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AFSC 8M000 SPECIAL DUTY IDENTIFIER (SDI) POSTAL



CAREER FIELD EDUCATION AND TRAINING PLAN

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**CAREER FIELD EDUCATION AND TRAINING PLAN
POSTAL
SDI 8M000**

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**POSTAL
SDI 8M000
CAREER FIELD EDUCATION AND TRAINING PLAN**

PART I

Preface

- 1.** We are all Airmen, first and foremost, as highlighted in our Airman's Creed. As Postal professionals, we are the Air Force extension of the United States Postal Service (USPS) overseas for personal and official mail service.
- 2.** This Career Field Education and Training Plan (CFETP) identifies the life-cycle education/training requirements, training support resources, and minimum core task requirements for the Special Duty Identifier (SDI) 8M000, Postal. The CFETP provides personnel a clear path to success and instills rigor in all aspects of SDI training.
- 3.** The CFETP consists of two parts. Supervisors use both parts to plan, manage, and control training within the SDI.
 - 3.1.** Part I provides information necessary for overall management of training in the 8M000 SDI. Section A explains how everyone will use the plan. Section B identifies the SDI specialty description, specialty summary, duties and responsibilities, skills and career progression information, postal duty descriptions, Community College of the Air Force information, and the 8M000 career pyramid. Section C identifies SDI qualification requirements and training sources. Section D focuses on resource constraints. Section E identifies transition-training plans for the 8M000 career field.
 - 3.2.** Part II includes the following: Section A identifies the Specialty Training Standard (STS) and includes duties, tasks, technical references to support training, Interservice Postal Training Activity (IPTA) conducted training, core and qualification tasks, and unit type code (UTC) mission capability (MISCAP) training requirements. Sections B and C are not used. Section D identifies training courses available to the SDI 8M000. Section E is reserved.
- 4.** Using guidance provided in the CFETP ensures individuals in this SDI receive effective and efficient training. At the unit level, supervisors and trainers use Part II to identify, plan and conduct training commensurate with the overall goals of this plan.

Abbreviations/Terms Explained

This section provides a common understanding of the terms applicable to the postal Career Field Education and Training Plan.

Advanced Training (AT). Formal course that provides individuals who are qualified in one or more positions of their Air Force Specialty (AFS) with additional skills and knowledge to enhance their expertise in the career field. Training is for selected career Airmen at the advanced level of the AFS.

Air Education and Training Command (AETC). AETC recruits new personnel into the US Air Force and provides them with military, technical, and flying training. AETC also provides precommissioning, professional military and continuing education. AETC is responsible for the free world's largest training system.

Air Force Enlisted Classification Directory (AFECD). The official directory for all military enlisted classification descriptions, codes, and identifiers. Establishes the occupational structure of the Air Force enlisted force. The occupational structure is flexible to permit enlisted personnel to specialize and develop their skills and abilities while allowing the Air Force to meet changing mission requirements. Individual enlisted personnel have a joint responsibility with commanders and supervisors at all levels to fully develop their abilities consistent with Air Force needs and within the established patterns of specialization.

Air Force Career Field Manager (AFCFM). The Air Force focal point for the designated career field within a functional community. Serves as the primary advocate for the career field, addressing issues and coordinating functional concerns across various staffs. Responsible for the career field policy and guidance.

Air Force Job Qualification Standard (AFJQS). A comprehensive task list describing a particular job type or duty position. Supervisors use the AFJQS to document task qualification. The tasks on AFJQSs are common to all personnel serving in the described duty position.

Air Force Qualification Training Package (AFQTP). An instructional document designed for use at the unit to qualify or aid qualification in a duty position, program, or on a piece of equipment. It may be printed, computer-based, or other audiovisual media.

Air Force Specialty Code (AFSC). Alphanumeric identifiers of occupational specialties of Airmen and their skill levels: helper (1 level), apprentice (3 level), journeyman (5 level), craftsman (7 level), or superintendent (9 level).

Career Field Education and Training Plan (CFETP). A comprehensive core training document that identifies: life-cycle education and training requirements; training support resources, and minimum core task requirements for a specialty. The CFETP aims to give personnel a clear path and instill a sense of industry in career field training. It is the formal training contract between the AFCFM and AETC for formal accession and life cycle skills training (AFI 36-2201). CFETPs are officially posted at <http://www.e-publishing.af.mil>.

Chemical, Biological, Radiological, Nuclear, and High-Yield Explosive (CBRNE) Task Qualification Training (TQT). CBRNE TQT ensures personnel maintain proficiency in performing mission-critical tasks in a CBRNE environment. See AFI 10-2501 and AFMAN 10-2602 for additional information/requirements.

Chief Enlisted Manager (CEM) Code. CEM codes identify all chief master sergeant positions in the Enlisted Classification Structure. They also identify chief master sergeants who, through extensive experience and training, have demonstrated managerial ability to plan, direct, coordinate, implement, and control a wide range of work activity. Some managerial duties and responsibilities that are common to all chief enlisted managers are: managing and directing personnel resource activities; interpreting and enforcing policy and applicable directives; establishing control procedures to meet work goals and standards; recommending or initiating actions to improve functional operation efficiency; planning and programming work commitments and schedules; developing plans regarding facilities, supplies, and equipment procurement and maintenance.

Community of Practice (CoP). A group of people connected to each other by a need to solve common problems, develop skills, and share common practices. A CoP typically shares a common responsibility or function. Community members collaborate to more effectively accomplish their mission.

Computer Based Training (CBT). A forum for training where a student learns by executing special training programs on a computer.

