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Communications and Information

POSTAL AUGMENTEE ORIENTATION

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This pamphlet implements Air Force Policy Directive (AFPD) 37-1, Air Force Information Management (will convert to AFPD 33-3); Department of Defense (DoD) 4525.6-M, *Department of Defense Postal Manual*, August 15, 2002; and DoD 4525.8-M, *DoD Official Mail Manual*, December 26, 2001. This pamphlet is an orientation guide for personnel tasked to augment overseas postal units during a wartime contingency or training situation. It includes information on augmentee duties and instructions when preparing for deployment to overseas areas. It defines what augmentees should know before deploying, and addresses most major tasks an augmentee may have to perform. Military and civilian supervisors will use this pamphlet as a means to familiarize personnel with their duties upon selection as postal augmentees. Additional instructions and manuals are listed on the Air Force Website at Uniform Resource Locator: <http://www.e-publishing.af.mil> under Electronic Publications. Air Force Directory (AFDIR) 33-303, *Compendium of Communications and Information Terminology*, explains other terms. Direct questions on the contents of this pamphlet through appropriate command channels to Headquarters United States Air Force (HQ USAF/ILCX), 1030 Air Force Pentagon, Washington DC 20330-1030. Send recommended changes or comments to Headquarters Air Force Communications Agency (HQ AFCA/ITXD), 203 W. Losey Street, Room 1100, Scott AFB IL 62225-5222, through appropriate channels, using AF Form 847, **Recommendation for Change of Publication**. See **Attachment 1** for a glossary of references and supporting information. Maintain and dispose of records created as a result of prescribed processes according to Air Force Manual (AFMAN) 37-139, *Records Disposition Schedule*. Public Law 104-13, *The Paperwork Reduction Act of 1995* and Air Force Instruction (AFI) 33-360, Volume 2, *Forms Management Program*, affect this publication.

SUMMARY OF REVISIONS

This revision updates duties postal augmentees may have to perform, and updates personnel requirements pertaining to working in a postal facility. It includes changes on special services, classes of mail, processing of contingency mail by the United States Postal Service (USPS), and postal policy made in revisions to the USPS Domestic Mail Manual (DMM) and DoD publications. It also adds a revised glossary of ref-

erences and supporting information at [Attachment 1](#). The bar (|) indicates a revision from the previous edition.

Section A—The Military Postal Service (MPS)

1. About the Military Postal Service. The MPS is an overseas extension of the United States Postal Service (USPS). As such, the MPS complies with USPS policies and procedures according to public law, uses certain technical publications and USPS forms, and acquires Post Office-unique equipment and supplies from USPS. The Secretary of the Army is the DoD single manager for military postal matters. The Military Postal Service Agency (MPSA), located in Alexandria, Virginia, is the operating executive. The individual Services Major Commands (MAJCOM) own and operate their postal facilities.

2. Transportation. The USPS and MPS use all modes of transportation available (land, sea, and air) to ensure mail reaches its final destinations as expeditiously as possible. For example, priority mail goes by air, while lower priority mail often goes by surface. At the Continental United States (CONUS) gateway cities (New York, Newark, Washington D.C., Chicago, Dallas-Fort Worth, Miami, and San Francisco), USPS personnel sort mail by five-digit geographical zip codes for Army and Air Force Post Offices (APO), and Navy and Marine land based post offices (fleet post office [FPO]) during peacetime. USPS sorts mail for all Navy and Marine mobile units, to nine-digit codes during peacetime and contingencies. They will sort Army and Air Force mail to nine-digit codes when warranted during contingencies.

3. Aerial Mail Terminals (AMT) and Military Post Offices (MPO). Once mail arrives in the overseas theater, responsibility for continued movement lies with the military. AMTs that the Air Force normally operates at or near airports, receive mail from commercial airlines; or when commercial air is not available, from the HQ Air Mobility Command (HQ AMC), and prepares it for delivery to each service's MPOs. Delivery can be accomplished using contracted truck runs, military vehicle runs, or additional air segments. The AMT also uses the same air carriers to return mail received from MPOs to CONUS. Contingency MPOs deployed to overseas areas sort and deliver mail directly to unit mail clerks (UMC), who make final delivery to the addressee. Permanent MPOs located in deployment locations use a combination of the UMC system and Postal Service Center (PSC) concept to deliver mail to their customers and deployed personnel.

