IN REPLY REFER TO:

5110

CO

5 Feb 25

From: Commanding Officer, (Unit Name)

To: Postal Director, Marine Corps Installations West-Marine Corps Base

Subj: CORRECTIVE ACTION REPORT FOR FY25 2ND QUARTER POSTAL INSPECTION REPORT

Ref: (a) DODI 4525.09

(b) Military Postal Service Procedures Manual (MPM)

(c) MCO 5110.4B

(d) MCI-WEST CAMPENO 5110.1C

Encl: (1) Postal Affairs 5110 Checklist dated 5 Feb 25

1. Per the reference, this report provides corrective actions taken and/or a plan of actions to be taken for correction of the inspection findings as noted in enclosure (1).

2. 5110 Postal Affairs (0 Finding/0 Discrepancy)

(a) Finding #1: 0204. Are random unannounced inspections being conducted

each week by the unit mail officer or assistant unit mail officer utilizing the current Inspectors General (IG) checklist? Reference: DOD 4525.6M, C15.8 and MCO 5110.4B, Chap 3, par 14a-c.

(1) Assessment: A random unannounced inspection was not conducted for the week(s) of 1 January through 4 February.

(2) Recommendation: The unit mail officer or assistant mail officer

must conduct weekly inspections; inspections will be conducted unannounced to not establish a trend. In the case of being unable to conduct the inspection, having a memorandum to establish the reason will be sufficient.

(3) Corrective Action: The unit mail officer and assistant mail officer have implemented the unannounced postal inspection into the CLB-1’s Administrative Battle Rhythm (Enclosure 2). In addition, if the weekly inspection can’t be conducted a Memorandum for the Record will be generated to reflect the time period of the missed inspection.

3. Point of contact is (Rank, First Name, Middle Initial, Last Name) at (Point of contact) or (Email Address).

E. M. HALL