Continuation Training. Additional advanced training that exceeds the minimum upgrade training requirements and emphasizes present or future duty assignments.

Core Competency. An integrated bundle of expert knowledge and organizational skills inherent to a particular career field(s) which makes a disproportionate contribution to the success of providing the right skills needed for military operations, anywhere, anytime. It cannot be duplicated by any other organization, and is critical for the future.

Core Knowledge. A general knowledge requirement identified within an Air Force specialty. This document identifies core knowledge items by a double asterisk (**).

Core Task. Tasks the AFCFM identifies as minimum qualifications for everyone within an AFSC. Core tasks may be adjusted for duty position requirements or deployment training, as determined by the AFCFM. This document identifies core tasks by a single asterisk (*).

Course Training Standard (CTS). A task that requires specific training and certification prioritized above other tasks. Tasks may be defined as critical either through AFI, technical orders, higher headquarters, or at any level in the unit.

Duty Position Tasks. The tasks assigned to an individual for the position currently held. These include as a minimum all core tasks that correspond to the duty position, and tasks assigned by the supervisor.

Education and Training Course Announcement (ETCA). Located at <https://etca.randolph.af.mil>, the ETCA contains specific MAJCOM procedures, fund cite instructions, reporting instructions, and listings for those formal courses the MAJCOMs or field operating agencies (FOA) conduct or manage. The ETCA contains courses the AF and reserve forces conduct or administer and serves as a reference for the AF, DoD, other military services, government agencies, and security assistance programs. The ETCA replaced the course announcements found in AFCAT 36-2233, *USAF Formal Schools Catalog*.

Enlisted Specialty Training (EST). A mix of formal training (technical school) and informal training (on-the-job) to qualify and upgrade Airmen in each skill level of a specialty.

Exportable Training. Additional training via computer assisted, paper text, interactive video, customer based training (CBT), or other necessary means to supplement training.

Functional Area Manager (FAM). The individual accountable for the management and oversight of all personnel and equipment within a specific functional area to support the operational planning and execution. Responsibilities include, but are not limited to, developing and reviewing policy; developing, managing, and maintaining UTCs; developing criteria for and monitoring readiness reporting; force posturing; and analysis. At each level of responsibility (Headquarters Air Force, MAJCOM, Air Component, FOA, DRU, and Unit), the FAM should be the most highly knowledgeable and experienced person within the functional area and have the widest range of visibility over the functional area readiness and capability issues.

Functional Manager (FM). An individual assigned collateral responsibility for training, classification, utilization, and career development of personnel assigned to a particular organization and AFSC.

Initial Skills Training. A formal school course that results in an AFSC 3-skill level award for enlisted (AFI 36-2201).

Knowledge Training. Training used to provide a base of knowledge for task performance. It may also be used in lieu of task performance when the training capability does not exist. Learning gained through knowledge rather than hands-on experience (AFI 36-2201).

Master Task List (MTL). A comprehensive list (100%) of all tasks performed within a work center and consisting of the current CFETP or AFJQS and locally developed AF Forms 797 (as a minimum). Should include tasks required for deployment and/or UTC requirements.

Master Training Plan (MTP). Employs a strategy for ensuring the completion of all work center job requirements by using a MTL and provides milestones for task, CDC completion, and prioritizes deployment/UTC, home station training tasks, upgrade, and qualification tasks.

Occupational Analysis Report (OAR). A detailed report showing the results of an occupational survey of tasks performed within a particular AFSC. This data is used to develop the Specialty Knowledge Tests (SKT), conducted by the AETC Occupational Analysis Division.

On-the-Job Training (OJT). Hands-on, over-the-shoulder training conducted to certify personnel in both upgrade (skill level award) and job qualification (duty position certification) training.

Proficiency Code: Level of knowledge or task performance required by the trainee at the Interservice Postal Training Activity or during OJT.

Qualification Training. Hands-on performance training designed to qualify personnel in a specific position. This training occurs both during and after upgrade training to maintain up-to-date qualifications.

Skill Progression Training. Training toward a portion of an AFS without a change in AFSC. It is formal training on equipment, methods, and technology that are not suited for OJT and not included in AFS upgrade training.

Special Duty Identifiers (SDI). SDIs identify authorizations for enlisted Airmen assigned to and performing an actual group of tasks on a semi-permanent or permanent duty basis.

Special Experience Identifier (SEI): SEIs are established to identify special experience and training not otherwise identified within the Personnel Delivery System (PDS). SEIs compliment the assignment process, but are not substitutes for AFSCs, CEM codes, prefixes, suffixes, SDIs, reporting identifiers (RI), personnel processing codes, or professional specialty course codes. SEIs are established when identifying experience or training is critical to the job and person assignment match, and no other identification is appropriate or available. SEIs can be used to rapidly identify an already experienced resource to meet unique circumstances, contingency requirements, or management needs. SEIs provide a means to track individuals and identify positions requiring or providing unique experience or training that would otherwise be lost.

Specialty Training Requirements Team. A meeting chaired by the AFCFM with MAJCOM FMs, AETC Training Managers, Subject Matter Experts (SMEs) and HQ AETC Occupational Analysis Division (OAD) in attendance. Typically held three months prior to a Utilization and Training Workshop (U&TW) to finalize any CFETP changes or enlisted classification directory descriptions.

