

Summary Report for Individual Task  
805C-LF4-3519  
Prepare Consolidated Business Report  
Status: Approved

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**Distribution Restriction:** Approved for public release; distribution is unlimited.

**Destruction Notice:** None

**Foreign Disclosure: FD5** - This product/publication has been reviewed by the product developers in coordination with the Fort Jackson / Soldier Support Institute foreign disclosure authority.

This product is releasable to students from all requesting foreign countries without restrictions.

**Condition:** While serving as a Custodian of Postal Effects (COPE), you are given a requirement to prepare a consolidated money order report and access to: a. Department of Defense (DoD) 4525.6-M. b. Postal Service (PS) Form 6019 (Military Post Office (MPO) Report of Money Order Business). c. All Purpose Date Stamp (APDS). d. PS Item EP 390B (envelope). e. Adding machine/calculator with original and duplicate paper tape. f. PS Label 200 (Registered Mail Label). This task should not be trained in MOPP 4.

**Standard:** Prepare a consolidated money order business report IAW proper procedure using the appropriate form.

**Special Condition:** None

**Safety Risk:** Low

**MOPP 4:** Never

<b>Task Statements</b>
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**Cue:** None

<b>DANGER</b>
None

<b>WARNING</b>
None

<b>CAUTION</b>
None

**Remarks:** All required references, forms and technical manuals will be provided by the local Command.

**Notes:** None

### Performance Steps

1. Check for the completeness and accuracy of each money order report received.
  - a. Check administrative data.
  - b. Check Section I, Money Orders Issued Data.
  - c. Check Section II, Paid Money Orders and Checks Included in Summary data.
  - d. Check Section III, Cash Summary data.
  - e. Check remarks section for Witness name and signature.
  - f. Check signature and verification data and Postmark at bottom of PS Form 6019.
2. Prepare a verification detail tape for each money order report verified.
  - a. Money Orders issued.
  - b. Money Order Fees.
  - c. Paid Money Orders.
  - d. Summary of Money Order transactions.
3. Prepare a recapitulation tape for the consolidated money order report.
  - a. Include information from each verified money order report.
  - b. Separate recapitulation tape by individual clerk.
  - c. Combine all clerk totals in the summary section.
4. Prepare a consolidated money order report using PS Form 6019.
  - a. Extract information from the recapitulation tape.
  - b. Prepare 6019 with consolidated totals.
5. Send all funds to the check issuing agency and obtain a check.
6. Submit the completed report, remittance, and supporting unit reports to the money order division by registered mail, using USPS indicia mail. (Express mail should be used if available.)

(Asterisks indicates a leader performance step.)

**Evaluation Guidance:** Score a GO if the NCO passes (P) all applicable performance measures. Score a NO GO if the NCO fails (F) any performance measure. Show the NCO what was done wrong on any failed performance measure and how to do it correctly.

**Evaluation Preparation:** You can evaluate this task by using the performance measures and the materials that appear in the CONDITIONS statement. When the NCO completes the task, the supervisor will score the NCO PASS (P) or FAIL (F) on each performance measure.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Checked and verified the completeness and accuracy of each money order report received.			
2. Prepared a verification detail tape for each money order report verified.			
3. Prepared a recapitulation tape for the consolidated money order report.			
4. Prepared a consolidated money order report, using PS Form 6019.			
5. Sent all funds to the check issuing agency and obtained a check.			
6. Submitted the completed report, remittance, and supporting unit reports to the money order division by registered mail, using USPS indicia mail. (Express mail should be used if available.)			

**Supporting Reference(s):**

Step Number	Reference ID	Reference Name	Required	Primary
1.	DOD 4525.6-M	DoD Postal Manual	Yes	No
1.	USPS FORM 6019	Military Post Office (MPO) Report of Money Order Business	Yes	No
2.	DOD 4525.6-M	DoD Postal Manual	Yes	No
2.	USPS FORM 6019	Military Post Office (MPO) Report of Money Order Business	Yes	No
3.	DOD 4525.6-M	DoD Postal Manual	Yes	No
3.	USPS FORM 6019	Military Post Office (MPO) Report of Money Order Business	Yes	No
4.	DOD 4525.6-M	DoD Postal Manual	Yes	No
4.	USPS FORM 6019	Military Post Office (MPO) Report of Money Order Business	Yes	No
5.	DOD 4525.6-M	DoD Postal Manual	Yes	No
5.	USPS FORM 6019	Military Post Office (MPO) Report of Money Order Business	Yes	No
6.	DOD 4525.6-M	DoD Postal Manual	Yes	No
6.	USPS EP390B	Envelope, printed, preaddressed to Military Money Order Section	Yes	No
6.	USPS FORM 6019	Military Post Office (MPO) Report of Money Order Business	Yes	No
6.	USPS LABEL 200	Registered Mail Label	Yes	No

