

Report Date: 29 Apr 2012

**Summary Report for Individual Task
805C-42H-8106
Coordinate Deployed Postal Operations
Status: Approved**

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

DESTRUCTION NOTICE: None

Condition: You are assigned as a Brigade S-1 and your unit is preparing to deploy to a mature theater. You will be providing postal support to assigned and attached units within your Brigade area of responsibility (AOR) which includes Soldiers, DoD civilians, and contractors. You have access to AR 600-8-3, FM 1-0, DoD Manual 4525.6-M, and technical guidance from the Theater Postal Operations Directorate. 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. Establish a Postal Operations SOP that includes predeployment, deployment, and redeployment responsibilities and functions. Ensure all 100% of all mail clerks are trained and certified. Establish procedures to safeguard and account for 100% of all mail.

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. Review Theater Postal Operations procedures.
2. Establish Brigade Postal Operations SOP.
 - a. Provide mail limitations and restrictions.
 - b. Identify mail delivery, disposition, and forwarding options.
 - c. Provide mail training and certification program.
 - d. Ensure subordinate units have a mail holding area (rear detachment).
 - e. Identify official mail procedures.
 - f. Conduct unit mailroom inspections.
 - g. Process casualty/enemy prisoner of war (EPW) mail.
 - h. Safeguard and account for mail.
3. Conduct Brigade S-1 pre-deployment postal operations.
 - a. Establish communication with Human Resource Sustainment Center (HRSC) and Military Mail Terminal (MMT).
 - b. Train adequate unit mail clerks and appoint on orders (DD Form 285).
 - c. Verify deployed addresses for subordinate units.
 - d. Notify families of deployed mailing procedures and restrictions.
 - e. Appoint unit postal officer and mail clerks.
 - f. Ensure DD Form 2258 (Temporary Mail Disposition Instructions) are complete.
 - g. Ensure each deploying Soldier completes a DA Form 3955 (Change of Address).
4. Conduct Brigade S-1 deployed postal operations.
 - a. Initiate contact with supporting APO.
 - (1) Verify mailing address.
 - (2) Verify APO SOPs.
 - (3) Verify prohibited items.
 - (4) Provide mail clerk certification.
 - b. Provide unit Task Organization and manning roster to servicing APO.

- c. Identify the location of mail delivery points and alternate Mail Delivery Points (MDP).
 - d. Coordinate procedures for prograde and retrograde mail.
 - e. Coordinate for official mail.
 - f. Conduct inspection of subordinate unit mailrooms.
 - g. Investigate and reconcile any congressional or special inquiries hindering the delivery of mail.
 - h. Coordinate with APO for postal support for Soldiers located in remote locations.
5. Conduct Brigade S-1 redeployment postal operations.
- a. Coordinate with APO to provide postal finance services (retrograde mail) for subordinate units.
 - b. Advise APO of unit departure date and provide them a list of all Soldiers affected.
 - c. Provide forwarding addresses for individuals or the unit as a whole.
 - d. Inform Soldiers to notify correspondents to stop sending mail 30 days prior to departure.
 - e. Notify the local Post Office of the unit's arrival upon redeployment.
 - f. Notify the mobilization station of redeployment and unit forwarding address for reserve component units.
 - g. Ensure each redeploying soldier completes a DA Form 3955 (Change of Address).
 - h. Inform Soldiers of all mailing restrictions and distribute information on non-mailable items.
 - i. Coordinate through rear detachment and home station APOs to ensure adequate storage space is available.

(Asterisks indicates a leader performance step.)

Evaluation Preparation: You can evaluate this task by using the performance measures and the materials that appear in the CONDITIONS statement. When the Soldier completes the task, the supervisor will score the Soldier PASS (P) or FAIL (F) on each performance measure.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Reviewed Theater Postal Operations procedures.			
2. Established Brigade Postal Operations SOP.			
3. Conducted Brigade S-1 pre-deployment postal operations.			
4. Conducted Brigade S-1 deployed postal operations.			
5. Conducted Brigade S-1 redeployment postal operations.			

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	No

Environment: Environmental Statement: 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. Safety Statement: 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 :

Task Number	Title	Proponent	Status
805C-LF4-3558	Identify Military Postal Service Responsibilities	805C - Adjutant General (Individual)	Approved
805C-LF4-3547	Update Postal Operating Plan	805C - Adjutant General (Individual)	Approved
805C-LF4-3532	Assume Custodian of Postal Effects (COPE) Responsibility	805C - Adjutant General (Individual)	Approved

Supporting Individual Tasks : None

Supported Individual Tasks :

Task Number	Title	Proponent	Status
805C-42H-8107	Implement HR Planning and Operations Using MDMP	805C - Adjutant General (Individual)	Approved

Supported Collective Tasks :

Task Number	Title	Proponent	Status
12-7-9034	Plan Theater Postal Support	12 - Adjutant General (Collective)	Approved
12-6-0020(Step: 6.)	Manage Postal Services Contracting	12 - Adjutant General (Collective)	Analysis
12-6-0020(Step: 7.)	Manage Postal Services Contracting	12 - Adjutant General (Collective)	Analysis
12-6-0020(Step: 3.)	Manage Postal Services Contracting	12 - Adjutant General (Collective)	Analysis
12-7-9004	Plan Theater Postal Support	12 - Adjutant General (Collective)	Superseded

ICTL Data :

ICTL Title	Personnel Type	MOS Data
42H - Senior Human Resources Officer - MAJ	Officer	AOC: 42H, Rank: MAJ
42H - Senior Human Resources Officer	Officer	AOC: 42H