

Training and Evaluation Outline Report

Task Number: 12-2-1253

Task Title: Provide Postal Services

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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 600-8-3	Postal Operations	Yes	No
	ATP 1-0.2	Theater-Level Human Resources Support	Yes	No
	ATP 4-93	Sustainment Brigade	Yes	No
	DMM	Domestic Mail Manual	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

Condition: The Postal Platoon is deployed under the command and control of the Human Resources Company (HR Co) in support of units conducting Unified Land Operations. All required postal equipment is available and functional. All vehicles required for mail transportation are available and operational. Inbound mail and outbound mail is received and awaiting distribution. Elements within the area of operations (AO) have requested postal finance and directory services. Free mail has not been declared. All Tactical Standing Operating Procedures (TSOPs) as well as DOD 4525.6-M, FM 1-0, AR 600-8-3, DMM, ATP 4-93 and ATP 1-0.2 are available. Terrorists and other hostile force sympathizers are operating in the area. Threat capabilities include information gathering, hostile force sympathizers, and terrorist activities in a Chemical, Biological, Radiological, Nuclear and high yield Explosives (CBRNE) environment. Some iterations of this task should be performed in MOPP 4.

Standard: Postal personnel will provide all postal support required in the area of operations in accordance with (IAW) the HR Company's directives, command policies and procedures, United States Postal Service(USPS)directives, DoD 4525.6-M, and FM 1-0.

Safety Risk: Low

Task Statements

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. Human Resources (HR) Company assigns Area of Operations (AO) for Postal Platoon.
 - a. Company Commander receives order from the Theater Support Command (TSC) or Expeditionary Support Command (ESC).
 - b. Company commander coordinates with local Sustainment Brigade (SB), Combat Service Support Battalion (CSSB), or Special Troops Battalion (STB) for external support functions such as life support, force protection, logistics, and transportation.
 - c. Plans and Operations section coordinates with the HR Operations Branch (HROB) of the ESC or the HR Sustainment Center (HRSC) Postal Operations Division (POD) of the TSC for the postal platoon mission.
 - d. Plans and Operations section coordinates with the Director of the Military Mail Terminal (MMT) for inbound and outbound mail schedules.
 - e. Plans and Operations section conducts short and long range planning, supervises postal directory services, and manages/coordinates inspections.
 - f. Headquarters Support section provides administrative and mission-oriented logistical support to postal platoons.
 - g. HR Company provides command and control and technical guidance to postal platoons.
- * 2. Postal Platoon Leader establishes headquarters in the assigned AO.
 - a. Receives postal mission from HR Company.
 - b. Establishes postal platoon headquarters, finance section, and two postal squads.
 - c. Coordinates with HR Company, Director MMT, and either HROB (ESC) or POD (TSC) for theater postal guidance.
 - d. Coordinates with the STB or CSSB HROB for area postal support requirements.
 - e. Appoints a Custodian of Postal Effects (COPE), Accountable/Registry Clerk, and other specialized personnel as needed.
 - f. Maintains duplicate keys and combinations to APO and COPE's safe.
 - g. Develops APO Standard Operating Procedures (SOPs).
 - h. Supervises the postal platoon.
 - i. Monitors unit postal operations.
 - (1) Identifies all units receiving mail from the Army Post Office (APO).
 - (2) Appoints one or two mailroom technical inspectors and mail personnel trainers.
 - (3) Validates training and qualifications of mail clerks and postal officers.
 - (4) Views inspection results of mailrooms and takes appropriate action.
 - j. Directs daily postal operations.

- * 3. Postal Platoon Leader/Sergeant supervises directory services.
 - a. Implements theater policies and procedures for directory service operations.
 - b. Develops daily work schedules.
 - c. Monitors directory service operations to ensure compliance with theater policy and guidance.
 - d. Monitors all changes of postal publications to ensure they are posted and available to postal clerks.
 - e. Spot-checks directory mail for proper processing and endorsements.
 - f. Spot-checks DA Form 3955, Change of Address and Directory Card for proper maintenance.
 - g. Implements theater policies and procedures for casualty mail and Enemy Prisoner of War (EPW) mail.

