

805C-42A-3060
Conduct Postal Operations
Status: Approved

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

Destruction Notice: None

Foreign Disclosure: FD1 - This training product has been reviewed by the training developers in coordination with the USASSI / Fort Jackson SC foreign disclosure officer. This training product can be used to instruct international military students from all approved countries without restrictions.

Condition: You are an HR NCO responsible for postal operations both in garrison and in a deployed environment. You have access to AR 600-8-3 (Postal Operations), FM 1-0 (Human Resources Support), ATP 1-0.1 (G-1 and S-1 Operations), DoD Manual 4525.6-M (DOD Postal Manual), DD Form 285 (Postal Clerk, Unit Mail Clerk or Mail Orderly, Appointment of Military), DA Form 3955 (Change of Address and Directory Card), and DD Form 2258 (Mail Disposition Instructions, Temporary). This task should not be trained in MOPP 4.

Standard: With a minimum of 70% accuracy, administer mail room operations and conduct pre-deployment, deployed, and redeployment postal operations.

Special Condition: None

Safety Risk: Low

MOPP 4: Never

Task Statements

Cue: You are responsible for postal operations for your unit in garrison and while deployed.

DANGER
None

WARNING
None

CAUTION
None

Remarks: None

Notes: None

Performance Steps

1. Administer Mail Room Operations.

- a. Provide input to unit (BN/BDE) postal support plan.
- b. Develop mail room operations Standing Operating Procedures (SOP).
- c. Ensure postal officer, mail clerks and orderlies are appointed in writing.
- d. Coordinate with appropriate organizations for mail support within designated Area of Operation (AO).
- e. Supervise subordinate unit mail operations.
- f. Coordinate with all subordinate units/individuals for establishment of mail pick up at the UMR.
- g. Collect and route daily retro-grade mail received by mail clerks to the supporting postal platoon.
- h. Collect and forward mail for wounded, deceased, or missing Soldiers and civilians to the supporting APO for further processing.
- i. Coordinate with S-4 for transportation support for mail pick up at servicing APO.
- j. Ensure mail clerks are appointed, trained, and certified by servicing APO and can execute mail handling duties IAW AR 600-8-3 and DoD 4525.6-M.
- k. Allow sufficient time for mail clerks to perform daily mail room functions.
- l. Investigate and reconcile any problems within the unit hindering the delivery of mail.
- m. Establish and execute internal mail room Inspection Program IAW DoD 4526.6-M and AR 600-8-3.
- n. Immediately report any postal problems to the APO.

2. Conduct predeployment postal operations.

- a. Identify and appoint qualified mail personnel, ensuring minimum criteria are met.
- b. Provide mailing instructions and mailing address (if available) to deploying personnel and Families.
- c. Ensure Soldiers are aware of mail disposition options during deployment and DD Form 2258 (Temporary Mail Disposition Instructions) for mail is completed.
- d. Brief Soldiers regarding change of address policies for a deployment and mailing restrictions.

3. Conduct deployed postal operations.

- a. Establish contact with servicing postal platoon/APO ASAP upon arrival in theater and provide a personnel roster.
- b. Ensure all postal personnel are trained and certified by servicing APO.
- c. Keep APO notified of any unit or individual Soldier and location changes.

- d. Verify mailing address with the APO and disseminate changes to unit if necessary.
- e. Determine and coordinate transportation requirements to pick up mail.
- f. Ensure availability of mail clerks.
- g. Coordinate postal finance support at outlying Forward Operating Bases (FOBs) without servicing APOs.
- h. Implement mail delivery support to outlying FOBs without servicing APOs.

4. Conduct redeployment postal operations.

- a. Advise APO of unit departure date and provide list of all Soldiers affected and DA Form 3955 with addresses for mail forwarding.
- b. Ensure redeploying Soldiers complete two (2) DA Form 3955s (Change of Address and Directory Card).
- c. Inform Soldiers to notify correspondents to stop sending mail 30 days prior to departure.
- d. Notify the local Post Office of the unit's arrival upon redeployment.
- e. Notify the mobilization station of redeployment and provide incoming unit with unit's forwarding address (Reserve Component units).
- f. Distribute information to Soldiers on non-mailable items/mailing restrictions.
- g. Notify rear detachment of items mailed back via official mail.
- h. Coordinate through rear detachment and home station APOs and CMRs for space to store personal redeployment mail (OCONUS units).

(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 fails any performance measure, show what was done wrong and how to perform it correctly.

