

805C-42A-1308
Perform Unit Mailroom Operations
Status: Approved

Security Classification: U - Unclassified

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 29207 foreign disclosure officer. This training product can be used to instruct international military students from all approved countries without restrictions.

Conditions: In an operational environment, you are assigned as an HR Specialist in the Battalion S-1 as the alternate unit mail clerk. Your HR Noncommissioned Officer (NCO) asks you to pick up the unit's mail since the primary mail clerk is on leave. You have access to AR 600-8-3 (Postal Operations), FM 1-0 (Human Resources (HR) Support), AT 1-0.1 (G-1 and S-1 Operations), DOD 4525.6-M (DOD Postal Manual), unit Standing Operating Procedure (SOP), and standard office supplies. This task should not be trained in MOPP 4.

Standards: Perform unit mailroom operations IAW AR 600-8-3 without error using a GO / NO GO criteria.

Special Conditions: None

Safety Risk: Low

MOPP 4: Never

Task Statements

Cue: You are assigned as an HR Specialist in the Battalion S-1 as the alternate mail clerk. Your HR NCO asks you to pick up the unit's mail since the primary unit mail clerk is on leave.

DANGER

None

WARNING

None

CAUTION

None

Remarks: None

Notes: None

Performance Steps

1. Receive Mail.

- a. Report to servicing postal facility at designated unit time.
- b. Deliver any outgoing mail and return any undeliverable mail.
- c. Check for damaged or loose articles and unsealed items before receipting for any mail.
- d. Receive and sign for accountable mail.
- e. Deliver DA Forms 3955 (Change of Address and Directory Cards) to postal locator and pickup redirected mail.

2. Process Mail.

a. Receive incoming mail.

(1) Prepare accountable mail for delivery using the PS Form 3849 (Delivery Notice/Reminder/Receipt).

(2) Endorse any mail received damaged, loose articles or unsealed items.

(3) Sort mail for various personnel categories.

(a) Assigned.

(b) Leave.

(c) Absent Without Leave (AWOL).

(d) Temporary Duty (TDY).

(e) Incoming.

(f) Hospitalized.

(g) Confined.

(h) Attending school.

(i) Departed.

(j) Unknown.

(4) Sort all unaccountable parcels too large to fit in a receptacle using PS Form 3907 (Post Office Box Mail Pickup Notice).

b. Deliver mail.

(1) Deliver mail personally to the addressee, through individual receptacles, or appointed mail orderlies.

(2) Obtain signature of addressee for accountable mail on PS Form 3849.

(3) File copy of PS Form 3849, according to DOD 4525.6-M, Para C3.2.7.1.9.

(4) Use PS Form 3801 (Standing Delivery Order) to identify designated personnel authorized to receive mail for another individual.

(5) Process mail refused by addressee according to DOD 4525.6-M.

(6) Return any undeliverable mail to the battalion/separate company mail clerk for redirect or storage overnight.

c. Provide Dangerous mail support (if applicable).

- (1) Isolate suspicious articles.
- (2) Evacuate the area immediately.
- (3) Contact local military law enforcement officials for assistance.

d. Provide Casualty mail support (if applicable).

- (1) Place mail of deceased Soldier in a "hold status."
- (2) Obtain clearance from unit commander to return mail to servicing postal facility.
- (3) Endorse mail.
- (4) Return mail to the servicing postal facility for processing.

3. Perform Directory Services.

a. Prepare directory cards.

(1) Ensure each customer completes two DA Form 3955 during in-and-out processing (one for the unit mail room file and one for the servicing postal agency).

Note: Ensure that DA Form 3955 has the names of individuals authorized to pick up the Soldier's mail in his/her absence.

(2) File DA Forms 3955 for individuals presently assigned/attached to the unit and individuals who have departed the unit.

b. Redirect undeliverable as addressed mail.

(1) Screen DA Form 3955 and endorse mail according to instructions entered by addressee in remarks section. This applies to personnel who are on leave, TDY, in hospital, attending school or departed the unit.

(2) Screen personnel rosters and unit manning reports to determine status of AWOL, incoming, confined, and unknown personnel. Endorse mail according to appropriate paragraph cited in rules above.

(3) Place mail in appropriate hold box, forward or return to sender.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score the Soldier "GO" if all steps are passed. Score the Soldier "NO-GO" if any step is failed. If the Soldier fails any step, show what was done wrong and how to do it correctly.