Specialty Training Standard (STS). An Air Force publication that describes an Air Force specialty in terms of tasks and knowledge that an Airman must perform or to know on the job. Also identifies the training provided to achieve a 3-, 5-, or 7-skill level within an enlisted AFS. It further serves as a contract between AETC and the functional user to show which of the overall training requirements for an Air Force Specialty Code (AFSC) are taught in formal schools and correspondence courses.

Standard. An exact value, a physical entity, or an abstract concept established and defined by authority, custom, or common consent to serve as a reference, model, or rule in measuring quantities or qualities, establishing practices or procedures, or evaluating results. It is a fixed quantity or quality.

Trainer. A trained and qualified person who teaches personnel to perform specific tasks through OJT methods. Also, equipment that the trainer uses to teach personnel specified tasks.

Training Business Area (TBA). A net-centric, GCSS-AF web-based training application that provides Air Force warfighters with global, real-time visibility into qualifications, certifications, and training status of communications professionals across the AF. TBA supports base, wing, and work center training management activities by automating business processes and capabilities to eliminate paper-based practices. The system centralizes management of training task data, provides user access to CFETPs/JQSs, and increases security through a single AF Portal log on.

Training Planning Team (TPT). Comprised of the same personnel as a Utilization and Training Workshop (U&TW), TPTs are more intimately involved in training development and the range of issues examined is greater than in the U&TW forum.

Unit Type Code (UTC). A five-character alphanumeric designator uniquely identifying each type unit in the Armed Forces.

Upgrade Training. Mandatory training which leads to attainment of a higher level of proficiency.

Utilization and Training Workshop (U&TW). A forum, co-chaired by the AFCFM and the Training Pipeline Manager, and a team of MAJCOM Air Force Specialty Code (AFSC) functional managers, Subject Matter Experts (SME), and AETC training personnel who determine career ladder training requirements.

Wartime Task. Those tasks that must be taught when courses are accelerated in a wartime environment. These tasks are identified in the CFETP Part II, Section A, STS. In response to a wartime scenario, these tasks will be taught in the 3- level course in a streamlined training environment. These tasks are only for those career fields that still need them applied to their schoolhouse tasks.

Section A - General Information

1. Purpose of the CFETP. This CFETP provides the information necessary for functional managers, training managers, supervisors, and trainers to plan, develop, manage, conduct, and document an effective and efficient special duty training program. The plan outlines the training individuals in SDI 8M000 must receive in order to develop and progress throughout their postal careers. Initial qualification training is the SDI-specific training an individual receives upon entering into the SDI. The Interservice Postal School, Fort Jackson SC, provides this training. Additional hands-on task performance qualification training is provided to qualify an Airman in specific postal duty positions and may include attending supplementary training at the Interservice Postal School. This training is designed to provide the performance skills/knowledge training required to do the job. Continuation training is additional training provided to personnel to increase their skills and knowledge. The CFETP has several purposes:

- 1.1. Establishes baseline training requirements for initial qualification for postal duties.
- 1.2. Identifies the core task and knowledge training requirements for performing postal duties.
- 1.3. Lists the training courses available for qualifying postal personnel.
- 1.4. Identifies opportunities within the postal SDI and describes the duty requirements for each major duty position.
- 1.5. Identifies the requirements for in-service training and professional development, as well as earning the CCAF degree.
- 1.6. Identifies resource constraints impacting implementation of the desired career field education and training program.

2. Use of the CFETP. The 8M Air Force Career Field Manager (AFCFM) maintains the CFETP. MAJCOM Functional Managers and AETC review the plan annually to ensure currency and accuracy and forward recommended changes to the AFCFM. Using the list of courses in Part II, they determine whether duplicate training exists and take steps to eliminate/prevent duplicate efforts. Training managers at all levels use the plan to ensure a comprehensive and cohesive training program is available for each individual in the SDI.

2.1. Postal training managers and supervisors manage and control progression through the SDI by ensuring individuals complete the mandatory training requirements for duty qualification specified in this plan and supplemented by their MAJCOM. The list of courses in Part II is used as a reference for planning continuation or career enhancement training.

2.2. Submit recommended CFETP improvements/corrections to the SDI Training Manager at 336 TRS/TRR, 108 Phantom Drive, Keesler AFB MS 39534-2235, or call DSN 597-7783 / Comm 228-377-7783. To contact electronically send e-mail to: 336TRS/TRR@us.af.mil.

3. Coordination and Approval of the CFETP. The AFCFM is the approval authority. MAJCOM representatives and AETC training personnel coordinate career field training requirements. The AETC training manager initiates an annual review of this document by AETC and MAJCOM functional managers to ensure its currency and accuracy by using the list of courses in Part II to eliminate duplicate training.

Section B - Opportunities and Information

4. Specialty Description. This information supplements the postal SDI information presented in the Air Force Enlisted Classification Directory (AFECD).

4.1. Specialty Summary. Performs postal finance, mail handling, locator service, and mail distribution functions.

4.2. Duties and Responsibilities:

4.2.1. Performs postal financial services. Sells postage stock. Responsible for postage stock issued by accountable postmaster and funds derived from sale. Maintains adequate postage stock to service patrons. Responsible for blank money orders issued by accountable postmaster. Sells and cashes postal money orders. Remits funds from postage stock and money orders to United States Postal Service (USPS).

4.2.2. Accepts items for mailing. Advises patrons of applicable postal and customs requirements. Determines packing adequacy for acceptance. Computes charges for postage and special service fees. Prepares appropriate special service forms and affixes appropriate endorsements. Safeguards and accounts for items accepted as registered mail. Operates automated and manual scales. Maintains separate accountability for postage validation imprinters, and official mail meters.