- 4. Postal Plans and Operations Team conducts directory services.
 - a. Identifies mail needing directory service.
 - b. Separates mail according to class.
 - c. Processes mail requiring directory service.
 - d. Processes missent mail and intra-theater delivery service correspondence.
 - e. Dispatches mail according to class.
 - f. Processes mail that cannot be forwarded or returned.
 - (1) Dead mail
 - (2) Bulk business mail
 - (3) Periodicals
 - g. Maintains Change of Address Cards for incoming and outgoing personnel.
 - h. Maintains the Military Post Office Location List (MPOLL).
 - i. Operates a casualty mail directory.
 - j. Processes casualty mail.
 - k. Processes enemy prisoners of war mail.

- * 5. Platoon leader/Sergeant supervises postal operations.
 - a. Receives operational guidance from the Postal Plans and Operations section.

- b. Implements theater mail policies and procedures.
 - c. Develops procedures/plans for personnel to react to suspect mail.
 - d. Issues guidance and directives to subordinate leaders.
 - e. Spot checks the processing and dispatch of mail.
 - f. Submits postal processing and equipment status reports to Postal Plans and Operations section.
 - g. Verifies accountability of all registered mail daily.
 - h. Notifies supporting military police unit of suspected contaminated or suspicious mail.
 - i. Conducts authorized search and seizure of mail.
 - j. Acts as witness for host nation customs authorities, as required.
 - k. Supervises the destruction or segregation of contaminated mail.
 - l. Reports postal offenses/requests for search and seizure of mail.
 - m. Maintains current listing of Unit/Community Mail Rooms (UMRs/CMRs) serviced.
 - n. Maintains routing schemes of APOs serviced by other Postal Platoons.
 - o. Safeguards postal equipment, materials, and instruments.
 - p. Enforces safety measures.
- * 6. Designated subordinate leader conducts Custodian of Postal Effects (COPE) functions.
- a. Maintains accountability and serviceability of United States Postal Service (USPS) equipment.
 - b. Safeguards postal equipment and effects.
 - c. Maintains accountability of all monetary items (postage, cash, blank money orders, etc).
 - d. Publishes work schedules.
 - e. Monitors accounts of postal finance clerks.
 - (1) Issues stamp stock, Integrated Retail Terminal (IRT) disk, and appropriate safe key to postal finance clerk.
 - (2) Maintains duplicate safe key.
 - (3) Receives monies remitted by postal finance clerks daily.
 - (4) Conducts unannounced audits of postal finance clerks monthly.
 - f. Briefs postal clerks on changes/updates to postal policy/procedures.

- g. Ensures only authorized Military Postal Service (MPS) users receive postal services.
 - h. Authenticates postal supply requests.
 - i. Authenticates disposal of unsalvageable claims articles.
 - j. Remits monies to the USPS.
 - k. Prepares end of day reports.
7. Postal clerks conducts postal operations.
- a. Receives incoming mail.
 - b. Separates accountable mail.
 - c. Processes and deliver incoming mail.
 - d. Processes, deliver, and maintain receipts for accountable mail.
 - e. Receives and processes outgoing mail.
 - f. Operates an international mail exchange for exchange of mail between the USPS postal units and host nation postal authorities, as required.
 - g. Protects mail and postal equipment.
 - h. Forwards all undeliverable mail to the directory section for processing.
 - i. Forwards all casualty mail and EPW mail to the directory section for processing.
 - j. React to and report suspect mail.
 - k. Return empty postal equipment as required.
8. Postal finance clerks conduct postal finance services.
- a. Identify authorized MPS users.
 - b. Accept domestic mail and international mail.
 - c. Accept mail requiring special services.
 - d. Maintain accountability of stamp stock and all sensitive postal equipment.
 - e. Use an IRT to make postal finance transactions.
 - f. Sell and cash USPS money orders.
 - g. Secure disk when not using IRT.

