

Report Date: 29 Apr 2012

**Summary Report for Individual Task
805C-420-7005
Coordinate Theater Postal Operations
Status: Approved**

DISTRIBUTION RESTRICTION: Approved for public release; distribution is unlimited.

DESTRUCTION NOTICE: None

Condition: You are the HR Technician assigned to a Postal Operations Division or Military Mail Terminal. Your unit has received a deployment order. You will provide short and long term postal planning, current and future postal operations management, and technical support to units within your area of responsibility which includes Soldiers, DOD civilians, and contractors. You have access to AR 600-8-3 (Unit Postal Operations), FM 1-0 (HR Support), and DoD Manual 4525.6-M (DOD Postal Manual). Some iterations of this task should be performed in MOPP.

Standard: Develop and coordinate a postal operations plan that supports 100% of all assigned and attached units in AOR. Establish a Postal Operations SOP that includes predeployment, deployment, and redeployment responsibilities and functions.

Special Condition: None

Special Standards: None

Special Equipment:

MOPP: Sometimes

Task Statements

Cue: None

DANGER

None

WARNING

None

CAUTION

None

Remarks: None

Notes: None

Performance Steps

1. Coordinate with the combatant commander and Single Service Postal Manager to request and ensure appropriate MPS resources (e.g., Host Nation Support, Transportation, Facilities, Equipment, etc.) are assigned for the execution of postal responsibilities in the AOR.
2. Implement AOR postal policies and procedures.
3. Coordinate with all AOR Custodian of Postal Effects (COPE) to establish postal finance accounting/claims policies, procedures, and provide daily postal finance support to finance clerks within the MPOs.
4. Coordinate all AOR level postal supplies and equipment accountability and ordering.
5. Determine the location and function of AOR postal units.
6. Coordinate strategic-level training for MPO representatives to ensure compliance with DoD and USPS policy and procedures.
7. Develop procedures for postal support of the AOR voting program.
8. Plan and coordinate MPO openings, closings, and relocations when standing-up a theater of operations.
9. Ensure the operation of MMTs and Mail Control Activities (MCAs) in coordination with the theater Single Service Postal Manager and/or theater Air Force Postal Representative.
10. Consult with JMPA to develop mail routing instructions and procedures for optimum mail delivery in theater.
11. Plan and provide unit mail routing information to the servicing JMPA in coordination with the MMT.
12. Establish and operate an AOR locator system and redirect services.
13. Coordinate AOR-level mail transportation support for mail movement to and from all necessary locations within postal platoon(s) AOR within the TSC/ESC Distribution Management Center (SPO).
14. Establish procedures for casualty mail operations.
15. Coordinate the AOR EPW mail plan, and monitor its execution IAW the Geneva Convention.
16. Coordinate requests for Coalition Mail support.
17. Establish suspicious mail procedures.
18. Collect postal statistical and historical workload information from postal units to identify trends, inefficiencies, and improve postal network services.
19. Conduct Postal Inspections/Audits.
20. Implement procedures for responding to congressional inquiries, customer complaints, inquiries and suggestions.
21. (in the MMT) Establish the Army component of a JMMT in conjunction with other Services when operating in a Joint or multi-service environment.
22. Develop and coordinate mail routing schemes, mail distribution points and schedules in coordination with the combatant command, Single Service Postal Manager, supported MPOs and direct reporting units.

23. Control mail movement within and throughout the AOR.
24. Provide specialized postal expertise and experience and limited augmentation manpower.
25. Provide integrated, accurate, and timely processing and distribution of all mail arriving in the AOR.
26. Coordinate with HRSC and MPOs to resolve mail dispatching and transportation problems.
27. Distribute mail to HR (Postal) companies providing area support, or as the tactical situation directs, direct to postal platoons depending on the size of the supported force.
28. Serve as a collection point and routing agency for all retrograde mail coming from within the AOR.
29. Receive higher headquarters postal support plan.
30. Serve as Contracting Officer Representative (COR) for postal contract management.

(Asterisks indicates a leader performance step.)

