

Summary Report for Individual Task  
805C-42A-4060  
Plan Unit Postal Operations  
Status: Approved

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**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 the Senior Human Resources (HR) NCO responsible for planning unit postal operations. You have access to AR 600-8-3 (Unit Postal Operations), FM 1-0 (HR Support), ATP 1-0.1 (G-1/AG and S-1 Operations), and Department of Defense (DoD) Manual 4525.6-M (DoD Postal Manual). This task should not be trained in MOPP 4.

**Standard:** With a minimum of 70% accuracy, identify postal operations doctrine, theater postal organizations, responsibilities, functions, and implement S-1 postal planning considerations.

**Special Condition:** None

**Safety Risk:** Low

**MOPP 4:** Never

<b>Task Statements</b>
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**Cue:** You are required to develop a postal operations support plan for your unit's deployment.

<b>DANGER</b>
None

<b>WARNING</b>
None

<b>CAUTION</b>
None

**Remarks:** None

**Notes:** None

## Performance Steps

1. Identify postal operations doctrine.
  - a. Battalion.
  - b. Brigade.
  - c. Division.
  - d. Corps.
  - e. Army Service Component Command (ASCC).
  - f. Military Postal Service Activity (MPSA).
  - g. Joint Military Postal Activity (JMPA).
2. Identify Theater postal organizations, responsibilities, and functions.
  - a. G-1 / AG Staff Sections.
  - b. Key postal organizations.
    - (1) Human Resources Sustainment Center (HRSC).
    - (2) Human Resources Operations Branch (HROB).
    - (3) Military Mail Terminal (MMT).
    - (4) Human Resources Company.
    - (5) Postal Platoon.
  - c. Postal operations / Mail Classifications.
  - d. Deployed mail flow.
3. Implement S-1 postal planning considerations.
  - a. Execute pre-deployment postal actions.
    - (1) Train and appoint qualified mail personnel.
    - (2) Provide mailing instructions to deploying personnel and their family.
    - (3) Complete DD Form 2258 (Temporary Mail Disposition Instructions) for mail disposition.
    - (4) Disseminate information to Soldiers regarding who to notify of their address change for a deployment and theater mailing restrictions.
    - (5) Advise Soldiers of the options regarding mail disposition during deployment.

b. Execute deployed S-1 postal operations.

- (1) Establish a mailroom in a secure area.
- (2) Appoint at least two mail clerks per subordinate company.
- (3) Contact servicing APO/postal platoon as soon as possible upon arrival in theater.
  - (a) Coordinate training with APO / postal platoon.
  - (b) Notify the APO of any unit or individual Soldier changes.
  - (c) Verify mailing address with the APO and disseminate to all unit members.
  - (d) Determine the transportation requirements to get mail.
- (4) Appoint the unit postal officer in writing.
- (5) Supervise Unit Mail Room (UMR) and Unit Mail Clerk (UMC) operations, certification, and inspection.
- (6) Coordinate daily retrograde mail routing to the APO.
- (7) Coordinate with the S-4 to determine transportation needs for the mail.
- (8) Validate DD Form 285 for all assigned mail clerks.
- (9) Ensure proper disposition of mail IAW DOD 4525.6-M.
- (10) Inspect the unit mail room daily and conduct a self-inspection monthly.

c. Execute S-1 postal redeployment operations.

- (1) Advise APO of unit departure date and provide them a list of all Soldiers affected.
- (2) Notify correspondents to stop sending mail 30 days prior to departure.
- (3) Notify the homestation Post Office of the unit's arrival upon redeployment.
- (4) Reserve component units must notify the mobilization station of redeployment and unit forwarding address.
- (5) Ensure redeploying Soldiers complete DA Form 3955 (Change of Address).
- (6) Ensure Soldiers are aware of all mailing restrictions and distribute information on non-mailable items.
- (7) Notify rear detachment of bulk shipped mail packages.
- (8) Coordinate through rear detachment and home station APOs storage space.

d. Supervise Unit Mailroom operations.

e. Coordinate Mobile postal support.

(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. Identified postal operations doctrine.			
2. Identified Theater postal organizations, responsibilities, and functions.			
3. Implemented S-1 postal planning considerations.			

**Supporting Reference(s):**

Step Number	Reference ID	Reference Name	Required	Primary
	AR 600-8-3	Unit Postal Operations	Yes	No
	ATP 1-0.1	G-1/AG and S-1 Operations	Yes	No
	DOD 4525.6-M	DoD Postal Manual	Yes	Yes
	FM 1-0	Human Resources Support <a href="http://armypubs.army.mil/doctrine/DR_pubs/dr_a/pdf/fm1_0.pdf">http://armypubs.army.mil/doctrine/DR_pubs/dr_a/pdf/fm1_0.pdf</a>	Yes	Yes
	US CODE, TITLE 39	Postal Service	No	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.

**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 :**

Task Number	Title	Proponent	Status
805C-42A-4041	Analyze HR Planning Considerations Using the MDMP	805C - Adjutant General (Individual)	Approved

**Supported Individual Tasks :** None

**Supported Collective Tasks :** None