

Training and Evaluation Outline Report

Task Number: 12-1-1252

Task Title: Operate a Military Mail Terminal

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 Fort Jackson SC foreign disclosure officer. This training product can be used to instruct international military students from all approved countries without restrictions.

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 600-8-3	Unit Postal Operations	Yes	No
	ATP 1-0.2	Theater-Level Human Resources Support	Yes	No
	ATP 4-94	THEATER SUSTAINMENT COMMAND	No	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

Condition: The Military Mail Terminal Team (MMT) is initially deployed in support of Unified Land Operations. The MMT is established and has transitioned from theater opening to theater distribution mission. The MMT is supported by a Human Resources Company (HR Co) with one or more Postal Platoons and a Postal Plans and Operations Team. The Postal Plans and Operations Team will augment the MMT operations section. All required postal equipment is available. Communications between higher headquarters, supporting, and supported units are established and operational. Unit and higher headquarters tactical standing operating procedures (TSOPs) as well as FM 1-0, DOD 4525.6-M and AR 600-8-3 are present. Terrorist and other hostile force sympathizers are operating in the area. Threat capabilities include information gathering, hostile force sympathizers, and terrorist activities in a Chemical, Biological, Radiological, Nuclear and high yield Explosives (CBRNE) environment. Some iterations of this task should be performed in MOPP 4.

Standard: Break down and dispatch incoming mail to applicable units within 24 hours of receipt or as allowed by the tactical situation. Process and dispatch outgoing mail to the military postal system within 24 hours of receipt or as allowed by the tactical situation and transportation assets. Maintain total control of all accountable mail IAW DOD 4525.6-M.

Safety Risk: Low

Task Statements

Cue: None

DANGER

Leaders have an inherent responsibility to conduct Composite Risk Management to ensure the safety of all Soldiers and promote mission accomplishment.

WARNING

Composite Risk Management is the Army's primary decision-making process to identify hazards, reduce risk, and prevent both accidental and tactical loss. All Soldiers have the responsibility to learn and understand the risks associated with this task.

CAUTION

Identifying hazards and controlling risks across the full spectrum of Army functions, operations, and activities is the responsibility of all Soldiers.

Remarks: None

Notes: Managing risks is the responsibility of all leaders. Regardless of where the task is conducted, field or garrison, the identification of possible hazards for personnel and equipment is essential to mission accomplishment. Risk management activities are continuous and are performed simultaneously with other operational tasks. Once identified potential hazards must be eliminated or reduced to an acceptable level. Leaders must always consider the local constraints and restrictions for their current operating area.

TASK STEPS

- * 1. MMT Director oversees the execution of all MMT operations in the theater.
 - a. Coordinates with the Human Resources Sustainment Command (HRSC), Office of the Director on all matters as appropriate.
 - b. Determines and organizes internal support requirements for the MMT.
 - c. Provides technical guidance and support to Human Resources (HR) organizations as required.
- * 2. Deputy Director maintains and manages MMT organizational budget.
 - a. Acts as the Director in his or her absence.
 - b. Prepares and attends all staff briefs for higher HQs to include coordination and tasking from higher.
 - c. Consolidates MMT information updates for the Director.
 - d. Organizes internal support requirements for the MMT.
 - e. Provides technical guidance and support to HR organizations as required.
- * 3. The Chief HR SGT serves as the Senior Enlisted Advisor to the Director on all matters.
 - a. Assists the Director in establishing the MMT at theater-level.
 - b. Assists the Director in establishing the MMT SOP.
 - c. Advises and briefs HRSC Director, Army Service Component Commander (ASCC) G1/AG, and commander on MMT operations.
 - d. Maintains communications with the HRSC and Expeditionary Sustainment Command (ESC) and Sustainment Brigade (SB) Human Resources Operations Branches (HROBs).
 - e. Assists HR organizations in meeting training and readiness requirements and operating procedures.
 - f. Coordinates with all organizations on policy matters.
 - g. Monitors all morale, welfare, and quality of life issues for the organization.
 - h. Assists in formulating and supervising enforcement of established policies and standards concerning enlisted personnel performance, training, appearance, and conduct.
 - i. Maintains communication with subordinate Noncommissioned Officers (NCOs) and other enlisted personnel through NCO channels.
 - j. Monitors unit and enlisted personnel training and makes corrections as necessary.
 - k. Provides counsel and guidance to NCOs and other enlisted personnel.
 - l. Receives and orients newly assigned enlisted personnel.

