

Summary Report for Individual Task
805C-LF5-1240
Maintain Postal Supplies
Status: Approved

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 Fort Jackson / Soldier Support Institute 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 and have been designated as the Postal Supply Clerk. You will monitor the stock level of supplies to prevent overstocking and ensure timely requisitions of items necessary to maintain operations. Specific duties include ordering, receiving and issuing supplies; inventorying controlling (posting and inventorying), caring, and preserving of supplies; and the disposing and replacing of obsolete supplies with the following: 1. USPS Form 1586 (Supply Record). 2. USPS Form 7380 (Material Distribution Center Supply Requisition). 3. Information regarding current stock level of supplies on hand and maximum levels allowed. Some iterations of this task should be performed in MOPP 4.

Standard: Inventory postal supplies and ensure items are issued, ordered, and received using DOD 4525.6-C without error.

Special Condition: None

Safety Risk: Low

MOPP 4: Sometimes

Task Statements

Cue: None

DANGER
None

WARNING
None

CAUTION
None

Remarks: All required references, forms and technical manuals will be provided by the local Command.

Notes: None

Performance Steps

1. Conduct an inventory on all supplies that you currently have on hand.
2. Prepare USPS Form 1586 for each item and annotate the amount on hand.
3. Determine minimum and maximum levels for each item.
4. Annotate on PS Form 1586 when issuing, receiving, or ordering items.
5. Prepare USPS Form 7380 for signature.
 - a. Print or type your complete mailing address.
 - b. Annotate the finance number, FEDSTRIP address code, Julian date, requisition number and page number in the appropriate blocks.
 - c. Annotate the name, quantity, unit of issue and the description of each item listed.
 - d. Provide name, signature and date in the authorizations column of the form.
6. Mail USPS Form 7380 to supporting MDC.

(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: Setup: 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 maintain postal supplies.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Conducted an inventory of supplies that were currently on hand.			
2. Prepared USPS Form 1586 for each item.			
3. Determined minimum and maximum levels for each item.			
4. Annotated on USPS Form 1586 when inventorying, issuing, receiving, and ordering items.			
5. Prepared the USPS Form 7380 for signature.			
6. Mailed USPS Form 7380 to supporting MDC.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
1.	DOD 4525.6-M	DoD Postal Manual	Yes	No
2.	DOD 4525.6-M	DoD Postal Manual	Yes	No
2.	USPS FORM 1586	Postal Supply Record	Yes	No
3.	DOD 4525.6-M	DoD Postal Manual	Yes	No
4.	DOD 4525.6-M	DoD Postal Manual	Yes	No
4.	USPS FORM 1586	Postal Supply Record	Yes	No
5.	DOD 4525.6-M	DoD Postal Manual	Yes	No
5.	USPS FORM 7380	Supply Center Requisition	Yes	No
6.	DOD 4525.6-C	DoD Postal Supply Catalog	Yes	No
6.	DOD 4525.6-M	DoD Postal Manual	Yes	No
6.	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 FM 5-19, Risk Management. Leaders will complete a DA Form 7566 COMPOSITE RISK MANAGEMENT WORKSHEET 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-LF5-1240	Maintain Postal Supplies	805C - Adjutant General (Individual)	Obsolete

Supporting Individual Tasks : None

Supported Individual Tasks : None

Supported Collective Tasks : None

ICTL Data :

ICTL Title	Personnel Type	MOS Data
ASI F5 - Postal Operations	Any	Duty Pos: UJU