Section B—The Air Force Postal Contingency Mission

4. The Mission. The MPS is the primary means the Air Force and other services use to transport official and personal mail, priority supply items, publications, and other materials to overseas areas during peacetime and contingencies. The Air Force's mission for postal contingency wartime operations is to establish a postal system (AMT and MPO mail processing facilities, transportation network, and qualified postal personnel) within the framework of the MPS to ensure mail is processed expeditiously and reliably.

Section C—The Augmentee's Role

5. Your Role. When your command tasks you to support an overseas postal unit, you may augment an existing AMT or MPO. You could also find yourself assigned to a new postal facility established to support the contingency. These facilities range from hard-sided existing buildings (offices, hangars, portable buildings) to general-purpose tents. Your duties will vary depending on which operation you augment

(AMT or MPO). Official and personal mail functions are combined within overseas post offices, so your duties will vary. We will discuss your duties later in the pamphlet under Contingency AMT and MPO Augmentee Duties. At the AMT and MPO you will have fully qualified postal personnel (Special Duty Identifier [SDI] 8M000) to train, supervise, and assist you. During an actual contingency, every effort will be made to provide full on-the-job training to the maximum extent possible.

6. Requirements. Individuals tasked to fill a contingency position must meet certain requirements. Your unit mobility representative will brief you on personal preparations and requirements for mobility and will set up your mobility folder.

6.1. For your unit to select you as a postal augmentee you must:

- 6.1.1. Have no record of conviction by courts-martial.
- 6.1.2. Have no record of punishment under Article 15, *The Uniform Code of Military Justice*, involving a postal-related incident.
- 6.1.3. Have no civilian convictions other than minor traffic violations.
- 6.1.4. Have no record of derogatory information or unfavorable conduct that casts doubt on your trust-worthiness and honesty.
- 6.1.5. Possess high moral standards and excellent military bearing.
- 6.1.6. Have no history of psychiatric disorder, alcoholism, or drug abuse, unless a medical evaluation determined the condition no longer exists.
- 6.1.7. Have no record of financial irresponsibility.
- 6.1.8. Have no previous releases from military postal duties for cause or criminal convictions.
- 6.1.9. Meet the eligibility requirements for a SECRET clearance (an Entrance National Agency Check or National Agency Check must be on file).
- 6.1.10. Not have physical restrictions prohibiting duty involving prolonged standing, walking, or lifting weight up to 70 pounds.
- 6.1.11. Have a physical profile serial code (PULHES) of 2211221 (see your medical treatment facility for details).

6.2. Once selected you must:

- 6.2.1. Complete all immunizations for worldwide deployments.
- 6.2.2. Possess a valid US civilian or government driver's license.
- 6.2.3. Possess a current government identification card.
- 6.2.4. Possess personal identification tags (dog tags).
- 6.2.5. Deploy with a complete issue of field clothing.
- 6.2.6. Deploy with standard mobility bags and chemical warfare gear, as required. (See [Attachment 2](#) for other items you should bring along.)
- 6.2.7. Deploy with AF Form 623, **Individual Training Record**, AFJQS XXXXX-225K, **Ionscan 400B Explosive Detection System**, AFJQS 3A0X1-225B, **Postal Augmentee Qualification**

Training Package, and AF Form 797, **Job Qualification Standard Continuation/Command JQS**.

6.2.8. Deploy with your government travel card and sufficient amount of currency.

6.2.9. Obtain current Law of Armed Conflict and Rules briefing.

6.2.10. Check with Base Legal Office to determine if a Will and/or Power of Attorney is required.

6.3. Antiterrorism (AT) and Travel:

6.3.1. DoD personnel must comply with DoD 4500.54-G, *Foreign Clearance Guide*, prior to any foreign travel (<http://www.fcg.pentagon.mil/>).

