

Summary Report for Individual Task
805C-LF4-3555
Perform Audits at a Military Post Office
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 Fort Jackson / Soldier Support Institute foreign disclosure authority.

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

Condition: While serving as a custodian of postal effects (COPE) you are given a situation requiring an audit and access to: a. Department of Defense (DoD) 4525.6-M. b. Department of Defense (DD) Form 3294 (Cash and Stamp Stock Count and Summary). c . Fixed credits. d. Postage Meter funds. e. Money Order funds. f. Standard USPS supplies and equipment.

Standard: Performan audit of fixed credits, postage meter funds, and money order funds without error and IAW DoD 4525.6-M.

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. Conduct audits at the required intervals, (monthly, quarterly and special).
2. Conduct audits at unscheduled and unannounced times.
 Note: Do not allow exchange of funds or stock between accounts or conduct business of any sort during the audit.
3. Audit the fixed credits/flexible credits, postage meter funds, and money order funds.
4. Record the results of the audit.
5. Carry forward any overages and shortages within tolerance.
 - a. For a fixed credit of \$100.00 - \$300.00 - the tolerance is \$5.00
 - b. For a fixed credit of \$300.01 - \$1,000.00 - the tolerance is \$10.00
 - c. For a fixed credit of \$1,000.01 - \$5,000.00 - the tolerance is \$20.00
6. Collect overages and shortages in excess of tolerance limits.

(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: 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 Perform Audits at a Military Post Office.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Conducted audits at the required intervals.			
2. Conducted audits at unscheduled and unannounced times.			
Note : Did not allow exchange of funds or stock between accounts or conduct business of any sort during the audit.			
3. Audited the fixed credits/flexible credits, postage meter funds, and money order funds.			
4. Recorded the results of the audit.			
5. Carried forward any overages and shortages within tolerance limits.			
6. Collected overages and shortages in excess of tolerance limits.			

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
2.	USPS FORM 3294	Cash and Stamp Stock Count and Summary	Yes	No
3.	DOD 4525.6-M	DoD Postal Manual	Yes	No
4.	DOD 4525.6-M	DoD Postal Manual	Yes	No
4.	USPS FORM 3294	Cash and Stamp Stock Count and Summary	Yes	No
5.	DOD 4525.6-M	DoD Postal Manual	Yes	No
6.	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 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. 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 :

Task Number	Title	Proponent	Status
805C-LF4-3532	Assume Custodian of Postal Effects (COPE) Responsibility	805C - Adjutant General (Individual)	Obsolete

Supported Individual Tasks :

Task Number	Title	Proponent	Status
805C-LF4-3532	Conduct Custodian of Postal Effects (COPE) Duties	805C - Adjutant General (Individual)	Approved
805C-LF4-3512	Control a Stamp Stock	805C - Adjutant General (Individual)	Approved

Supported Collective Tasks : None

ICTL Data :

ICTL Title	Personnel Type	MOS Data
ASI F4 - Postal Supervisor	Enlisted	MOS: 42A, Skill Level: SL3, ASI: F4, Duty Pos: UJZ