Evaluation Preparation: This task can be evaluated by use of the performance measures as listed. This method of evaluation is appropriate if the Soldier performs the task on the job. Allow the Soldier to practice until the Soldier feels qualified and prepared for the evaluation. Then have the Soldier perform the task, using the materials listed in the CONDITIONS statement above. Score the Soldier "PASS" or "FAIL" as determined by the performance.

| PERFORMANCE MEASURES | GO | NO-GO | N/A |
|---|----|-------|-----|
| 1. Coordinated with the combatant commander and Single Service Postal Manager to request and ensure appropriate MPS resources (e.g., Host Nation Support, Transportation, Facilities, Equipment, etc.) are assigned for the execution of postal responsibilities. | | | |
| 2. Implemented AOR postal policies and procedures. | | | |
| 3. Coordinated with all AOR Custodian of Postal Effects (COPE) to establish postal finance accounting/claims policies, procedures, and provide daily postal finance support to finance clerks within the MPOs. | | | |
| 4. Coordinated all AOR level postal supplies and equipment accountability and ordering. | | | |
| 5. Determined the location and function of AOR postal units. | | | |
| 6. Coordinated strategic-level training for MPO representatives to ensure compliance with DoD and USPS policy and procedures. | | | |
| 7. Developed procedures for postal support of the AOR voting program. | | | |
| 8. Planned and coordinated MPO openings, closings, and relocations when standing-up a theater of operations. | | | |
| 9. Ensured the operation of MMTs and Mail Control Activities (MCAs) coordinated with the theater Single Service Postal Manager and/or theater Air Force Postal Representative. | | | |
| 10. Consulted with JMPA to develop mail routing instructions and procedures for optimum mail delivery in theater. | | | |
| 11. Planned and provided unit mail routing information to the servicing JMPA in coordination with the MMT. | | | |
| 12. Established and operated an AOR locator system and redirect services. | | | |
| 13. Coordinated AOR-level mail transportation support for mail movement to and from all necessary locations within postal platoon(s) AOR within the TSC/ESC Distribution Management Center (SPO). | | | |
| 14. Established procedures for casualty mail operations. | | | |
| 15. Coordinated the AOR EPW mail plan, and monitor its execution IAW the Geneva Convention. | | | |
| 16. Coordinated requests for Coalition Mail support. | | | |
| 17. Established suspicious mail procedures. | | | |
| 18. Collected postal statistical and historical workload information from postal units to identify trends, inefficiencies, and improve postal network services. | | | |
| 19. Conducted Postal Inspections/Audits. | | | |
| 20. Implemented procedures for responding to congressional inquiries, customer complaints, inquiries and suggestions. | | | |
| 21. Established the Army component of a JMMT in conjunction with other Services when operating in a Joint or multi-service environment (IN THE MMT). | | | |
| 22. Developed and coordinated mail routing schemes, mail distribution points and schedules in coordination with the combatant command, Single Service Postal Manager, supported MPOs and direct reporting units. | | | |
| 23. Controlled mail movement within and throughout the AOR. | | | |
| 24. Provided specialized postal expertise and experience and limited augmentation manpower. | | | |
| 25. Provided integrated, accurate, and timely processing and distribution of all mail arriving in the AOR. | | | |
| 26. Coordinated with HRSC and MPOs to resolve mail dispatching and transportation problems. | | | |
| 27. Distributed mail to HR (Postal) companies providing area support, or as the tactical situation directs, direct to postal platoons depending on the size of the supported force. | | | |
| 28. Served as a collection point and routing agency for all retrograde mail coming from within the AOR. | | | |
| 29. Received higher headquarters postal support plan. | | | |
| 30. Served as Contracting Officer Representative (COR) for postal contract management. | | | |

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 | No |
| | FM 1-0 | HUMAN RESOURCES SUPPORT | Yes | Yes |
| | FM 4-94 | THEATER SUSTAINMENT COMMAND | No | 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.

Safety: In a training environment, leaders must perform a risk assessment in accordance with FM 5-19, Composite Risk Management. Leaders will complete a DA Form 7566 COMPOSITE RISK MANAGEMENT WORKSHEET 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, NBC Protection, FM 3-11.5, CBRN Decontamination. In a training environment, leaders must perform a risk assessment in accordance with FM 5-19, Composite Risk Management. Leaders will complete a DA Form 7566 COMPOSITE RISK MANAGEMENT WORKSHEET 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, NBC Protection, FM 3-11.5, CBRN Decontamination.

Prerequisite Individual Tasks : None

Supporting Individual Tasks : None

Supported Individual Tasks : None

Supported Collective Tasks :

| Task Number | Title | Proponent | Status |
|-------------|---|---|----------|
| 63-7-2143 | Perform Initial Human Resources Support Activities for Deployment | 63 - Multifunctional Logistics (Collective) | Approved |

ICTL Data :

| ICTL Title | Personnel Type | MOS Data |
|---|-----------------|-----------------------------|
| 420A - Human Resources Technician - CW3 | Warrant Officer | MOS: 420A, Skill Level: CW3 |
| 420A - Human Resources Technician | Warrant Officer | MOS: 420A |