6.3.2. DoDD 2000-12, *DoD Antiterrorism/Force Protection (AT/FP) Program*, April 13, 1999, requires all personnel deploying or going on temporary duty (TDY) to overseas locations complete predeployment AT training. Prior to deploying, satisfy the following mandatory predeployment AT training:

6.3.2.1. Complete a certified AT Level 1 Awareness program annually delivered by a certified Level II instructor or via the Joint Chief of Staff Online Awareness training (<http://www.at-awareness.org/>). Document completed training at the deploying/TDY organization's administrative section.

6.3.2.2. Receive and review Joint Staff Guide 5260, *Service Member's Personal Protection Guide: A Self-Help Handbook to Combat Terrorism While Overseas*, and "**Antiterrorism Individual Protective Measures**" card.

6.3.3. Within 3 months prior to travel or deployment, all personnel must receive the deployment location's current threat and intelligence information. This information will include: current threat level, history of anti-US, anti-government actions, modus operandi of terrorist organizations in the country, projections/assessment for future terrorism directed against DoD, and cultural aspects of the country(ies) visited. Obtain information by contacting your local Air Force Office of Special Investigation, local Security Forces personnel, or servicing Intelligence Unit.

6.3.4. Complete an individualized Force Protection (FP) plan. A FP plan can be as simple or as elaborate as needed to complete the mission. For example, list safe havens, U.S. Embassy and police/emergency telephone numbers, etc. See the US Department of State travelers warning for the county deploying to, for help determining individual FP plans:

http://travel.state.gov/travel_warnings.html.

6.4. The possibility exists you may be deployed to a location requiring the wear of civilian clothes. If this is the case you will be eligible for a partial clothing allowance. Business casual is the normal dress code for these locations, however, a tie may also be required for conducting business meetings with local airport, customs, or airline authorities.

Section D—Contingency Postal Operations

7. Contingency Versus Peacetime Operations. During a contingency situation, postal services differ from peacetime operations. The main differences are limitations on personal mail and the method and mode of transportation services available. Because of transportation, manpower, or facility limitations, theater commanders may restrict personal mail at contingency locations to first-class letter mail and voice

cassettes. Restrictions do not normally apply to official mail but can in extreme circumstances. Also, during contingency operations the reduced manning tables do not allow for Official Mail Centers (OMC) to make distribution runs on or off base. UMCs pick up and deliver mail at the OMC.

8. Personal Mail and Services. During a contingency, the theater commander may temporarily suspend delivery of personal parcels and only allow first class mail delivery. However, personal first-class mail may include cassettes (voice and video) having characteristics of personal correspondence provided they weigh less than 13 ounces. The post office will provide special services such as money order sales, insurance, registered mail and certified mail to the maximum extent possible, in a wartime situation.

9. Free Mail Privilege. At some point during a contingency, the Secretary of Defense and the USPS may implement free mail privileges according to Title 39, United States Code, Section 3401, *Postal Services*, and Executive Order 12556, *Protection of Cultural Property*. Free mail consists only of letter mail and sound-recorded cassettes (voice and video) classified as first class. The implementing directives authorize free mailing privileges for members of the military services and DoD civilians on duty in combat areas or under arduous conditions designated by the President. These personnel must be in the area supporting the contingency operation or they do not qualify for free mail. United States Postal Bulletins identify authorized Armed Forces mail areas and are available for review at local post offices.

10. Unit Mail Room Concept. The unit mailroom concept of mail delivery is normally used during contingencies. PSC service is normally limited during contingencies, even at permanent MPOs, due to the limited availability of mail receptacles and the transient nature of deployed units.

11. Official Mail. Official mail pertains to US Government business. During a contingency, official mail is usually unrestricted. In some instances, DoD or the theater commander may also task the Air Force to provide service to international military commands, or agencies. DO NOT arbitrarily implement these services locally unless approved by the supported unified command and postal Single Service Manager.

12. Variables in Mail. Official mail volumes will increase significantly during contingencies because of the increased requirement for replacement parts, medical supplies, and other critical items required to support deployed forces. Move these items on a priority basis and as expeditiously as possible.

