

Training and Evaluation Outline Report

Task Number: 12-9-1258

Task Title: Plan Theater Postal Support

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 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
	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) has been alerted for deployment to a specified operational theater to support United States (U.S.) and coalition forces. The Postal Operations Division (POD) has all authorized personnel and equipment. The HRSC has received the operations order/plan (OPORD/OPLAN) and initial planning guidance from the Support Operations (SPO) Branch of the Theater or Expeditionary Sustainment Command (TSC/ESC), as appropriate. The HRSC and higher headquarters tactical standing operating procedures (TSOP) as well as AR 600-8-3, DOD 4525.6-M and FM 1-0 are available. 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: Establish liaison with the Military Postal Service Agency (MPSA), Joint Military Postal Activity (JMPA), Military Mail Terminal (MMT) Team, and SPO Branch of the TSC/ESC IAW DOD 4525.6-M. Develop plans and policies for postal support to the theater prior to movement of postal elements.

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, Human Resource Sustainment Center (HRSC) reviews mission requirements.
 - a. Receives the mission from Cdr/SPO TSC/ESC, as appropriate.
 - b. Develops concept of mission support.
 - c. Provides staff with general planning guidance.

- * 2. Chief, Postal Operations Division (POD) directs planning activities.
 - a. Receives director's guidance.
 - b. Reviews theater operations order/plan.
 - c. Provides staff with planning guidance and priorities.
 - d. Supervises planning actions.
 - e. Updates director on planning actions.

Note: During theater opening missions assistance to the MTT Team would be included.

3. POD personnel conduct preliminary planning.
 - a. Review operations order/plan and standing operating procedures.
 - b. Determine HRSC postal responsibilities.
 - c. Gather information on availability of support/resources; host nation support capabilities; requirements and availability of transportation assets; requirements and availability of facilities; and postal supplies and equipment.
 - d. Appoint a Custodian of Postal Effects (COPE).
 - e. Develop postal unit requirements for theater.
 - f. Develop deployment schedules.
 - g. Develop initial requirements for postal equipment and supplies.
 - h. Develop initial location(s) and functions for postal units within Area of Responsibility (AOR).

4. POD personnel establish communications and liaison with supported and supporting activities.
 - a. Establish liaison with Postal Section, of designated ASCC G1.
 - b. Establish liaison with SPO of TSC/ESC, as appropriate.
 - c. Establish liaison with the MPSA.
 - d. Establish liaison with JMPA.

- e. Establish liaison with MMT Team, supporting sustainment brigade, and HR Company .
5. POD personnel coordinate with ASCC G1 for review or development of theater postal policies, as required.
- a. Review/develop policies for processing incoming mail to include packages and any Soldier mail.
 - b. Review/develop policies for processing outgoing mail to include first class, packages, and special services.
 - c. Review/develop policies for redirect, contaminated, and suspicious mail.
 - d. Review/develop policies and procedures for handling casualty mail, enemy prisoner of war, detainee mail, and dead letters/parcels.
 - e. Review/develop policies for voter mail.
 - f. Review/develop policies for coalition mail support.
 - g. Coordinate with the ASCC G1 and SPO for distribution to supported units and postal elements for implementation.
6. POD personnel coordinate postal support from JMPA/MPSA.
- a. Obtain proposed entry and departure points for prograde and retrograde mail.
 - b. Coordinate assignment of Army Post Office (APO) numbers.
 - c. Coordinate unit mail routing information.
 - d. Coordinate theater postal equipment and supply requirements.
 - e. Identify special or essential postal training requirements for theater.
 - f. Identify policy changes that may impact theater support.
7. POD personnel plan establishment of unit locator system for redirect services.
- a. Develop projected workload data and training requirements.
 - b. Develop logistic and administrative support requirements.
 - c. Determine force augmentation requirements.
 - d. Develop procedures for supported elements use of services.
8. POD personnel plan for postal inspection program.
- a. Develop projected workload data and training requirements.
 - b. Determine high priority areas and elements for inspection.
 - c. Develop inspection team composition and training requirements.

COMMANDER/LEADER ASSESSMENT:

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):** 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 Mailroom Operations	805C - Adjutant General (Individual)	Approved
	805C-42A-4060	Plan Unit Postal Operations	805C - Adjutant General (Individual)	Superseded
	805C-42B-6109	Manage Unit Postal Operations	805C - Adjutant General (Individual)	Approved
	805C-42H-8106	Coordinate Deployed Postal Operations	805C - Adjutant General (Individual)	Approved
	805C-LF4-3537	Control Postal Supplies and Capital Sensitive Equipment	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

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
No equipment specified			

Materiel 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 insure 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).