Training and Evaluation Outline Report

Status: Approved
12 Mar 2025
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Task Number: 12-CO-1252

Task Title: Operate a Military Mail Terminal (HR CO)

Distribution Restriction: Approved for public release; distribution is unlimited.
Destruction Notice: None
Foreign Disclosure: FD1 - This training product has been reviewed by the training developers in coordination with the Fort Jackson, SC 29207 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	Source Information
	ATP 1-0.1	Techniques for Human Resources Support to Operations	Yes	Yes	
	DoD 4525.09	Military Postal Service	Yes	No	
	FM 1-0	Human Resources Support	Yes	No	

Conditions: The Human Resource Company (HR CO) has deployed and has established a Military Mail Terminal (MMT) team while conducting Large Scale Combat Operations (LSCO) across multi-domain operations. The HR CO supports the MMT with one or more postal platoon while establishing postal support and meeting MMT requirements. Connectivity to both Non-Classified Internet Protocol Router Network (NIPRNET) and SECRET Internet Protocol Router Network (SIPRNET) has been established. The unit has established alternative methods of communication in the event that access to systems is denied, degraded, and/or disrupted. All required references and regulations are available. The unit is conducting operations in a dynamic and complex operational environment (OE) against peer threat. Threat capabilities include degrading sustainment information system capabilities in a multi-domain operation and in a Chemical, Biological, Radiological, Nuclear and high yield Explosives (CBRNE) environment. Some iterations of this task should be performed in MOPP 4.

Standards: Provide all postal support required:
- Manage timely and accurate processing and routing of all inbound/outbound mail.
- Maintain 100% mail control accountability in accordance with (IAW) DOD 4525.09 and ATP 1-0.1.

To obtain a "T" rating based on the unit's strength, 75% of the leaders and 80% of Soldiers are present at the training. The unit attains 80% on performance measures, 100% on critical performance measures and 85% on leader performance measures.

Note: Leaders are defined as the MMT Chief, Postal Supervisor, and the Postal Sergeant (SGT).

Live Fire: No

Objective Task Evaluation Criteria Matrix:

Plan and Prepare			Execute						Evaluate	
Operational Environment — CO & BN	Night/Day	Training Environment (L/V/C)	% Leaders present at training/authorized	% Present at training/authorized	External evaluation	Performance measures	Critical performance measures	Leader performance measures	Evaluator's observed task proficiency rating	Commander's assessment
Dynamic and Complex (4+ OE Variables and Hybrid Threat)	Night	At the discretion of the Commander.	>=75%	>=80%	Yes	>=80% GO	All	>=85% GO	T	T
Dynamic (Single Threat)	Day		60-74%	60-79%	No	65-79% GO	<All	75-84% GO	P	P
Static (Single Threat)	Day		<=59%	<=59%	No	<65% GO	<All	<=74% GO	U	U

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.

Safety Risk: Low

Task Statements

Cue: The HR Co supports the MMT with one or more Postal Platoons.

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.

Performance Steps and Measures

NOTE: Assess task proficiency using the task evaluation criteria matrix.

NOTE: Asterisks (*) indicate leader steps; plus signs (+) indicate critical steps.

STEP/MEASURE	GO	NO-GO	N/A

Plan

+ 1. The MMT receives technical guidance through the Theater Personnel Operations Center Postal Operations Division (TPOC POD), Service Postal Manager (SPM), and Military Postal Service Agency (MPSA), and technical assistance from the Human Resources Operations Branches (HROBs).

2. The MMT establishes the Army component of a joint military mail terminal (JMMT) in conjunction with other Services when operating in a joint or multi-service environment within the time prescribed in OPORD.
NOTE: The team can operate the MTT in a single-service environment.

* 3. The MMT Chief contacts commercial and military airport point of contacts (POCs) and custom officials (US and local host-nation) to determine and comply with local requirements and restrictions.

    a. Identifies airport security for badging and permit requirements for personnel and vehicles.

    b. Identifies established mail screening procedures within the following areas IAW MPPM:

    (1) Carriers (i.e. facility locations, POCs, carrier meeting)

    (2) Ground-handler (rally-points, spot-times for mail exchange)

    (3) Site/service specific (zip code) sortation requirements

Prepare

* 4. The MMT Chief develops and coordinates mail routing schemes, mail distribution points, and schedules in coordination with the combatant command, SPM, supported Military Post Office (MPOs), and direct reporting units.

* 5. The Postal Supervisor ensures adequate funding for the postal activities to maintain acceptable service levels.

+* 6. The Postal Supervisor ensures all specialized material handling equipment is available to move bulk mail, perform inspections, x-ray packages, and meet regulatory and security requirements.

