

Summary Report for Individual Task  
805C-LF5-1213  
Sell Domestic Postal Money Orders  
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/Soldier Support Institute foreign disclosure authority. This course is releasable to students from all requesting foreign countries without restrictions.

**Condition:** You are assigned as a Postal Finance Clerk in a Military Post Office and required to process postal money order transactions while preventing loss or mismanagement of postal funds with the following: 1. Ten (10) blank Money Order form sets. 2. Department of Defense (DoD 4525.6-M) Postal Manual. This task should not be trained in MOPP 4.

**Standard:** Sell Domestic Money Orders accessing the correct fee for the money order, verifying the customer is authorized to use the Military Post Office (MPO), arranging the money order in the correct sequence to issue it, spoil the money order, recognize an altered or damaged money order, secure money orders, store money orders, advise customers about money orders, and report any money order situations IAW Department of Defense (DoD 4525.6-M) Postal Manual withouterror.

**Special Condition:** None

**Safety Risk:** Low

**MOPP 4:** Never

<b>Task Statements</b>
------------------------

**Cue:** None

<b>DANGER</b>
None

<b>WARNING</b>
None

<b>CAUTION</b>
None

**Remarks:** None

**Notes:** None

### Performance Steps

1. Verify the customer's authorization to use the military post office.
2. Verify the dollar amount of the money order requested does not exceed \$1,000.00.  
Note: More than one money order is required to complete money order transactions over \$1000.00.
3. Select the next blank money order in numerical sequence.
4. Process the money order.
  - a. Set correct date on the money order imprinter.
  - b. Set the money order imprint to the desired dollar amount.
  - c. Imprint money order.
  - d. Remove imprinted money order form set.
  - e. Return the "amount" keys of the imprinter back to their asterisk positions.
  - f. Examine money order set to ensure the date, MPO number and amount are legible on all copies.
5. Perform the required corrective measures if an error is made before issuing the money order to the customer.
  - a. Print the word "spoiled" in the "Pay To" or "Purchased By" block on the face of the money order.
  - b. File the spoiled money order behind all retained money order vouchers.
  - c. Destroy the money order voucher and customer receipt.
  - d. Prepare a replacement money order (starting with performance step 4).
6. Detach and file the money order voucher in numerical sequence.
7. Collect the amount of the money order, plus fee, from the customer.
8. Give the customer the rest of the form set (customer's receipt and money order).
9. Advise the customer to:
  - a. Maintain the receipt.
  - b. Complete the "Pay To" and "Purchased By" blocks immediately.
  - c. Avoid writing and/or attaching anything to the top third copy of the money order.
10. Perform the required corrective measures when an error (made by the clerk or customer) is discovered and the money order is returned on the date of purchase.
  - a. Print the word "spoiled" in the "Pay To" or "Purchased By" block on the face of the money order.

b. Do not intermingle the "Spoiled" money order with the retained money order vouchers.

c. Destroy the money order voucher and customer receipt.

d. Reissue a new money order charging no fee. (If the customer's receipt is NOT recovered, the clerk must charge the customer a money order fee.)

11. Perform the required corrective measures when an error is discovered and the money order is returned after the date of purchased.

a. Recover, if possible, the customer's receipt and annotate it with "Replaced by Money Order, Serial No. \_\_\_\_\_."

b. Obtain customer's signature and ID information on the back of the money order.

c. Place an impression of the APDS and his/her initials on the reverse of the money order.

d. Cash money order. (Do not spoil the money order.)

e. Reissue a new money order charging "no fee".

Note: If the customer's receipt is NOT recovered, the clerk must charge the customer a money order fee.

12. Keep money orders, money order funds, etc., out of reach of customer and other clerks while in use. (Secure these items in an authorized, locked receptacle when not being used.)

13. Report or correct any peculiar or abnormal money order business situation.

(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 sell a domestic postal money order.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Verified customer's authorization to use the military post office.			
2. Verified dollar amount of the money order requested did not exceed \$1,000.00.			
3. Selected next blank money order set in numerical sequence.			
4. Processed money order.			
5. Performed the required corrective measures if an error was made before issuing the money order to the customer.			
6. Detached and filed the money order voucher in numerical sequence.			
7. Collected the amount owed from the customer.			
8. Gave the customer the money order and customer receipt.			
9. Advised the customer to maintain the customer receipt in a safe location until the money order is cashed.			
10. Performed the required corrective measures when an error (made by the clerk or customer) was discovered and the money order is returned on the dated of purchase.			
11. Performed the required corrective measures when an error was discovered and the money order was returned after the date of purchased.			
12. Kept money orders, money order funds, etc., out of reach of customers and other clerks while in use.			
13. Reported or corrected any peculiar or abnormal money order business situation.			

**Supporting Reference(s):**

Step Number	Reference ID	Reference Name	Required	Primary
10.	DOD 4525.6-M	DoD Postal Manual	Yes	No
11.	DOD 4525.6-M	DoD Postal Manual	Yes	No
12.	DOD 4525.6-M	DoD Postal Manual	Yes	No
13.	DOD 4525.6-M	DoD Postal Manual	Yes	No
3.	DOD 4525.6-M	DoD Postal Manual	Yes	No
3.	USPS MONEY ORDER FORM SET	Domestic Postal Money Order Form Set	Yes	No
6.	DOD 4525.6-M	DoD Postal Manual	Yes	No
7.	DOD 4525.6-M	DoD Postal Manual	Yes	No
8.	DOD 4525.6-M	DoD Postal Manual	Yes	No
9.	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 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

**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-LF5-1212	Maintain Stamp Stock	805C - Adjutant General (Individual)	Obsolete
805C-LF5-1225	Control Domestic Money Order Forms	805C - Adjutant General (Individual)	Obsolete
805C-LF5-1555	Provide Postal Security	805C - Adjutant General (Individual)	Obsolete
805C-LF5-1213	Sell Domestic Postal Money Orders	805C - Adjutant General (Individual)	Obsolete

**Supporting Individual Tasks :**

Task Number	Title	Proponent	Status
805C-LF5-1225	Control Domestic Money Order Forms	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
----------------------------	-----	---------------