: DOD 4525.6-M, chap12, par c12.4 |
| Result | Comments |
| 0150 | Are military postal facilities conducting quarterly inspections of unit mailrooms they service? Reference: DOD 4525.6-M, chap 12, par c12.5.3 |
| Result | Comments |
| 0151 | Does the activity conduct mail handling training on a regular basis?Reference: DOD 4525.6-M, chap 1, par c1.2.2.6.4 |
| 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 postal officer and assistant postal officer to supervise the operation of the UMR? Reference: MCO 5110.6C, chap 1, par 3b-c, and par 4a(4)  |
| Result | Comments |
| 0202 | Has the current Commanding Officer designated in writing all personnel authorized to receive and open all official mail to include accountable mail? Reference: MCO 5110.6C, chap 1, par 4a(3); chap 4, par 3a and par 3c(1) |
| Result | Comments |
| 0203 | Has the Commanding Officer provided space and equipment necessary for proper mail handling and security?Note: Personal items and other gear that is not related to the delivery or processing of mail are prohibited in the UMR.Reference: MCO 5110.6C, chap 1, par 4a(1); chap 2, par 4; chap 3, par 1 |
| Result | Comments |
| 0204 | Are random unannounced inspections being conducted each week by the unit postal officer or assistant postal officer utilizing the current Inspectors General (IG) checklist? Reference: MCO 5110.6C, chap 1, par 4b(5); chap 2, par 6a |
| Result | Comments |
| 0205 | Has the unit postal officer, assistant postal officer, mail clerks, and mail orderlies received the required training within required period of assuming mail handling duties? Reference: MCO 5110.6C, chap 1, par 4b(1- 2), and par 4b(11); chap 2, par 8 |
| Result | Comments |
| 0206 | Does the UMR maintain a copy of the most current edition of the following publications/directives? * DOD 4525.6-M, DOD Postal Manual.
* OPNAVINST 5112.6F, Navy Postal Instruction.
* MCO 5110.6C, Conduct of Marine Corps Unit Mail Rooms and Mail Distribution Centers.
* Base Order for Postal Affairs.
* Unit Mail Handling Order.

Note: If UMR is equipped with a computer, electronic versions are authorized.Reference: MCO 5110.6C, chap 2, par 1 |
| Result | Comments |
| 0207 | Has the command published a mail handling order that provides personnel with up-to-date information about local mail service and mail handling procedures within the unit? This order must include the following:* The correct and complete mailing address used by personnel attached to the command.
* The location and hours of operation of the Unit Mailroom/MDC, and servicing post office.
* The location and collection hours for outgoing mail receptacles.
* Information about security of mail and postal effects.
* Procedures to establish a classified material screening point.
* Non-mail able items.
* Procedures for handling mail for personnel temporarily absent from the command.

Reference: MCO 5110.6C, chap 2, par 2 |
| Result | Comments |
| 0208 | Is DD Form 1115, “Mail Room No Admittance Except To Authorized Personnel,” displayed on or near the entrance to the UMR indicating hours of operation and an example of a correct personal and official mailing address for the command? Reference: MCO 5110.6C, chap 2, par 3 |
| Result | Comments |
| 0209 | Does the unit have a minimum of two mail clerks and mail orderlies appointed per unit and section? Reference: MCO 5110.6C, chap 2, par 9 |
| Result | Comments |
| 0210 | Are DD Forms 285 and 2260 prepared, controlled and maintained? Reference: MCO 5110.6C, chap 2, par 8, and par 9 a-b |
| Result | Comments |
| 0211 | Has personal mail been delivered to authorized section Mail Orderlies? Reference: MCO 5110.6C, chap 1, par 4d |
| Result | Comments |
| 0212 | Do mail clerks and orderlies have in their possession their DD Form 285 whenever performing mail handling duties? Reference: MCO 5110.6C, chap 2, par 9a |
| Result | Comments |
| 0213 | Are only authorized personnel allowed to enter the UMR? Reference: MCO 5110.6C, chap 3, par 2 |
| Result | Comments |
| 0214 | Are keys to the UMR being signed out by designated mail clerks utilizing a key control log and are duplicates keys or combinations being retained and secured in accordance with the reference? Reference: MCO 5110.6C, chap 3, par 3 |
| Result | Comments |
| 0215 | Do the mail clerks understand the requirements for the security of the mail and the privileged nature of mail and postal records? Reference: MCO 5110.6C, chap 3, par 1, and par 5 |
| Result | Comments |
| 0216 | Are the required protections given to the mail, in transit to and from the servicing post office? Reference: MCO 5110.6C, chap 3, par 4 |
| Result | Comments |
| 0217 | Do the mail clerks understand the detection and actions they must take for suspicious mail? Reference: MCO 5110.6C, chap 3, par 6; chap 4, par 2h |
| Result | Comments |
| 0218 | Do the mail clerks and orderlies understand the instructions on delivery of PS Form 3849,”Delivery Notice/Reminder/Receipt,” for personal accountable mail? Reference: MCO 5110.6C, chap 4, par 2b |
| Result | Comments |
| 0219 | Is all mail received from the servicing post office being back stamped by the mail clerk to show the date of receipt? Reference: MCO 5110.6C, chap 4, par 2d |
| Result | Comments |
| 0220 | Is mail addressed to the mail clerks handled in accordance with the reference? Reference: MCO 5110.6C, chap 2, par 5; chap 4, par 2e |
| Result | Comments |
| 0221 | Do mail clerks understand all these 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? Outgoing mail?
* Mail for Deserters?

