

Training and Evaluation Outline Report

Task Number: 12-9-1259

Task Title: Maintain Theater 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	Unit Postal Operations	Yes	No
	ATP 1-0.2	Theater-Level Human Resources Support	Yes	No
	ATP 4-93	Sustainment Brigade	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 Human Resources Sustainment Center (HRSC) is deployed in support of United States (U.S.) and coalition forces conducting Unified Land Operations in an active theater. Mail flow into the theater is to be managed to enhance morale while not impeding preparation for, and conduct of, Unified Land Operations. Communications are established with the Military Postal Service Agency (MPSA), Military Mail Terminal (MMT) Team, and Support Operations (SPO) Branch, Theater or Expeditionary Sustainment Commands (TSC/ESC), as appropriate. Unit and higher headquarters tactical standing operating procedures (TSOPs) are present as well as AR 600-8-3, ATP 4-93, DOD 4525.6-M and FM 1-0. 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: The HRSC will ensure incoming mail is dispatched to applicable units within 24 hours of receipt or as allowed by the tactical situation. Will ensure outgoing mail is dispatched in accordance with MPSA and theater commander guidance, as transportation assets permit. Coordinate mail distribution points with supported units. Ensure postal elements are adequately staffed and equipped to handle current and projected mail loads. Ensure postal elements are positioned to minimize transportation requirements and to provide maximum unit access to postal services. Ensure postal elements are scheduled for and inspected on a recurring basis consistent with the tactical situation.

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. Director, HRSC reviews mission requirements.
 - a. Reviews current mission requirements.
 - b. Coordinates with Army Service Component Command (ASCC) G1 and Support Operations Branch (SPO), Theater Support Command/Expeditionary Sustainment Command (TSC/ESC) for mission requirements.
 - c. Provides staff with general planning guidance.
 - d. Reviews communications with all supporting organizations providing postal support.
- * 2. Postal Operations Division (POD) Chief oversees the execution of all POD operations in the theater.
 - a. Coordinates with the combatant command, Department of the Army (DA) Postal, and HRSC, Office of the Director on all matters as appropriate.
 - b. Establishes and implements the deployed area of operations (AO) postal inspection plan for postal facilities.
 - c. Determines and organizes internal support requirements for the division.
 - d. Provides technical guidance and support to Human Resources (HR) organizations, as required.
- 3. Plans Officer maintains and manages the division organizational budget.
 - a. Acts as the Division Chief in his or her absence.
 - b. Prepares and attends all staff briefs for higher headquarters (HQs) to include coordination and tasking from higher.
 - c. Coordinates with the Division Chief to establish and implement the deployed AO postal inspection plan for postal facilities.
 - d. Consolidates divisional information updates for the Division Chief.
 - e. Organizes internal support requirements for the division.
 - f. Provides technical guidance and support to HR organizations as required.
 - g. Coordinates and provides guidance with Contracting Officer Representatives(CORs).
- 4. Military Personnel Technician oversees policy and management of theater databases.
 - a. Provides division with technical oversight and guidance.
 - b. Liaises with theater ASCC G1/AG and TSC.
 - c. Acts as Team Leader of the Postal Inspection Team established to conduct required postal inspections and audits throughout the postal area of responsibility.
 - d. Assists with organizing teams for continuous operations.

- e. Assists in obtaining, verifying, updating, and disseminating postal information.
 - f. Assists division in establishing liaisons with all HR elements.
 - g. Provides and assists in postal briefings to higher echelons.
- * 5. Senior HR Sergeant serves as the Senior Enlisted Advisor to the Division Chief on all matters.
- a. Assists the Division Chief in establishing POD operations at theater-level.
 - b. Assists the Division Chief in establishing the postal operations SOP.
 - c. Serves as NCOIC of the Postal Inspection Team established to conduct required postal inspections and audits throughout the postal area of responsibility.
 - d. Advises and briefs the HRSC Director, ASCC G1/AG, and commander on POD operations.
 - e. Maintains communications with the HRSC and ESC and Sustainment Brigade (SB) Human Resources Operation Branches (HROBs) to assist in planning and resourcing of postal operations.
 - f. Assists HR organizations in meeting training and readiness requirements and operating procedures.
 - g. Coordinates with all organizations on policy matters.
6. Postal Specialist serves as Team Member of the Postal Inspection Team established to conduct required postal inspections and audits throughout the postal area of responsibility.
- a. Assists with Staff Assisted Visits (SAVs).
 - b. Performs administrative duties as assigned.
 - c. Responsible for mail incident reports.
7. Postal Officer serves as officer in charge of the postal inspection team or opening/closing team.
- a. Assists with fielding policies and operational questions submitted to the POD from postal entities in the AO.
 - b. Plans, coordinates, and conducts SAVs of Army Post Offices (APOs) in the AO.
 - c. Serves as liaison between the POD and postal entities in the field.
 - d. Provides APO support.
 - e. Assists in the integration of postal related contract support.
 - f. Facilitates logistical support for APOs activating and deactivating.
 - g. Oversees and manages postal logistical support in theater (supplies and equipment).
 - h. Serves as ASCC approval authority for processing requisitions for all postal equipment and supplies in theater.
 - i. Serves as the ASCC approval authority for quarterly PS Form 1590 reviews.

- j. Provides replacement postal equipment to APOs in theater.
 - k. Processes requisitions for quarterly mail transportation equipment and empty equipment.
 - l. Serves as the postal logistics liaison for joint military postal activity (JMPA)-Atlantic and Military Postal Service Agency (MPSA).
 - m. Receives and processes damaged equipment for repair.
 - n. Establishes custodian of postal effects (COPE) procedures and manages postal meters.
 - o. Serves as ZIP code manager for Military Post Offices (MPOs) and mail addresses only.
 - p. Trains Assistant Postal Finance Officer on duties and responsibilities.
8. Postal Supervisor reviews postal incident reports for accuracy.
- a. Provides sustainment training as needed for postal operations.
 - b. Monitors mail transient time report.
 - c. Coordinates and maintains postal supplies and equipment for theater organizations.
 - d. Responsible for cash and stamp stock for the theater.
 - e. Establishes, oversees, and audits individual COPE cash and stamp stock.
9. Postal Sergeant oversees registered mail inspections.
- a. Serves as the quality control specialist for postal offenses and postal net alerts.
 - b. Maintains the mail transient timeline tracker.
 - c. Oversees timeliness and irregularity reports.
 - d. Monitors, tracks, and records overall theater mail flow.
10. Postal Clerk establishes Automated Military Postal System (AMPS) accounts.
- a. Updates applicable web-based systems for postal guidance.
 - b. Serves as a technical inspector on the inspection team as required.

(Asterisks indicates a leader performance step.)

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-4060	Plan Unit Postal Operations	805C - Adjutant General (Individual)	Approved
	805C-42H-8106	Coordinate Deployed Postal Operations	805C - Adjutant General (Individual)	Approved
	805C-LF4-3541	Report Postal Offenses	805C - Adjutant General (Individual)	Approved
	805C-LF4-3558	Identify Military Postal Service Responsibilities	805C - Adjutant General (Individual)	Approved
	805C-LF5-1230	Conduct Postal Directory Functions	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
	70209N	Computer, Personal Workstation	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 FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT. 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 ensure 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).