

Summary Report for Individual Task
805C-LF5-1209
Accept International Mail
Status: Approved

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

Destruction Notice: None

Foreign Disclosure: FD7 - This product/publication has been reviewed by the training/educational developers in coordination with the [Fort Jackson/Soldier Support Institute] FD authority. This product is NOT releasable to students from foreign countries.

Condition: You are assigned as a Postal Finance Clerk in a Military Post Office. You are required to protect the mail, prevent mismanagement of funds, and assist a customer requesting to send an article of mail to an international address with access to the following: 1. An article to be mailed. 2. Standard USPS forms, rubber stamps and labels. 3. All Purpose Dating Stamp (APDS) and stamp pad. 4. Department of Defense (DoD) 4525.6-M Postal Manual. 5. International Mail Manual (IMM). 6. Point of Sale (POS), Keyboard, Wand, Receipt Printer, Clerk Display Monitor, a Postage Validation Imprinter (PVI) or Postage Meter Machine, and a stamp stock. This task should not be trained in MOPP 4.

Standard: Accept and process international mail without error by using the correct forms and endorsements, assessing the correct amount of postage and fees, determining if mail is mailable, determining special services available, and verifying the customer is authorized to use the Military Post Office (MPO).

Special Condition: None

Safety Risk: Low

MOPP 4: Never

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 that the customer is an authorized user of the Military Postal Service (MPS).
 - a. Check the customer's military Identification Card.
 - b. Check the customer's military dependent Identification Card.
 - c. Check the customer's DoD civilian employee Identification Card.
 - d. Check the customer's US Passport.
 - e. Check the customer's retired military Identification Card. Note: The window clerk must be familiar with the section of the Status of Forces Agreement that covers the use of the MPS by retirees.
Note: The window clerk must be familiar with the section of the Status of Forces Agreement that covers the use of the MPS by retirees.
2. Determine if the letter or parcel received from the customer is mailable:
 - a. Matter for the Blind. Items must be placed in wrappers, in rolls, between cardboard, or in bags, boxes, unsealed envelopes, or containers. Dangerous fasteners may not be used. Articles may also be tied with string or twine in a manner that will permit them to be easily untied.
 - b. Bulkier items are admissible in boxes, cartons, tubes, or other types of containers that are commonly used to transmit shipments that are in package form, so long as they meet the size and weight requirements.
 - c. Mail matter is admissible in envelopes, sleeves, or wrappers of varying sizes and thickness, so long as they meet the size and weight requirements.
 - d. The forwarding address must be centered to the right of the return address and to the left of the edge of the article. The return address must be in ink or typewritten using Roman letters and Arabic numbers, for addresses in Russian, Greek, Arabic, Chinese, and Hebrew.
 - e. Return address must be in the upper left hand corner of the parcel and must contain the mailers grade; full name, including first name and middle name or initial; unit number; and APO AA, APO AE, or APO AP (depending on the location of the unit).
 - f. Parcels must have a return address and a forwarding address in order for the article to be received for mailing.
3. Determine if the special service requested by the customer is available for the selected class of international mail.
4. Endorse the accepted article of mail using the correct rubber stamp(s) or label(s).
 - a. Post Cards: Mark postcards Par Avion or affix Label 19-A, Par Avion Airmail, or Label 19-B, Par Avion Airmail, on the left side on the front and Privately printed postcards must bear the marking "POSTCARD."
 - b. Matter for the Blind: Endorse the article "Matter for the Blind" in the upper-right corner of the address side of the mail piece.
 - c. For articles that contain a letter and merchandise combined, endorse the article Letter Post centered to the right of the return address and above the mailing address.
 - d. First-Class Mail International items that are paid for at the airmail rate of postage must be marked "AIRMAIL/PAR AVION" or have PS Label 19-A, Par Avion Airmail, or PS Label 19-B, Par Avion Airmail, affixed to the address side of the mail piece.

e. Parcels that are paid for at the Priority Mail International rate of postage must be marked "AIRMAIL" or "PAR AVION" or bear one of the two prescribed airmail labels (i.e., either PS Label 19-A or PS Label 19-B). The airmail marking or label should be placed below and to the left of the delivery address.

f. Properly endorse each registered item accepted for mailing. (e.g. Label 200 must be affixed; Label 19-A or Label 19-B or the words "PAR AVION" on registered items; special services requested by the sender.)

5. The accepting clerk must properly complete PS Form 2976-A indicating the amount for which the parcel is insured. (Note: enter the amount in U.S. dollars in ink in the "Insured Amount (U.S.) block." and convert the U.S. dollar amount to the special drawing right (SDR) value and enter it in the SDR value block.)

6. Ensure the customer uses the correct custom form based on content, weight, size and value of the mailable item.

a. For articles that weigh less than 16 ounces and have a value less than \$400, use PS Form 2976.

b. For articles that weigh over 16 ounces and have a value over \$400, use PS Form 2976-A with USPS Envelope 2976-E.

7. Collect the correct amount of money required for postage and special services (if applicable) by the customer.

a. If necessary, give the customer the correct amount of change due back.

b. Give the customer a receipt for the transaction.

8. The accepting clerk must affix and cancel postage equal to the sum of regular postage, and other fees.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score a GO if the Soldier passes (P) all applicable performance measures. Score a NO GO if the Soldier fails (F) any performance measure. Show the Soldier what was done incorrectly on any failed performance measure 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 accept international mail.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Verified that the customer is an authorized user of the Military Postal Service (MPS).			
2. Determined if the letter or parcel received from the customer is mailable.			
3. Determined if the special service requested by the customer is available for the selected class of international mail.			
4. Endorsed the accepted article of mail using the correct rubber stamp(s) or label(s).			
5. Properly completed PS Form 2976-A indicating the amount for which the parcel is insured.			
6. Ensured the customer used the correct custom form based on content, weight, size and value of the mailable item.			
7. Collected the correct amount of money required for postage and special services (if applicable) by the customer.			
8. Affixed and canceled postage equal to the sum of regular postage, and other fees.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	DD FORM 2261	REGISTERED MAIL - BALANCE AND INVENTORY	Yes	No
	DOD 4525.6-M	DoD Postal Manual	Yes	No
	IMM	International Mail Manual	Yes	No
	POM	Postal Operations Manual	Yes	No
	PS FORM 3806	Receipt for Registered Mail	Yes	No
	USPS ENVELOPE 2976-E	Customs Envelope	Yes	No
	USPS FORM 1000	Domestic Claim or Registered Mail Inquiry	Yes	No
	USPS FORM 2865	Return Receipt for International Mail	Yes	No
	USPS FORM 2976	Customs--CN 22 (Old C1) Sender's Declaration	Yes	No
	USPS FORM 2976-A	Customs Declarations and Dispatch Note	Yes	No
	USPS LABEL 200	Registered Mail Label	Yes	No
	USPS OFFICIAL ZONE CHART	USPS Official Zone Chart	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 : None

Supporting Individual Tasks : None

Supported Individual Tasks : None

Supported Collective Tasks : None

ICTL Data :

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