- h. Prepare end of day reports.
 - i. Remit monies to the COPE.
 - j. Report all postal incidents.
9. Postal finance section clerks process claims and inquiries.
- a. Postal finance clerk assists customers in completing claim's forms.
 - b. Claims clerk updates claims log and maintains copies of all documentation.
 - c. Claims clerk forwards claim through postal channels for processing.
 - d. Claims clerk stores damaged article until claim is approved.
 - e. Claims clerk and COPE dispose of unsalvageable articles.
10. Postal registry clerk operates the registry section, as required.
- a. Denies unauthorized personnel access to registry section.
 - b. Receives, verifies, and processes registered articles.
 - c. Maintains continuous chain of receipts for each registered article.
 - d. Verifies inventory of registry section is accurate upon opening, closing, and turnover of registry section.
 - e. Safeguards all registry items and materials.
11. Postal supply clerk maintains USPS supplies.
- a. Requests supplies from USPS.
 - b. Issue supplies as needed.
 - c. Maintains proper level of supplies.
 - d. Maintains control and accountability of all supply items.
 - e. Reports problems and shortfalls to Postal Platoon Leader/Sergeant.
12. Technical Inspector (TI) manages unit postal operations.
- a. Trains all unit mail clerks.
 - b. Conducts unannounced quarterly inspections of all mailrooms.
 - c. Reinspects unit mailrooms rated "Unsatisfactory" after at least 10 days.

Step Number	Task Number	Title	Proponent	Status
	12-9-1259	Maintain Theater Postal Services	12 - Adjutant General (Collective)	Approved
	71-2-5100	Conduct Troop Leading Procedures for Companies	71 - Combined Arms (Collective)	Approved

Supporting Individual Task(s):

Step Number	Task Number	Title	Proponent	Status
	805C-420-7005	Coordinate Theater Postal Operations	805C - Adjutant General (Individual)	Approved
	805C-42A-1308	Perform Unit Mailroom Operations	805C - Adjutant General (Individual)	Approved
	805C-42A-3060	Conduct Postal Operations	805C - Adjutant General (Individual)	Approved
	805C-42A-4060	Plan Unit Postal Operations	805C - Adjutant General (Individual)	Approved
	805C-42B-6109	Manage Unit Postal Operations	805C - Adjutant General (Individual)	Approved
	805C-42B-7106	Implement Postal Operations Plans and Policies	805C - Adjutant General (Individual)	Approved
	805C-42H-8106	Coordinate Deployed Postal Operations	805C - Adjutant General (Individual)	Approved
	805C-LF4-3501	Check the Acceptance of Domestic Mail	805C - Adjutant General (Individual)	Approved
	805C-LF4-3505	Check the Acceptance of Domestic Mail Requiring Special Services	805C - Adjutant General (Individual)	Approved
	805C-LF4-3508	Check Acceptance of International Mail	805C - Adjutant General (Individual)	Approved
	805C-LF4-3512	Control a Stamp Stock	805C - Adjutant General (Individual)	Approved
	805C-LF4-3513	Check the Sales of Domestic Postal Money Orders	805C - Adjutant General (Individual)	Approved
	805C-LF4-3514	Check the Cashing of Domestic Postal Money Orders	805C - Adjutant General (Individual)	Approved
	805C-LF4-3517	Check Mail Directory Operations	805C - Adjutant General (Individual)	Approved
	805C-LF4-3519	Prepare Consolidated Business Report	805C - Adjutant General (Individual)	Approved
	805C-LF4-3522	Check Accountable Mail Operations	805C - Adjutant General (Individual)	Approved
	805C-LF4-3523	Check Processed Mail	805C - Adjutant General (Individual)	Approved
	805C-LF4-3525	Control Domestic Postal Money Orders	805C - Adjutant General (Individual)	Approved
	805C-LF4-3532	Conduct Custodian of Postal Effects (COPE) Duties	805C - Adjutant General (Individual)	Approved
	805C-LF4-3537	Control Postal Supplies and Capital Sensitive Equipment	805C - Adjutant General (Individual)	Approved
	805C-LF4-3539	Administer Postal Management Information System	805C - Adjutant General (Individual)	Approved
	805C-LF4-3540	Monitor Search/Seizure Operation	805C - Adjutant General (Individual)	Approved
	805C-LF4-3541	Report Postal Offenses	805C - Adjutant General (Individual)	Approved
	805C-LF4-3547	Update Postal Operating Plan	805C - Adjutant General (Individual)	Approved
	805C-LF4-3555	Perform Audits at a Military Post Office	805C - Adjutant General (Individual)	Approved
	805C-LF4-3558	Identify Military Postal Service Responsibilities	805C - Adjutant General (Individual)	Approved
	805C-LF4-3560	Operate a Contingency Military Post Office	805C - Adjutant General (Individual)	Approved
	805C-LF4-3565	Operate the Automated Military Postal System (AMPS) Database	805C - Adjutant General (Individual)	Approved
	805C-LF5-1201	Accept Domestic Mail	805C - Adjutant General (Individual)	Approved

