

**805C-LF5-1209  
Process International Mail  
Status: Approved**

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**Security Classification: U** - Unclassified

**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 SSI/TDD/Fort Jackson foreign disclosure officer. This training product can be used to instruct international military students from all approved countries without restrictions.

**Conditions:** In the operational environment, you are assigned as a Postal Finance Clerk in a Military Post Office (MPO). You are required to protect the mail, prevent mismanagement of funds, and assist customers requesting to send articles of mail to international addresses. You have access to Department of Defense (DOD) Postal Manual 4525.6-M, International Mail Manual (IMM), PS Label 19-A (Par Avion Airmail ), PS Label 19-B (Par Avion Airmail), PS Form 2865 (Return Receipt for International Mail), PS Form 2976 (Customs Declaration CN 22), PS Form 2976-A (Customs Declaration and Dispatch Note CP 72), PS Form 2976-E (Customs Declaration Envelope CP 91), PS Form 3806 (Registered Mail Receipt), Label 200 (Registered Mail), All Purpose Dating Stamp (APDS), rubber stamps, articles of mail addressed for delivery to international addresses, and standard United States Postal Service (USPS) supplies and equipment. This task should not be trained in MOPP 4. This task should not be trained in MOPP 4.

**Standards:** Identify the two categories of international mail processed by MPOs, confirm conditions of mailing international mail, provide special services for international mail and Identify country-specific requirements for international mail using ICL (Individual Country Listing) by using the correct forms and endorsements, confirm the correct amount of postage and fees, confirm if mail is mailable, define special services available, and confirming if the customer is authorized to use the Military Post Office (MPO) IAW DOD 4525.6-M without error using the Go / No-Go criteria.

**Special Conditions:** None

**Safety Risk:** Low

**MOPP 4:** Never

**Task Statements**

**Cue:** You are a Postal Finance Clerk in an MPO and are required to assist authorized customers requesting to send mail to an international address.

**DANGER**

None

**WARNING**

None

**CAUTION**

None

**Remarks:** None

**Notes:** None

## Performance Steps

1. Identify the two categories of international mail processed by MPOs.

a. Identify First-Class Mail International (FCMI).

(1) Define weight and size limits for FCMI.

(2) Identify markings and endorsements for FCMI.

(3) Determine wrapping and packing requirements for FCMI.

b. Identify Priority Mail International (PMI).

(1) Define weight and size limits for PMI.

(2) Determine markings, wrappings, and packaging for PMI.

2. Confirm conditions for mailing international mail.

a. Identify the categories of mailing.

b. Determine if an article is mailable.

(1) Identify contents.

(2) Determine weight and size limits.

(3) Review customer requested special services.

(4) Examine general regulations and specific prohibitions, restrictions and observations of the country.

(5) Parcels must have a return address and a forwarding address in order to receive the article for mailing.

(6) Mail matter is admissible in envelopes, sleeves, or wrappers of varying sizes and thickness, as long as they meet the size and weight requirements.

(7) Bulkier items are admissible in boxes, cartons, tubes, or other types of containers commonly used to transmit shipments in package form, as long as they meet the size and weight requirements.

c. Prepare international mail for mailing.

(1) Ensure sender properly prepares items for mailing and addresses them clearly and correctly.

(2) Verify international mail destination and return address are correct and completed in ink or typewritten.

(3) Verify correct customs form is affixed to the article.

d. Determine if an article is nonmailable.

(1) Written, printed, and graphic matter described as nonmailable in the Domestic Mail Manual (DMM) is nonmailable internationally.

(2) Identify nonmailable material.

e. Refer to the Individual Country Listings (ICL) in the IMM to determine which customs declaration form the country requires.

(1) Prepare PS Form 2976 (Customs Declaration CN 22).

(a) Mark with an "X" to indicate the type of content.

(b) Customer enters a detailed description of the contents (include quantity, the material article is made of such as cotton, leather, silk, etc., and brand names).

(c) Enter dollar value of each article and total it.

(d) Weigh the article and enter the weight of the article expressed in pounds and ounces.