**Environment:** Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT. Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects.

**Safety:** In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination. Everyone is responsible for safety. A thorough risk assessment must be completed prior to every mission or operation.

**Prerequisite Individual Tasks :**

<b>Task Number</b>	<b>Title</b>	<b>Proponent</b>	<b>Status</b>
805C-LF4-3525	Control Domestic Money Orders	805C - Adjutant General (Individual)	Obsolete

**Supporting Individual Tasks :**

<b>Task Number</b>	<b>Title</b>	<b>Proponent</b>	<b>Status</b>
805C-LF4-3513	Spot Check the Sales of Domestic Postal Money Orders	805C - Adjutant General (Individual)	Obsolete
805C-LF4-3532	Assume Custodian of Postal Effects (COPE) Responsibility	805C - Adjutant General (Individual)	Obsolete
805C-LF4-3525	Control Domestic Money Orders	805C - Adjutant General (Individual)	Obsolete

**Supported Individual Tasks :**

<b>Task Number</b>	<b>Title</b>	<b>Proponent</b>	<b>Status</b>
805C-LF4-3525(Step: 7.)	Control Domestic Postal Money Orders	805C - Adjutant General (Individual)	Approved
805C-LF4-3525(Step: 6.)	Control Domestic Postal Money Orders	805C - Adjutant General (Individual)	Approved
805C-LF4-3525(Step: 5.)	Control Domestic Postal Money Orders	805C - Adjutant General (Individual)	Approved
805C-LF4-3525(Step: 4.)	Control Domestic Postal Money Orders	805C - Adjutant General (Individual)	Approved
805C-LF4-3525(Step: 3.)	Control Domestic Postal Money Orders	805C - Adjutant General (Individual)	Approved
805C-LF4-3513(Step: 16.)	Check the Sales of Domestic Postal Money Orders	805C - Adjutant General (Individual)	Approved
805C-LF4-3513	Check the Sales of Domestic Postal Money Orders	805C - Adjutant General (Individual)	Approved
805C-LF4-3514(Step: 11.)	Check the Cashing of Domestic Postal Money Orders	805C - Adjutant General (Individual)	Approved
805C-LF4-3514(Step: 10.)	Check the Cashing of Domestic Postal Money Orders	805C - Adjutant General (Individual)	Approved
805C-LF4-3513(Step: 9.)	Check the Sales of Domestic Postal Money Orders	805C - Adjutant General (Individual)	Approved
805C-LF4-3514(Step: 9.)	Check the Cashing of Domestic Postal Money Orders	805C - Adjutant General (Individual)	Approved
805C-LF4-3514(Step: 12.)	Check the Cashing of Domestic Postal Money Orders	805C - Adjutant General (Individual)	Approved
805C-LF4-3514(Step: 6.)	Check the Cashing of Domestic Postal Money Orders	805C - Adjutant General (Individual)	Approved
805C-LF4-3513(Step: 2.)	Spot Check the Sales of Domestic Postal Money Orders	805C - Adjutant General (Individual)	Obsolete
805C-LF4-3525(Step: 1.)	Control Domestic Postal Money Orders	805C - Adjutant General (Individual)	Approved
805C-LF4-3525(Step: 1.)	Control Domestic Money Orders	805C - Adjutant General (Individual)	Obsolete
805C-LF4-3525(Step: 2.)	Control Domestic Money Orders	805C - Adjutant General (Individual)	Obsolete
805C-LF4-3513(Step: 4.)	Spot Check the Sales of Domestic Postal Money Orders	805C - Adjutant General (Individual)	Obsolete
805C-LF4-3525(Step: 8.)	Control Domestic Postal Money Orders	805C - Adjutant General (Individual)	Approved
805C-LF4-3525(Step: 3.)	Control Domestic Money Orders	805C - Adjutant General (Individual)	Obsolete
805C-LF4-3513(Step: 3.)	Spot Check the Sales of Domestic Postal Money Orders	805C - Adjutant General (Individual)	Obsolete
805C-LF4-3525(Step: 2.)	Control Domestic Postal Money Orders	805C - Adjutant General (Individual)	Approved

