

Summary Report for Individual Task
805C-LF4-3525
Control Domestic Postal Money Orders
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 foreign countries without restrictions. foreign disclosure authority. This product is releasable to students from all requesting foreign countries without restrictions.

Condition: While serving as a custodian of postal effects you are given domestic money order form sets and access to: a. Department of Defense (DoD) 4525.6-M. b. DD Form 885 (Money Order Control Record). c. United States Postal Service (USPS) Form 17 (Stamp Requisition). d. Standard USPS supplies and equipment.

Standard: Control Domestic Postal Money Orders ensuring 100% accountability of all Domestic Money Order form sets.

Special Condition: None

Safety Risk: Low

MOPP 4:

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. Requisition money order form sets from the servicing accountable postmaster or postal finance officer by:
 - a. Preparing the PS Form 17 in triplicate.
 - b. Submitting original and duplicate copies of the PS Form 17 to source of supply.
 - c. Retaining the triplicate (suspense) PS Form 17.
2. Verify each shipment of money order form sets received with a witness by:
 - a. Verifying entries on the PS Form 17 received with the money order form sets.
 - b. Annotating the PS Form 17 with date received and registry number.
 - c. Signing both copies of the PS Form 17.
 - d. Having the witness sign both copies of the PS Form 17.
 - e. Returning the original copy of the PS Form 17 to the source of supply.
 - f. Keeping the duplicate copy of the PS Form 17 in the Military Post Office (MPO) files and destroying the triplicate (suspense) copy.
3. Ensure that missent shipments of blank money order form sets received were promptly dispatched to the correct addressee.
4. Record all blank money order form sets received on a master DD Form 885.
5. Record all blank money order form sets issued to clerks and those previously issued on the master DD Form 885.
6. Distribute money order form sets to units by registered USPS indicia mail.
 - a. Prepare the PS Form 17 in triplicate.
 - b. Have a witness verify and sign all copies of the PS Form 17.
 - c. Submit two copies of the PS Form 17 with the blank money order forms.
 - d. Retain the third (suspense) copy of the PS Form 17 to be attached to the MPO copy of DD Form 885.
 - e. Destroy the suspense copy of the PS Form 17 and replace it with the signed copy of PS Form 17 received from the unit.
7. Safeguard the blank money order forms and related items in a safe.
8. Ensure proper disposition of unused money order forms if your MPO is disestablished or reverted to a Mailing Address Only (MAO) status.

(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 control domestic money orders.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Requisitioned money order form sets from the servicing accountable postmaster or postal finance officer.			
2. Verified each shipment of money order form sets received with a witness.			
3. Ensured that missent shipments of blank money order form sets received were promptly dispatched to the correct addressee.			
4. Recorded all blank money order form sets received on a master DD Form 885.			
5. Recorded all blank money order form sets issued to clerks and those previously issued on the master DD Form 885.			
6. Distributed money order form sets to units by registered USPS indicia mail.			
7. Safeguarded the blank money order forms and related items in a safe.			
8. Ensured proper disposition of unused money order forms if MPO was disestablished or reverted to a Mailing Address Only (MAO) status.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
1.	DOD 4525.6-M	DoD Postal Manual	Yes	No
1.	USPS FORM 17	Stamp Requisition	Yes	No
2.	DOD 4525.6-M	DoD Postal Manual	Yes	No
2.	USPS FORM 17	Stamp Requisition	Yes	No
3.	DD FORM 885	MONEY ORDER CONTROL RECORD	Yes	No
3.	DOD 4525.6-M	DoD Postal Manual	Yes	No
4.	DD FORM 885	MONEY ORDER CONTROL RECORD	Yes	No
4.	DOD 4525.6-M	DoD Postal Manual	Yes	No
5.	DD FORM 885	MONEY ORDER CONTROL RECORD	Yes	No
5.	DOD 4525.6-M	DoD Postal Manual	Yes	No
6.	DD FORM 885	MONEY ORDER CONTROL RECORD	Yes	No
6.	DOD 4525.6-M	DoD Postal Manual	Yes	No
6.	USPS FORM 17	Stamp Requisition	Yes	No
7.	DOD 4525.6-M	DoD Postal Manual	Yes	No
8.	DOD 4525.6-M	DoD Postal Manual	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 : None

Supporting Individual Tasks :

Task Number	Title	Proponent	Status
805C-LF4-3519	Prepare Consolidated Business Report	805C - Adjutant General (Individual)	Approved

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