13. Personnel Support. In a “contingency sustained environment,” a postal augmentee can expect to work 12-hour days and 6-day weeks. Two personnel (one a qualified SDI 8M000) are normally assigned to each contingency MPO servicing a population of less than 1,000 personnel. Normally, an additional individual will augment the MPO for each increase of 500 over the initial 1,000 personnel. Normally, a minimum of five personnel (at least two qualified 8M000) are assigned to support each contingency AMT serving a population up to 5,000 personnel and up to three MPOs. Normally, each increase of 1,500 personnel adds one additional person to the wartime AMT manning. If the AMT is a 24-hour operation, these requirements increase by a factor of 2.

14. Inter-service Activities. You could possibly fill a postal augmentee contingency requirement at a MPO or bulk mail facility operated by one of the other services. The Military Service with the predominant force at a given location normally has the lead to establish and operate the MPO; the other services sometimes augment in proportion to their share of the total population served.

Section E—Types and Classes of Mail

15. Types of Mail. Usually, the Air Force handles two categories of mail during the initial stages of a contingency--official and personal. Official mail is normally not restricted due to the need to move replacement parts and other mission critical items. Personal mail is sometimes restricted to first class mail weighing less than 13 ounces that consists of cards, letters, and voice/video cassettes having the characteristics of personal correspondence. The 13-ounce restriction is normally imposed at the beginning of a contingency because of limited airlift, inadequate facilities, or insufficient manpower. The Unified Commander establishes levels of mail service and may include restrictions on all types of mail if necessary. In addition to normal USPS mail restrictions and those restrictions levied by the supported theater commander, personnel must also be familiar with and abide by the rules and restrictions of the host country. Host country rules may further restrict certain types of mail. For example, in Saudi Arabia, host country customs forbids the importation of religious articles or many types of magazines due to its content or photography. Fitness magazines, swim wear magazines, etc., may be confiscated upon arrival.

16. Classes of Mail. There are five classes of mail within the USPS available for use during contingencies.

16.1. Express Mail Military Service (EMMS). Express mail is not normally offered during contingencies due to guaranteed delivery times and lack of adequate air transportation to the contingency site. EMMS provides the fastest possible delivery of urgent mail. Delivery is guaranteed to eligible locations within three days. EMMS is pouched in easily identifiable orange and blue pouches. Postal personnel provide express mail expeditious and priority handling.

16.2. First Class Mail. Commonly known as "Air Mail," first class mail consists of any and all types of mail. Anything mailable can be sent first class. Items over 13 ounces are mailed at the priority rate and still receive expeditious handling and processing. First class is the next expeditious mode of mail movement after express mail.

16.3. Periodicals. Previously called second class, periodicals consist of newspapers and periodical publications published at a stated frequency that have the characteristics and intent of being published indefinitely. Periodicals travel by surface means in the transportation network and take longer to be delivered. Publications published weekly or more frequently are called Time-Value Publications (TVP). TVPs are upgraded, due to their time sensitivity, and airlifted to overseas areas as Space Available Mail (SAM).

16.4. Standard Mail. Consists of articles weighing less than 16 ounces and not afforded first class postage. Standard Mail replaced Standard Mail (A) and third class mail.

16.4.1. Standard Mail (B). Commonly known as Parcel Post or Standard Mail (B), weighs at least 16 ounces and not more than 70 pounds. Space Available Mail (SAM) and Parcel Airlift are Standard Mail services that replaced fourth-class mail.

Section F—Special Services

17. Types of Services. Special services available during contingencies are:

17.1. Registered Mail. This is the most secure service the USPS and MPS offers. It incorporates a system of receipts at every processing stop enroute to the addressee to monitor the mail's movement from

the point of acceptance to delivery. Postal insurance coverage is provided for articles with a declared value. Only mail prepaid with postage at the first-class rates can be registered.

17.2. Certified Mail. Provides the sender with a mailing receipt and a delivery record at the post office of address. No record is kept at the origin post office that enters the piece into the system, nor do enroute processing points maintain receipts. The destination post office maintains delivery records for two years. Insurance coverage is not provided. Dispatch certified mail and handle it in-transit as ordinary mail. Only first-class or priority mail can be accepted as certified mail.

17.3. Insured Mail. Provides coverage for lost, rifled, or damaged articles. The liability limit is \$5,000. Patrons can insure any class of mail but have to show proof of value if a claim is filed. You must endorse sealed articles "Standard Mail (A) Enclosed" or "Standard Mail (B) Enclosed," in addition to the first-class or priority mail endorsement. Patrons may also insure official government mail under certain circumstances (see DoD 4525.8-M). The USPS Domestic Mail Manual (DMM) lists items that cannot be insured.