	805C-LF5-1205	Accept Domestic Mail Requiring Special Services	805C - Adjutant General (Individual)	Approved
	805C-LF5-1209	Accept International Mail	805C - Adjutant General (Individual)	Approved
	805C-LF5-1212	Maintain Stamp Stock	805C - Adjutant General (Individual)	Approved
	805C-LF5-1213	Sell Domestic Postal Money Orders	805C - Adjutant General (Individual)	Approved
	805C-LF5-1214	Cash Domestic Postal Money Orders	805C - Adjutant General (Individual)	Approved
	805C-LF5-1215	Prepare Daily Money Order Business Report	805C - Adjutant General (Individual)	Approved
	805C-LF5-1216	Process Incoming Registered Mail	805C - Adjutant General (Individual)	Approved
	805C-LF5-1217	Conduct an audit of a Stamp Stock	805C - Adjutant General (Individual)	Approved
	805C-LF5-1218	Process Mail	805C - Adjutant General (Individual)	Approved
	805C-LF5-1221	Prepare Mail Transportation Documentation	805C - Adjutant General (Individual)	Approved
	805C-LF5-1222	Deliver Registered Mail	805C - Adjutant General (Individual)	Approved
	805C-LF5-1223	Dispatch Outgoing Registered Mail	805C - Adjutant General (Individual)	Approved
	805C-LF5-1227	Close a Registry Section	805C - Adjutant General (Individual)	Approved
	805C-LF5-1230	Conduct Postal Directory Functions	805C - Adjutant General (Individual)	Approved
	805C-LF5-1240	Maintain Postal Supplies	805C - Adjutant General (Individual)	Approved
	805C-LF5-1420	Prepare Claims and Inquiry Forms	805C - Adjutant General (Individual)	Approved
	805C-LF5-1526	Report Suspected Postal Incidents	805C - Adjutant General (Individual)	Approved

Supporting Drill Task(s): None

Supported AUTL/UJTL Task(s):

Task ID	Title
ART 4.2.1.2.3	Conduct Postal Operations

TADSS

Step ID	TADSS ID	Title	Product Type	Quantity
No TADSS specified				

Equipment (LIN)

Step ID	LIN	Nomenclature	Qty
	T56383	Truck Utility Expanded Capacity Enhanced 4x4: M1165A1	1
	T37588	Truck Utility Expanded Capacity Enhanced: M1152A1	1
	T95992	Light Tactical Trailer: 34 Ton	1
	T96564	Trailer Flat Bed: M1082 Trailer Cargo LMTV wDropsides	1
	70209N	Computer, Personal Workstation	1
	T49255	Truck Lift Fork: Diesel Driven 4000 Lb Capacity Rough Terrain	1
	Z39781	Army H Resources: Workstation	17
	F06972	CONVR BLT PBL DRIV EL	1
	T59448	Truck Cargo: WO/Winch M1078A1P2 WO/W	1

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).