

# Training and Evaluation Outline Report

**Status: Approved**

**04 Jun 2012**

**Effective Date: 21 Aug 2023**

**Task Number:** 12-CMD-1255

**Task Title:** Manage Military Mail Terminal (ESC-HROB)

**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 USASSI, Fort Jackson SC, 29207 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	Source Information
	(DO NOT USE SUPERSEDED) ATP 4-93	Sustainment Brigade	Yes	No	
	ATP 1-0.1	G-1/AG and S-1 Operations	Yes	No	
	DOD 4525.6-C Change 1	DoD Postal Supply and Equipment Catalog	Yes	No	
	DOD 4525.6-M Change 1	DoD Postal Manual	Yes	No	
	FM 1-0	Human Resources Support	Yes	Yes	

**Conditions:** 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. Brigade 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. The brigade is conducting operations in a dynamic and complex operational environment (OE) against a hybrid threat in support of large scale combat operations (LSCO). 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.

**Standards:** Establish the MMT 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. Based on the brigades authorized strength, 85 % of the brigades leaders and 80% of Soldiers are present at the training. The brigade attains 90% on performance measures, 100% on critical performance measures, and 90% on leader performance measures achieving a "T", fully trained.

**NOTE:** Leaders are identified as Chief, Support Operations Officer, HR Technician and Senior HR SGT.

**Live Fire:** No

**Objective Task Evaluation Criteria Matrix:**

Plan and Prepare		Execute					Evaluate		
Operational Environment	Training Environment (L/V/C)	% Leaders present at training/authorized	% Present at training/authorized	External evaluation	Performance measures	Critical performance measures	Leader performance measures	Evaluator's observed task proficiency rating	Commander's assessment
BDE & Above									
Dynamic and Complex (All OE Variables and Hybrid Threat)	IAW unit CATS statement.	>=75%	>=80%	Yes	>=80% GO	All	>=85% GO	T	T
Dynamic and Complex (All OE Variables and Single Threat)		60-74%	60-79%		65-79% GO		75-84% GO	P	P
Dynamic and Complex (<All OE Variables and Single Threat)		<=59%	<=59%	No	<65% GO	<All	<=74% GO	U	U

**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.

**Safety Risk:** Low

**Task Statements**

## **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.





Task Performance Summary Block										
Training Unit			ITERATION							
			1		2		3		4	
Date of Training per Iteration:										
Day or Night Training:			Day / Night		Day / Night		Day / Night		Day / Night	
			#	%	#	%	#	%	#	%
Total Leaders Authorized		% Leaders Present								
Total Soldiers Authorized		% Soldiers Present								
Total Number of Performance Measures		% Performance Measures 'GO'								
Total Number of Critical Performance Measures		% Critical Performance Measures 'GO'								
Live Fire, Total Number of Critical Performance Measures		% Critical Performance Measures 'GO'								
Total Number of Leader Performance Measures		% Leader Performance Measures 'GO'								
MOPP LEVEL										
Evaluated Rating per Iteration T, P, U										

**Mission(s) supported:** None

**MOPP 4:** Sometimes

**MOPP 4 Statement:** See Safety Statement below.

**NVG:** Never

**NVG Statement:** None

**Prerequisite Collective Task(s):** None

**Supporting Collective Task(s):**

Step Number	Task Number	Title	Proponent	Status
	71-CMD-5100	Conduct the Operations Process for Command and Control (C2)	71 - Mission Command (Collective)	Approved

**OPFOR Task(s):** None

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

**Supporting Drill(s):** None

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

Task ID	Title
ART 4.2.1.2.3	Conduct Postal Operations

**TADSS**

TADSS ID	Title	Product Type	Quantity
No TADSS specified			

**Equipment (LIN)**

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

**Materiel Items (NSN)**

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 the current Environmental Considerations manual and the current GTA Environmental-related Risk Assessment card. None

**Safety:** In a training environment, leaders must perform a risk assessment in accordance with current Risk Management Doctrine. 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 current CBRN doctrine. 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).