

Training and Evaluation Outline Report

Task Number: 12-6-1254

Task Title: Manage Postal Services

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
	ATP 1-0.1	G-1/AG and S-1 Operations	Yes	No
	ATP 4-93	Sustainment Brigade	Yes	No
	ATP 4-94	THEATER SUSTAINMENT COMMAND	Yes	No
	DOD 4525.6-C	DoD Postal Supply Catalog	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 Sustainment Brigade is deployed to an operational theater to provide sustainment to designated forces within a specified area. The supported command's Operations Order (OPORD) Deployment Order directs the Sustainment Brigade to provide/coordinate for sustainment to specified forces during the deployment on an area basis. The Human Resources Operations Branch (HROB) within the Support Operations (SPO) Section, has staff responsibilities to supervise postal support activities required by deployed units/elements. The commander issues planning guidance for management of postal services to be provided to units within the specified area to facilitate their mission accomplishment. Unit Standing Operating Procedures (SOPs) are available. The section has appropriate connectivity to both Nonsecure Internet Protocol Router (NIPR) and Secret Internet Protocol Router (SIPR) Networks and access to all automated personnel systems. Technical guidance is received from the Human Resource Sustainment Center (HRSC) and SPOs, as appropriate. Communications are established with subordinate and adjacent units, and higher headquarters. Command and control information systems are operational and passing information in accordance with tactical standing operating procedures (TSOPs). Threat capabilities include information gathering, hostile force sympathizers, and terrorist activities in a chemical, biological, radiological, nuclear and high yield Explosives environment (CBRNE). Some iterations of this task should be performed in MOPP 4. Some iterations of this task should be performed in MOPP 4.

Standard: The HROB will ensure incoming mail is dispatched to applicable units within 24 hours of receipt or as allowed by the tactical situation. Will ensure outgoing mail is dispatched in accordance with (IAW) Military Postal Services Agency (MPSA), DOD 4525.6-M, and theater commander guidance, as transportation assets permit. Coordinate mail distribution points with supported units. Ensure postal elements are adequately staffed and equipped to handle current and projected mail loads. Ensure postal elements are positioned to minimize transportation requirements and to provide maximum unit access to postal services. Ensure postal elements are scheduled for and inspected on a recurring basis consistent with tactical situation.

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. Chief, HROB reviews postal support requirements within area of operations.
 - a. Verifies current support requirements.
 - b. Monitors future planning options.
 - c. Provides planning guidance to staff.
 - d. Recommends additions or reductions in personnel requirements as appropriate.
 - e. Determines Commander's Critical Information Requirements (CCIR) and reporting frequency.
 - f. Briefs commander and higher headquarters SPOs, on postal operations, as required.
2. HROB personnel manage postal operations within area of operations.
 - a. Receive chief's planning guidance.
 - b. Review OPORD/Plan for specified and implied support requirements.
 - c. Review rules of allocation for postal elements and individual mail planning rates.
 - d. Develop tentative estimate of volume of mail flow.
 - e. Coordinate with higher headquarters SPOs and Postal Operations Division (POD), HRSC, as appropriate, for current and future APO locations.
 - f. Coordinate with higher headquarters SPOs to determine future requirements.
3. HROB personnel coordinate with the Operations Section, HR CO.
 - a. Verify current APO location(s).
 - b. Determine personnel status of each postal platoon.
 - c. Identify quantity and operational status of postal equipment.
 - d. Verify adequacy of transportation and facility support.
 - e. Coordinate special postal services for isolated areas.
 - f. Identify other key items affecting postal support.
4. HROB personnel assist HR CO in obtaining logistical support for postal platoons.
 - a. Coordinate with appropriate brigade SPO branch or other units, as appropriate, for movement of mail, when not contracted.
 - b. Coordinate with appropriate brigade SPO branch for life support at designated locations, when not contracted.
 - c. Coordinate with higher headquarters SPO for augmentation or replacement of postal equipment and supplies.

5. HROB personnel maintain liaison with supported unit G1/S1s.
 - a. Provide changes in postal procedures, support, or locations.
 - b. Coordinate establishment or change in designated mail distribution points.
 - c. Solicit unit G1/S1 assessment of postal support received.
 - d. Determine special postal services for isolated sites.
 - e. Identify changes to current and forecasted postal support requirements for units.
6. HROB personnel receive technical guidance and instructions from higher headquarters SPOs and/or POD, HRSC, as appropriate.
 - a. Review technical guidance for implementation.
 - b. Provide supplemental instructions for area of operations, as required.
 - c. Distribute technical guidance to assigned HR CO and MMT.
7. HROB personnel manage recurring postal reports.
 - a. Establish reporting requirement with HR CO Operations Section.
 - (1) Provide report elements and format.
 - (2) Establish reporting channels.
 - (3) Establish reporting period and submission time line.
 - b. Track volume of postal workload.
 - c. Monitor status of postal personnel.
 - d. Identify status and availability of postal facilities, equipment, and supplies.
 - e. Review reports to identify trends, problem areas, and shortfalls.
 - f. Develop courses of action to offset identified shortfalls or problem areas.
 - g. Assist the HR CO in implementing courses of action.
8. HROB personnel manage postal capabilities.
 - a. Coordinate with higher headquarters SPOs and POD, HRSC on current and programmed support requirements.
 - b. Assess current and future postal operating capabilities and requirements.
 - c. Coordinate support assessments with HR CO, Plans and Operations Section and higher headquarters SPOs.

- d. Coordinate requests for increases and decreases in personnel requirements, as appropriate.
- e. Track force change requests with higher headquarters SPOs or POD, HRSC, as appropriate.
- f. Track postal equipment and supply requests with higher headquarters SPOs or POD, HRSC, as appropriate.
- g. Coordinate additional logistical support for postal requirements with brigade SPO elements or lateral elements, as required.
- h. Maintain a running estimate.

(Asterisks indicates a leader performance step.)

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. * Chief, HROB reviewed postal support requirements within area of operations.			
2. HROB personnel managed postal operations within area of operations.			
3. HROB personnel coordinated with the Operations Section, HR CO.			
4. HROB personnel assisted HR CO in obtaining logistical support for postal platoons.			
5. HROB personnel maintained liaison with supported unit G1/S1s.			
6. HROB personnel received technical guidance and instructions from higher headquarters SPOs and or POD, HRSC, as appropriate.			
7. HROB personnel managed recurring postal reports.			
8. HROB personnel managed postal capabilities.			

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-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
	70209N	Computer, Personal Workstation	1
	T41271	Truck Van: Expansible MTV WE M1087A1	1
	T61494	Truck Utility: Cargo/Troop Carrier 1-1/4 Ton 4x4 W/E (HMMWV): M998	1
	T95992	Light Tactical Trailer: 34 Ton	1

Material 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 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).