

Summary Report for Individual Task
805C-LF4-3560
Operate a Contingency Military Post Office
Status: Approved

Distribution Restriction: Approved for public release; distribution is unlimited.

Destruction Notice: None

Foreign Disclosure: FD1 - The materials contained in this course have been reviewed by the course developers in coordination with the Fort Jackson / Soldeir Suport Institute foreign disclosure authority. This course is releasable to students from all requesting foreign countries without restrictions.

Condition: While serving at a postal unit, notification that contingency operations are to take place, and access to Department of Defense (DoD) 4525.6-M Postal Manual.

Standard: Operate a Contingency Military Post Office based on contingency requirements that meets appropriate level of support and IAW applicable references.

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. Act upon notification of a contingent operation as the Commander or supervisor.
2. Identify the level of support that would be provided to each unit.
3. Identify personnel issues.
4. Establish Mail Routing Instructions (MRI) and notify Military Postal Services Agency (MPSA).
5. Develop an emergency evacuation and destruction plan for postal effects that can be followed when sufficient advanced warning is received.
6. Ensure personnel are aware of the procedures for handling Enemy Prisoner of War (EPW) and Detained Personnel (DP) mail.
7. Establish procedures for contingency Directory Service.

(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 perform the steps necessary to operate a contingency military post office.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Acted upon notification of a contingent operation as the Commander or supervisor.			
2. Identified the level of support that would be provided to each unit.			
3. Identified personnel issues.			
4. Established Mail Routing Instructions (MRI) and notified MPSA.			
5. Developed an emergency evacuation and destruction plan for postal effects that can be followed when sufficient advanced warning is received.			
6. Ensured personnel were aware of the procedures for handling Enemy Prisoner of War (EPW) and Detained Personnel (DP) mail.			
7. Established procedures for contingency Directory Service.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
1.	DOD 4525.6-M	DoD Postal Manual	No	No
2.	DOD 4525.6-M	DoD Postal Manual	Yes	No
3.	DOD 4525.6-M	DoD Postal Manual	Yes	No
4.	DOD 4525.6-M	DoD Postal Manual	Yes	No
5.	DOD 4525.6-M	DoD Postal Manual	Yes	No
6.	DOD 4525.6-M	DoD Postal Manual	No	No
7.	DOD 4525.6-M	DoD Postal Manual	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. 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-LF4-3558	Identify Military Postal Service Responsibilities	805C - Adjutant General (Individual)	Approved
805C-LF4-3547	Update Postal Operating Plan	805C - Adjutant General (Individual)	Approved
805C-LF4-3532	Assume Custodian of Postal Effects (COPE) Responsibility	805C - Adjutant General (Individual)	Approved

Supporting Individual Tasks :

Task Number	Title	Proponent	Status
805C-LF4-3547	Update Postal Operating Plan	805C - Adjutant General (Individual)	Approved

Supported Individual Tasks : None

Supported Collective Tasks : None