

**Report Date:** 01 May 2014

**Summary Report for Individual Task  
805C-LF4-3508  
Check Acceptance of International Mail  
Status: Approved**

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DESTRUCTION NOTICE: None

**Condition:** You are a Postal Supervisor in a post office and have a window clerk who is accepting or has accepted International Letter Post Mail. You have access to Department of Defense (DoD) 4525.6-M and International Mail Manual (IMM).

**Standard:** Check the clerk accepting International Letter Post Mail to be sure that the customer is authorized to use the facility, the mail is acceptable according to the respective country's mailing conditions, the clerk calculated and affixed the postage and forms correctly without error and the clerk gave the correct change, (if any), to the customer.

**Special Condition:** None

**Safety Level:** Low

**MOPP:**

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

<b>DANGER</b>
None

<b>WARNING</b>
None

<b>CAUTION</b>
None

**Remarks:** All required references, forms and technical manuals will be provided by the local Command.

**Notes:** None

## Performance Steps

1. Verify that the clerk checked to see that customer is an authorized user of the Military Post Office (MPO).

- a. Check the customer's military Identification Card.
- b. Check the customer's military dependent Identification Card.
- c. Check the customer's DoD civilian employee Identification Card.
- d. Check the customer's US Passport.
- e. Check the customer's retired military Identification Card.

2. Verify that the clerk determines if the letter or parcel received from the customer is mailable according to its:

a. Contents. Verify the customer uses the correct custom form.

(1) For articles that weigh less than 16 ounces and have a value less than \$400, use PS Form 2976 (Customs-CN22).

(2) For articles that weigh over 16 ounces and have a value over \$400, use PS Form 2976-A (Customs Declaration and Dispatch Note) with USPS Envelope 2976-E (Customs Declaration and Dispatch Envelope).

b. Size and Weight.

(1) Maximum weight of 4 pounds.

(2) Minimum length and height is 3 1/2 inches by 5 1/2 inches.

(3) Minimum depth is .007 inch.

(4) Maximum length is 24 inches.

(5) Maximum length, height, depth combined is 36 inches.

c. Wrapping and packing.

(1) Mail matter is admissible in envelopes, sleeves, or wrappers of varying sizes and thickness, so long as they meet the size and weight requirements.

(2) Bulkier items are admissible in boxes, cartons, tubes, or other types of containers that are commonly used to transmit shipments that are in package form, so long as they meet the size and weight requirements.

d. Proper Addressing.

(1) Return address is in the upper left hand corner of the envelope and must contain the mailers grade; full name, including first name and middle name or initial; unit number; and APO AA, APO AE, or APO AP (depending on the location of the unit).

(2) The to address is centered to the right of the return address and to the left of the edge of the article. The return address is in ink or typewritten using Roman letters and Arabic numbers for addresses in Russian, Greek, Arabic, Chinese, and Hebrew.

e. Determine if the special service requested by the customer is available for the selected class of international mail.

(1) Registered Mail.

(a) Only available for articles that are being mailed at the Letter Post Air, Letter Post Economy rate of postage.

(b) Customer completes the to and from portion of PS Form 3806 (Receipt for Registered Mail).

(c) Window clerk annotates the article number from the Label 200, the amount of postage due for the article, the registered fee, and the restricted delivery and return receipt fees (if options are selected by the customer).

(d) Window clerk stamps all intersecting seams of the wrapping paper with the APDS, so that rifling of mail can easily be detected.

(e) Window clerk places Label 200 in the bottom left corner of the address side of the article.

(2) Return Receipt for International Mail.

(a) Return Receipts are available only for those packages that are being sent registered mail.

(b) The customer completes the mailed to and from sections of PS Form 2865 (Return Receipt for International Mail).

(c) The window clerk completes the office of mailing section, class of mail section, the article number, date of mailing, and the declared value section of the PS Form 2865.

(d) The window clerk completes the necessary sections of the return receipt placed it on either the address side of the article or on the reverse side of the package, depending on which side has the most room for the return receipt.

(e) After the return receipt has been placed on the article, the clerk endorses the article with "Avis de Reception" or "A.R."

(3) Restricted Delivery.

(a) Only available at the time of mailing and for articles that are being sent as registered mail with a return receipt.

(b) Once the article has been determined that it qualifies for restricted delivery, the window clerk endorses the article with "A Remettre en Main Propre."

3. Verify that the clerk processes an accepted article of mail (letter post) using manual methods.

a. Measures and weighs the accepted article of mail and ensures it meets the size and weight standards for International letter post mail.

b. Locates the country of destination in the International Mail Manual/Individual Country Listings (IMM/ICL) and reviews the prohibitions, restrictions, and observations to see if the contents of the article are mailable to that country, or if they have to be sent a particular way to that country.

c. Determines how the package is going to be sent (letter post air and letter post economy), and finds the correct postage chart on that country's individual listing.

d. For articles that are receiving a special service, fills out the necessary postal forms and date stamped all intersecting seams, and makes the appropriate endorsements on the article wrapping.

e. Affixes the postage on the article using postage stamps or postage meter tapes.

f. Cancels the postage stamps using the appropriate canceling stamp. For registered mail, use the All Purpose Date Stamp (APDS).