Evaluation Preparation: This task can be evaluated by use of the performance measures as listed. This method of evaluation is appropriate if the Soldier performs the task on the job. Allow the Soldier to practice until the Soldier feels qualified and prepared for the evaluation. Then have the Soldier perform the task, using the materials listed in the CONDITIONS statement above. Score the Soldier "PASS" or "FAIL" as determined by the performance.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Administered Mail Room Operations.			
a. Provided input to unit (BN/BDE) postal support plan.			
b. Developed mail room operations SOP.			
c. Ensured postal officer, mail clerks and orderlies were appointed in writing.			
d. Supervised subordinate unit mail operations.			
e. Coordinated with all subordinate units/individuals for establishment of mail pick up at the UMR.			
f. Collected and routed daily retro-grade mail received by mail clerks to the supporting postal platoon.			
g. Collected and forwarded mail for wounded, deceased, or missing Soldiers and civilians to the supporting APO for further processing.			
h. Coordinated with S-4 for transportation support for mail pick up at servicing APO.			
i. Ensured mail clerks were appointed, trained, and certified by servicing APO and could execute mail handling duties IAW AR 600-8-3 and DoD 4525.6-M.			
j. Allowed sufficient time for mail clerks to perform daily mail room functions.			
k. Investigated and reconciled any problems within the unit hindering the delivery of mail.			
l. Established and executed internal mail room Inspection Program IAW DoD 4526.6-M and AR 600-8-3.			
m. Immediately reported any postal problems to the APO.			
2. Conducted predeployment postal operations.			
a. Identified and appointed qualified mail personnel, ensuring minimum criteria were met.			
b. Provided mailing instructions and mailing address (if available) to deploying personnel and Families.			
c. Ensured Soldiers were aware of mail disposition options during deployment and DD Form 2258 (Temporary Mail Disposition Instructions) for mail was completed.			
d. Briefed Soldiers regarding change of address policies for a deployment and mailing restrictions.			
3. Conducted deployed postal operations.			
a. Established contact with servicing postal platoon/APO ASAP upon arrival in theater and provided a personnel roster.			
b. Ensured all postal personnel were trained and certified by servicing APO.			
c. Kept APO notified of any unit or individual Soldier and location changes.			
d. Verified mailing address with the APO and disseminated changes to unit if necessary.			
e. Determined and coordinated transportation requirements to pick up mail.			
f. Ensured availability of mail clerks.			
g. Coordinated postal finance support at outlying FOBs without servicing APOs.			
h. Implemented mail delivery support to outlying FOBs without servicing APOs.			
4. Conducted redeployment postal operations.			
a. Advised APO of unit departure date and provided list of all Soldiers affected and DA Form 3955 with addresses for mail forwarding.			
b. Ensured redeploying Soldiers completed two (2) DA Form 3955s (Change of Address and Directory Card).			
c. Informed Soldiers to notify correspondents to stop sending mail 30 days prior to departure.			
d. Notified the local Post Office of the unit's arrival upon redeployment.			
e. Notified the mobilization station of redeployment and provided incoming unit with unit's forwarding address (RC units).			
f. Distributed information to Soldiers on non-mailable items/ mailing restrictions.			
g. Notified rear detachment of items mailed back via official mail.			

h. Coordinated through rear detachment and home station APOs and CMRs for space to store personal redeployment mail (OCONUS units).			
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Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 25-51	Official Mail and Distribution Management	Yes	No
	AR 600-8-3	Postal Operations	Yes	Yes
	ATP 1-0.1	G-1/AG and S-1 Operations	Yes	No
	DA FORM 3955	CHANGE OF ADDRESS AND DIRECTORY CARD	Yes	No
	DD FORM 2258	TEMPORARY MAIL DISPOSITION INSTRUCTIONS	Yes	No
	DD FORM 285	APPOINTMENT OF MILITARY POSTAL CLERK, UNIT MAIL CLERK OR MAIL ORDERLY	Yes	No
	DOD 4525.6-M	DoD Postal Manual	Yes	Yes
	FM 1-0	Human Resources Support http://armypubs.army.mil/doctrine/DR_pubs/dr_a/pdf/fm1_0.pdf	Yes	No

TADSS : None

Equipment Items (LIN): None

Materiel Items (NSN) :

Step ID	NSN	LIN	Title	Qty
	7021-01-C14-3190	70210N	Computer, Micro Lap-Top Portable AC: M4500 Dell	1
	7025-01-328-5540		Printer, Automatic Data Processing, Laser Printer	1

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 the current Environmental Considerations manual and the current GTA Environmental-related Risk Assessment card.

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.

Prerequisite Individual Tasks : None

Supporting Individual Tasks : None

Supported Individual Tasks : None

Supported Collective Tasks : None

ICTL Data :

ICTL Title	Personnel Type	MOS Data
42A - Human Resources Specialist - SL3	Enlisted	MOS: 42A, Skill Level: SL3, Duty Pos: UQI