

Summary Report for Individual Task  
805C-LF4-3537  
Control Postal Supplies and Capital Sensitive Equipment  
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 foreign countries without restrictions. foreign disclosure authority. This product is releasable to students from all requesting foreign countries without restrictions.

**Condition:** You are assigned to a Military Post Office as a Supply Clerk and are required to requisition postal equipment and supplies and access to: a. Department of Defense (DoD) 4525.6-C (Postal Supply Catalog). b. PS Form 1567 (Requisition for Rubber and Steel Stamps). c. PS Form 1578-B (Requisition for Non-Standard Facing Slips or Labels). d. PS Form 7380 (Material Distribution Center (MDC) Supply Requisition). e. Information regarding the need for future supplies and equipment. f. Department of Defense (DoD) 4525.6-M (Postal Manual).

**Standard:** Control Postal Supplies and Capital Sensitive Equipment ensuring no loss of accountability.

**Special Condition:** None

**Safety Risk:** Low

**MOPP 4:**

<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. Verify that PS Form 7380 is complete and accurate.
  - a. Check section I (address and financial information) for accuracy.
  - b. Check section II (supply information) for accuracy.
  - c. Check section III (verification) for accuracy.
  
2. Verify that PS Form 1567 is complete and accurate.
  - a. Check administrative information.
  - b. Check supply totals.
  
3. Provide input for annual forecasting.
  - a. Research previous year's PS Form 7380 files.
  - b. Report accurate supply totals to the Postal Officer.

(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:** etup: 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 postal supplies and capital sensitive equipment.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Verified that PS Form 7380 is complete and accurate.			
2. Verified that PS Form 1567 is complete and accurate.			
3. Provided input for annual forecasting.			

### Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
1.	DOD 4525.6-C	DoD Postal Supply Catalog	Yes	No
1.	DOD 4525.6-M	DoD Postal Manual	Yes	No
1.	USPS FORM 7380	Supply Center Requisition	Yes	No
2.	DOD 4525.6-C	DoD Postal Supply Catalog	Yes	No
2.	DOD 4525.6-M	DoD Postal Manual	Yes	No
2.	USPS FORM 1567	Requisition for Rubber and Steel Stamps Only	Yes	No
3.	DOD 4525.6-C	DoD Postal Supply Catalog	Yes	No
3.	DOD 4525.6-M	DoD Postal Manual	Yes	No
3.	USPS FORM 7380	Supply Center Requisition	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 :**

Task Number	Title	Proponent	Status
805C-LF4-3532	Conduct Custodian of Postal Effects (COPE) Duties	805C - Adjutant General (Individual)	Approved
805C-LF4-3541	Report Postal Offenses	805C - Adjutant General (Individual)	Approved
805C-LF4-3539	Administer Postal Management Information System	805C - Adjutant General (Individual)	Approved

**Supporting Individual Tasks :**

Task Number	Title	Proponent	Status
805C-LF4-3532	Assume Custodian of Postal Effects (COPE) Responsibility	805C - Adjutant General (Individual)	Obsolete

**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