

Summary Report for Individual Task
805C-LF5-1215
Prepare Daily Money Order Business Report
Status: Approved

Distribution Restriction: Approved for public release; distribution is unlimited.

Destruction Notice: None

Foreign Disclosure: FD3 - The materials contained in this course have been reviewed by the course developers in coordination with the Fort Jackson/ Soldier Support Battalion foreign disclosure authority. This course is NOT releasable to students from foreign countries.

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. Postal Money Order Imprinter. 3. Current listing of Missing or Stolen Money Orders from the United States Postal Service (USPS) Postal Bulletin. 4. Domestic Postal Money Orders to be cashed. 5. PS Form 6019 (Report of Money Order Business). 6. All Purpose Dating Stamp (APDS). 7. Calculator with tape. 8. Department of Defense (DoD) 4525.6-M Postal Manual. 9. Mailing envelope. 10. One (1) Label 200. 11. PS Form 1096 (Cash Receipt). 12. PS Form 3854 (Register List).

Standard: Prepare PS Forms 6019 (Report of Money Order Business), PS Form 1096 (Cash Receipt), PS Form 3854 (Register List) and assemble money order vouchers and spoiled money orders then submit the money order report with 100% accuracy.

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. Ensure that the money order vouchers/spoiled money orders (if any) are arranged in numerical sequence and paid money order(s) (if any) are arranged behind the vouchers.
2. Determine the total fees collected by counting the number of money orders sold (excluding "no fee" money orders) and multiply by current fee.
3. Prepare two verification tapes (adding machine or POS) using the money order vouchers and computed money order fees, "paid" and "spoiled" money orders (when applicable).
 - a. Make All Purpose Dating Stamp (APDS) impression.
 - b. Certify verification tapes with signature.
4. Count the cash on hand and make certain the total cash agrees with the total shown on the verification tape.
5. Prepare PS Form 6019 (Report of Money Order Business).
 - a. Obtain blank PS Forms 6019 in sufficient copies to ensure there is one for each physically separated location that handles the report.
 - b. The heading.
 - c. Section I, Money Orders Issued.
 - d. Section II, Paid Money Orders and Checks Included in Summary.
 - e. Section III, Cash Summary.
 - f. "Remarks" section.
 - g. "Certified to be correct" block.
 - h. "Postmark" block.
6. Ensure money order report is assembled correctly for hand carrying or mailing to the verifying official or Custodian of Postal Effects (COPE).
 - a. Verification tapes.
 - b. Money order vouchers arrange in numerical sequence, followed by "spoiled" and "paid" money orders.
 - c. Funds (cash, check).
 - d. PS Form 6019.
7. Prepare, in duplicate, PS Form 1096 (Cash Receipt), for funds, checks, travelers checks and paid money orders when the money order report is hand carried to the verifying official or COPE.
8. Mail money order report via register USPS indicia mail if not personally delivered by:
 - a. Have a witness sign the report in the "Remarks" section of PS Form 6019; certifying that the contents are intact at the time it is registered.

- b. Annotate the unit's file copy of the PS Form 6019 with the registry number.
- c. Prepare the shipment in the prescribed manner (when submitting cash).
- d. Place a, b, and c from step six above on top of d then fold twice so the 6019 will fit in the legal envelope. Seal the envelope.
- e. Annotate the inner envelope with the endorsement "Open in the Presence of a Witness."
- f. Initial (clerk and witness) across the flap intersections of the inner envelope containing the money order report.
- g. Place report in mailing envelope that is properly addressed to the COPE of your organization.
- h. Fill out PS Form 3854 (Register List) with registered number from mailing envelope and deliver to the Registry Clerk.

(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 prepare the daily business report.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Ensured that the money order vouchers/spoiled money orders (if any) were arranged in numerical sequence and paid money order(s) (if any) were behind the vouchers.			
2. Determined the total fees collected by counting the number of money orders sold (excluding "no fee" money orders) and multiplied by current fee.			
3. Prepared two verification tapes (adding machine or POS) using the money order vouchers and computed money order fees, "paid" and "spoiled" money orders (when applicable).			
4. Counted the cash on hand and made certain the total cash agreed with the total shown on the verification tape.			
5. Prepared PS Form 6019.			
6. Ensured money order report was assembled correctly for hand carrying or mailing to the verifying official or COPE.			
7. Prepared, in duplicate, PS Form 1096 (Cash Receipt) for funds, checks, travelers checks and paid money orders when the money order report is hand carried to the verifying official or COPE.			
8. Mailed money order report via register USPS indicia mail if not personally delivered.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
1.	DOD 4525.6-M	DoD Postal Manual	Yes	No
2.	DOD 4525.6-M	DoD Postal 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
5.	USPS FORM 6019	Military Post Office (MPO) Report of Money Order Business	Yes	No
5.	USPS MONEY ORDER FORM SET	Domestic Postal Money Order Form Set	Yes	No
5.	USPS POSTAL BULLETIN	United States Postal Service Postal Bulletin (Periodically published)	Yes	No
6.	DOD 4525.6-M	DoD Postal Manual	Yes	No
6.	USPS FORM 6019	Military Post Office (MPO) Report of Money Order Business	Yes	No
6.	USPS POSTAL BULLETIN	United States Postal Service Postal Bulletin (Periodically published)	Yes	No
7.	DOD 4525.6-M	DoD Postal Manual	Yes	No
7.	USPS FORM 1096	Cash Receipt	Yes	No
7.	USPS FORM 6019	Military Post Office (MPO) Report of Money Order Business	Yes	No
8.	DOD 4525.6-M	DoD Postal Manual	Yes	No
8.	USPS EP390B	Envelope, printed, preaddressed to Military Money Order Section	Yes	No
8.	USPS FORM 1096	Cash Receipt	Yes	No
8.	USPS FORM 3854	Manifold Registry Dispatch Book	Yes	No
8.	USPS FORM 6019	Military Post Office (MPO) Report of Money Order Business	Yes	No
8.	USPS LABEL 200	Registered Mail Label	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-LF5-1225	Control Domestic Money Order Forms	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

Supporting Individual Tasks :

Task Number	Title	Proponent	Status
805C-LF5-1225	Control Domestic Money Order Forms	805C - Adjutant General (Individual)	Obsolete
805C-LF5-1217	Conduct Audit of Stamp Stock	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