

# Training and Evaluation Outline Report

**Task Number:** 12-6-1255

**Task Title:** Manage Military Mail Terminal

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

**Destruction Notice:** None

**Foreign Disclosure: FD1** - This training product has been reviewed by the training developers in coordination with the Fort Jackson SC foreign disclosure officer. This training product can be used to instruct international military students from all approved countries without restrictions.

**Supporting Reference(s):**

Step Number	Reference ID	Reference Name	Required	Primary
	ATP 1-0.1	G-1/AG and S-1 Operations	Yes	No
	ATP 4-93	Sustainment Brigade	Yes	No
	DOD 4525.6-C	DoD Postal Supply Catalog	Yes	No
	DOD 4525.6-M	DoD Postal Manual	Yes	No
	FM 1-0	Human Resources Support <a href="http://armypubs.army.mil/doctrine/DR_pubs/dr_a/pdf/fm1_0.pdf">http://armypubs.army.mil/doctrine/DR_pubs/dr_a/pdf/fm1_0.pdf</a>	Yes	Yes

**Condition:** The Sustainment Brigade is deployed in support of units engaged in Unified Land Operations. The supported command's operations order (OPORD) deployment order directs the sustainment brigade to support the establishment of a Military Mail Terminal (MMT). The Human Resources Operations Branch (HROB) within the Support Operations (SPO) element has staff responsibilities to supervise (MMT) activities in support of the theater of operations. The commander issues planning guidance that the brigade may be required to perform as the theater opening element then shift to theater distribution role. Unit standing operating procedures (SOPs) as well as FM 1-0, ATP 4-93, DOD 4525.6-C and DOD 4525.6-M are available. The section has appropriate connectivity to both NIPR and SIPR systems and access to all necessary automated personnel systems. Technical guidance is received from the Human Resources Sustainment Center (HRSC) and higher headquarters SPO, as appropriate. Communications are established with subordinate, adjacent units, and higher headquarters. Command and Control Information Systems are operational and passing information in accordance with Tactical Standing Operating Procedures, TSOPs. Threat capabilities include information gathering, hostile force sympathizers, and terrorist activities in a Chemical, Biological, Radiological, Nuclear and high yield Explosives, environment (CBRNE). Some iterations of this task should be performed in MOPP 4.

**Standard:** Ensure the MMT is established prior to the flow of mail. Transition to theater postal distribution role on order. Ensure that the MMT receives and processes mail within the time lines specified by postal directive and the combatant commander. Ensure the MMT receives transportation support for mail movement and adequate storage facilities to protect mail, in accordance with (IAW) DOD 4525.6-C.

**Safety Risk:** Low

<b>Task Statements</b>
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**Cue:** None

**DANGER**

Leaders have an inherent responsibility to conduct Composite Risk Management to ensure the safety of all Soldiers and promote mission accomplishment.

## WARNING

Composite Risk Management is the Army's primary decision-making process to identify hazards, reduce risk, and prevent both accidental and tactical loss. All Soldiers have the responsibility to learn and understand the risks associated with this task.

## CAUTION

Identifying hazards and controlling risks across the full spectrum of Army functions, operations, and activities is the responsibility of all Soldiers.

**Remarks:** None

**Notes:** Managing risks is the responsibility of all leaders. Regardless of where the task is conducted, field or garrison, the identification of possible hazards for personnel and equipment is essential to mission accomplishment. Risk management activities are continuous and are performed simultaneously with other operational tasks. Once identified potential hazards must be eliminated or reduced to an acceptable level. Leaders must always consider the local constraints and restrictions for their current operating area.

## TASK STEPS

- \* 1. Chief, SPO receives the theater opening mission for establishing the military mail terminal (MMT) with follow-on theater distribution mission.
  - a. Conducts mission analysis.
  - b. Issues warning order and provides planning guidance to sections chiefs.
  - c. Determines commander's critical information requirements (CCIR) for MMT operations.
  - d. Reviews support plans from Bde SPO sections.
  - e. Briefs commander of any possible problem areas.
- \* 2. Chief, HROB receives mission guidance.
  - a. Conducts mission analysis.
  - b. Provides planning guidance to HROB personnel.
  - c. Oversees and provides additional direction, as needed, to staff planning.
  - d. Reviews and coordinates plans.
  - e. Briefs plan for establishing the MMT.
3. HROB personnel develops plans for establishing MMT.
  - a. Reviews OPORD/Plan for mission requirements.
  - b. Reviews rules of allocation.
  - c. Develops initial force requirements.
  - d. Identifies postal equipment and supply requirements.
  - e. Identifies all supporting elements.
  - f. Coordinates draft plan among Bde SPO sections for support capabilities.
  - g. Coordinates with MMT team for an element to participate as part of early entry element.
  - h. Develops courses of actions (COAs).
  - i. Coordinates COAs with MMT team.
  - j. Briefs COAs to Chief, HROB.
  - k. Develops requests for additional postal personnel, equipment and supplies, as required.
  - l. Maintains a running estimate.