805C-LF4-3514(Step: 5.)	Check the Cashing of Domestic Postal Money Orders	805C - Adjutant General (Individual)	Approved
805C-LF4-3525(Step: 8.)	Control Domestic Money Orders	805C - Adjutant General (Individual)	Obsolete
805C-LF4-3514(Step: 8.)	Check the Cashing of Domestic Postal Money Orders	805C - Adjutant General (Individual)	Approved
805C-LF4-3525(Step: 4.)	Control Domestic Money Orders	805C - Adjutant General (Individual)	Obsolete
805C-LF4-3525(Step: 5.)	Control Domestic Money Orders	805C - Adjutant General (Individual)	Obsolete
805C-LF4-3525(Step: 6.)	Control Domestic Money Orders	805C - Adjutant General (Individual)	Obsolete
805C-LF4-3525(Step: 7.)	Control Domestic Money Orders	805C - Adjutant General (Individual)	Obsolete
805C-LF4-3514(Step: 7.)	Check the Cashing of Domestic Postal Money Orders	805C - Adjutant General (Individual)	Approved
805C-LF4-3514(Step: 2.)	Check the Cashing of Domestic Postal Money Orders	805C - Adjutant General (Individual)	Approved
805C-LF4-3513(Step: 14.)	Spot Check the Sales of Domestic Postal Money Orders	805C - Adjutant General (Individual)	Obsolete
805C-LF4-3513(Step: 15.)	Spot Check the Sales of Domestic Postal Money Orders	805C - Adjutant General (Individual)	Obsolete
805C-LF4-3513(Step: 16.)	Spot Check the Sales of Domestic Postal Money Orders	805C - Adjutant General (Individual)	Obsolete
805C-LF4-3514(Step: 1.)	Check the Cashing of Domestic Postal Money Orders	805C - Adjutant General (Individual)	Approved
805C-LF4-3513(Step: 10.)	Spot Check the Sales of Domestic Postal Money Orders	805C - Adjutant General (Individual)	Obsolete
805C-LF4-3513(Step: 11.)	Spot Check the Sales of Domestic Postal Money Orders	805C - Adjutant General (Individual)	Obsolete
805C-LF4-3513(Step: 12.)	Spot Check the Sales of Domestic Postal Money Orders	805C - Adjutant General (Individual)	Obsolete
805C-LF4-3513(Step: 13.)	Spot Check the Sales of Domestic Postal Money Orders	805C - Adjutant General (Individual)	Obsolete
805C-LF4-3514(Step: 4.)	Check the Cashing of Domestic Postal Money Orders	805C - Adjutant General (Individual)	Approved
805C-LF4-3513(Step: 6.)	Spot Check the Sales of Domestic Postal Money Orders	805C - Adjutant General (Individual)	Obsolete
805C-LF4-3514(Step: 3.)	Check the Cashing of Domestic Postal Money Orders	805C - Adjutant General (Individual)	Approved
805C-LF4-3513(Step: 7.)	Spot Check the Sales of Domestic Postal Money Orders	805C - Adjutant General (Individual)	Obsolete
805C-LF4-3513(Step: 8.)	Spot Check the Sales of Domestic Postal Money Orders	805C - Adjutant General (Individual)	Obsolete
805C-LF4-3513(Step: 9.)	Spot Check the Sales of Domestic Postal Money Orders	805C - Adjutant General (Individual)	Obsolete

**Supported Collective Tasks :** None

**ICTL Data :**

<b>ICTL Title</b>	<b>Personnel Type</b>	<b>MOS Data</b>
ASI F4 - Postal Supervisor	Enlisted	MOS: 42A, Skill Level: SL3, ASI: F4, Duty Pos: UJZ