

Summary Report for Individual Task
805C-LF5-1218
Process Mail
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 a Military Postal Clerk assigned to the Operations Section of the post office. You are required to process incoming and outgoing mail while preventing loss and damage to the mail with the following: 1. Several articles of mail to be processed. 2. USPS forms and labels. 3. Standard USPS supplies and equipment. 4. Excerpt from Notice 123, Ratefold. 5. Excerpt from DOD 4525.6M. 6. Domestic Mail Manual (DMM). 7. International Mail Manual (IMM)

Standard: Process mail without error or delay IAW DOD 4525.6-M.

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. Verify the truck seal number, if used, before removing.
2. Sign all documents properly to receipt for the mail.
3. Take the appropriate actions after identifying contaminated mail (i.e., mail exposed to toxic agents).
 - a. Contact the local Nuclear, Biological, and Chemical (NBC) authorities.
 - b. Segregate and secure from uncontaminated mail.
 - c. Destroy mail with guidance set forth by NBC authorities.
 - d. Report mail that has been destroyed due to contamination.
4. Unload all express and registered mail and move it to the accountable mail section.
5. Unload all other mail.
6. Sort all ordinary mail for delivery to units.
7. Separate insured and certified mail and move it to the accountable mail section.
8. Deliver certified and insured mail to the unit mail clerks.
9. Restrict delivery mail to the addressee or designated official.
10. Sort/face and check letters and flats for proper postage.
11. Process scheme mail that does not contain a complete address or Army Post Office (APO) number.
12. Cancel and sort letters and flats to destination(s).
13. Prepare tray/pouch mail for dispatch.
14. Label pouches, sacks, trays, and outside mail (OSM) with the appropriate destination.
15. Provide Supervisor with information for the preparation of dispatch documents and load all outgoing mail.

(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 process mail.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Verified the truck seal number, if used, before removing.			
2. Signed all documents properly to receipt for the mail.			
3. Took appropriate actions after identifying contaminated mail (i.e., mail exposed to toxic agents).			
4. Unloaded all express and registered mail and moved it to the accountable mail section.			
5. Unloaded all other mail.			
6. Sorted all ordinary mail for delivery to units.			
7. Separated insured and certified mail and moved it to the accountable mail section.			
8. Delivered certified and insured mail to the unit mail clerks.			
9. Restricted delivery mail to the addressee or designated official.			
10. Sorted/faced and checked letters and flats for proper postage.			
11. Processed scheme mail that does not contain a complete address or Army Post Office (APO) number.			
12. Cancelled and sorted letters and flats to destination(s).			
13. Prepared tray/pouch mail for dispatch.			
14. Labeled pouches, sacks, trays, and outside mail (OSM) with the appropriate destination.			
15. Provided the supervisor with information for the preparation of dispatch documents and loaded all outgoing mail.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
1.	DOD 4525.6-M	DoD Postal Manual	Yes	No
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
14.	DOD 4525.6-M	DoD Postal Manual	Yes	No
15.	DOD 4525.6-M	DoD Postal Manual	Yes	No
2.	DOD 4525.6-M	DoD Postal Manual	Yes	No
3.	DMM	Domestic Mail 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	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 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-LF5-1218	Process Mail	805C - Adjutant General (Individual)	Obsolete
805C-LF5-1555	Provide Postal Security	805C - Adjutant General (Individual)	Obsolete

Supporting Individual Tasks :

Task Number	Title	Proponent	Status
805C-LF5-1230	Conduct Postal Directory Functions	805C - Adjutant General (Individual)	Obsolete
805C-LF5-1532	Operate a Postal Service Center	805C - Adjutant General (Individual)	Obsolete
805C-LF5-1201	Accept Domestic Mail	805C - Adjutant General (Individual)	Obsolete
805C-LF5-1526	Report Suspected Postal Incidents	805C - Adjutant General (Individual)	Obsolete
805C-LF5-1223	Dispatch Outgoing Registered Mail	805C - Adjutant General (Individual)	Obsolete
805C-LF5-1218	Process Mail	805C - Adjutant General (Individual)	Obsolete
805C-LF5-1205	Accept Domestic Mail Requiring Special Services	805C - Adjutant General (Individual)	Approved
805C-LF5-1221	Prepare Mail Transportation Documentation	805C - Adjutant General (Individual)	Obsolete
805C-LF5-1216	Process Incoming Registered Mail	805C - Adjutant General (Individual)	Obsolete
805C-LF5-1555	Provide Postal Security	805C - Adjutant General (Individual)	Obsolete
805C-LF5-1420	Prepare Claims and Inquiry Forms	805C - Adjutant General (Individual)	Approved

Supported Individual Tasks : None

Supported Collective Tasks : None

ICTL Data :

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