4. HROB personnel coordinates plans with supporting and supported units.

a. Coordinates plans with higher headquarters SPO.

b. Coordinates plans and supporting requirements with the Human Resources Companies (HR CO) (Operations Section).

c. Coordinates final plan with appropriate brigade SPO branches and/or other lateral sustainment elements for transportation, facilities, and life support, as appropriate.

d. Coordinates with Postal Operations Division (POD), HRSC.

(1) Verifies current theater postal policies and procedures.

(2) Coordinates requests for additional postal personnel, equipment, and supplies, as required.

(3) Tracks status of requests for additional resources.

5. HROB personnel revises plans to perform theater distribution mission.

a. Receives order to transition to theater distribution mission.

b. Coordinates with POD, HRSC to determine appropriate mail volume.

c. Coordinates with POD, HRSC or higher headquarters SPO, to determine if additional Aerial Ports of Embarkation/Aerial Ports of Debarcation (APOE/APOD) will be established.

d. Develops resource requirements for theater distribution mission.

e. Identifies supporting and supported elements.

f. Obtains input from MMT team.

g. Develops COAs.

h. Develops requests for additional postal personnel, equipment, and supplies, as required.

i. Coordinates revised postal plans with MMT team.

j. Briefs COAs to Chief, HROB.

6. HROB personnel maintains liaison with supporting and supported units.

a. Coordinates with MMT Team for status and capabilities.

b. Coordinates with supporting HR CO for status and capabilities.

c. Coordinates with appropriate SPO branches and/or sustainment elements for enduring transportation support for MMT at APOE and APOD.

d. Coordinates with POD, HRSC to:

(1) Identifies any changes to theater mail policies and procedures.

(2) Identifies any forecasted changes to supported force levels.

(3) Tracks requests for increases/decreases in personnel, equipment and supplies required to support emerging mission requirements.

e. Identifies any problems areas requiring higher headquarters assistance.

7. HROB personnel manages MMT reporting requirements.

a. Establishes recurring reporting requirements, to include CCIR.

b. Determines reported items, if not indicated by higher headquarters or other activities.

c. Provides formatting and submission time lines.

d. Insures submission of required reports.

e. Reviews reports to identify trends and possible problem areas.

f. Provides reported data to appropriate activities.

g. Assists MMT Team in resolving problem areas.

8. HROB personnel manages MMT operations.

a. Ensures MMT has current theater postal policies and procedures.

b. Coordinates with higher headquarters SPO and/or POD, HRSC for current and forecasted postal support requirements.

c. Reviews rules of allocations and exceptions.

d. Reviews current MMT pro-grade and retrograde mail volume.

e. Tracks MMT's personnel and equipment operating status.

f. Develops MTT resource requirements for changes in mission support.

g. Obtains MMT team input for requirements.

h. Coordinates revised MTT resource requirements with MTT team and higher headquarters SPOs.

i. Develops courses of action to meet mission requirements.

j. Briefs Chief, HROB on courses of action.

k. Develops requests for increase/decrease of MTT postal personnel, equipment, and supplies as required for changing mission requirements.



**Supporting Drill Task(s):** None

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**Supported AUTL/UJTL Task(s):**

<b>Task ID</b>	<b>Title</b>
ART 4.2.1.2.3	Conduct Postal Operations

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**TADSS**

<b>Step ID</b>	<b>TADSS ID</b>	<b>Title</b>	<b>Product Type</b>	<b>Quantity</b>
No TADSS specified				

**Equipment (LIN)**

Step ID	LIN	Nomenclature	Qty
	70209N	Computer, Personal Workstation	1
	T56383	Truck Utility Expanded Capacity Enhanced 4x4: M1165A1	1
	F06972	CONVR BLT PBL DRIV EL	2
	LF307F	Mastercraft Forklift 10k Rough Terrain	1
	R16611	Rough Terrain Container Handler (RTCH): Kalmar RT240	1

**Material Items (NSN)**

Step ID	NSN	LIN	Title	Qty
No materiel items specified				

**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. None

**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. Safety in performing tasks and within the work/task environment is everyone's responsibility. Supervisors and leaders must ensure a safe and healthful workplace by inspecting the area for hazards and promptly taking action as required to correct hazards. Leaders increase safety by ensuring that Soldiers and Army Civilians are trained and competent to perform their work safely, efficiently, and effectively. Counsel and take action as necessary with Soldiers or Army Civilians who fail to follow safety standards, rules and regulations, including the use of personal protective clothing and equipment, and seatbelts. Leaders should hold all personnel accountable for accidents and property damage, occurring in operations under their direct supervision and control. (See AR 385-10, The Army Safety Program).