

Training and Evaluation Outline Report

Task Number: 12-8-1257

Task Title: Monitor Military Mail Terminal Activities

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

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 600-8-3	Unit Postal Operations	Yes	No
	DOD 4525.6-M	DoD Postal Manual	Yes	Yes
	FM 1-0	Human Resources Support http://armypubs.army.mil/doctrine/DR_pubs/dr_a/pdf/fm1_0.pdf	Yes	No

Condition: The Expeditionary Sustainment Command (ESC) is deployed in support of units engaged in Unified Land Operations. The supported command's operations order (OPORD)/deployment order directs the ESC to provide/coordinate for military mail terminal support to specified forces during the deployment. The Human Resources Operations Branch (HROB) has staff responsibility to monitor the Military Mail Terminal (MMT) Team activities in support of the theater of operations. The commander issues planning guidance for monitoring the MMT activities in a theater distribution role. Unit Standing Operating Procedures (SOP) as well as DOD Manual 4525.6-M, FM 1-0 and AR 600-8-3 are available in hard copy and/or digital formats. The section has appropriate connectivity to both Nonsecure Internet Protocol Router, NIPR, and Secret Internet Protocol Router, SIPR, Networks and access to all added Army systems. Technical guidance is received from the Human Resources Sustainment Center (HRSC). Communications are established with subordinate, adjacent units and higher headquarters. Command and Control Information Systems (CCIS) are operational and passing information in accordance with Tactical Standing Operating Procedures (TSOP). Threat capabilities include information gathering, hostile force sympathizers, and terrorist activities in a Chemical, Biological, Radiological, Nuclear and high yield Explosives (CBRNE) environment. Some iterations of this task should be performed in MOPP 4.

Standard: Verify that the MMT is established prior to the flow of prograde and retrograde mail. Verify that the theater postal distribution role is assumed after establishment of the MMT. Verify that the MMT receives and processes mail within the time lines specified by postal regulations and the combatant commander. Verify postal services as required by supported units are provided on an area basis in accordance with (IAW) DOD 4525.6-M.

Safety Risk: Low

Task Statements

Cue: None

DANGER

Leaders have an inherent responsibility to conduct Composite Risk Management to ensure the safety of all Soldiers and promote mission accomplishment.

WARNING

Composite Risk Management is the Army's primary decision-making process to identify hazards, reduce risk, and prevent both accidental and tactical loss. All Soldiers have the responsibility to learn and understand the risks associated with this task.

CAUTION

Identifying hazards and controlling risks across the full spectrum of Army functions, operations, and activities is the responsibility of all Soldiers.

Remarks: None

Notes: Managing risks is the responsibility of all leaders. Regardless of where the task is conducted, field or garrison, the identification of possible hazards for personnel and equipment is essential to mission accomplishment. Risk management activities are continuous and are performed simultaneously with other operational tasks. Once identified potential hazards must be eliminated or reduced to an acceptable level. Leaders must always consider the local constraints and restrictions for their current operating area.

TASK STEPS

- * 1. Chief, Human Resources Operations Branch (HROB) reviews the theater opening mission for establishing the Military Mail Terminal (MMT) with follow on theater distribution mission.
 - a. Conducts mission analysis.
 - b. Issues warning order and provides planning guidance to Sections Chiefs.
 - c. Determines Commander's Critical Information Requirements (CCIR) for MMT operations.
 - d. Reviews plans from command's HROB sections.
 - e. Briefs commander of any problem area.
2. HROB personnel receives mission statement.
 - a. Conducts mission analysis.
 - b. Reviews MMT team plan for establishing operations.
 - c. Reviews subordinate SB HROB's plan for establishing the MMT.
 - d. Coordinates with the Postal Operations Division, HRSC for additional guidance.
 - e. Provides Sustainment Brigade and MMT additional guidance, as required.
3. HROB personnel coordinates with the MMT Team.
 - a. Determines current status of personnel.
 - b. Determines current status of equipment.
 - c. Identifies external support requirements.
4. HROB personnel monitors current MMT status with subordinate SB HROB and MMT team.
 - a. Monitors current personnel status.
 - b. Monitors current status of all postal equipment.
 - c. Verifies SB SPO sections capability to support requirement for MMT.
 - d. Identifies external support requirements.
 - e. Obtains SB HROB and MMT team operational estimate.
 - f. Ensures the MMT is included with early entry element or with immediate follow-on forces, depend on tactical situation.
5. HROB personnel coordinates with supporting and supported units.

a. Coordinates with appropriate SPO branches and/or other sustainment elements for transportation, facilities, and life support.

b. Coordinates with Postal Operations Division (POD), HRSC.

(1) Determines any specific postal policies/procedures for theater.

(2) Coordinates requests for additional resources.

c. Coordinates with subordinate SB and lateral logistical elements for support, as required.

6. HROB personnel monitors establishment of MMT.

a. Maintains communications with subordinate SPO and MMT Team.

b. Monitors site selection and setup.

c. Assists subordinate SB HROB and MMT Team with coordination of transportation, facilities, and life support as required.

d. Coordinates logistical support with lateral elements and other subordinate SB.

e. Assists in resolving support issues.

f. Provides status update to commander and POD, HRSC.

* 7. Chief, HROB receives order to transition from theater opening to theater distribution mission.

a. Conducts mission analysis.

b. Provides planning guidance to HROB personnel.

c. Oversees and provides additional direction, as needed, to staff planning.

d. Reviews and approves final plans with HROB personnel.

e. Verifies that subordinate HROB and MMT have received change in mission.