(e) Customer prints name and address, addressee's name and address, and dates customs form using the current date.

(f) Maintain post office copy (page 2 of the PS Form 2976) for 30 days.

(g) Apply APDS to original and copy.

(h) Ensure the green part of the form is affixed to the address side of the item.

(2) PS Form 2976-A (Customs Declaration and Dispatch Note CP 72).

(a) Enter the sender's full name and address and the addressee's full name and address in the blocks indicated.

(b) Enter the total postage and fees paid by the customer.

(c) Block 1 - Customer enters a detailed description of the contents (include material article is made of such as cotton, leather, silk, etc., and brand names).

(d) Block 2 - Customer enters the quantity of each item listed.

(e) Block 3 - Customer enters weight of each item listed, if known.

(f) Block 4 - Customer enters dollar value of each article.

(g) Block 5 - Customer checks the appropriate block (i.e. gift, commercial sample, documents, returned goods or other).

(h) Block 6 - Customer identifies if special conditions or restrictions apply to items being mailed, if applicable.

(i) Block 7 - Clerk enters the total weight of article(s) listed expressed in pounds and ounces.

(j) Block 8 - Customer enters the total value of each article listed.

(k) Block 9 - Check the box specifying instructions in case of nondelivery, as appropriate.

(l) Block 10 - Leave blank.

(m) Block 11 - Leave blank.

(n) Block 12 - Customer signs and dates the form.

(o) Block 19 - Leave blank.

(p) Block 20 - Customer enters the country of origin of goods.

(q) Mailing Office Date Stamp Block - Clerk stamps all six copies with the APDS.

(r) Affix PS Form 2976-A according to class of mail.

(3) Prepare PS Form 2976-E (Customs Declaration Envelope CP 91).

3. Provide special services for international mail.

a. Determine if the special service the customer requested is available for the selected class of international mail.

b. Prepare PS Form 2976-A for Insured Items.

- (1) Enter in ink the amount in dollars the parcel is insured for on PS Form 2976-A in the "Insured Amount (U.S.)" block.
- (2) Convert U.S. dollar amount to the Special Drawing Right (SDR) value and enter it in the SDR value block.
- (3) Write a bold capital "V" in the space provided for the insured number as an indicator that additional insurance is purchased.
- (4) Apply APDS to the PS Form 2976-A in the appropriate location on each copy.

c. Prepare PS Form 3806 and affix Label 200 for Registered Mail.

d. Prepare PS Form 2865 for Return Receipt for International Mail Requested.

4. Identify country-specific requirements for international mail using the ICL.

- a. Prohibitions - Identify articles strictly prohibited by the destination country.
- b. Restrictions - Identify items that may require additional mailing requirements.
- c. Observations - Identify additional requirements of the individual country.

(Asterisks indicates a leader performance step.)

**Evaluation Guidance:** Score the Soldier "GO" if all steps are passed. Score the Soldier "NO GO" if any steps is failed. If the Soldier fails any step, show what was done wrong and how to do it correctly.

**Evaluation Preparation:** Sure that all materials, parts, manuals, forms and equipment (or appropriate substitutions) required in the condition statement are available to the Soldier.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Identified the two categories of international mail processed by MPOs.			
2. Confirmed conditions for mailing international mail.			
3. Provided special services for international mail.			
4. Identified country-specific requirements for international mail using the ICL.			

**Supporting Reference(s):**

Step Number	Reference ID	Reference Name	Required	Primary	Source Information
	DD FORM 2261	REGISTERED MAIL - BALANCE AND INVENTORY	Yes	No	
	DOD 4525.6-M	DoD Postal Manual	Yes	No	
	IMM	International Mail Manual	Yes	Yes	
	POM	Postal Operations Manual	Yes	No	
	PS FORM 3806	Receipt for Registered Mail	Yes	No	
	USPS ENVELOPE 2976-E	Customs Envelope	Yes	No	
	USPS FORM 2865	Return Receipt for International Mail	Yes	No	
	USPS FORM 2976	Customs--CN 22 (Old C1) Sender's Declaration	Yes	No	
	USPS FORM 2976-A	Customs Declarations and Dispatch Note	Yes	No	
	USPS LABEL 200	Registered Mail Label	Yes	No	
	USPS OFFICIAL ZONE CHART	USPS Official Zone Chart	Yes	No	

