

Summary Report for Individual Task
805C-LF4-3513
Check the Sales of Domestic Postal Money Orders
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) with access to a postal finance clerk who is issuing or has issued domestic postal money orders, access to Department of Defense (DoD) 4525.6-M (Postal Manual), and Domestic Mail Manual (DMM).

Standard: Check the Sales of Domestic Postal Money Orders to ensure that the postal finance clerk is following proper procedures without error IAW Department of Defense (DoD) 4525.6-M and Domestic Mail Manual (DMM).

Special Condition: None

Safety Risk: Low

MOPP 4:

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| Task Statements |
|------------------------|

Cue: None

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| DANGER |
| None |

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| WARNING |
| None |

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| CAUTION |
| None |

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

Notes: None

Performance Steps

1. Verify the clerk checked the customer's authorization to use the MPO.
2. Verify that the dollar amount of the money order desired did not exceed the authorized maximum.
3. Verify the clerk is issuing money orders in numerical sequence.
4. Ensure the clerk processes the money order correctly.
 - a. Setting the money order imprinter to the correct date.
 - b. Setting the money order imprinter to the dollar amount desired.
 - c. Imprinting the money order.
 - d. Removing the money order from set.
 - e. Checking all parts of the money order set for imprinting faults, such as an incorrect dollar amount, incorrect date, double printing, and smudges.
 - f. Returning the "amount" keys to the zero (0) position.
5. Ensure the clerk performs the required corrective measures if an error was made before issuing the money order to the customer.
 - a. Stamping or marking "Spoiled" in the "Pay To" or "From" block on the face of the money order.
 - b. Placing the spoiled money order behind the retained money order vouchers.
 - c. Destroying the money order voucher, carbons and customer receipt.
 - d. Preparing a new money order (starting with Performance measure 3).
6. Ensure the clerk retains and places the money order voucher (bottom copy) in numerical sequence.
7. Ensure the clerk collects the correct amount of money for the value of the money order plus the money order fee.
8. Ensure the clerk gives the customer the rest of the form set (customer receipt, money order #, and carbons).
9. Ensure the clerk advises the customer to complete the "Pay To" and "From" blocks immediately.
10. Ensure the clerk advises the customer to avoid writing and/or attaching anything to the top one-third of the money order.
11. Ensure the clerk performs the required corrective measures when an error (made by the clerk or customer) was discovered, and the money order was returned to the issuing clerk on the date of purchase by
 - a. Print or stamping the word "Spoiled" in the "Pay To" or "From" block on the face of the money order.
 - b. Placing the "Spoiled" money order behind the retained money order vouchers.
 - c. Destroying the money order voucher, carbons and customer's receipt.

d. Reissuing a new money order charging no fee. (If the customer's receipt is NOT recovered, the clerk must charge the customer a money order fee).

12. Ensure the clerk performs the required corrective measures when an error was discovered, and the money order was returned AFTER the date of purchase by:

a. Recovering, if possible, the customer's receipt and annotating it "Replaced by Money Order, Serial No. _____."

b. Recovering and cashing the money order (Do not spoil).

c. Reissuing a new money order charging no fee. (If the customer's receipt was NOT recovered, the clerk must charge the customer a money order fee.)

13. Ensure the clerk corrects any additional errors, such as money orders issued out of sequence and missing money order forms.

14. Ensure the clerk places money orders, money order funds, etc., out of reach of customers and other clerks while in use.

15. Ensure the clerk makes on-the-spot corrections for any errors or incorrect procedures made by the window clerk.

16. Ensure the clerk advises the customer that no individual postal customer may purchase money orders with a total face value between \$3,000 and \$10,000, unless the following requirements are met.

a. The purchaser must provide the issuing clerk with driver's license or military identification card.

b. The customers and issuing clerks must complete a PS Form 8105, Money Order Transaction Report.

c. If the issuing clerk observed the purchaser buying \$2,000 worth earlier in the day, the clerk cannot allow the purchaser to buy an additional \$2,000 worth without completing PS Form 8105 for the multiple purchases.

d. The issuing clerk must refuse to make the requested money order sale if the purchaser does not or cannot provide the information and identification required by this section.

