

Summary Report for Individual Task  
805C-42B-7106  
Implement Postal Operations Plans and Policies  
Status: Approved

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**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 / USASSI foreign disclosure authority. This product is releasable to students from all requesting foreign countries without restrictions.

**Condition:** You are the battalion S-1 and appointed on orders as the battalion Postal Officer. Your unit is scheduled to deploy in 180 days. You receive a Warning Order (WARNORD) to implement a postal operations plan for your battalion. You have access to the references listed on the enclosed table. This task should not be trained in MOPP 4.

**Standard:** Implement a postal operations plan that supports 100% of assigned and attached personnel. Ensure 100% of mail clerks are trained and certified. Establish procedures to safeguard and account for 100% of all mail.

**Special Condition:** None

**Safety Risk:** Low

**MOPP 4:** Never

<b>Task Statements</b>
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**Cue:** You received WARNORD to implement a postal operations plan for your battalion.

<b>DANGER</b>
None

<b>WARNING</b>
None

<b>CAUTION</b>
None

**Remarks:** All required references and technical manuals not available online will be provided by the local command.

**Notes:** None

### Performance Steps

1. Receive higher headquarters postal support plan.
2. Determine the battalion Postal Operations mission and requirements.
3. Coordinate internal and external support operations.
4. Produce Battalion postal support plan.
5. Ensure the battalion commander appoints the unit postal officer in writing.
6. Ensure pre-deployment actions are accomplished:
  - a. Train and appoint qualified mail personnel.
  - b. Provide mailing instructions to deploying personnel and their family.
  - c. Complete DD Form 2258 (Temporary Mail Disposition Instructions) for mail disposition.
  - d. Disseminated information to Soldiers regarding who to notify of their address change for a deployment and mailing restrictions.
  - e. Advise Soldiers of the options regarding mail disposition during deployment.
7. Execute deployed battalion S-1 postal responsibilities.
  - a. Establish a battalion mailroom in a secure area and company mailrooms if necessary due to location or other potential constraints.
  - b. Appoint at least two mail clerks per subordinate company.
  - c. Contact servicing postal platoon as soon as possible upon arrival in theater.
  - d. Supervise Unit Mail Room (UMR) and Unit Mail Clerk (UMC) operations, certification, and inspection.
  - e. Coordinate daily retrograde mail routing to the Army Post Office (APO).
  - f. Coordinate with the S-4 to determine transportation needs for the mail.
  - g. Investigate and reconcile problems within the battalion hindering the delivery of mail.
  - h. Validate DD Form 285 (Postal Clerk, Unit Mail Clerk or Mail Orderly, Appointment of Military) for all assigned mail clerks.
  - i. Ensure proper disposition of mail IAW DOD 4525.6-M (DOD Postal Manual).
  - j. Immediately report postal problems to the unit Postal Officer and/or commander and brigade S-1. Be familiar with suspicious (e.g., explosive, bio-terrorist) profiles, and be knowledgeable of what to do in the event suspicious mail is delivered.
  - k. Coordinate with Brigade S-6 Official Mail Manager (OMM) and Brigade S-1 for handling of official mail.

- l. Coordinate training for assigned personnel.
- m. Conduct mailroom inspections IAW DOD 4525.6-M and AR 600-8-3 (Unit Postal Operations).
- n. Inform APO in theater of the unit's arrival and provide a unit manning roster.
  - (1) Notify the APO of any unit or individual Soldier changes.
  - (2) Verify mailing address with the APO and disseminate to all unit members.
  - (3) Determine the transportation requirements to get mail.

8. Execute postal redeployment responsibilities.

- a. Advise APO of unit departure date and provide them a list of all Soldiers affected.
- b. Notify correspondents to stop sending mail 30 days prior to departure.
- c. Notify the local Post Office of the unit's arrival upon redeployment.
- d. Ensure Reserve Component units notify the mobilization station of redeployment and unit forwarding address.
- e. Ensure redeploying Soldiers complete DA Form 3955 (Change of Address).
- f. Distribute information on all mail restrictions including non-mailable items.
- g. Notify rear detachment of bulk shipped mail packages.
- h. Coordinate through rear detachment and home station APOs storage space.

(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 fails any performance measure, show what was done wrong and how to perform it correctly.

**Evaluation Preparation:** This task can be evaluated by use of the performance measures as listed. This method of evaluation is appropriate if the Soldier performs the task on the job. Allow the Soldier to practice until the Soldier feels qualified and prepared for the evaluation. Then have the Soldier perform the task, using the materials listed in the CONDITIONS statement above. Score the Soldier "PASS" or "FAIL" as determined by the performance.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Received higher headquarters postal support plan.			
2. Determined the battalion Postal Operations mission and requirements.			
3. Coordinated internal and external support operations.			
4. Produced Battalion postal support plan.			
5. Ensured the battalion commander appointed the unit postal officer in writing.			
6. Ensured pre-deployment actions were accomplished.			
7. Executed deployed battalion S-1 postal responsibilities.			
8. Executed postal redeployment responsibilities.			

**Supporting Reference(s):**

Step Number	Reference ID	Reference Name	Required	Primary
	AR 600-8-3	Unit Postal Operations	Yes	Yes
	ATP 1-0.1	G-1/AG and S-1 Operations	Yes	Yes
	DD FORM 2258	TEMPORARY MAIL DISPOSITION INSTRUCTIONS	Yes	No
	DD FORM 285	APPOINTMENT OF MILITARY POSTAL CLERK, UNIT MAIL CLERK OR MAIL ORDERLY	Yes	No
	DOD 4525.6-M	DoD Postal Manual	Yes	Yes
	FM 1-0	Human Resources Support <a href="http://armypubs.army.mil/doctrine/DR_pubs/dr_a/pdf/fm1_0.pdf">http://armypubs.army.mil/doctrine/DR_pubs/dr_a/pdf/fm1_0.pdf</a>	Yes	Yes

**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.

**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.

**Prerequisite Individual Tasks :** None

**Supporting Individual Tasks :** None

**Supported Individual Tasks :**

Task Number	Title	Proponent	Status
805C-42B-7107	Develop Human Resources (HR) Planning and Operations Staff Products Using MDMP	805C - Adjutant General (Individual)	Analysis
805C-42B-7107	Develop Human Resources (HR) Planning and Operations Staff Products Using Military Decision Making Process (MDMP)	805C - Adjutant General (Individual)	Approved

**Supported Collective Tasks :** None

**ICTL Data :**

ICTL Title	Personnel Type	MOS Data
42B - Human Resources Officer - CPT	Officer	AOC: 42B, Rank: CPT, Duty Pos: AAG