

Summary Report for Individual Task
805C-LF4-3512
Control a Stamp Stock
Status: Approved

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) or filler stock clerk/NCO with access to the Department of Defense (DoD) 4525.6-M, Postal Service (PS) Form 17 (Stamp Requisition), PS Form 3295, (Daily Record of Stamps, Stamped Paper, and Nonpostal Stamps on Hand), and PS Form 3369 (Consigned Credit Receipt). This task should not be trained in MOPP 4.

Standard: Control a Stamp Stock.Requisition, issue, and safeguard stamp stock (fixed/flexible credits) without error IAW Department of Defense (DoD) 4525.6-M.

Special Condition: None

Safety Risk: Low

MOPP 4: Never

Task Statements

Cue: None

DANGER

None

WARNING

None

CAUTION

None

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

Notes: None

Performance Steps

1. Prepare and submit documentation to the servicing accountable postmaster or postal finance officer for the issue of a fixed/flexible credit.
2. Maintain records of stamp stock on hand using PS Form 3295.
3. Issue fixed/flexible credits to designated clerks.
4. Retain the original PS Form 3369 (Consigned Credit Receipt) for fixed/flexible credits you issued.
5. Requisition replacement stamp stock from the servicing accountable postmaster or postal finance officer, and notify the source if there are discrepancies.
6. Fill requisitions for replacement stamp stock submitted by clerks.
7. Maintain security for all fixed/flexible credits.
 - a. Secure in a USPS approved safe with key or combination lock.
 - b. In transit, secure in a mail bag with a tin band seal (0817-C).
8. Conduct required audits of all fixed credits.
 - a. Monthly.
 - b. Quarterly.
 - c. Special.
9. Maintain records of stamp stock on hand using PS Form 3295.
10. Requisition replacement stamp stock from the Custodian of Postal Effects (COPE).
11. Fill requisitions submitted by clerks for replacement stamp stock.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier scores NO GO, show the Soldier what was done wrong and how to do it correctly.

Evaluation Preparation: Setup: Test this task in conjunction with other postal tasks. Ensure that all necessary postal supplies and equipment are available. Brief Soldier: Tell the Soldier to Control a Stamp Stock.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Prepared and submitted documentation to the servicing accountable postmaster or postal finance officer for the issue of a fixed/flexible credit.			
2. Maintained records of stamp stock on hand using PS Form 3295.			
3. Issued fixed/flexible credits to designated clerks.			
4. Retained the original PS Form 3369 for fixed/flexible credits you issued.			
5. Requisitioned replacement stamp stock from the servicing accountable postmaster or postal finance officer, and notified the source if there were discrepancies.			
6. Filled requisitions for replacement stamp stock submitted by clerks.			
7. Maintained security for all fixed/flexible credits.			
8. Conducted required audits of all fixed/flexible credits.			
9. Maintained records of stamp stock on hand, using PS Form 3295.			
10. Requisitioned replacement stamp stock from the COPE.			
11. Filled requisitions submitted by clerks for replacement stamp stock.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
1.	DOD 4525.6-M	DoD Postal Manual	Yes	No
1.	USPS FORM 17	Stamp Requisition	Yes	No
1.	USPS FORM 3295	Daily Record of Stamps, Stamped Paper, and Non-Postal Stamps on Hand	Yes	No
10.	DOD 4525.6-M	DoD Postal Manual	Yes	No
10.	USPS FORM 17	Stamp Requisition	Yes	No
11.	DOD 4525.6-M	DoD Postal Manual	Yes	No
11.	USPS FORM 17	Stamp Requisition	Yes	No
2.	DOD 4525.6-M	DoD Postal Manual	Yes	No
2.	USPS FORM 3295	Daily Record of Stamps, Stamped Paper, and Non-Postal Stamps on Hand	Yes	No
3.	DOD 4525.6-M	DoD Postal Manual	Yes	No
3.	USPS FORM 3369	Consigned Credit Receipt	Yes	No
4.	DOD 4525.6-M	DoD Postal Manual	Yes	No
4.	USPS FORM 3369	Consigned Credit Receipt	Yes	No
5.	DOD 4525.6-M	DoD Postal Manual	Yes	No
5.	USPS FORM 17	Stamp Requisition	Yes	No
6.	DOD 4525.6-M	DoD Postal Manual	Yes	No
6.	USPS FORM 17	Stamp Requisition	Yes	No
7.	DOD 4525.6-M	DoD Postal Manual	Yes	No
7.	USPS FORM 3369	Consigned Credit Receipt	Yes	No
8.	DOD 4525.6-M	DoD Postal Manual	Yes	No
9.	DOD 4525.6-M	DoD Postal Manual	Yes	No
9.	USPS FORM 3295	Daily Record of Stamps, Stamped Paper, and Non-Postal Stamps on Hand	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 of 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 : None

Supporting Individual Tasks :

Task Number	Title	Proponent	Status
805C-LF5-1555	Provide Postal Security	805C - Adjutant General (Individual)	Approved
805C-LF4-3555	Perform Audits at a Military Post Office	805C - Adjutant General (Individual)	Approved
805C-LF4-3532	Conduct Custodian of Postal Effects (COPE) Duties	805C - Adjutant General (Individual)	Approved
805C-LF5-1217	Conduct an audit of a Stamp Stock	805C - Adjutant General (Individual)	Approved

Supported Individual Tasks :

Task Number	Title	Proponent	Status
805C-LF4-3532	Conduct Custodian of Postal Effects (COPE) Duties	805C - Adjutant General (Individual)	Approved

Supported Collective Tasks : None

ICTL Data :

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