17.4. Return Receipt for Merchandise. Is a form of return receipt service that provides the sender with a mailing receipt, a return receipt, and a delivery record at the office of address. Items must also be certified or insured to receive this service.

17.5. Delivery Confirmation. Provides the mailer with date and time of delivery, or if delivery was attempted and not successful. Mailers may call the USPS toll free number or access their web site at <http://www.usps.com> to retrieve delivery status. Mailers may purchase this service at some overseas post offices. Delivery Confirmation is not available for articles mailed to an APO/FPO destination.

17.6. Intra-theater Delivery Service (IDS). IDS is a service provided free of charge to authorized postal patrons. IDS is not considered mail and must be addressed to another overseas post office. IDS CANNOT be mailed to international or CONUS addresses. Additionally, IDS cannot be sent with any other special services and claims cannot be filed for loss or damage. It is highly recommended that any items of value not be sent as IDS. Items of value should be mailed with the appropriate postage and the proper amount of insurance purchased. IDS items move on a space available basis in the same manner as SAM mail. Specific procedures and markings are unique to different Areas of Responsibility.

Section G—Evacuation and Destruction

18. Evacuation and Destruction Possibilities. There is always the possibility of a directed evacuation and a requirement to destroy postal effects. If an evacuation order occurs, the MAJCOM postal activity directs the evacuation or destruction of classified materials, mail, and postal effects according to local directives. Postal effects may include such items as official registered mail, directory service cards, postage stamps and stamped paper, records, equipment, mailbags, and furniture. Request to see the local emergency evacuation and destruction plan upon signing in and processing at the contingency location.

Section H—Mail Transport Equipment (MTE)

19. Use of Mail Transport Equipment (MTE). Military postal personnel use specially designed USPS MTE (mail bags and trays) to identify and transport the different types and classes of mail. Properly pouching and transporting mail is the key to avoiding mail delays to the intended recipient. CONUS mail processing plants determine the location within the facility and the priority to process the mail based on

the type, size, and color of the bag or mail tray. If alternate MTE must be used for the type of mail you are dispatching, ensure the appropriate tag identifying the contents is affixed to the outside of the bag. This will assist the CONUS gateway in properly processing the mail upon arrival.

19.1. During Contingencies.

19.1.1. Orange and blue mailbags: Used to transport EMMS. Although possible in some locations, EMMS is rarely offered at contingency locations due to inadequate airlift to meet strict delivery timelines.

19.1.2. Orange #1 bags and trays: Orange # 1 bags and cardboard/plastic trays with covering sleeves that have "US Mail" in bold print on their surfaces are used to transport and identify first class letter class mail (LCM) and small flats under 13 ounces. DO NOT place LCM in priority parcel (PP) mailbags due to the delays it will experience at the CONUS gateway facility.

19.1.3. Orange PP mailbags: Used to transport and identify large first class/priority flats and parcels. DO NOT include LCM in PP mailbags.

19.1.4. Gray mailbags: Used to transport and identify military official mail. If gray bags are not available, use the appropriate bag according to the service paid.

19.1.5. Red mailbags: Use red mailbags to transport and identify items paid at less than the first class rate (periodicals, magazines, parcel post, etc.). Use the #1 bag for magazines, periodicals, flats and small packages. Use the PP bags for Parcel Post and larger parcels. Red mailbags normally travel as space available in the air transportation network.

19.2. During Peacetime. Postal clerks use the same MTE in peacetime as they do in contingencies with the following exceptions.

19.2.1. Orange and blue mailbags: Used to transport and identify EMMS. EMMS receives preferential processing over other classes of mail due to the requirement for guaranteed delivery timelines. Customers can obtain reimbursement for postage paid if not delivered within the guaranteed timeline (normally 3-days from mailing). Although possible, EMMS is rarely offered at contingency locations due to inadequate airlift to consistently move the mail within the strict timelines.

