

Summary Report for Individual Task
805C-LF4-3522
Check Accountable Mail 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 Military Postal Clerk you are given accountable mail (registered, numbered insured, and certified mail) which is being processed or has been processed for receipt, delivery, or dispatch by the postal clerk and access to DOD 4525.6-M and Domestic Mail Manual (DMM).

Standard: Check accountable mail operations to ensure that the postal clerk follows procedures during the processing of accountable mail without error IAW with the DOD 4525.6-M and DMM.

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: PROCESS INCOMING REGISTERED MAIL.

Performance Steps

1. Ensure all registered pouches, sacks, and/or outside mail listed on the outside bill was received. (Listed the number of pieces received, indicate the time received, place the impression of an all-purpose dating stamp (APDS), and sign the bill.)

2. Identify contaminated accountable mail and take the appropriate action. (i.e., mail exposed to toxic agents) by:

- a. Contacting the local NBC authorities.
- b. Segregating and securing from uncontaminated registered mail.
- c. Destroying accountable mail with guidance set forth by NBC authorities.
- d. Reporting accountable mail that has been destroyed due to contamination.

3. Verify with a witness that all articles of registered mail listed on the inside bill were received. (List the number of pieces received, indicate the time received, place the impression of an all-purpose dating stamp, and signed the bill.)

4. Identify any discrepancies found during the receipt of the registered mail and take the appropriate action. (Refer to DOD 4525.6-M.)

5. Have the witness sign the inside bill.

6. Receipt for registered mail delivered by firm mailers using PS Form 3877 (Firm Mailing Book for Registered, Insured, COD, Certified, and Express Mail) and other registered articles received from other sources, such as the postal finance window or mail clerks.

Note: DELIVER ACCOUNTABLE MAIL.

7. Do the following when accountable mail is to be delivered to individuals.

- a. Prepare a PS Form 3849 (Delivery Notice/Receipt/ Reminder).
- b. Send the prepared PS Form 3849 to the individual to whom the article is addressed.
- c. Verify the addressee's or authorized agent's identity (i.e., ID card).
- d. Have the addressee or his authorized agent sign the PS Form 3849 upon receiving the article at the military post office.
- e. Sign and date the PS Form 3849 as the delivery clerk.
- f. Give the article of accountable mail to the individual.
- g. Properly file the PS Form 3849.

8. Do the following when personal and/or official accountable mail is to be delivered to unit mail clerks.

- a. Prepare PS Form 3883 (Firm Delivery Book-Registered, Certified and Numbered Insured Mail) in duplicate for each type of personal and/or official accountable mail.
- b. Have the appropriate authorized mail clerk verify and sign the PS Form 3883.
- c. Sign the PS Form 3883.

- d. Give the duplicate copy of PS Form 3883 to the unit mail clerk.
- e. Retain the original copy of the PS Form 3883 for the military post office records.
Note: DISPATCH OUTGOING REGISTERED MAIL.

9. Separate the registered mail by destination, and when applicable, further separate the personal mail from the official mail.

10. Prepare, if applicable, USPS Registry Jacket (PS Item EP 390, Envelope) when five or more letter-size pieces are to be dispatched to the same location by:

- a. Using a separate book of PS Forms 3854 (Manifold Registry Dispatch Book) for Registry Jackets.
- b. Preparing two copies of PS Form 3854, showing each registered item included in the Registry Jacket. (Refer to DOD 4525.6-M.)
- c. Placing the original PS Form 3854 inside the Registry Jacket and keeping the duplicate in the book (Refer to DOD 4525.6-M.)

11. Prepare the inside bill, PS Form 3854, for a registered pouch by:

- a. Using a separate book of PS Forms 3854.
- b. Preparing PS Forms 3854 in duplicate, showing each registered item included in the pouch. (Refer to DOD 4525.6-M.)
- c. Placing the original inside bill in the pouch with the registered items in the presence of a witness. (Refer to DOD 4525.6-M.)
- d. Retaining the duplicate inside bill in the manifold dispatch book.