4.2.3. Performs receipt and dispatch functions. Provides security for all mail. Collects mail from mail collection boxes. Postmarks and cancels outgoing mail. Checks for proper postage and verifies forwarding endorsements. Separates and sorts mail into proper classes and destination or off-load points. Ties sorted mail into bundles and affixes routing slips. Places mail in pouches or trays and prepares and affixes routing labels. Prepares mail routing schemes. Prepares manifest for mail, and ensures dispatch by most expeditious means consistent with established schedules and transportation category. Receives incoming mail from military or commercial carriers. Checks manifest against mail received to ensure proper receipt. Sorts incoming mail according to mail distribution schemes and delivers mail to postal activities. Provides security for registered mail at military and commercial terminals. Records accountable mail on receipts before delivery.

4.2.4. Performs mail delivery services. Sorts mail to unit mailroom or individual receptacle delivery sequence. Distributes mail in mail receptacles, to unit mail clerks, or via delivery window. Measures mail transit times. Issues and closes mail receptacles. Provides postal directory services. Scans inbound mail to include delivery confirmation for upload to the Automated Military Postal System (AMPS).

4.2.5. Maintains postal records, prepares forms and reports, and performs postal supply functions. Prepares and submits postal operations plans and reports. Maintains USPS publications, current mail distribution schemes, military post office location lists, mail distribution instructions, and labeling catalogs. Processes USPS claims for lost or damaged mail. Maintains adequate supply of postal forms and equipment and requisitions replacement items.

5. Skills and Career Progression. Adequate training is essential to timely duty-position qualification of personnel. Everyone involved in training must do their part to plan, manage, and conduct effective training programs.

5.1. Unlike “typical” career fields such as personnel, maintenance, or supply, many postal professionals may only serve a “tour” or two with the 8M000 SDI. However, some postal professionals will remain within the SDI for the remainder of their career and be awarded SEI 088, Career Postal Airman. Others may choose to flow in-and-out of the SDI. As such, it is challenging to identify a standardized or typical career path an 8M000 might follow as they progress within the SDI. The 8M000 SDI [career pyramid](#) is depicted in paragraph 8.

5.2. Postal Duty Descriptions. The following duties are performed by postal personnel:

5.2.1. MAJCOM Functional Manager. Provides managerial and operational postal guidance to postal personnel throughout a command. Establishes theater-wide inspection criteria and conducts inspections at postal activities for compliance with DoD and USPS directives. Conducts inspections, audits, monitors remittance of postal finance transactions and investigates cases involving financial loss. Manages USPS flexible accounting systems, accountable equipment, and provides guidance to post offices experiencing

difficulties. Advises senior command officials at HQ USAF, Military Postal Service Agency, and at assigned MAJCOMs, to include Army, Navy, and Marines on postal issues when required. Manages the command postal operations help desk to field questions from units experiencing difficulties.

5.2.2. Superintendent/Detachment Chief/Postmaster/Assistant Postmaster. Oversees all operational and managerial matters of the postal facility. Schedules, assigns, and evaluates work of personnel. Oversees postal finance transactions and directs the processing and delivery of incoming and outgoing mail. Ensures receipt and dispatch of mail, directory service, in- and out-processing, postal indemnity claim processing, mail control activity support, and official mail management. Assures mail security and compliance with USPS, DoD, Customs, and host country postal regulations and agreements. Answers customer complaints, questions, and inquiries.

5.2.3. Postal Finance Officer (PFO)/Custodian of Postal Effects (COPE). Supervises postal finance clerks and manages flexible-credit accounts. Orders, issues, and maintains adequate quantities of postage stamps and blank money orders to replenish postal finance clerk's flexible-credit accounts. Conducts monthly audits on flexible-credit accounts issued from the PFO/COPE account to finance clerks. Collects funds derived from Postage Validation Imprinter (PVI) sales, stamp and money order sales, and remits to USPS daily. Maintains files and postal records according to DoD and AF directives. Maintains USPS capital equipment.

5.2.4. Postal Finance. Performs postal financial services, to include selling postage stamps, PVI, and money orders. Manages a flexible-credit account and maintains adequate postage stock to service patrons. Remits funds derived from financial transactions to the COPE. Accepts items for mailing and advises patrons of applicable customs requirements. Applies appropriate endorsements for applicable categories of mail and special services. Verifies customers' eligibility to use the military postal system and provides professional, friendly customer service.

5.2.5. Postal Service Center. Unloads incoming mail trucks and shipping containers and separates personal from official correspondence by mail class. Opens tubs, trays and pouches; sorts letters, flats and parcels using sorting equipment and break down cabinets. Distributes personal mail in individual lock boxes. Processes/scans accountable mail in accordance with postal regulations and documents receipt of accountable mail items using accountable delivery notices. Delivers parcels to customers, complies with temporary mail disposition instructions for patrons on leave or temporary duty, and provides forwarding service for reassigned patrons. Conducts final notices for parcels as applicable.

5.2.6. Receipt and Dispatch (R&D). Responsible for receipt and dispatch of personal and official military mail. Loads and unloads mail trucks, surface shipping containers, and cargo pallets/containers. Verifies and prepares mail shipments and manifests, prepares mail irregularity reports, determines proper disposition of loose articles found in the mail, collects mail from drop boxes and local air terminal. Inspects outgoing mail for size restrictions, customs limitations and appropriate postage. Sorts and postmarks letters and flats for dispatch; selects and prepares mail bag disposition slide labels and flight tags; weighs and records weight on mail; disposes of damaged mail sacks, and postal equipment. Implements dropbox force protection measures.