19.2.2. Plastic/cardboard flat tubs/trays: Used to identify large flats, catalogs, magazines, or periodicals. Tub can be used to send priority or SAM, but the two types should not be mixed in the same tub.

Section I—Postal Equipment

20. Types of Equipment. Postal equipment normally used at AMTs and MPOs includes: postage meter machines, 70 pound postage scales, 16 ounce bar scales, 125 pound airport scales, money order imprinters, Postal Validation Imprinter, Integrated Retail Terminals, banding machines, field safes, post office box kits for minor repairs, USPS pouches, sack racks, rubber date stamp kits, postage vending machines, etc. Postage stamps, postal cards, and envelopes are also maintained for use by organizations and service members until free mail is implemented (see paragraph 9.). Some locations may also utilize Ionscan 400B or other explosive detection equipment to scan mail. We do not expect augmentees to deploy with any of this equipment.

Section J—Postal Offenses

21. Postal Offenses Defined. Postal offenses are occurrences that violate laws, agreements, or USPS/DoD regulations, and that jeopardize the security of mail and other USPS and DoD property. Postal offenses include but are not limited to:

- 21.1. Mailing illegal drugs, pornographic material, or other prohibited matter. UMRs must contact their serving post office for guidance.
- 21.2. Theft, rifling, delay, destruction, or interception of mail while under jurisdiction or custody of the MPS, at all levels.
- 21.3. Alteration, destruction, or other unauthorized disposition of postal records.
- 21.4. Use of the mail to defraud.
- 21.5. Robbery, burglary, or forceful entry into military postal activities.
- 21.6. Unauthorized use of MPS privileges.

NOTE: For the reference authority, refer to DoD 4525.6-M for further information on postal offenses.

Section K—Contingency and Wartime AMT Augmentee Duties

22. Contingency Aerial Mail Terminal (AMT) Key Duties, Tasks, and Responsibilities. The following are possible duties. They are not a statement of required training nor are they all-inclusive:

- 22.1. Process all mail originating, transiting, or terminating at the AMT:
 - 22.1.1. Accept outgoing official mail from OMCs and UMRs.
 - 22.1.2. Place outgoing mail into trays, pouches, or sacks.
 - 22.1.3. Prepare and affix routing labels and flight tags.
 - 22.1.4. Weigh and count outgoing mail.
 - 22.1.5. Sort outgoing mail by destination and prepare manifests for mail dispatched.
 - 22.1.6. Load and unload mail from various modes of transportation.
 - 22.1.7. Tender mail to HQ AMC representatives or authorized commercial airline representatives.
 - 22.1.8. Safeguard official registered mail according to AFI 31-401, *Information Security Program Management* and DoD 4525.6-M.
- 22.2. Receive incoming mail from HQ AMC or authorized commercial airlines:
 - 22.2.1. Check manifests against mail received to ensure proper receipt.
 - 22.2.2. Monitor host nation customs examination and document the disposition of confiscated items (if applicable).
 - 22.2.3. Sort incoming mail according to distribution schemes and deliver mail to MPOs and official base agencies.
- 22.3. Process incoming and outgoing registered mail:
 - 22.3.1. Open registered pouches, verify contents, and endorse inside manifold dispatch bills.

- 22.3.2. Deliver incoming registered mail.
 - 22.3.3. Cancel or postmark outgoing registered mail.
 - 22.3.4. Pouch, label, tag, and seal outgoing registered mail.
 - 22.3.5. Manifest and dispatch registered mail.
 - 22.3.6. Witness opening and closings of registered mail pouches.
 - 22.3.7. Process high value shipments and coordinate protection of high value shipments with Security Forces.
 - 22.3.8. Administer procedures associated with accountability and security of registered mail operations according to DoD 4525.6-M.
- 22.4. Military postal service information systems:
- 22.4.1. Prepare postal activity reporting system (PARS) reports, postal net alerts (PNA), and other mail movement data analyses according to DoD 4525.6-M.
 - 22.4.2. Prepare transit time information worksheets and surveys as required. Report to appropriate authorities.
 - 22.4.3. Collect data and prepare Military Origin and Destination Information System reports.
 - 22.4.4. Conduct and report survey data as required.
- 22.5. Establish forms and publications requirements:
- 22.5.1. Requisition, maintain, and update applicable USPS, DoD, and Air Force publications and forms.
 - 22.5.2. Inventory and order postal supplies and equipment.
 - 22.5.3. Control, audit, and safeguard accountable postal equipment.
- 22.6. Identify and prepare postal offense reports according to DoD 4525.6-M:
- 22.6.1. Make initial report to MPSA and send an information copy to the MAJCOM and parent unit within 24 hours.
 - 22.6.2. Submit 30-day follow-up reports until closed.