(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 Check the Sales of Domestic Postal Money Orders.

| PERFORMANCE MEASURES | GO | NO-GO | N/A |
|--|----|-------|-----|
| 1. Verified the clerk checked the customer's authorization to use the MPO. | | | |
| 2. Verified that the dollar amount of the money order desired did not exceed the authorized maximum. | | | |
| 3. Verified the clerk is issuing money orders in numerical sequence. | | | |
| 4. Ensured the clerk processes the money order correctly. | | | |
| 5. Ensured the clerk performs the required corrective measures if an error was made before issuing the money order to the customer. | | | |
| 6. Ensured the clerk retained and placed the money order voucher (bottom copy) in numerical sequence. | | | |
| 7. Ensured the clerk collected the correct amount of money for the value of the money order plus the money order fee. | | | |
| 8. Ensured the clerk gave the customer the rest of the form set (customer receipt, money order, and carbons). | | | |
| 9. Ensured the clerk advised the customer to complete the "Pay To" and "From" blocks immediately. | | | |
| 10. Ensured the clerk advised the customer to avoid writing and/or attaching anything to the top one-third of the money order. | | | |
| 11. Ensured the clerk performed the required corrective measures when an error (made by the clerk or customer) was discovered, and the money order was returned to the issuing clerk on the date of purchase. | | | |
| 12. Ensured the clerk performed the required corrective measures when an error was discovered, and the money order was returned after the date of purchase. | | | |
| 13. Ensured the clerk corrected any additional errors, such as money orders issued out of sequence and missing money order forms. | | | |
| 14. Ensured the clerk placed money orders, money order funds, etc., out of reach of customers and other clerks while in use. (Kept these items in an authorized, locked receptacle when they were not being used.) | | | |
| 15. Ensured the clerk made on-the-spot corrections for any errors or incorrect procedures made by the window clerk. | | | |
| 16. Ensured the clerk advised the customer that no individual postal customer may purchase money orders with a total face value between \$3,000 and \$10,000 unless authorized requirements are met. | | | |

Supporting Reference(s):

| Step Number | Reference ID | Reference Name | Required | Primary |
|-------------|---------------------------|--------------------------------------|----------|---------|
| 1. | DOD 4525.6-M | DoD Postal Manual | Yes | No |
| 10. | DOD 4525.6-M | DoD Postal Manual | Yes | No |
| 11. | DOD 4525.6-M | DoD Postal Manual | Yes | No |
| 12. | DOD 4525.6-M | DoD Postal Manual | Yes | No |
| 13. | DOD 4525.6-M | DoD Postal Manual | Yes | No |
| 14. | DOD 4525.6-M | DoD Postal Manual | Yes | No |
| 15. | DOD 4525.6-M | DoD Postal Manual | Yes | No |
| 16. | DOD 4525.6-M | DoD Postal Manual | Yes | No |
| 2. | DMM | Domestic Mail Manual | Yes | No |
| 2. | DOD 4525.6-M | DoD Postal Manual | Yes | No |
| 3. | DMM | Domestic Mail Manual | Yes | No |
| 3. | DOD 4525.6-M | DoD Postal Manual | Yes | No |
| 3. | USPS MONEY ORDER FORM SET | Domestic Postal Money Order Form Set | Yes | No |
| 4. | DOD 4525.6-M | DoD Postal Manual | Yes | No |
| 5. | DMM | Domestic Mail Manual | Yes | No |
| 5. | DOD 4525.6-M | DoD Postal Manual | Yes | No |
| 6. | DOD 4525.6-M | DoD Postal Manual | Yes | No |
| 7. | DOD 4525.6-M | DoD Postal Manual | Yes | No |
| 8. | DOD 4525.6-M | DoD Postal Manual | Yes | No |
| 9. | DOD 4525.6-M | DoD Postal Manual | 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-LF4-3519 | Prepare Consolidated Business Report | 805C - Adjutant General (Individual) | Approved |

Supported Individual Tasks : None

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 |