

Summary Report for Individual Task
805C-42B-6109
Manage Unit Postal Operations
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 / USASSI foreign disclosure authority. This product is releasable to students from all requesting foreign countries without restrictions.

Condition: You are assigned to the brigade/battalion S-1 section and are responsible for unit postal operations both in garrison and in a deployed environment. The Executive Officer tasked you to create and implement a plan to manage and execute the Postal Operations mission for the unit. You have access to the references listed on the enclosed table. This task should not be trained in MOPP 4.

Standard: Ensure accurate and timely delivery of mail while maintaining 100% accountability.

Special Condition: None

Safety Risk: Low

MOPP 4: Never

Task Statements

Cue: You have been tasked to develop a postal operations plan for your unit.

DANGER
None

WARNING
None

CAUTION
None

Remarks: All required references and technical manuals not available online will be provided by the local command.

Notes: None

Performance Steps

1. Determine the Postal Operations mission and any specific unit requirements.
2. Coordinate with S-6 or G-6 regarding official mail.
3. Administer Unit Mail Room Operations.
 - a. Produce battalion/brigade postal support plan.
 - b. Implement unit mail room operations Standing Operating Procedure (SOP).
 - c. Appoint unit postal officer, mail clerks and orderlies in writing.
 - d. Coordinate with necessary point of contact/brigade S-1 for mail support within designated Area of Operation (AO).
 - e. Supervise subordinate unit mail operations.
 - f. Coordinate with all subordinate units/individuals for establishment of mail pick up at the Unit Mail Room (UMR)/Community Mail Room (CMR).
 - g. Collect and route daily retro-grade mail received by unit mail clerks to the supporting postal platoon.
 - h. Collect and forward mail for wounded, deceased, or missing Soldiers and civilians to the supporting Army Post Office (APO) for further processing.
 - i. Coordinate with S-4 for transportation support for mail pick up at servicing APO.
 - j. Ensure mail clerks are appointed, trained, and certified by servicing APO and can execute mail handling duties IAW applicable regulations.
 - k. Allow sufficient time for unit mail clerks to perform daily mail room functions.
 - l. Investigate and reconcile any problems within the unit hindering the delivery of mail.
 - m. Establish and execute internal UMR/CMR Inspection Program.
 - n. Immediately report any postal problems to the Postal Officer and/or commander and brigade S-1. Be familiar with suspicious (i.e. explosive, bio-terrorist) profiles, and knowledge of what to do in the event of suspicious mail.
4. Oversee postal requirements during pre-deployment, deployment, and redeployment.
5. Ensure pre-deployment actions are accomplished in support of unit postal operations.
 - a. Identify and appoint qualified unit mail personnel, ensuring minimum criteria are met.
 - b. Provide mailing instructions and mailing address (if available) to deploying personnel and Families.
 - c. Ensure Soldiers are aware of mail disposition options during deployment and DD Form 2258 (Temporary Mail Disposition Instructions) for mail is completed.
 - d. Brief Soldiers regarding change of address policies for a deployment and mailing restrictions.

- e. Inform Soldiers postal services may not be available within the first 30 days after forces being arriving in theater.
6. Execute postal operations during deployment.
- a. Establish contact with servicing postal platoon/APO ASAP upon arrival in theater and provide a personnel roster.
 - b. Ensure all unit postal personnel are trained and certified by servicing APO.
 - c. Keep APO notified of any unit or individual Soldier and location changes.
 - d. Verify mailing address with the APO and disseminate changes to unit if necessary.
 - e. Determine and coordinate transportation requirements to pick up mail.
 - f. Ensure availability of mail clerks.
 - g. Coordinate postal finance support at outlying Forward Operating Bases (FOBs) without servicing APOs.
 - h. Implement mail delivery support to outlying FOBs without servicing APOs.
7. Execute postal redeployment responsibilities.
- a. Advise APO of unit departure date and provide list of all Soldiers affected and DA Form 3955 with addresses for mail forwarding.
 - b. Ensure redeploying Soldiers complete two (2) DA Form 3955s.
 - (1) Provide one copy to incoming unit for directory service.
 - (2) Provide one copy to the Military Mail Terminal (MMT) Team.
 - c. Inform Soldiers to notify correspondents to stop sending mail 30 days prior to departure.
 - d. Notify the local Post Office of the unit's arrival upon redeployment.
 - e. Notify the mobilization station of redeployment and provide incoming unit with unit's forwarding address (Reserve Component units).
 - f. Distribute information to Soldiers on non-mailable items/mailing restrictions.
 - g. Notify rear detachment of items mailed back via official mail.
 - h. Coordinate through rear detachment and home station APOs and CMRs for space to store personal redeployment mail (OCONUS units).

(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 fails any performance measure, show what was done wrong and how to perform it correctly.

Evaluation Preparation: This task can be evaluated by use of the performance measures as listed. This method of evaluation is appropriate if the Soldier performs the task on the job. Allow the Soldier to practice until the Soldier feels qualified and prepared for the evaluation. Then have the Soldier perform the task, using the materials listed in the

CONDITIONS statement above. Score the Soldier "PASS" or "FAIL" as determined by the performance.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Determined the Postal Operations mission and any specific unit requirements.			
2. Coordinated with S-6 or G-6 regarding official mail.			
3. Administered Unit Mail Room Operations.			
4. Oversaw postal requirements during pre-deployment, deployment, and redeployment.			
5. Ensured pre-deployment actions were accomplished in support of unit postal operations.			
6. Executed postal operations during deployment.			
7. Executed postal redeployment responsibilities.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 600-8-3	Unit Postal Operations	Yes	Yes
	DA FORM 3955	CHANGE OF ADDRESS AND DIRECTORY CARD	No	No
	DD FORM 2258	TEMPORARY MAIL DISPOSITION INSTRUCTIONS	No	No
	DD FORM 285	APPOINTMENT OF MILITARY POSTAL CLERK, UNIT MAIL CLERK OR MAIL ORDERLY	No	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

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.

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.

Prerequisite Individual Tasks : None

Supporting Individual Tasks : None

Supported Individual Tasks : None

Supported Collective Tasks : None