Section L—Contingency and Wartime Military Post Office (MPO) Augmentee Duties

23. Contingency Military Post Office (MPO) Key Duties, Tasks, and Responsibilities. The following are possible duties to be performed. They are not a statement of required training nor are they all-inclusive.

- 23.1. Process all incoming mail:
- 23.1.1. Pick up or arrange for transportation of incoming mail from the AMT or other sources.
 - 23.1.2. Load and unload mail from various modes of transportation.
 - 23.1.3. Process, store, and safeguard mail.

- 23.1.4. Sort personal mail by organization or agency and distribute to UMCs for delivery to patrons. Verify UMCs authority to receive mail with the DD Form 285, **Appointment of Military Postal Clerk, Unit Mail Clerk or Mail Orderly**.
- 23.1.5. Prepare postal service forms involving notification and receipt of accountable and non-accountable mail.
- 23.2. If the contingency location does not have an AMT, or mail control activity (MCA), collocated with the MPO, the MPO clerk will perform these outgoing mail functions:
 - 23.2.1. Accept and dispatch outgoing official mail from OMC personnel.
 - 23.2.2. Place outgoing mail into trays, pouches, or sacks and affix routing labels and tags.
 - 23.2.3. Weigh and count outgoing mail.
 - 23.2.4. Prepare truck manifests for dispatching mail to the nearest AMT/MCA.
- 23.3. Provide directory service:
 - 23.3.1. Maintain personnel locator cards (non-unit personnel) or automated locator system.
 - 23.3.2. Process undeliverable as addressed mail.
 - 23.3.3. Send mail for casualties, personnel missing in action, and prisoners of war to the Casualty Unit for processing.
 - 23.3.4. Send mail only to authorized personnel.
 - 23.3.5. Provide directory service on mail for units returned to the CONUS, inactive units, decommissioned ships, or for disestablished stations.
 - 23.3.6. Process “General Delivery” and “Hold Mail” for incoming Permanent Change of Station or transient personnel.
- 23.4. Maintain publications:
 - 23.4.1. Requisition, maintain, and update applicable USPS, DoD, and Air Force publications and forms.
- 23.5. Military postal service information systems:
 - 23.5.1. Prepare PARS reports, PNA, and other mail movement data analyses.
 - 23.5.2. Prepare worksheets and reports as appropriate.
- 23.6. Identify and prepare Postal Offense Reports according to DoD 4525.6-M.
 - 23.6.1. Make initial report to MPSA and send information copy to MAJCOM and parent unit within 24 hours.
 - 23.6.2. Submit 30 day follow-up reports until closed.

Section M—Who To Contact With Questions

24. Conclusion. This pamphlet provides a general overview of the postal augmentees duties. If you have further questions concerning postal operations at overseas locations, contact your supervisor, the Commu-

nications Squadron Official Mail Center (CONUS), or Postal Flight (OCONUS), or the MAJCOM postal representative as applicable for assistance.

25. Information Collections, Records, and Forms.

25.1. Information Collections: No information collections are created by this publication.

25.2. Records: Maintain and dispose of records created by this publication according to AFMAN 37-139, Table 37-3, 4 and 5, Rules 1-21, 1-9, 1-7 (as applicable).

25.3. Forms Adopted and Prescribed.

25.3.1. Adopted Forms: DD Form 93, **Record of Emergency Data**, DD Form 285, **Appointment of Military Postal Clerk, Unit Mail Clerk or Mail Orderly**, AF Form 245, **Employment Locator and Processor Checklist**, AF Form 623, **Individual Training Record**, AF Form 797, **Job Qualification Standard Continuation/Command JQS**, and AF Form 847, **Recommendation for Change of Publication**.