**TADSS :** None

**Equipment Items (LIN):** None

**Material Items (NSN) :**

Step ID	NSN	LIN	Title	Qty
	7520-02-000-8087		Type, Rubber, Pica	1
	7510-00-526-1742		Inking Pad, Rubber Stamp, 4-1/4 X 2-3/4 Inch	1
	USPS ITEM 0817C		Seals, tin band, numbered, for registered mail and airmail, 1000 per box	1
	5210-02-000-8096		Tape, Measuring	1

**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.

**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.

**Prerequisite Individual Tasks :** None

**Supporting Individual Tasks :**

Task Number	Title	Proponent	Status
805C-LF5-1218	Process Mail	805C - Adjutant General (Individual)	Superseded
805C-LF5-1532	Operate a Postal Service Center	805C - Adjutant General (Individual)	Superseded

**Supported Individual Tasks :** None

**Supported Collective Tasks :**

Task Number	Title	Proponent	Status
12-CO-1253	Provide Postal Support (HR CO)	12 - Adjutant General (Collective)	Approved
12-BR-1227	Manage Human Resources Support (Expeditionary Sustainment Command (ESC) - Human Resources Operations Branch (HROB))	12 - Adjutant General (Collective)	Approved
12-BR-1228	Coordinate Human Resources Support Operations (Sustainment Brigade (SB) - Human Resources Operations Branch (HROB))	12 - Adjutant General (Collective)	Approved
12-CTR-1226	Provide Human Resources Support (Theater Sustainment Command (TSC) - Human Resources Sustainment Center (HRSC))	12 - Adjutant General (Collective)	Approved

**Knowledges :**

Knowledge ID	Knowledge Name
805C-K-1330	Know which stamps/labels are used for International Letter Post
805C-K-1136	Know how to calculate postage for mailing
805C-K-1331	Know the proper placement of endorsements on International Letter Post
805C-K-1324	Know the basic standards for International Letter Post
805C-K-1094	Know how to determine the destination of registered mail
805C-K-1299	Know how to contact a host country postal official
805C-K-1279	Know that only authorized personnel are allowed access to mail or postal facilities
805C-K-1219	Know how to recognize properly completed Postal Forms and Labels
805C-K-1150	Know that PS Label 200 is used for Registered Mail
805C-K-1242	Know how to use the International Mail Manual(IMM)
805C-K-0318	Know what a PS Form 2976 is.
805C-K-1336	Know the basic standards for International Parcel Post
805C-K-0319	Know what a PS Form 2976-A is.
805C-K-0320	Know what a PS Form 2976-E is.
805C-K-1233	Know that articles prohibited by a countries ICL is considered non-mailable
805C-K-0348	Know what a Label 200 is.

805C-K-1234	Know that it is a customer responsibility to comply with Postal Regulations
805C-K-1335	Know the proper placement of endorsements on International Parcel Post
805C-K-1217	Know what items are considered restricted from mailing

**Skills :**

<b>Skill ID</b>	<b>Skill Name</b>
805C-S-0307	Ability to file postal records
805C-S-0701	Ability to contact host country postal officials
805C-S-0692	Ability to determine origin of the mail
805C-S-0455	Ability to communicate effectively with customers
805C-S-0079	Ability to use a Postage Meter Machine
805C-S-0355	Ability to separate Domestic, International and Inter-theater mail
805C-S-0340	Ability to operate postal machinery properly and safely
805C-S-0321	Identify registered mail

**ICTL Data :**

<b>ICTL Title</b>	<b>Personnel Type</b>	<b>MOS Data</b>
Postal Operations Course ICTL	Enlisted	MOS: 42A, Skill Level: SL1, ASI: F5, Duty Pos: UJU