Reference: MCO 5110.6C, chap 4, par 2, and par 4-6; chap 6, par 3a(6) |
| Result | Comments |
| 0222 | Has the command ensured personnel are checking in and out with the UMR?Reference: MCO 5110.6C, chap 6, par 1 and par 2 |
| Result | Comments |
| 0223 | Is there a chain of receipt for official accountable mail, from acceptance by the mail clerk through delivery to an authorized agent, and are delivery records (PS Form 3883) being properly completed, maintained, and verified by the unit postal officer daily?Reference: MCO 5110.6C, chap 4, par 3c(2-7) |
| Result | Comments |
| 0224 | Are NAVMCs 10572 (Directory File Cards) completed, filed, and maintained as required? Note: Units with online access inside the UMR are not required to update TAD information on NAVMC 10572s.Reference: MCO 5110.6C, chap 6, par 3 and par 5 |
| Result | Comments |
| 0225 | Are mail clerks providing directory service for all Undeliverable-as-Addressed mail to include Forwarded, No Record, Missing, and Moved Left No Address mail and is the mail endorsed?Reference: MCO 5110.6C, chap 6, par 1–3a(5) and par 4 |
| Result | Comments |
| 0226 | Are mail clerks provided with a copy of the unit diary, morning report, or other source documents for updating directory file cards for individuals that do not or cannot provide this information? Reference: MCO 5110.6C, chap 6, par 5 |
| Result | Comments |
| 0227 | If mail delivery is through delivery receptacles, is the unit in compliance with questions 0133-0140?Reference: MCO 5110.6C, chap 5 |
| Result | Comments |
| 0228 | Is mail delivery being delayed?Reference: DOD 4525.6-M chap 15, pa c15.10.2 |
| Result | Comments |
| 0229 | Are Commanders of mobile units providing the serving Post Office with proper mail routing information in a timely manner?Reference: DOD 4525.6-M, C11.5.2.2.1 |
| Result | Comments |

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| Subsection 3 – OFFICIAL MAIL PROGRAM (OMP) Note: OMCs that do not maintain postage meter/stamps only refer to questions 0301-0308. |
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| 0301 | Has the installation, unit, and/or activity established an OMC in order to monitor the Official Mail Program (OMP)? Reference: MCO 5110.4A, chap 4, par 2a |
| Result | Comments |
| 0302 | Is incoming official mail being properly delivered only to authorized agents designated in writing by the current Commanding Officer? Note: This applies to units with or without a mailroom.Reference: MCO 5110.6C, chap 4, par 3 |
| Result | Comments |
| 0303 | Has the Command appointed personnel in the grade of E-6 or GS-9 or above as the Official Mail Manager (OMM)? Note: An Assistant OMM is highly recommended in order to perform the OMM duties when the OMM is absent.Reference: DODI 4525.09, chap 3, par 3.2.g |
| Result | Comments |
| 0304 | Is maximum use made of consolidated mailings and prepared in accordance with the reference?Reference: DOD 4525.8-M, chap 2, par c2.10 |
| Result | Comments |
| 0305 | Does the OMM understand the proper guidelines for the use of special services?Reference: DOD 4525.8-M, chap 1, par c1.8 |
| Result | Comments |
| 0306 | Are items tendered for mailing addressed in accordance with the reference?Reference: DOD 4525.8-M, Chap 3, par c3.6.2 and MCO 5110.4A, chap 1, par 5 |
| Result | Comments |
| 0307 | Is the OMM carrying out the official mail program supervision requirements? Reference: DODI 4525.09, chap 3, par 3.2 g. |
| Result | Comments |
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| 0308 | Does the OMM have current copies of all publications required? * DODI 4525.09, DoD Military Postal Service
* DOD 4525.8-M, DoD Official Mail Manual.
* MCO 5110.4A, Marine Corps Official Mail Program.