25.3.2. Prescribed Forms: No forms are prescribed by this publication.

MICHAEL E. ZETTLER, Lt Gen, USAF
DCS/Installations and Logistics

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

Executive Order 12556, *Protection of Cultural Property*

Public Law 104-13, *The Paperwork Reduction Act of 1995*

DoDD 2000-12, *DoD Antiterrorism/Force Protection (AT/FP) Program*, April 13, 1999

DoD 4525.6-M, *Department of Defense Postal Manual*, August 15, 2002

DoD 4525.8-M, *DoD Official Mail Manual*, December 26, 2001

DoD 4500.54-G, *Foreign Clearance Guide*

Code of Federal Regulation, Title 39, U.S.C., Section 3401, *Postal Services*

AFI 31-401, *Information Security Program Management*

AFI 33-360, Volume 2, *Forms Management Program*

AFMAN 37-139, *Records Disposition Schedule*

AFDIR 33-303, *Compendium of Communications and Information Terminology*

Joint Staff Guide 5260, *Service Member's Personal Protection Guide: A Self-Help Handbook to Combat Terrorism While Overseas*

Significant References

USPS Administrative Support Manual (ASM)

USPS Domestic Mail Manual (DMM)

USPS International Mail Manual (IMM)

USPS Postal Operations Manual (POM)

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Abbreviations and Acronyms

AFCA—Air Force Communications Agency

AFI—Air Force Instruction

AFMAN—Air Force manual
AFDIR—Air Force Directory
AMC—Air Mobility Command
AMT—Aerial Mail Terminal
APO—Air Force Post Office or Army Post Office
AT—Antiterrorism
BDU—Battle Dress Uniform
CONUS—Continental United States
DMM—Domestic Mail Manual
DoD—Department of Defense.
EMMS—Express Mail Military Service
FP—Force Protection
FPO—Fleet Post Office
IDS—Intra-theater Delivery Service
JQS—Job Qualification Standard
LCM—Letter Class Mail
MAJCOM—Major Command
MCA—Mail Control Activity
MPO—Military Post Office
MPS—Military Postal Service
MPSA—Military Postal Service Agency
MTE—Mail Transport Equipment
OMC—Official Mail Center
PARS—Postal Activity Reporting System
PNA—Postal Net Alert
PP—Priority Parcel
PSC—Postal Service Center
SDI—Special Duty Identifier
SAM—Space Available Mail
TDY—Temporary Duty
TVP—Time-Value Publication
UMC—Unit Mail Clerk

USAF—United States Air Force

USPS—United States Postal Service

Attachment 2

DEPLOYMENT ITEMS

Table A2.1. Mandatory Items.

ITEM	QTY
ID Tags and Chain	2
A-Bag (includes sleeping bag, helmet, poncho, mess kit, etc.)	1
B and C Bag if necessary	1
Weapon/Ammunition if necessary	1
AF Form 245, Employment Locator and Processor Checklist	1
DD Form 93, Record of Emergency Data	1
Travel/Deployment Orders	10
Shot Records	1
AF Forms 623 and 797 and JQS (see paragraph 6.2.7.)	1
ITEM	QTY
Assorted Civilian Clothes	
BDU Camouflage Cap	2
BDU Camouflage Uniform	3
Belt w/Black Tip and Buckle	1
Boots (Black or as Directed)	1
Duffel Bag/Suitcase (softside, rounded corners)	2
Field Jacket (Seasonal)	1
Pair of Gloves and Inserts	1
Pairs of Socks	6
T-Shirts	6
Toiletries/Hygiene Kits	
Towels	2
Undergarments	6

ITEM	QTY
Air Mattress/Pad	1
Clothesline (spool)	1
Flashlight and Batteries	1
Laundry Bag	1
Padlocks	2
Pillow/Pillowcase	1
Pocket Knife or Leatherman (less than 3-inch blade)	1
Sheets/Blankets	1
Small Portable Radio/Walkman	1
Small Rug	1
Snacks/Extra	
Soap Powder	1
Toiletries	
Toilet Paper (Pk)	1

NOTE: Excess baggage is normally authorized for up to 200 pounds. Check with your personnel readiness section for specific items you must bring and for the exact weight allowances.