

Summary Report for Individual Task  
805C-LF5-1212  
Maintain Stamp Stock  
Status: Approved

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**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 assigned as a Postal Finance Clerk in a Military Post Office and required to maintain an assigned stamp stock without violating tolerance rules while preventing loss or mismanagement of postal funds with the following: 1. Point of Sale (POS) 2. Fixed or Flexible Credit Account to be Audited 3. PS Form 17, Stamp Requisition 4. PS Form 1096, Receipt 5. PS Form 3368, Stamp Credit Examination Record 6. PS Form 3369, Consigned Credit Receipt 7. PS Form 3977, Duplicate Key Inventory 8. All Purpose Dating Stamp (APDS) and Stamp Pad This task should not be trained in MOPP 4.

**Standard:** Maintain the stamp stock by filling out the correct forms for issuing stamp credit accounts, ordering stamps, documenting daily balance of stamp stock and recording the daily balance of stamp stock on hand IAW DOD 4525-6M without error.

**Special Condition:** None

**Safety Risk:** Low

**MOPP 4:** Never

<b>Task Statements</b>
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**Cue:** You have exceeded your maximum cash value of 25% or it is the end of the business week

**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. Determine when the stamp stock would be replenished.
  - a. Whenever the amount of cash on hand exceeds 25 percent of the total fixed credit.
  - b. At least once a week, even if the cash on hand does not exceed the 25 percent limit.
2. Prepare PS Form 17 to requisition stamp stock.
  - a. If hand carried, prepare two copies.
  - b. If mailed, prepare three copies.
3. Submit the PS Form 17 to requisition stamp stock.
4. Process the filled requisition with a copy of the PS Form 17, report any discrepancies.
  - a. Impression of the command APDS stamp.
  - b. Signature of the person making the requisition and the signature of the person filling the order.
  - c. A list of the items that are being ordered.
  - d. The grand total of requisition.
5. Keep the stamp stock funds separate from other funds unless otherwise directed.
6. Keep stamp stock 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 maintain a stamp stock.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Determined when the stamp stock should be replenished.			
2. Prepared a PS Form 17 to requisition stamp stock.			
3. Submitted the PS Form 17 to requisition stamp stock.			
4. Processed the filled requisition with a copy of the PS Form 17, reported any discrepancies.			
5. Kept stamp stock funds separate from other funds unless otherwise directed.			
6. Kept stamp stock 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.	DOD 4525.6-M	DoD Postal Manual	Yes	No
1.	USPS FORM 17	Stamp Requisition	Yes	No
1.	USPS FORM 3369	Consigned Credit Receipt	Yes	No
2.	DOD 4525.6-M	DoD Postal Manual	Yes	No
2.	USPS FORM 17	Stamp Requisition	Yes	No
3.	DOD 4525.6-M	DoD Postal Manual	Yes	No
3.	USPS FORM 17	Stamp Requisition	Yes	No
4.	DOD 4525.6-M	DoD Postal Manual	Yes	No
4.	USPS FORM 17	Stamp Requisition	Yes	No
5.	DOD 4525.6-M	DoD Postal Manual	Yes	No
6.	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-LF5-1555	Provide Postal Security	805C - Adjutant General (Individual)	Obsolete

**Supporting Individual Tasks :**

Task Number	Title	Proponent	Status
805C-LF5-1217	Conduct Audit of Stamp Stock	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