5.2.7. Claims and Directory (Customer Service). Maintains a directory/locator database for all customers. Processes general delivery mail. Redirects all classes of mail and surface parcels within prescribed standards. Provides assistance to customers concerning mail matters and briefs incoming personnel on local postal procedures. Assists customers with completion of temporary mail disposition forms and standing delivery orders. Processes indemnity claims for lost or damaged mail, and adjudicates requests for refunds of postage and fees. Provides minor repairs to mailboxes and ensures lockbox combinations are changed as required.

5.2.8. Official Mail Center. Accepts, processes and applies appropriate postage and endorsements to official mail. Verifies outgoing mail for size, weight and address compliance, and dispatches mail at the lowest cost to the AF. Tracks and obtains reimbursement for tenant unit expenditures. Verifies and accepts incoming mail trucks, receives and sorts mail, breaks down mail by class, and processes by category. Ensures official mail is made available to activity distribution offices (ADO). Trains ADOs on mail handling duties and maintains ADO designations to verify authorization to receipt for official mail.

5.2.9. Registry. Processes incoming and outgoing registered mail in accordance with USPS and DoD directives. Verifies mail manifests, truck bills, inside bills, and unloads incoming registered mail

shipments. Delivers official registered mail to the Official Mail Center and delivers personal registered mail to patrons on accountable delivery receipts. Prepares registered mail balance and inventory reports. Ensures strict entry control and security measures are practiced in the section.

5.2.10. Aerial Mail Terminal (AMT). Performs [R&D services](#) for mail to/from: airports, Military Post Offices (MPO), Mail Control Activities (MCA), sister service representatives, mobile units, naval vessels, and other AMTs world-wide. Performs [registered mail functions](#). Receives and dispatches personal and official registered mail between MPOs and civilian/military air terminals. Generates truck and air transport manifests for commercial/military flights transporting ordinary and registered mail. Processes mixed pouches, flats, and letter trays. Provides directory services and redispach for misrouted mail. Identifies and reports handling irregularities to responsible activities and higher headquarters. Notifies the postal transportation network of mail delays and/or transport irregularities via Postal Net Alerts (PNA). May serve as a regional Intra/Inter-Theater Delivery Service Mail Recovery Center.

5.2.11. Mail Control Activity or Agent (MCA). Performs duties at commercial and/or military airports. Verifies incoming/outgoing mail manifests for correct pieces, weights, and routing. Tenders mail directly to commercial air carriers or designated handling agents. Escorts mail through local customs and security screening. Meets inbound aircraft carrying military mail and witnesses its offloading and handling; ramp-watches registered mail movement on designated flights, ensures all staged/tendered military mail is properly protected against theft, damage, and weather at all times. Conducts detailed carrier/handling agent warehouses checks; verifies security and movement of mail. Accomplishes daily reports that itemize and monitor military mail awaiting movement and/or transfer to another flights. Identifies and reports when a carrier fails to load or deliver tendered mail or safeguard mail from theft, damage, or weather. Generates truck and air transport manifests for commercial/military flights transporting ordinary and registered mail. Initiates payment adjustments when mail is misrouted or repossessed and moved by other means. Notifies the postal transportation network of mail delays via Postal Net Alerts (PNA). Conducts required quarterly air carrier meetings.

6. Training Decisions. This CFETP was revised during the 27 Feb-2 Mar 2012 Postal Utilization and Training Workshop:

6.1. 8M000 CFETP has been revised to update terminology and delete/add tasks as applicable. It supersedes CFETP dated 1 August 2010 w/chg 1 dated 1 October 2010.

6.2. Special experience identifiers (SEI) were created for the following: SEI 085 – Qualified Postal Amn, SEI 086 – Qualified Postal NCO; SEI 087 – Qualified Postal SNCO; and SEI 088 – Career Postal Amn.

Tests for each SEI will be available on the web-based test web site.

6.3. Training guides and tests are “living documents” reviewed annually and updated as needed to comply with postal changes and training standards to meet SEI and MISCAP requirements.

6.4. MISCAPs were revised to create an 1) Airman; 2) NCO; and 3) SNCO capability, which align to the new SEIs.

7. Community College of the Air Force (CCAF) Academic Programs. Enrollment in CCAF occurs upon completion of basic military training. CCAF provides the opportunity for all enlisted members to obtain an Associate of Applied Science (AAS) degree. Refer to the AF Virtual Education Center (accessible via the AF Portal, <https://www.my.af.mil>) for CCAF credits earned for technical training courses attended. In order to be awarded a CCAF AAS degree, it must be completed before the student separates from the Air Force, retires, or is commissioned as an officer. In addition to its associate’s degree program, CCAF offers the following:

7.1. Occupational Instructor Certification. The CCAF, offers the Occupational Instructor Certification to instructors teaching full time in a CCAF affiliated school. To qualify, instructors must complete a 3- semester hour Instructor Methodology course, a 12-semester hour Teaching Internship, have two years teaching experience from date of Teaching Internship completion, hold an associate or higher degree, and be recommended by their commander/commandant.

7.2. The Information Management (1AUJ) program applies to the 8M000 SDI.

7.2.1. Degree Requirements: Individuals must hold, at a minimum, SEI 085, Qualified Postal Airman, or higher SEI, at the time of program completion.

