

Summary Report for Individual Task
805C-LF4-3523
Check Processed Mail
Status: Approved

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 foreign countries without restrictions. foreign disclosure authority. This product is releasable to students from all requesting foreign countries without restrictions.

Condition: While serving as a Military Postal Clerk you are dispatching mail and access to: a. Domestic Mail Manual (DMM). b. Department of Defense (DoD) 4525.6-M Postal Manual. c. DoD 4525.6-H, Mail Distribution Instructions and Labeling Handbook.

Standard: Check processed mail IAW the Domestic Mail Manual (DMM), Department of Defense (DoD) 4525.6-M Postal Manual and DoD 4525.6-H, Mail Distribution Instructions and Labeling Handbook. Ensure postal clerks have followed the proper procedures, have adequate supplies and equipment for dispatching mail and transportation receipt/dispatch schedules are met daily.

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. Verify that the clerk checked the number on the truck seal before removing the seal.

Note: Use a seal on a closed-bodied vehicle when transporting Registered mail. If an open-bodied vehicle is used to transport mail (except Registered) a mail guard must maintain visual contact with the mail and no seal is required.

2. Verify that the clerk signed all documents properly to receipt for the mail.

3. Verify that the clerk took action after identifying contaminated mail (i.e., mail exposed to toxic agents).

a. Contact the local Nuclear, Biological, and Chemical (NBC) authorities.

b. Segregated and secured from non-contaminated mail.

c. Destroy mail with guidance set forth by NBC authorities.

d. Report mail that has been destroyed due to contamination.

4. Verify that the clerk unloaded all express and registered mail and moved it to the accountable mail section.

5. Verify that the clerk unloaded all other mail.

6. Verify that the clerk sorted all ordinary mail for delivery to units.

7. Verify that the clerk separated insured and certified mail and moved it to the accountable mail section.

8. Verify that the clerk delivered registered, certified and insured mail to the unit mail clerks, restricted delivery mail to the addressee or designated official.

9. Verify that the clerk sorted/faced and checked letters and flats for proper postage.

10. Verify that the clerk processed scheme mail that does not contain a complete address or Army Post Office (APO) number.

11. Verify that the clerk canceled and sorted letters and flats to destination(s).

12. Verify that the clerk prepared tray/pouch mail for dispatch.

13. Verify that the clerk labeled pouches, sacks, trays, and outside mail (OSM) for their destination.

14. Verify that the clerk provided the supervisor with information for the preparation of dispatch documents and load all outgoing mail.

(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 check processed mail.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Verified that the clerk checked the truck seal number, if a seal was used, before removing.			
2. Verified that the clerk signed all documents properly to receipt for the mail.			
3. Verified that the clerk took action after identifying contaminated mail (i.e., mail exposed to toxic agents).			
4. Verified that the clerk unloaded all express and registered mail and moved it to the accountable mail section.			
5. Verified that the clerk unloaded all other mail.			
6. Verified that the clerk sorted all ordinary mail for delivery to units.			
7. Verified that the clerk separated insured and certified mail and move it to the accountable mail section.			
8. Verified that the clerk delivered registered, certified and insured mail to the unit mail clerks, restricted delivery mail to the addressee or designated official.			
9. Verified that the clerk sorted/faced and checked letters and flats for proper postage.			
10. Verified that the clerk processed scheme mail which does not contain a complete address or Army Post Office (APO) number.			
11. Verified that the clerk canceled and sorted letters and flats to destination(s).			
12. Verified that the clerk prepared tray/pouch mail for dispatch.			
13. Verified that the clerk labeled pouches, sacks, trays, and outside mail (OSM) for their destination.			
14. Verified that the clerk provided the supervisor with information for the preparation of dispatch documents and loaded all outgoing mail.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
1.	DOD 4525.6-M	DoD Postal Manual	Yes	No
10.	DOD 4525.6-M	DoD Postal Manual	Yes	No
11.	DOD 4525.6-M	DoD Postal Manual	Yes	No
12.	DOD 4525.6-M	DoD Postal Manual	Yes	No
13.	DOD 4525.6-M	DoD Postal Manual	Yes	No
14.	DOD 4525.6-M	DoD Postal Manual	Yes	No
2.	DMM	Domestic Mail Manual	Yes	No
2.	DOD 4525.6-M	DoD Postal Manual	Yes	No
3.	DMM	Domestic Mail Manual	Yes	No
3.	DOD 4525.6-M	DoD Postal Manual	Yes	No
4.	DMM	Domestic Mail Manual	Yes	No
4.	DOD 4525.6-M	DoD Postal Manual	Yes	No
5.	DOD 4525.6-M	DoD Postal Manual	Yes	No
6.	DOD 4525.6-H	Mail Distribution Instructions and Labeling Handbook	Yes	No
6.	DOD 4525.6-M	DoD Postal Manual	Yes	No
7.	DOD 4525.6-M	DoD Postal Manual	Yes	No
8.	DOD 4525.6-M	DoD Postal Manual	Yes	No
9.	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 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-LF4-3558	Identify Military Postal Service Responsibilities	805C - Adjutant General (Individual)	Analysis Completed
805C-LF4-3541	Report Postal Offenses	805C - Adjutant General (Individual)	Analysis Completed
805C-LF4-3501	Check the Acceptance of Domestic Mail	805C - Adjutant General (Individual)	Reviewed
805C-LF4-3505	Check the Acceptance of Domestic Mail Requiring Special Services	805C - Adjutant General (Individual)	Analysis Completed

Supporting Individual Tasks :

Task Number	Title	Proponent	Status
805C-LF4-3508	Check Acceptance of International Mail	805C - Adjutant General (Individual)	Approved
805C-LF4-3541	Report Postal Offenses	805C - Adjutant General (Individual)	Approved
805C-LF4-3539	Administer Postal Management Information System	805C - Adjutant General (Individual)	Approved
805C-LF4-3517	Check Mail Directory Operations	805C - Adjutant General (Individual)	Approved
805C-LF4-3508	Delete Spot Check Acceptance of International Mail	805C - Adjutant General (Individual)	Delete
805C-LF5-1532	Operate a Postal Service Center	805C - Adjutant General (Individual)	Obsolete
805C-LF5-1526	Report Suspected Postal Incidents	805C - Adjutant General (Individual)	Obsolete
805C-LF4-3505	Spot Check the Acceptance of Domestic Mail Requiring Special Services	805C - Adjutant General (Individual)	Approved
805C-LF5-1223	Dispatch Outgoing Registered Mail	805C - Adjutant General (Individual)	Obsolete
805C-LF4-3501	Spot Check the Acceptance of Domestic Mail	805C - Adjutant General (Individual)	Obsolete
805C-LF5-1222	Deliver Registered Mail	805C - Adjutant General (Individual)	Obsolete
805C-LF5-1227	Close a Registry Section	805C - Adjutant General (Individual)	Obsolete
805C-LF4-3521	Conduct Military Post Office Inspections	805C - Adjutant General (Individual)	Delete
805C-LF5-1218	Process Mail	805C - Adjutant General (Individual)	Obsolete
805C-LF5-1555	Provide Postal Security	805C - Adjutant General (Individual)	Obsolete
805C-LF5-1216	Process Incoming Registered Mail	805C - Adjutant General (Individual)	Obsolete

Supported Individual Tasks : None

Supported Collective Tasks : None