

# Training and Evaluation Outline Report

**Task Number:** 12-6-0008

**Task Title:** Conduct Unit Mail Services

**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 Fort Jackson SC 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
	AR 25-51	Official Mail and Distribution Management	Yes	Yes
	AR 600-8-3	Postal Operations	Yes	Yes
	ATP 1-0.1	G-1/AG and S-1 Operations	Yes	No
	DOD 4525.6-M	DoD Postal Manual	Yes	No
	FM 1-0	Human Resources Support <a href="http://armypubs.army.mil/doctrine/DR_pubs/dr_a/pdf/fm1_0.pdf">http://armypubs.army.mil/doctrine/DR_pubs/dr_a/pdf/fm1_0.pdf</a>	Yes	No
	US CODE, TITLE 39	Postal Service	Yes	No

**Condition:** The unit is deployed conducting Unified Land Operations. Official and personal mail for assigned and attached Soldiers, Department of Defense (DOD) Civilians and contractors are arriving in the theater. Outgoing official and personal mail is being generated within the headquarters and subordinate units. Automated personnel support systems are present and operational. The unit standing operating procedure (SOP) is present. Threat capabilities cover a unified land operations including information gathering, hostile force sympathizers, terrorist activities to include suicide bombings, and on to conventional, air supported, and reinforced squad operations in a Chemical, Biological, Radiological, Nuclear and high yield Explosives (CBRNE) environment. Some iterations of this task should be performed in MOPP 4.

**Standard:** Official and personal mail is received and safeguarded during transit and storage. Mail is delivered to the appropriate individual/organization in accordance with (IAW) the SOP and AR 600-8-3, as promptly as the tactical situation allows. Outgoing mail is received and dispatched within established time frames. Postal financial services are coordinated for unit personnel.

**Safety Risk:** Extremely High

<b>Task Statements</b>
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**Cue:** None

## 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.

**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.

## TASK STEPS

- \* 1. The Combatant Commander manages unit mail services.
  - a. Provides command guidance and priorities.
  - b. Appoints a unit postal officer and an alternate, in writing.
  - c. Directs subordinate units to appoint unit postal officers and alternates, as required.
  - d. Establishes official mail and distribution management program in accordance with (IAW) AR 25-51.
  - e. Provides a separate and secure area with space and equipment needed to operate a mailroom.
  
- \* 2. S1 supervises unit mail services.
  - a. Appoints unit mail clerks/orderlies on DD Form 285, Appointment of Military Postal Clerk, Unit Mail Clerk or Mail Orderly.
  - b. Establishes Mail Delivery Points (MDP), distribution policies, and distribution schedules.
  - c. Requests transportation support for pickup and delivery of mail.
  - d. Publishes location of MDP and operating schedules.
  - e. Provides task force organization and recommended MDPs to the supporting postal element.
  - f. Obtains postal financial services in coordination with higher headquarters (HQ).
  - g. Establishes location and schedule of postal financial services for unit personnel.
  - h. Resolves problems relating to mail and postal procedures.
  - i. Reports postal offenses to servicing postal agency or higher HQ, as appropriate.
  - j. Recommends judicial or nonjudicial action when necessary.
  - k. Briefs the commander, staff, and subordinate unit leaders.
  
- \* 3. The unit Postal Officer/alternate Postal Officer manages unit mail services.
  - a. Verifies the ability of mail clerks and orderlies to handle mail in accordance with governing regulations.
  - b. Ensures mail clerks and orderlies receive training.
  - c. Maintains DD Forms 285 for all postal personnel.
  - d. Recommends primary and alternate MDP locations and changes.
  - e. Establishes hours of operation for mailrooms and collection points.
  - f. Establishes personal mail support procedures for unit personnel serving in other units.

g. Supervises money order, stamp, and other postal mailing transactions.

h. Conducts a daily check of the unit mailroom to verify that mail is accounted for and treated properly, and that casualty mail is properly processed.

i. Conducts a monthly self-inspection of postal operations, facilities, and security procedures to ensure compliance with AR 600-8-3 and DOD 4525.6-M.

j. Verifies that all pieces of accountable mail received are accounted for and treated properly.

k. Reports unsolvable postal problems, suspicious mail, dangerous mail, and postal violations to the S1.

#### 4. Mail clerks conduct mailroom services.

a. Receive and sort incoming personal and official mail.

b. Maintain accountability and control of accountable mail.

c. Deliver incoming personal mail to mail orderlies, Soldiers, and other authorized personnel.

d. Deliver incoming official mail to authorized addressees and agents.

e. Safeguard the mailroom and mail at all times.

f. Secure safes, mailroom keys, and combinations.

g. Establish mail collection boxes or receptacles for outgoing mail.

h. Check all mail receptacles for damage on a daily basis.

i. Collect outgoing mail from collection boxes or receptacles IAW the established schedule.

j. Deliver outgoing personal and official mail to the designated MDP.

k. Maintain mail directory cards or automated directory service records.

l. Perform mail redirect services for unit personnel.

m. Purchase money orders and stamps for unit personnel, when authorized.

n. Process casualty mail IAW DOD 4525.6-M and AR 600-8-3.

o. Report postal offenses, suspicious or potentially dangerous mail, and damaged or pilfered mail complaints according to DOD 4525.6-M.

p. Inventory accountable and other mail in the event of damage or destruction of the mailroom.

(Asterisks indicates a leader performance step.)



**Equipment (LIN)**

Step ID	LIN	Nomenclature	Qty
	70209N	Computer, Personal Workstation	4

**Material Items (NSN)**

Step ID	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 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. Safety in performing tasks and within the work/task environment is everyone's responsibility. Supervisors and leaders must insure 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).