	Semester Hours
Technical Education	24
Leadership, Management, and Military Studies	6
Physical Education	4
General Education	15
Program Electives	15
	Total 64

7.2.2. Technical Education (24 semester hours): A minimum of 12 semester hours of Technical Core subjects and courses must be applied and the remaining semester hours will be applied from Technical Core/Technical Elective subjects and courses. Requests to substitute comparable courses or to exceed specified semester hour values in any subject/course must be approved in advance by the technical branch of the CCAF Administrative Center.

7.2.3. Leadership, Management, and Military Studies (6 semester hours): Professional Military Education (PME) and/or civilian management courses. See CCAF General Catalog for application of civilian management courses.

7.2.4. Physical Education (4 semester hours): Satisfied upon completion of basic military training.

7.2.5. General Education (15 semester hours): Courses must meet the criteria for application of courses to the General Education requirement and be in agreement with the definitions of applicable General Education subjects/courses as outlined in the CCAF General Catalog.

7.2.6. General Education Mobile (GEM): GEM is a partnership between CCAF and civilian academic institutions to offer general education courses to meet CCAF A.A.S. degree requirements. Courses are offered via distance learning which reduces CCAF educational impact of deployments, PCS and family commitments.

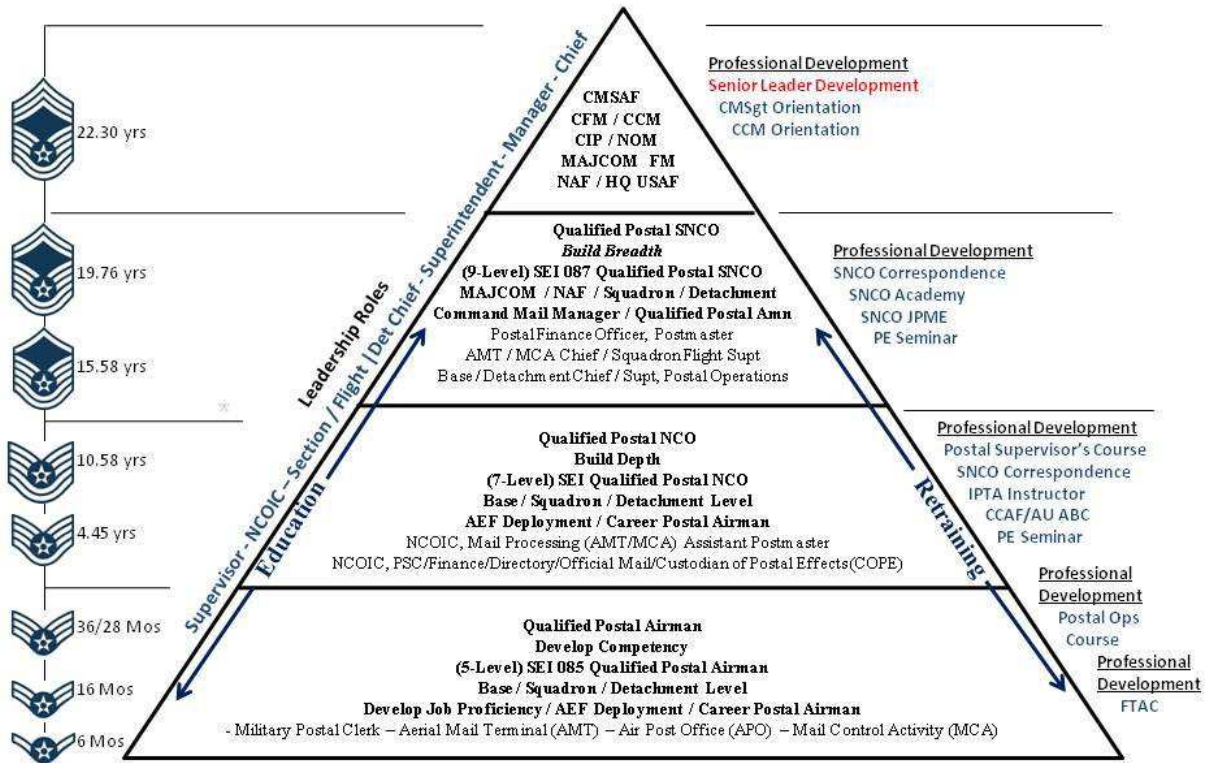
7.2.7. Program Elective (15 semester hours): Satisfied with applicable Technical Education; Leadership, Management, and Military Studies; or General Education courses, including natural science courses meeting General Education requirement application criteria. Six semester hours of CCAF degree applicable technical credit otherwise not applicable to this program may be applied.

7.3. See the current CCAF General Catalog for details regarding the Associate of Applied Science in Information Management. The catalog is available at your education office or from <http://www.au.af.mil/au/ccaf>.

7.4. Additional off-duty education is a personal choice that is encouraged for all. Individuals desiring to become an AETC Instructor must possess as a minimum an associate degree or should be actively pursuing an associate degree. Special Duty Assignment (SDA) requires an AETC instructor candidate to have a CCAF degree or be within one year of completion (45 semester hours [SH]). A degreed faculty is necessary to maintain accreditation through the Southern Association of Colleges and Schools.

8. 8M000 Career Pyramid. The following pyramid summarizes the SDI career progression. Average Time in Service (TIS) times are the Air Force averages based on 2012 promotion results. Refer to the Air Force Personnel Center's homepage for current information: <http://ask.afpc.randolph.mil/>.

8M000 Career Path Chart



Note: Average Time in Service (TIS) based on 2012 8M000 promotion results. Refer to AFPC Web site for current information.

