

Summary Report for Individual Task
805C-LF4-3517
Check Mail Directory Operations
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 supervisor in a Military Post Office given several articles of mail which directory service was provided, access to the postal patrons directory card file or digital database, access to the DoD 4525.6-M (Postal Manual) and the Domestic Mail Manual.

Standard: Check Mail Directory Operations ensuring the postal clerk is processing directory mail and maintaining the directory file following proper procedure without error IAW DOD 4525.6-M. There is no timeline on this task, but delaying the mail is not acceptable.

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. Ensure that each DA Form 3955 (Change of Address and Directory Card) or digital record contains the required information.
 - a. Receptacle holders name, grade and social security number.
 - b. New organization, box number, old mailing address and date departed old organization.
 - c. New mailing address.
2. Ensure the prepared DA Forms 3955 is filed alphabetically by last name regardless of status or rank.
3. Ensure the directory file is screened during the first week of each month to remove and destroy all expired records.
4. Determine if the articles of undeliverable mail were entitled to directory service.
5. Ensure undeliverable mail returned by the unit mail clerk was screened to ensure all articles are being properly processed and endorsed.
6. Ensure the proper endorsement and disposition is on each article.
7. Ensure each article of undeliverable mail processed through the directory section is back-stamped to indicate the date received.
8. Make on-the-spot corrections for any errors or incorrect procedures made by the clerk.

(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 Mail Directory Operations

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Ensured that each DA Form 3955 contained the required information.			
2. Ensured the prepared DA Forms 3955 was filed alphabetically by last name regardless of status or rank.			
3. Ensured the directory file was screened during the first week of each month to removed and destroyed all expired cards.			
4. Determined if the articles of undeliverable mail were entitled to directory service.			
5. Ensured undeliverable mail returned by the unit mail clerk was screened to ensure all articles are being properly processed and endorsed.			
6. Ensured the proper endorsement and disposition was on each article.			
7. Ensured each article of undeliverable mail processed through the directory section was back-stamped to indicate the date received.			
8. Made on-the-spot corrections for any errors or incorrect procedures made by the clerk.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
1.	DA FORM 3955	CHANGE OF ADDRESS AND DIRECTORY CARD	Yes	No
1.	DOD 4525.6-M	DoD Postal Manual	Yes	No
2.	DA FORM 3955	CHANGE OF ADDRESS AND DIRECTORY CARD	Yes	No
2.	DOD 4525.6-M	DoD Postal Manual	Yes	No
3.	DA FORM 3955	CHANGE OF ADDRESS AND DIRECTORY CARD	Yes	No
3.	DOD 4525.6-M	DoD Postal Manual	Yes	No
4.	DA FORM 3955	CHANGE OF ADDRESS AND DIRECTORY CARD	Yes	No
4.	DOD 4525.6-M	DoD Postal Manual	Yes	No
4.	DOD 4525.6-M-L-2	Military Post Office Mail Distribution Scheme	Yes	No
4.	DOD REG 4525.6-L-1	Military Post Office Location List (M POLL)	Yes	No
5.	DA FORM 3955	CHANGE OF ADDRESS AND DIRECTORY CARD	Yes	No
5.	DOD 4525.6-M	DoD Postal Manual	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

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 :

Task Number	Title	Proponent	Status
805C-LF4-3523	Check Processed Mail	805C - Adjutant General (Individual)	Approved
805C-LF4-3560	Operate a Contingency Military Post Office	805C - Adjutant General (Individual)	Approved

Supporting Individual Tasks :

Task Number	Title	Proponent	Status
805C-LF4-3541	Report Postal Offenses	805C - Adjutant General (Individual)	Obsolete

Supported Individual Tasks : None

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