

Summary Report for Individual Task
805C-42H-8106
Coordinate Deployed Postal Operations
Status: Approved

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Destruction Notice: None

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Condition: You are assigned as a Brigade S-1 and your unit is preparing to deploy to a mature theater. You will be providing postal support to assigned and attached units within your Brigade area of responsibility (AOR) which includes Soldiers, DoD civilians, and contractors. You have access to references listed in the enclosed table. Some iterations of this task should be performed in MOPP 4.

Standard: Develop and coordinate a postal operations plan that supports 100% of all assigned and attached units. Establish Postal Operations Standing Operating Procedures (SOP) that includes predeployment, deployment, and redeployment responsibilities and functions. Ensure all 100% of all mail clerks are trained and certified. Establish procedures to safeguard and account for 100% of all mail.

Special Condition: None

Safety Risk: Low

MOPP 4: Sometimes

Task Statements

Cue: Unit receives notification of deployment.

DANGER
None

WARNING
None

CAUTION
None

Remarks: All required references and technical manuals not available online will be provided by the local command.

Notes: None

Performance Steps

1. Review Theater Postal Operations procedures.
2. Establish Brigade Postal Operations SOP.
 - a. Provide mail limitations and restrictions.
 - b. Identify mail delivery, disposition, and forwarding options.
 - c. Provide mail training and certification program.
 - d. Ensure subordinate units have a mail holding area (rear detachment).
 - e. Identify official mail procedures.
 - f. Conduct unit mailroom inspections.
 - g. Process casualty/enemy prisoner of war (EPW) mail.
 - h. Safeguard and account for mail.
3. Conduct Brigade S-1 pre-deployment postal operations.
 - a. Establish communication with Human Resource Sustainment Center (HRSC) and Military Mail Terminal (MMT).
 - b. Train adequate unit mail clerks and appoint on orders (DD Form 285).
 - c. Verify deployed addresses for subordinate units.
 - d. Notify families of deployed mailing procedures and restrictions.
 - e. Appoint unit postal officer and mail clerks.
 - f. Ensure DD Form 2258 (Temporary Mail Disposition Instructions) are complete.
 - g. Ensure each deploying Soldier completes a DA Form 3955 (Change of Address).
4. Conduct Brigade S-1 deployed postal operations.
 - a. Initiate contact with supporting Army Post Office (APO).
 - (1) Verify mailing address.
 - (2) Verify APO SOPs.
 - (3) Verify prohibited items.
 - (4) Provide mail clerk certification.
 - b. Provide unit Task Organization and manning roster to servicing APO.

- c. Identify the location of Mail Delivery Points (MDP) and alternate MDPs.
 - d. Coordinate procedures for prograde and retrograde mail.
 - e. Coordinate for official mail.
 - f. Conduct inspection of subordinate unit mailrooms.
 - g. Investigate and reconcile any congressional or special inquiries hindering the delivery of mail.
 - h. Coordinate with APO for postal support for Soldiers located in remote locations.
5. Conduct Brigade S-1 redeployment postal operations.
- a. Coordinate with APO to provide postal finance services (retrograde mail) for subordinate units.
 - b. Advise APO of unit departure date and provide them a list of all Soldiers affected.
 - c. Provide forwarding addresses for individuals or the unit as a whole.
 - d. Inform Soldiers to notify correspondents to stop sending mail 30 days prior to departure.
 - e. Notify the local Post Office of the unit's arrival upon redeployment.
 - f. Notify the mobilization station of redeployment and unit forwarding address for reserve component units.
 - g. Ensure each redeploying soldier completes a DA Form 3955 (Change of Address).
 - h. Inform Soldiers of all mailing restrictions and distribute information on non-mailable items.
 - i. Coordinate through rear detachment and home station APOs to ensure adequate storage space is available.

(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 fails any performance measure, show what was done wrong and how to perform it correctly.

Evaluation Preparation: This task can be evaluated by use of the performance measures as listed. This method of evaluation is appropriate if the Soldier performs the task on the job. Allow the Soldier to practice until the Soldier feels qualified and prepared for the evaluation. Then have the Soldier perform the task, using the materials listed in the CONDITIONS statement above. Score the Soldier "PASS" or "FAIL" as determined by the performance.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Reviewed Theater Postal Operations procedures.			
2. Established Brigade Postal Operations SOP.			
3. Conducted Brigade S-1 pre-deployment postal operations.			
4. Conducted Brigade S-1 deployed postal operations.			
5. Conducted Brigade S-1 redeployment postal operations.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 600-8-3	Unit Postal Operations	Yes	Yes
	ATTP 1-0.1	S-1 Operations	Yes	No
	DOD 4525.6-M	DoD Postal Manual	Yes	Yes
	FM 1-0	Human Resources Support http://armypubs.army.mil/doctrine/DR_pubs/dr_a/pdf/fm1_0.pdf	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.

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.

Prerequisite Individual Tasks : None

Supporting Individual Tasks : None

Supported Individual Tasks :

Task Number	Title	Proponent	Status
805C-42H-8107	Implement Human Resources Planning and Operations Using Military Decision Making Process	805C - Adjutant General (Individual)	Reviewed

Supported Collective Tasks : None