Section C – 8M000 Training Requirements

9. Special Duty Qualification Requirements.

9.1. Although 8M000 is awarded upon entry into the postal SDI, personnel must meet the following training requirements: all core tasks (STS Column 2), deployment tasks (STS Column 6), and duty-position tasks as defined by the supervisor. Training sources are the applicable training guides (para 9.7.3), respective training references, and hands-on training. After initial training orientation, assign trainees to a work center to begin duty position training and develop a schedule to complete core and deployment task training within 12 months. Utilize training guides, source policy references and hands-on instruction for duty position training. Core and deployment task training is accomplished through use of training guide material as defined for each grade below.

9.2. Deployment Qualification. Upon initial assignment, training will focus on UTC deployment requirements qualification as defined in Part 2, Column 6.

9.2.1. Airmen: Train in postal finance, official mail, registered mail, receipt and dispatch, Claims and Directory, and mail control activity duties as outlined in CFETP 8M000, Column 6A. Airmen will complete training guides: 1, 3, 4, 5, 6, 7, 8 and pass their respective web-based specialty tests with minimum scores of 70%. Upon passing the Postal Airman Web-based Qualification Test (minimum score of 70%), Airmen will earn postal SEI 085 and become a Qualified Postal Airman.

9.2.2. NCO: Train in postal finance, official mail, registered mail, receipt and dispatch, Custodian of Postal Effects (COPE), Claims and Directory, mail control activities, and tasks as outlined in CFETP 8M000, Column 6B. NCOs will complete training guides: 1, 2, 3, 4, 5, 6, 7, 8, 9 and pass their respective web-based specialty tests with minimum scores of 70%. Upon passing the Postal NCO Web-based Qualification Test (minimum score of 70%), NCOs will earn postal SEI 086 and become a Qualified Postal NCO.

9.2.3. SNCO: Train in postal duties as outlined in CFETP 8M000, Column 6C. SNCOs will complete training guides: 1, 2, 3, 4, 5, 6, 7, 8, 9 and pass their respective web-based specialty tests with minimum scores of 70%. Upon passing the Postal SNCO Web-based Qualification Test (minimum score of 70%), SNCOs will earn postal SEI 087 and become a Qualified Postal SNCO

9.3. Duty Position Qualification: Supervisors will determine work center duty position tasks to assign trainees.

9.4. Career Postal Positions. Award of the Career Postal Airman SEI requires: (1) SSgt-select through SMSgt with 5 years experience in the postal SDI; (2) completion of 8M000 CFETP, Part II SDI core tasks identified in Column 2, and UTC tasks identified in Columns 6A (Amn), 6B (NCO), and 6C (SNCO); (3) completion of all 8M000 postal training guides according to 8M000 CFETP, Part II, Section C; (4) recommendation of supervisor and unit commander; (5) approval from MAJCOM postal Functional Manager. Waivers to the 5 years experience in the SEI will be coordinated through the MAJCOM Functional Manager and forwarded to the AF Career Field Manager for approval.

9.5. 8M000 SDI qualifications are found in the AFECD and the Special Duty Catalog (SPECAT).

9.6. MAJCOM representatives control access and content of the tests. In turn, they provide access to Superintendents and Postmasters who grant test-taking privileges to personnel, proctor tests, and ensure the integrity of the testing system. Problems or disagreements with test questions should be elevated to the MAJCOM OPR to resolve the discrepancy.

9.7. Training Sources.

9.7.1. SDI-specific training: Interservice Postal Training Activity (IPTA), <http://www.ags.army.mil/ipta/index.html>.

9.7.2. 8M000 duty-position qualification guides and web-based tests are available on the Air Force Postal Operations Community of Practice (CoP) at: <https://afkm.wpafb.af.mil/community/views/home.aspx?Filter=OO-SC-PO-ST>.

9.7.3. Postal training qualification guides:

Number	Title	OPR
*Guide 1	General Postal Knowledge Requirements	USAFE
*Guide 2	Custodian of Postal Effects (COPE) Procedures	USAFE
*Guide 3	Finance Clerk Procedures	USAFE
*Guide 4	Registry Mail Procedures	AFCENT
*Guide 5	Postal Service Center (PSC) & Receipt and Dispatch (R&D)	PACAF
*Guide 6	Receptacles, Directory, Claims, and Inquiries	PACAF
*Guide 7	Mail Control Activity and Aerial Mail Terminal (MCA/AMT) Procedures	AFCENT
*Guide 8	Official Mail Procedures	USAFE
*Guide 9	Postal Supply and Equipment Management	USAFE
Guide 10	IONSCAN and SABRE Scanners	USAFE
Guide 11	Web-Based Test Guide	USAFE
	Web-Based Tests OPR	USAFE

Asterisk indicates current web-based tests available at:

<https://afkm.wpafb.af.mil/community/views/home.aspx?Filter=OO-SC-PO-ST>.

9.7.4. Qualification training for the duty position, programs to be managed, or equipment to be used, is provided by qualified trainers. Requests for qualified trainers/certifiers should be directed to your local training manager, supervisor, Postmaster, Superintendent or MAJCOM Postal Functional Manager.

9.7.5. The AF e-Learning site (accessible through the AF Portal, <https://www.my.af.mil>) is a unique and viable tool to keep Air Force personnel skilled in the technology they use in carrying out their missions by providing information technology training anytime, anywhere to the user's desktop. It should be used by work center supervisors to enhance the scope/quality of training already available, reduce training costs, and provide training options not otherwise available. The system is tailored towards flexibility--after registering from a ".mil" location, students can accomplish the user-friendly desktop training courses from any location--work, home, or while TDY.

