

Training and Evaluation Outline Report

Task Number: 12-1-1251

Task Title: Establish a Military Mail Terminal

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	Postal Operations	Yes	No
	ATP 1-0.2	Theater-Level Human Resources Support	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 Military Mail Terminal Team (MMT) is deployed to support theater opening operations. A Human Resources Company (HR Co) with four postal platoons is deployed to augment the MMT. All required postal equipment is available. Communications between higher headquarters, supporting, and supported units are established and operational. Unit and higher headquarters tactical standing operation procedures (TSOPs) as well as all regulatory guidance are present. Terrorist and other hostile force sympathizers are operating in the area. 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 the MMT, with other MMTs as the Army component of the Joint MMT, JMMT, at the inter-theater Aerial Port of Debarkation (APOD). Prepare to receive mail for units and Army Post Offices (APOs) within the Area of Operations (AO) and dispatch mail from the AO theater elements prior to the beginning of mail flow. Upon establishment of MMT, dispatch incoming mail to units and APOs within 24 hours of receipt or as allowed by the tactical situation, and dispatch outgoing mail in accordance with Military Postal Services Agency (MPSA) and theater commander guidance as transportation assets permit.

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, Military Mail Terminal (MMT) Team determines mission requirements.

Note: The Military Mail Terminal (MMT) will be established at the direction of the Human Resources Sustainment Center (HRSC) of the Theater Sustainment Command (TSC), or the Human Resources Operations Branch (HROB) of the Expeditionary Sustainment Command (ESC) if the TSC is not yet established.

- a. Oversee the execution of all MMT operations in theater.
- b. Coordinates with the HRSC, Office of the Director on all matters as appropriate.
- c. Determines and organizes internal support requirements for the MMT.
- d. Provides technical guidance and support to HR organizations as required.

* 2. Deputy Director, MMT acts as the Director in his or her absence.

- a. Maintains and manages MMT organizational budget.
- b. Prepares and attends all staff briefs for higher HQs to include coordination and tasking from higher.
- c. Consolidates MMT information updates for the Director.
- d. Organizes internal support for the MMT.
- e. Provides technical guidance and support to HR organizations as required.

* 3. Chief, HR Sergeant serves as the senior enlisted advisor to the Director on all matters.

- a. Assist the Director in establishing the MMT at theater-level.
- b. Assist the Director in establishing the MMT SOP.
- c. Advises and briefs HRSC Director, ASCC G1/AG, and commander on MMT operations.
- d. Maintains communications with the HRSC and ESC and SB HROBs.
- e. Assist HR organizations in meeting training and readiness requirements and operating procedures.
- f. Coordinates with all organizations on policy matters.
- g. Monitors all morale, welfare, and quality of life issues for the organization.
- h. Assist in formulating and supervising enforcement of established policies and standards concerning enlisted personnel performance, training, appearance, and conduct.
- i. Maintains communication with subordinate NCOs and other enlisted personnel through NCO channels.
- j. Monitors unit and enlisted personnel training and makes corrections as necessary.
- k. Provides counsel and guidance to NCOs and other enlisted personnel.
- l. Receives and orients newly assigned enlisted personnel.

- m. Assists with inspecting command activities and facilities.
 - n. Monitors and recommends actions to enhance the morale and discipline of Soldiers.
4. HR Technician provides technical guidance and oversight of the execution of all MMT operations in the theater.
- a. Coordinates with the HRSC, Office of the Director on all matters as appropriate.
 - b. Provides technical guidance and support to HR organizations as required.
 - c. Implements theater policies and procedures for directory services.
 - d. Develops work schedules.
 - e. Monitors all changes of postal publications to ensure they are posted and available to postal clerks.
 - f. Spot-checks directory mail for proper processing and endorsements.
 - g. Coordinates transportation for all inbound and outbound mail movement.
5. The Operation Section coordinates with the Chief HR Sergeant on all matters as appropriate.
- a. Oversees the execution of all MMT operations in the theater.
 - b. Provides internal support requirements for the MMT.
 - c. Provides support guidance and support to HR organizations as required.
 - d. Coordinates inbound and outbound movement contracts.
 - e. Conducts long and short term postal planning.
 - f. Obtains mail processing procedures from the MMT.
 - g. Manages mail operations of the Postal Platoon.
6. Postal Specialists assist in receiving inbound mail.
- * a. Assist in sorting the mail.
 - b. Responsible for re-routing mail.
 - c. Assists with mail guard duties.
7. Postal Supervisors, Squad A and B ensure ground and air operations movement setup.
- a. Ensures internal audits and inspections are conducted.
 - b. Coordinates with the Provost Marshal Office for inspection of suspected non-mailable items.