8. HROB personnel monitors postal theater distribution mission.

a. Reviews subordinate HROB and MMT plans.

b. Obtains forecasted mail volume for the theater.

c. Determines if additional Aerial Port of Embarkation/Aerial Port of Debarkation (APOE/APOD) will be established.

d. Notifies subordinate HROB of any changes in reporting requirements or elements.

e. Verifies supporting elements.

f. Reviews rules of allocations and exceptions.

- g. Develops resource requirements for theater distribution mission.
 - h. Coordinates resource requirements with SB HROB and MMT team.
 - i. Develops courses of action required to support MMT mission.
 - j. Briefs Chief, HROB on courses of action.
 - k. Develops requests for increase/decrease of personnel, equipment, and supplies, as required.
 - l. Maintains a running estimate.
9. HROB personnels coordinate with supporting and supported units.
- a. Coordinates with subordinate HROB for status of personnel and equipment.
 - b. Coordinates with appropriate HROB branches and/or other sustainment elements for enduring transportation and life support for postal theater distribution mission.
 - c. Coordinates with POD, HRSC for any changes to theater mail policies and procedures.
 - d. Coordinates/tracks requests for resources with POD, HRSC.
 - e. Notifies supported unit G1/S1s of mail distribution policies and procedures.
 - f. Identifies any problems areas requiring higher headquarters assistance.
10. HROB personnel reviews MMT capabilities for current operations.
- a. Reviews current manning and workload factor.
 - b. Coordinates with higher headquarters and/or POD, HRSC for current and future MMT mission requirements.
 - c. Reviews rules of allocation and exceptions.
 - d. Verifies MMT personnel, equipment, and supply status.
 - e. Develops courses of action to meet projected MMT mission requirements.
 - f. Brief Chief, HROB on courses of action.
 - g. Identifies and prepare requests for increase/decrease of MMT resources.
 - h. Coordinates MMT resource requirements with subordinate SB HROB, MMT team, and POD, HRSC.
 - i. Tracks status of resource requests and arrival dates.
 - j. Maintains a running estimate.
11. HROB personnel monitors MMT postal reports.

- a. Coordinates with higher headquarters and POD, HRSC for reporting requirements.
- b. Verifies subordinate SB HROB and MMT are aware of all reporting requirements.
- c. Verifies report elements address CCIR.
- d. Tracks postal incident/violation reports to ensure corrective action is taken.
- e. Reviews theater postal inspection report for possible assistance needed.
- f. Reviews all reports to identify possible trends and problem areas.
- g. Develops courses of action to improve problem areas.
- h. Assists subordinate SB HROB and MMT in implementing corrective actions, as required.

(Asterisks indicates a leader performance step.)

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. * Chief, Human Resources Operations Branch (HROB) reviewed the theater opening mission for establishing the Military Mail Terminal (MMT) with follow on theater distribution mission.			
2. HROB personnel received mission statement.			
3. HROB personnel coordinated with the MMT Team.			
4. HROB personnel monitored current MMT status with subordinate SB HROB and MMT team.			
5. HROB personnel coordinated with supporting and supported units.			
6. HROB personnel monitored established of MMT.			
7. * Chief, HROB received order to transition from theater opening to theater distribution mission.			
8. HROB personnel monitored postal theater distribution mission.			
9. HROB personnel coordinated with supporting and supported units.			
10. HROB personnel reviewed MMT capabilities for current operations.			
11. HROB personnel monitored MMT postal reports.			

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5	M	TOTAL
TOTAL PERFORMANCE MEASURES EVALUATED							
TOTAL PERFORMANCE MEASURES GO							
TRAINING STATUS GO/NO-GO							

ITERATION: 1 2 3 4 5 M

COMMANDER/LEADER ASSESSMENT: T P U

Mission(s) supported: None

MOPP 4: Sometimes

MOPP 4 Statement: See Safety Statement below.

NVG: Never

NVG Statement: None

Prerequisite Collective Task(s): None

Supporting Collective Task(s): None

Supporting Individual Task(s):

Step Number	Task Number	Title	Proponent	Status
	805C-LF5-1218	Process Mail	805C - Adjutant General (Individual)	Approved

Supporting Drill Task(s): None

Supported AUTL/UJTL Task(s):

Task ID	Title
ART 4.2.1.2.3	Conduct Postal Operations

TADSS

Step ID	TADSS ID	Title	Product Type	Quantity
No TADSS specified				

Equipment (LIN)

Step ID	LIN	Nomenclature	Qty
	70209N	Computer, Personal Workstation	1
	R16611	Rough Terrain Container Handler (RTCH): Kalmar RT240	1
	T73347	Truck Lift: Fork Variable Reach Rough Terrain	1
	P99881	Processor Group Signal Data: (CAISI 2.0) OL-701A/TYQ	1
	F06972	CONVR BLT PBL DRIV EL	1
	T95992	Light Tactical Trailer: 34 Ton	1
	T37588	Truck Utility Expanded Capacity Enhanced: M1152A1	1

Material Items (NSN)

Step ID	NSN	LIN	Title	Qty
No materiel items specified				

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. None

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. Safety in performing tasks and within the work/task environment is everyone's responsibility. Supervisors and leaders must ensure a safe and healthful workplace by inspecting the area for hazards and promptly taking action as required to correct hazards. Leaders increase safety by ensuring that Soldiers and Army Civilians are trained and competent to perform their work safely, efficiently, and effectively. Counsel and take action as necessary with Soldiers or Army Civilians who fail to follow safety standards, rules and regulations, including the use of personal protective clothing and equipment, and seatbelts. Leaders should hold all personnel accountable for accidents and property damage, occurring in operations under their direct supervision and control. (See AR 385-10, The Army Safety Program).