Note: Electronic versions of these publications are authorized.Reference: MCO 5110.4A, chap 6, par 1 |
| Result | Comments |

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| 0309 | Does the OMP have a documented training program? Reference: DODI 4525.09, sect 2, par 2.2 k |
| Result | Comments |
| 0310 | Does the OMC, with the above references from 0308, have current copies of the following publications?* USPS Domestic Mail Manual (DMM).
* USPS International Mail Manual (IMM).
* USPS Postal Bulletin.
* USPS Pub 25, Design Letter and Reply Mail.
* USPS Pub 28, Postal Addressing Standards.
* USPS Notice 67, Automation Template.
* USPS Notice 123, Price List.
* USPS Pub 542, Understanding the Private Express Statutes.

Reference: MCO 5110.4A, chap 6, par 1Note: Electronic versions of these publications/directives are authorized. |
| Result | Comments |
| 0311 | Are OMP inspections being conducted annually?Reference: OPNAVINST 5218.7D, par 13 |
| Result | Comments |
| 0312 | Is the postage stamp stock audited at least monthly? Reference: DODI 4525.09, sect 3 par 11 c and DOD 4525.6-M, chap 12, par 12.3.5.1  |
| Result | Comments |
| 0313 | Are postage expenditure reports being properly submitted annually?Reference: DODI 4525.09, sect 2, par 2.2c |
| Result | Comments |
| 0314 | Do all metering locations keep daily records of postage meter register readings?Reference: DOD 4525.8-M, chap 2, par c2.11.4 |
| Result | Comments |
| 0315 | Is the record of postage used being analyzed?Reference: DOD 4525.8-M, chap 2, par c2.11.7.2 |
| Result | Comments |
| 0316 | Is a maintenance log being maintained for each piece of equipment in the OMC? It shall include: * Date the equipment was initially place in use and its cost.
* Date the equipment Stopped working properly.
* Nature of the malfunction.
* Date and time repairs were requested.
* Date and time the repair person first arrived.
* Date and time the repair was completed.
* Summary of what was done.
* Cost of the repair.

Reference: DOD 4525.8-M, chap 2, par c2.18.4.2 |
| Result | Comments |
| 0317 | Is mail being marked with the correct class of mail?Reference: DOD 4525.8-M, chap 1, par c1.9 |
| Result | Comments |
| 0318 | Are the provisions being followed for Priority Express Mail? Reference: DOD 4525.8-M, chap 1, par c1.10 |
| Result | Comments |
| 0319 | Are business reply items prepared and used in accordance with the reference?Reference: DOD 4525.8-M, chap 1, par c1.11.3 |
| Result | Comments |
| 0320 | Are permit imprint formats and contents prepared in accordance with the reference?Reference: DOD 4525.8M, chap 1, par c1.16.1 |
| Result | Comments |
| 0321 | Are refunds for spoiled postage properly processed and submitted utilizing PS Form 3533, “Application for Voucher for Refund of Postage and Fees”?Reference: MCO 5110.4A, chap 5, par 3 |
| Result | Comments |
| 0322 | Are proper amount of postage stamps maintained by authorized units for emergencies, deployment, or small volume mailers? Reference: DOD 4525.8-M, chap 2, par c2.12 |
| Result | Comments |
| 0323 | Are postage meters/stamps and meter keys/combinations properly secured?Reference: DOD 4525.8-M, chap 2, par c2.11.8, and par c2.12.3 |
| Result | Comments |
| 0324 | Is official matter being transported at the lowest cost to the government?Reference: DOD 4525.8-M, chap 1, par c1.6 and DOD 4525.8-M, chap 2, par c2.3.1 |
| Result | Comments |