Evaluation Preparation: sure that all materials, parts, manuals, forms and equipment (or appropriate substitutions) required in the condition statement are available to the Soldier.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Received Mail.			
a. Reported to servicing postal facility at designated unit time.			
b. Delivered any outgoing mail and returned any undeliverable mail.			
c. Checked for damaged or loose articles and unsealed items before receipting for any mail.			
d. Received and signed for accountable mail.			
e. Delivered DA Forms 3955 (Change of Address and Directory Cards) to postal locator and pickup redirected mail.			
2. Processed Mail.			
a. Received incoming mail.			
(1) Prepared accountable mail for delivery using the PS Form PS Form 3849 (Delivery Notice/Reminder/Receipt).			
(2) Endorsed any mail received damaged, loose articles or unsealed items.			
(3) Sorted mail for the various personnel categories.			
(4) Sorted all unaccountable parcels too large to fit in a receptacle using PS Form 3907 (Post Office Box Mail Pickup Notice).			
b. Delivered mail.			
(1) Delivered mail personally to the addressee, through individual receptacles or appointed mail orderlies.			
(2) Obtained signature of addressee for accountable mail on PS Form 3849.			
(3) Filed copy of PS Form 3849 according to DOD 4525.6-M.			
(4) Used PS Form 3801(Standing Delivery Order) to identify designated personnel authorized to receive mail for another individual.			
(5) Processed mail refused by addressee according to DOD 4525.6-M.			
(6) Returned any undeliverable mail to the battalion / separate company mail clerk for redirect or storage overnight.			
c. Provided Dangerous mail support (if applicable).			
(1) Isolated suspicious articles.			
(2) Evacuated the area immediately.			
(3) Contacted local military law enforcement officials for assistance.			
d. Provided Casualty mail support (if applicable).			
(1) Placed mail of deceased Soldier in a "hold status."			
(2) Obtained clearance from unit commander to return mail to servicing postal facility.			
(3) Endorsed mail.			
(4) Returned mail to the servicing postal facility for processing.			
3. Performed Directory Services.			
a. Prepared directory cards.			
b. Redirected undeliverable as addressed mail.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary	Source Information
	(DO NOT USE SEUPERSEDED) ATP 1-0.1	G-1/AG and S-1 Operations	Yes	No	
	AR 600-8-3	Postal Operations	Yes	Yes	
	DOD 4525.6-M Change 1	DoD Postal Manual	Yes	No	
	FM 1-0	Human Resources Support	Yes	No	
	UNIT SOP	Unit / Unit's Standard Operating Procedure SOP	Yes	No	

TADSS : None

Equipment Items (LIN): None

Materiel Items (NSN) :

Step ID	NSN	LIN	Title	Qty
	7010-01-480-4355		Army Human Resources Workstation	1
	7025-01-328-5540		Printer, Automatic Data Processing, Laser Printer	1
	7021-01-C14-3190	70210N	Computer, Micro Lap-Top Portable AC: M4500 Dell	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 current Risk Management Doctrine. 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 current CBRN doctrine.

Prerequisite Individual Tasks : None

Supporting Individual Tasks : None

Supported Individual Tasks : None

Supported Collective Tasks :

Task Number	Title	Proponent	Status
12-TM-1251	Establish a Military Mail Terminal (MMT)	12 - Adjutant General (Collective)	Approved

Knowledges :

Knowledge ID	Knowledge Name
805C-K-1361	Know filing procedures for DA Form 3955
805C-K-1217	Know what items are considered restricted from mailing
805C-K-0347	Know what Registered mail is.
805C-K-0276	Know what mode of transportation will be required
805C-K-0332	Know what a proper return address and forwarding address is.
805C-K-1352	Know USPS and local security requirements
805C-K-1186	Know what information is necessary to dispatch mail
805C-K-0352	Know what Restricted Delivery is.
805C-K-1321	Know the standards for determining if someone is an authorized patron
805C-K-0337	Know what Certified mail is.
805C-K-0353	Know what Special Handling is.

Skills :

Skill ID	Skill Name
805C-S-0179	Interpret and apply Army regulations
805C-S-0324	Identify accountable mail
805C-S-0460	Inteprrret local SOPs.
805C-S-0325	Be able to determine the disposition of mail
805C-S-0328	Ability to visually identify contaminated mail
805C-S-0329	Ability to quickly notify proper authorities for contaminated mail
805C-S-0335	Ability to unload mail without damage or further damage
805C-S-0336	Ability to secure registered mail after unloading
805C-S-0337	Ability to locate addressee address on incoming mail
805C-S-0338	Ability to lift mail properly to avoid injury
805C-S-0339	Ability to stack mail in order to prevent damage
805C-S-0342	Ability to identify missent mail
805C-S-0375	Ability to prevent any delay of the mail
805C-S-0309	Ability to identify forms needed for mail transportation
805C-S-0313	Identify personal mail
805C-S-0314	Identify official mail
805C-S-0348	Ability to identify and separate accountable mail from ordinary mail

ICTL Data :

ICTL Title	Personnel Type	MOS Data
Created Ictl from: 42A - Human Resources Specialist - SL1	Enlisted	MOS: 42A, Skill Level: SL1, Duty Pos: UQH
42A - Human Resources Specialist - SL1	Enlisted	MOS: 42A, Skill Level: SL1, Duty Pos: UQH
42A - Human Resources Specialist - SL1	Enlisted	MOS: 42A, Skill Level: SL1, Duty Pos: UQH