4. Verify that the clerk processed an accepted article of mail (letter post) using the Point Of Sale (POS).

a. Measures and weighs the accepted article of mail to ensure it meets the size and weight standards for International letter post mail.

b. Locates the country of destination in the IMM/ICL and reviews the prohibitions, restrictions, and observations to see if the contents of the article are mailable to that country.

c. Places article on the POS and selects the International key that corresponds to the way that the article is being sent (letter post air or letter post economy). When the clerk selects one of these keys, a country code screen appears, the clerk enters the three digit country code. Finds the country code using the first letter of that country's name (Ex. C for Canada). Selects the appropriate key to see a listing of all of the countries that start with the selected letter. Scrolls through the list of countries on the screen by pressing the + or - key on the numerical keys on the bottom right of the keyboard. After finding the three digit country code for the desired country, keys it in. (Ex. the three digit code for Japan is 201; key in 201 on the country code screen.)

d. After keying in the country code, the POS will weigh the article of mail and compute the postage.

(1) Depending on the class of mail selected, a red light will begin blinking on the keys for registered mail and miscellaneous postage. Select these keys if the customer has requested the particular special service and if the package and contents qualify for the special service. Select the miscellaneous postage key if the customer has placed postage stamps on the article, and those stamps do not cover the entire cost of the mailing. Give the customer credit for those stamps by selecting the miscellaneous postage key and selecting the error correct key, and enter the amount of the stamps that are on the article. The POS will subtract this amount and show the difference that the customer owes for the mailing.

(2) After selecting registered mail, a red light will begin blinking on the return receipt key. Select this key if the customer has requested a return receipt for their article of mail and return receipts are available for the country of destination.

e. For articles that are receiving a special service, filled out the necessary postal forms and date stamped all intersecting seams, and made the appropriate endorsements on the article wrapping.

f. Affixed the postage on the article either using postage stamps or postage meter tapes.

g. Canceled the postage stamps using the appropriate canceling stamp. NOTE: For registered mail, used the All Purpose Dating Stamp (APDS).

5. Verify that the clerk endorses the accepted article of mail using the correct rubber stamp(s) or label(s).

a. Letter Post.

(1) For articles that are being sent at the air rate of postage, places USPS Label 19-A or 19-B in the bottom left corner of the address side of the article.

(2) For articles that contain a letter and merchandise combined, endorses the article Letter Post centered to the right of the return address and above the mailing address.

b. Post Cards - Placed USPS Label 19-A in the bottom left corner of the address side of the article.

6. Verify that the clerk collects the correct amount of money required for postage and special services (if applicable) from the customer.

a. If, necessary, gives the customer the correct amount of change due back.

b. Gives the customer a receipt for the transaction.

(Asterisks indicates a leader performance step.)

**Evaluation Guidance:** Score a GO if the Soldier passes (P) all applicable performance measures. Score a NO GO if the Soldier fails (F) any performance measure. Show the Soldier what was done wrong on any failed performance measure 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 articles of international mail to ensure they are properly endorsed and correct postage has been applied.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Verified that the clerk checked to see that customer was an authorized user of the MPO.			
2. Verified that the clerk determined if the letter or parcel received from the customer was mailable.			
3. Verified that the clerk processed an accepted article of mail (letter post) using manual methods.			
4. Verified that the clerk processed an accepted article of mail (letter post) using the Point Of Sale (POS).			
5. Verified that the clerk endorsed the accepted article of mail using the correct rubber stamp(s) or label(s).			
6. Verified that the clerk collected the correct amount of money required for postage and special services (if applicable) from the customer.			

**Supporting Reference(s):**

Step Number	Reference ID	Reference Name	Required	Primary
1.	DOD 4525.6-M	DoD Postal Manual	Yes	No
2.	DOD 4525.6-M	DoD Postal Manual	Yes	No
3.	DOD 4525.6-M	DoD Postal Manual	Yes	No
3.	IMM	International Mail Manual	Yes	No
4.	DOD 4525.6-M	DoD Postal Manual	Yes	No
4.	IMM	International Mail Manual	Yes	No
5.	DOD 4525.6-M	DoD Postal Manual	Yes	No
5.	IMM	International Mail Manual	Yes	No
6.	DOD 4525.6-M	DoD Postal Manual	Yes	No
6.	IMM	International Mail 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 FM 5-19, Risk Management. Leaders will complete a DA Form 7566 COMPOSITE RISK MANAGEMENT WORKSHEET 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)	Reviewed
805C-LF4-3558	Identify Military Postal Service Responsibilities	805C - Adjutant General (Individual)	Analysis Completed
805C-LF4-3501	Check the Acceptance of Domestic Mail	805C - Adjutant General (Individual)	Reviewed
805C-LF4-3512	Control a Stamp Stock	805C - Adjutant General (Individual)	Analysis Completed
805C-LF4-3505	Check the Acceptance of Domestic Mail Requiring Special Services	805C - Adjutant General (Individual)	Analysis Completed

**Supporting Individual Tasks :**

Task Number	Title	Proponent	Status
805C-LF4-3505	Spot Check the Acceptance of Domestic Mail Requiring Special Services	805C - Adjutant General (Individual)	Approved
805C-LF4-3541	Report Postal Offenses	805C - Adjutant General (Individual)	Approved
805C-LF4-3518	Maintain Postage Meter Machine	805C - Adjutant General (Individual)	Delete
805C-LF4-3549	Spot Check the Maintenance of/Program an Integrated Retail Terminal	805C - Adjutant General (Individual)	Obsolete
805C-LF4-3523	Spot Check Processed Mail	805C - Adjutant General (Individual)	Approved

**Supported Individual Tasks :**

Task Number	Title	Proponent	Status
805C-LF4-3523	Check Processed Mail	805C - Adjutant General (Individual)	Reviewed

**Supported Collective Tasks :** None

**ICTL Data :**

ICTL Title	Personnel Type	MOS Data
ASI F4 - Postal Supervisor	Enlisted	ASI: F4