Execute

7. The MMT obtains sufficient vaults, safes, and other adequate storage facilities to safeguard registered mail, postal effects, and other appropriate support to ensure compliance with DODI 4525.09 and directives.

* 8. The Postal Supervisor provides all technical direction to the HR postal company commander operating at the MMT.

* 9. The Postal Supervisor provides specialized postal expertise, experience, and limited augmentation manpower.

* 10. The Postal SGT provides integrated, accurate, and timely processing and distribution of all mail arriving in the AO.

* 11. The Postal SGT establishes a casualty mail section to provide casualty mail services to the AO.

* 12. The Postal SGT distributes mail to HR (postal) companies providing area support. If the tactical situation dictates, distribute directly to postal platoons (depending on the size of the supported force).

13. The MMT serves as a collection point and routing agency for all retrograde mail coming from within the AO.

14. The MMT conducts x-rays all retrograde packages for potential non-mailable matter.

15. The MMT employs a host-nation representative to ensure compliance with host-nation requirements.

* 16. The Postal SGT delegates to the postal squads the responsibility of managing the routing of all inbound and outbound mail.

    a. Ensures timely and accurate processing.

    b. Establishes a casualty mail section and distributes the mail to the HR company's postal platoon operating at the Army Post Office (APO).
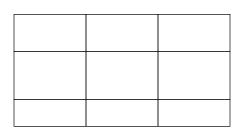
* 17. The Postal Supervisor provides all technical direction to the HR postal company commander operating at the MMT.

Assess

+* 18. The Postal Supervisor ensures adequate funding is received for the postal activities to maintain acceptable service levels.

* 19. The Postal SGT ensures the postal squads manage the routing of all inbound and outbound mail within timely and accurate processing.

Task Performance Summary Block

Training Unit	ITERATION							
	1		2		3		4	
Date of Training per Iteration:								
Day or Night Training:	Day / Night		Day / Night		Day / Night		Day / Night	
	#	%	#	%	#	%	#	%
Total Leaders Authorized	% Leaders Present							
Total Soldiers Authorized	% Soldiers Present							
Total Number of Performance Measures	% Performance Measures 'GO'							
Total Number of Critical Performance Measures	% Critical Performance Measures 'GO'							
Live Fire, Total Number of Critical Performance Measures	% Critical Performance Measures 'GO'							
Total Number of Leader Performance Measures	% Leader Performance Measures 'GO'							
MOPP LEVEL								
Evaluated Rating per Iteration T, P, U								

Mission(s) supported: None

MOPP 4: Sometimes

MOPP 4 Statement: See Safety Statement below.

NVG: Never

NVG Statement: None

Prerequisite Collective Task(s): None

Supporting Collective Task(s):

Step Number	Task Number	Title	Proponent	Status
1.	71-CO-5100	Conduct Troop Leading Procedures	71 - Mission Command (Collective)	Approved
12.	12-TM-1251	Establish a Military Mail Terminal (MMT)	12 - Adjutant General (Collective)	Approved
16.	12-CO-1253	Provide Postal Support (HR CO)	12 - Adjutant General (Collective)	Approved

OPFOR Task(s): None

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 Mail Room Operations	805C - Adjutant General (Individual)	Approved
	805C-42A-3060	Conduct Postal Operations	805C - Adjutant General (Individual)	Approved
	805C-42A-4413	Coordinate Postal Operations	805C - Adjutant General (Individual)	Approved

Supporting Drill(s): None

Supported AUTL/UJTL Task(s):

Task ID	Title
SN 4.1.1	Determine Requirements and Allocate Human Resources

TADSS

TADSS ID	Title	Product Type	Quantity
No TADSS specified			

Equipment (LIN)

LIN	Nomenclature	Qty
R68044	Radio Set: AN/VRC-90F(C)	4
T95992	Light Tactical Trailer: 3/4 Ton	3
T37588	Truck Utility Expanded Capacity Enhanced: M1152A1	2
Z39781	Invalid LIN – Do Not Use	8
P99881	Processor Group Signal Data: (CAISI 2.0) OL-701A/TYQ	1
T59448	Truck Cargo: WO/Winch M1078A1P2 WO/W	1
F06972	CONVR BLT PBL DRIV EL	2
G18358	Generator Set: Diesel Engine Driven Skid Mounted 3KW 60HZ: MEP 831	3
70235N	Printer, Lap-Top Computer Portable (See Appendix B)	5
R16611	Rough Terrain Container Handler (RTCH): Kalmar RT240	1
T73347	Truck Lift: Fork Variable Reach Rough Terrain	2

Materiel Items (NSN)

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. .

Safety: In a training environment, leaders must perform a risk assessment in accordance with current Risk Management Doctrine. 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 current CBRN doctrine. 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).