

Report Date: 19 Jun 2014

Summary Report for Individual Task
805C-LF4-3514
Check the Cashing of Domestic Postal Money Orders
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 a domestic postal money order that has been cashed or is being cashed by a window clerk and access to Department of Defense (DoD) 4525.6-M, Domestic Mail Manual (DMM), and Current list of missing or stolen money orders from the latest Postal Bulletin.

Standard: Check the cashing of domestic postal money orders to ensure that the window clerk is following procedures without errors while maintaining 100% accountability of all money order funds.

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: None

Performance Steps

1. Ensure the clerk has verified the customer's authorization to use the Military Post Office (MPO).
2. Ensure the clerk has sufficient funds on hand to cash the money order. Money order funds or stamp stock funds may be used.
3. Ensure the clerk checked the money order for completeness and acceptability for cashing as presented and:
 - a. Does not exceed \$700.00.
 - b. Does not bear an alteration or erasure.
4. Ensure the clerk checked if the customer is the payee, endorsee (third party), or purchaser.
5. Verify if the clerk checked the current missing or stolen money order list to verify that the money order was NOT lost or stolen.
6. Verify if the clerk had the customer(s) (purchaser or payee) sign (in the presence of the clerk) the money order on the reverse side.
 - a. One signature is required for a single payee.
 - b. One signature (either) is required if the word "or" was used between the names of the payees.
 - c. Both signatures (two) are required if no word or symbol was used between the names of the payees.
 - d. Both signatures (two) are required if the word "and" or the symbol "&" was used between the names of the payees.
7. Ensure the clerk had the customer (third party endorsee) sign (in the presence of the clerk) on the reverse side of the money order below the payee's signature.
8. Ensure the clerk check for a positive identification of the customer by identification card (or US passport) which must bear the ID (or passport) number, photograph, and signature of the customer. (Social security cards are NOT acceptable).
9. Ensure the clerk annotates the reverse side of the money order with the identification card (or US passport) number.
10. Ensure the clerk place the impression of the all-purpose date stamp (APDS) and initials near the bottom on the reverse side of the money order.
11. Ensure the clerk check the amount paid to the customer is the correct amount.
12. Make on-the-spot corrections for any errors or incorrect procedures made by the window clerk.

(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 the Cashing of Domestic Postal Money Orders

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Ensured the clerk verified the customer's authorization to use the MPO.			
2. Ensured that sufficient funds were on hand to cash the money order. (Money order funds or stamp stock funds may be used.)			
3. Ensured that the money order was properly completed and acceptable for cashing as presented.			
4. Checked if the customer was the payee, endorsee (third party), or purchaser.			
5. Checked the current missing or stolen money order list to verify that the money order was NOT lost or stolen.			
Note : Depending upon the circumstances, you will evaluate either Performance Measure 6 or 7. Score a PASS on the performance measure NOT evaluated.			
6. Ensured the clerk had the customer(s) (purchaser or payee) sign (in the presence of the clerk) the money order on the reverse side.			
7. Ensured the clerk had the customer (third party endorsee) sign (in the presence of the clerk) on the reverse side of the money order below the payee's signature.			
8. Ensured the clerk checked for positive identification of the customer by identification card (or US passport) which must bear the ID (or passport) number, photograph, and signature of the customer. (Social security cards were not accepted.)			
9. Ensured the clerk annotated the reverse side of the money order with the identification card (or US passport) number.			
10. Ensured the clerk placed the impression of an APDS and initials near the bottom on the reverse side of the money order.			
11. Ensured the clerk paid the correct amount to the customer.			
12. Made on-the-spot corrections for any errors or incorrect procedures made by the window clerk.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
1.	DOD 4525.6-M	DoD Postal Manual	Yes	No
10.	DOD 4525.6-M	DoD Postal Manual	Yes	No
11.	DOD 4525.6-M	DoD Postal Manual	Yes	No
12.	DOD 4525.6-M	DoD Postal Manual	Yes	No
2.	DOD 4525.6-M	DoD Postal Manual	Yes	No
3.	DMM	Domestic Mail Manual	Yes	No
3.	DOD 4525.6-M	DoD Postal Manual	Yes	No
4.	DOD 4525.6-M	DoD Postal Manual	Yes	No
5.	DOD 4525.6-M	DoD Postal Manual	Yes	No
5.	USPS POSTAL BULLETIN	United States Postal Service Postal Bulletin (Periodically published)	Yes	No
6.	DOD 4525.6-M	DoD Postal Manual	Yes	No
7.	DOD 4525.6-M	DoD Postal Manual	Yes	No
8.	DOD 4525.6-M	DoD Postal Manual	Yes	No
9.	DOD 4525.6-M	DoD Postal 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 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 :

Task Number	Title	Proponent	Status
805C-LF5-1214	Cash Domestic Postal Money Orders	805C - Adjutant General (Individual)	Approved

Supporting Individual Tasks :

Task Number	Title	Proponent	Status
805C-LF4-3514	Spot Check the Cashing of Domestic Postal Money Orders	805C - Adjutant General (Individual)	Delete
805C-LF5-1215	Prepare Daily Money Order Business Report	805C - Adjutant General (Individual)	Approved
805C-LF4-3519	Prepare Consolidated Business Report	805C - Adjutant General (Individual)	Approved
805C-LF4-3525	Control Domestic Money Orders	805C - Adjutant General (Individual)	Obsolete

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