

Summary Report for Individual Task
805C-LF5-1225
Control Domestic Money Order Forms
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 a Postal Finance Clerk and have just received a block of 100 postal money orders. You have a lock-box and access to DoD 4525.6-M (Department of Defense Postal Manual), USPS (United States Postal Service) approved safe, DD Form 885 (Money Order Control Record) and USPS Form 17 (Stamp Requisition). This task should not be trained in MOPP 4.

Standard: Obtain and control blank domestic money order forms without error.

Special Condition: None

Safety Risk: Low

MOPP 4: Never

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. Accept blank domestic postal money orders personally from the COPE (Custodian of Postal Effects) or unit supervisor by--
 - a. Verifying that the quantity and serial numbers of the money orders listed on the master DD Form 885 correspond with the money orders received.
 - b. Signing the master DD Form 885.

 2. Accept blank domestic postal money orders from the COPE or unit supervisor through registered USPS indicia mail by--
 - a. Verifying, with a witness, the entries on the USPS Form 17.
 - b. Annotating the USPS Form 17 for date received and registry number.
 - c. Signing (clerk and witness) the USPS Form 17.
 - d. Returning the original USPS Form 17 to the COPE or unit supervisor.
 - e. Retaining the duplicate USPS Form 17 for the unit file.

 3. Prepare and maintain a DD Form 885 to record all blank money order forms transferred between authorized individuals.

 4. Keep money order effects out of reach of customers and other clerks during the business day, and in authorized, locked receptacles when not in use.
- (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 order forms.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Accepted blank domestic postal money orders personally from the COPE or unit supervisor.			
2. Accepted blank domestic postal money orders from the COPE or unit supervisor through registered USPS indicia mail.			
3. Prepared and maintained a DD Form 885 to record all blank money order forms transferred between authorized individuals. (Referred to DOD 4525.6-M).			
4. Kept money order effects out of reach of customers and other clerks during the business day, and in authorized, locked receptacles when not in use.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
1.	DD FORM 885	MONEY ORDER CONTROL RECORD	Yes	No
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.	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 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-LF5-1555	Provide Postal Security	805C - Adjutant General (Individual)	Obsolete

Supporting Individual Tasks :

Task Number	Title	Proponent	Status
805C-LF5-1215	Prepare Money Order Report	805C - Adjutant General (Individual)	Obsolete
805C-LF5-1214	Cash Domestic Postal Money Orders	805C - Adjutant General (Individual)	Obsolete
805C-LF5-1213	Sell Domestic Postal Money Orders	805C - Adjutant General (Individual)	Obsolete

Supported Individual Tasks : None

Supported Collective Tasks : None

ICTL Data :

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