

# Training and Evaluation Outline Report

Status: Approved

05 May 2010

Effective Date: 08 Feb 2019

Task Number: 12-CTR-1259

Task Title: Maintain Theater Postal Services (HRSC)

**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	Source Information
	AR 600-8-3	Postal Operations	Yes	No	
	ATP 1-0.2	Theater-Level Human Resources Support	Yes	No	
	ATP 4-93	Sustainment Brigade	Yes	No	
	DOD 4525.6-M	DoD Postal Manual	Yes	Yes	
	FM 1-0	Human Resources Support <a href="http://armypubs.army.mil/doctrine/DR_pubs/dr_a/pdf/fm1_0.pdf">http://armypubs.army.mil/doctrine/DR_pubs/dr_a/pdf/fm1_0.pdf</a>	Yes	No	

**Conditions:** The Human Resources Sustainment Center (HRSC) is deployed in support of United States (U.S.) and coalition forces conducting Unified Land Operations in an active theater. Mail flow into the theater is to be managed to enhance morale while not impeding preparation for, and conduct of, Unified Land Operations. Communications are established with the Military Postal Service Agency (MPSA), Military Mail Terminal (MMT) Team, and Support Operations (SPO) Branch, Theater or Expeditionary Sustainment Commands (TSC/ESC), as appropriate. Unit and higher headquarters tactical standing operating procedures (TSOPs) are present as well as AR 600-8-3, ATP 4-93, DOD 4525.6-M and FM 1-0. The center is conducting operations in a dynamic and complex operational environment (OE) against a hybrid threat. 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.

**Standards:** The HRSC 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 MPSA 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 the tactical situation. Based on the centers authorized strength, 85% of the centers leaders and 80% of Soldiers are present at the training. The center attains 90% on performance measures, 100% on critical performance measures, and 90% on leader performance measures achieving a "T", fully trained.

**NOTE:** Leaders are defined as Director, POD Chief, Plans Officer, HR Technician and SR HR SGT.

**Live Fire:** No

**Objective Task Evaluation Criteria Matrix:**

Plan and Prepare		Execute					Assess		
Operational Environment	Training Environment (L/V/C)	Leaders Present at Training/Required	Present at Training/Required	External Eval	Performance Measures	Critical Performance Measures	Leader Performance Measures	Evaluator's Observed Task Proficiency Rating	Commander's Assessment
BDE & Above									
Dynamic and Complex (All OE Variables and Hybrid Threat)	IAW unit CATS statement.	>=85%	>=80%	Yes	>=90%	All	>=90%	<b>T</b>	<b>T</b>
		75-84%						80-89%	<b>T-</b>
Dynamic and Complex (All OE Variables and Single Threat)		65-74%	75-79%	No	65-79%	<All	80-89%	<b>P</b>	<b>P</b>
		60-64%	60-74%		51-64%		<b>P-</b>	<b>P-</b>	
Dynamic and Complex (<All OE Variables and Single Threat)		<=59%	<=59%	<=50%	<=79%	<b>U</b>	<b>U</b>		

**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.

**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.





**Missions(s) supported:**

Mission ID	Mission Title	Frequency	Recommended Interval
12-TS-9001	Conduct Human Resources Sustainment Center (HRSC) Operations	1	Annually
12-TS-9006	Conduct Theater Postal Operations	2	Semi-annually

**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

**OPFOR Task(s):** None

**Supporting Individual Task(s):**

Step Number	Task Number	Title	Proponent	Status
	805C-42A-1308	Perform Unit Mailroom Operations	805C - Adjutant General (Individual)	Approved
	805C-42A-4060	Plan Unit Postal Operations	805C - Adjutant General (Individual)	Approved
	805C-LF4-3558	Identify Military Postal Service Responsibilities	805C - Adjutant General (Individual)	Approved

**Supporting Drill(s):** None

**Supported AUTL/UJTL Task(s):**

Task ID	Title
ART 4.2.1.2.3	Conduct Postal Operations

**TADSS**

TADSS ID	Title	Product Type	Quantity
No TADSS specified			

**Equipment (LIN)**

LIN	Nomenclature	Qty
70209N	Computer, Personal Workstation	1

**Materiel Items (NSN)**

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 current Risk Management Doctrine. 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 current CBRN doctrine. 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).