- m. Assists with inspecting command activities and facilities.
 - n. Monitors and recommends actions to enhance the morale and discipline of Soldiers.
4. HR Technician provides technical guidance and oversight of the execution of all MMT operations in the theater.
- a. Coordinates with the HRSC, Office of the Director on all matters as appropriate.
 - b. Provides technical guidance and support to HR organizations as required.
 - c. Implements theater policies and procedures for directory services.
 - d. Develops work schedules.
 - e. Monitors all changes of postal publications to ensure they are posted and available to postal clerks.
 - f. Spot-checks directory mail for proper processing and endorsements.
 - g. Coordinates transportation for all inbound and outbound mail movement.
5. Operations Sergeant oversees the execution of all MMT operations in the theater.
- a. Coordinates with the Chief HR SGT on all matters as appropriate.
 - b. Provides internal support requirements for the MMT.
 - c. Provides support guidance and support to HR organizations as required.
 - d. Coordinates inbound and outbound movement contracts.
 - e. Conducts long and short term postal planning.
 - f. Obtains mail processing procedures from the MMT.
 - g. Manages mail operations of the Postal Platoon.
6. Postal Supervisor is responsible for ground and air operations movement setup.
- a. Ensures internal audits and inspections are conducted.
 - b. Coordinates with the Provost Marshal Office for inspection of suspected non-mailable items.
 - c. Oversees receipt of prograde/retrograde mail, sorting, and re-routing of mail.
 - d. Responsible for reporting postal net alerts, postal offenses, mail volume, and non-mailable quantities.
7. Postal Sergeant serves as the quality control officer and maintains the mail transient timeline tracker.
8. Postal Specialist assists in receiving inbound mail.
- a. Assists in sorting the mail.

Step Number	Task Number	Title	Proponent	Status
	805C-420-7005	Coordinate Theater Postal Operations	805C - Adjutant General (Individual)	Approved
	805C-42A-1308	Perform Unit Mailroom Operations	805C - Adjutant General (Individual)	Approved
	805C-42A-4060	Plan Unit Postal Operations	805C - Adjutant General (Individual)	Approved
	805C-42B-6109	Manage Unit Postal Operations	805C - Adjutant General (Individual)	Approved
	805C-42B-7106	Implement Postal Operations Plans and Policies	805C - Adjutant General (Individual)	Approved
	805C-LF4-3539	Administer Postal Management Information System	805C - Adjutant General (Individual)	Approved
	805C-LF4-3560	Operate a Contingency Military Post Office	805C - Adjutant General (Individual)	Approved
	805C-LF5-1218	Process Mail	805C - Adjutant General (Individual)	Approved
	805C-LF5-1221	Prepare Mail Transportation Documentation	805C - Adjutant General (Individual)	Approved
	805C-LF5-1223	Dispatch Outgoing Registered Mail	805C - Adjutant General (Individual)	Approved

Supporting Drill Task(s): None

Supported AUTL/UJTL Task(s):

Task ID	Title
ART 4.2.1.2.3	Conduct Postal Operations

TADSS

Step ID	TADSS ID	Title	Product Type	Quantity
No TADSS specified				

Equipment (LIN)

Step ID	LIN	Nomenclature	Qty
	70209N	Computer, Personal Workstation	1
	T95992	Light Tactical Trailer: 34 Ton	1
	T37588	Truck Utility Expanded Capacity Enhanced: M1152A1	1
	R16611	Rough Terrain Container Handler (RTCH): Kalmar RT240	1
	T73347	Truck Lift: Fork Variable Reach Rough Terrain	1
	P99881	Processor Group Signal Data: (CAISI 2.0) OL-701A/TYQ	1
	Z39781	Army H Resources: Workstation	17
	G18358	Generator Set: Diesel Engine Driven Skid Mounted 3KW 60HZ: MEP 831	1
	R68044	Radio Set: AN/VRC-90F(C)	1
	F06972	CONVR BLT PBL DRIV EL	1

Material Items (NSN)

Step ID	NSN	LIN	Title	Qty
No materiel items specified				

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. None

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. Safety in performing tasks and within the work/task environment is everyone's responsibility. Supervisors and leaders must ensure a safe and healthful workplace by inspecting the area for hazards and promptly taking action as required to correct hazards. Leaders increase safety by ensuring that Soldiers and Army Civilians are trained and competent to perform their work safely, efficiently, and effectively. Counsel and take action as necessary with Soldiers or Army Civilians who fail to follow safety standards, rules and regulations, including the use of personal protective clothing and equipment, and seatbelts. Leaders should hold all personnel accountable for accidents and property damage, occurring in operations under their direct supervision and control. (See AR 385-10, The Army Safety Program).