- c. Oversees receipt of prograde/retrograde mail, sorting, and re-routing of mail.
 - d. Responsible for reporting postal net alerts, postal offenses, mail volume, and non-mailable quantities.
8. Postal Sergeants Squad A and B serves as the quality control officer and maintains the mail transient timeline tracker.
9. Postal Specialists/Clerks ensure transportation to include ground and air operations.
- a. Assist in receiving inbound mail.
 - b. Assist in sorting the mail.
 - c. Responsible for re-routing mail.
 - d. Assist with mail guard duties.

(Asterisks indicates a leader performance step.)

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. * Director, Military Mail Terminal (MMT) Team determined mission requirements.			
2. * Deputy Director, MMT acted as the Director in his or her absence.			
3. * Chief HR Sergeant served as the senior enlisted advisor to the Director on all matters.			
4. HR Technician provided technical guidance and oversight of the execution of all MMT operations in the theater.			
5. The Operation Section coordinated with the Chief HR Sergeant on all matters as appropriate.			
6. Postal Specialists assisted in receiving inbound mail.			
7. Postal Supervisors, Squad A and B ensured ground and air operations movement setup.			
8. Postal Sergeants Squad A and B served as the quality control officer and maintained the mail transient timeline tracker.			
9. Postal Specialists/Clerks ensured transportation to include ground and air operations.			

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5	M	TOTAL
TOTAL PERFORMANCE MEASURES EVALUATED							
TOTAL PERFORMANCE MEASURES GO							
TRAINING STATUS GO/NO-GO							

ITERATION: 1 2 3 4 5 M

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-3060	Conduct Postal Operations	805C - Adjutant General (Individual)	Approved
	805C-42A-4060	Plan Unit Postal Operations	805C - Adjutant General (Individual)	Approved
	805C-42B-6109	Manage Unit Postal Operations	805C - Adjutant General (Individual)	Approved
	805C-42B-7106	Implement Postal Operations Plans and Policies	805C - Adjutant General (Individual)	Approved
	805C-LF4-3522	Check Accountable Mail Operations	805C - Adjutant General (Individual)	Approved
	805C-LF4-3523	Check Processed Mail	805C - Adjutant General (Individual)	Approved
	805C-LF5-1216	Process Incoming Registered Mail	805C - Adjutant General (Individual)	Approved
	805C-LF5-1218	Process Mail	805C - Adjutant General (Individual)	Approved
	805C-LF5-1221	Prepare Mail Transportation Documentation	805C - Adjutant General (Individual)	Approved
	805C-LF5-1222	Deliver Registered Mail	805C - Adjutant General (Individual)	Approved
	805C-LF5-1223	Dispatch Outgoing Registered Mail	805C - Adjutant General (Individual)	Approved
	805C-LF5-1227	Close a Registry Section	805C - Adjutant General (Individual)	Approved
	805C-LF5-1555	Provide Postal Security	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
	70209N	Computer, Personal Workstation	1
	T49255	Truck Lift Fork: Diesel Driven 4000 Lb Capacity Rough Terrain	1
	G11966	Generator Set: Diesel Engine Driven Skid Mounted 5KW 60HZ: MEP-802A	1
	T61494	Truck Utility: Cargo/Troop Carrier 1-1/4 Ton 4x4 W/E (HMMWV): M998	1
	T95992	Light Tactical Trailer: 34 Ton	1
	F06972	CONVR BLT PBL DRIV EL	1

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 the current Environmental Considerations manual and the current GTA Environmental-related Risk Assessment card. 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 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).