12. Close and secure the pouch with PS Item 0817C (Seal, Tin Band, Numbered for Registered Mail and Airmail) in the presence of a witness. (Refer to DOD 4525.6-M.)

13. Select and prepare a slide label for the pouch. (Refer to DOD 4525.6-M, and DOD 4525.6-H.)

14. Affix a PS Label 87 (Registered Outside) on the address side of any outside mail.

15. Prepare the outside bill (PS Form 3854) in triplicate, listing all registered pouches and outside mail to be dispatched to the same location. (Refer to DOD 4525.6-M.)

16. Obtain mail guard's signature on the triplicate copy of the outside bill (PS Form 3854).

17. Made proper distribution of each copy of the outside bill (PS Form 3854). (Refer to DOD 4525.6-M.)
Note: CLOSE A REGISTRY SECTION.

18. Prepare DD Form 2261 (Registered Mail - Balance and Inventory) to account for all registered mail processed by the registry section during the postal clerk's shift. (Extracted information from all documentation used to receive, deliver, and dispatch the registered mail and from all registered mail on hand.)

19. Sign the DD Form 2261 after verifying all entries on the form as correct.

20. Secure the registry section and control access to the registry area. (Refer to DOD 4525.6-M.)

21. Ask the verifying official to sign the form after verifying that all entries on the DD Form 2261 are correct.

22. Make on-the-spot corrections for any errors or incorrect procedures made by the postal clerk.

23. Answer questions that the postal clerk may ask.

(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 Accountable Mail Operations.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Ensured all registered pouches, sacks, and/or outside mail listed on the outside bill was received.			
Note : PROCESS INCOMING REGISTERED MAIL.			
2. Identified contaminated accountable mail and take the appropriate action.			
3. Verified with a witness that all articles of registered mail listed on the inside bill were received.			
4. Identified any discrepancies found during the receipt of the registered mail and take the appropriate action. (Refer to DOD 4525.6-M.)			
5. Ensured the witness signed the inside bill.			
6. Receipted for registered mail delivered by firm mailers using PS Form 3877			
Note : DELIVER ACCOUNTABLE MAIL.			
7. Completed the following when accountable mail is to be delivered to individuals.			
8. Completed the following when personal and/or official accountable mail is to be delivered to unit mail clerks.			
9. Separated the registered mail by destination, and when applicable, further separate the personal mail from the official mail.			
10. Prepared, if applicable, USPS Registry Jacket (PS Item EP 390, Envelope) when five or more letter-size pieces are to be dispatched to the same location by:			
11. Prepared the inside bill, PS Form 3854, for a registered pouch by:			
12. Closed and secure the pouch with PS Item 0817C (Seal, Tin Band, Numbered for Registered Mail and Airmail) in the presence of a witness. (Refer to DOD 4525.6-M.)			
13. Selected and prepare a slide label for the pouch. (Refer to DOD 4525.6-M and DMM.			
14. Affixed a PS Label 87 (Registered Outside) on the address side of any outside mail.			
15. Prepared the outside bill (PS Form 3854) in triplicate, listing all registered pouches and outside mail to be dispatched to the same location. (Refer to DOD 4525.6-M.)			
16. Obtained mail guard's signature on the triplicate copy of the outside bill (PS Form 3854).			
17. Maded proper distribution of each copy of the outside bill (PS Form 3854). (Refer to DOD 4525.6-M.)			
Note : CLOSE A REGISTRY SECTION.			
18. Prepared DD Form 2261 (Registered Mail - Balance and Inventory) to account for all registered mail processed by the registry section during the postal clerk's shift. (Extracted information from all documentation used to receive, deliver, and dispatch the			
19. Signed the DD Form 2261 after verifying all entries on the form as correct.			
20. Secured the registry section and control access to the registry area. (Refer to DOD 4525.6-M.)			
21. Asked the verifying official to sign the form after verifying that all entries on the DD Form 2261 are correct.			
22. Made on-the-spot corrections for any errors or incorrect procedures made by the postal clerk.			
23. Answered questions that the postal clerk may ask.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	DOD 4525.6-M	DoD Postal Manual	No	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 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.

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 : None

Supporting Individual Tasks : None

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