Section D - Resource Constraints

10. Purpose. This section identifies known resource constraints (funding, facilities, time, manpower, and equipment) precluding optimal/desired training from being developed or conducted. Included are narrative explanations of each resource constraint and an impact statement describing what effect each constraint has on training. Finally, this section includes actions required, OPR, and target completion date. Resource constraints will be, at a minimum, reviewed and updated annually.

10.1. Constraints. AF postal training guides standardize training and develop a core knowledge level for all Postal professionals. The goal is for every postal Airman to have the knowledge of every grade-specific UTC deployment task (Part II, Column 6). There are locations where hands-on training is challenging (e.g., AMT with no COPE duties). Where feasible, Airmen will be scheduled/provided access to hands-on training to enhance wartime proficiency. This may entail setting up mock work centers or Airmen attending training at other locations.

Section E - Transition Training Guide

11. There are currently no transition training requirements. This area is reserved.

PART II

Section A - Specialty Training Standard

1. Implementation. This Specialty Training Standard (STS) is for use by personnel who possess SDI 8M000 and is mandatory for those performing postal duties.

2. Purpose. As prescribed in AFI 36-2201, this STS:

2.1. Provides documentation for OJT via the Training Business Area (TBA).

2.1.1. Column 1 (Task and Technical Reference) lists the most common tasks and technical references (TR) necessary for Airmen to perform duties in the 8M000 SDI. To identify additional duty position requirements, create an entry or entries in the TBA journal or on AF Form 797. Defer tasks when they are not applicable to the current job assignment.

2.1.2. Column 2 (Core Tasks) identifies specific core tasks. A single asterisk (*) in Column 2 identifies core tasks in the STS and are required for all postal personnel.

2.1.3. Column 3 identifies Chemical, Biological, Radiological, Nuclear, and High-Yield Explosive (CBRNE) training. CBRNE Task Qualification Training (TQT) tasks, indicated with a "C" in Column 3, ensure personnel maintain proficiency in performing mission-critical tasks in a CBRNE environment. AFI 10-2501, *AF Emergency Management (EM) Program Planning and Operations*, provides requirements for CBRNE TQT.

2.1.4. Column 4a records the date task training begins. Column 4b records the date the task training is completed. The trainee and trainer initial in Columns 4c and 4d to certify task completion.

2.1.5. The proficiency codes in Column 5 indicate the level of training and information the Interservice Postal Training Activity (IPTA) provides in the Postal Operations Course and the Postal Supervisory Course.

2.1.6. Column 6 identifies task certification one requires to meet AMN, NCO and SNCO focused Unit Type Code (UTC) mission capability. An "X" in the rank column indicates tasks personnel must be qualified in according to their respective rank. (see Part I, Section C, 9.2.1. - 9.2.3.) COPE and flexible finance clerk training requires hands-on experience.

2.1.7. To be considered fully qualified, personnel must be duty-position qualified, trained on all core tasks (Column 2), and trained on all applicable deployment tasks identified with an "X" in Column 6. Only the MAJCOM 8M Functional Manager, with the concurrence of the AFCFM, can waive core task (*) training.

2.2. STS becomes a job qualification standard (JQS) for on-the-job training when loaded in TBA (replaced AF Form 623, *On-The-Job Training Record*), and used according to AFI 36-2201. When used as a JQS, the following requirements apply:

2.2.1. Documentation. Documentation procedures are provided in AFI 36-2201. In order to avoid duplication and prevent confusion due to AFI changes, use documentation procedures as described in the current instruction. AFCFMs may supplement minimum documentation procedures as needed or deemed necessary for their career field.

2.2.2. Performance Standard. Tasks are trained and qualified to the "GO" level. Go means the individual can perform the task without assistance and meet local demands for accuracy, timeliness and correct use of procedures.

2.2.3. Automation Authorization. TBA is an authorized automation of the CFETP. 8M000 personnel will implement and use TBA upon notification by the AFCFM.

3. Recommendations. Comments and recommendations are invited concerning the quality of AETC training. A Customer Service Information Line (CSIL) has been installed for the supervisors' convenience. For a quick response to concerns, call the CSIL at DSN 597-4566, fax at DSN 597-3790, or e-mail at 81trg-tget@keesler.af.mil. Reference this STS and identify the specific area of concern (paragraph, training standard element, etc.).

BY ORDER OF THE SECRETARY OF THE AIR FORCE

OFFICIAL

MICHAEL J. BASLA, Lieutenant General, USAF
Chief, Information Dominance and
Chief Information Officer

Attachment:

1. 8M000 STS

PREFACE

NOTE 1: Users are responsible for annotating technical references to identify current references pending STS revision. Locate current Air Force publications at <http://www.e-publishing.af.mil/>.

NOTE 2: A single (*) in Column 2 identifies core tasks in the STS and are required for all postal personnel. Only the MAJCOM 8M Functional Manager, with the concurrence of the AFCFM, can waive core task (*) training.

NOTE 3: A "C" in Column 3 identifies Chemical, Biological, Radiological, Nuclear, and High-Yield Explosive (CBRNE). CBRNE Task Qualification Training (TQT) ensures personnel maintain proficiency in performing mission-critical tasks in a CBRNE environment. AFI 10-2501, *AF Emergency Management (EM) Program Planning and Operations*, details the requirements for CBRNE TQT.

NOTE 4: The proficiency codes in Column 5 indicate the level of training and information the Interservice Postal Training Activity (IPTA) provides in the Postal Operations Course and the Postal Supervisory Course. This CFETP does not direct IPTA course curriculum changes. Postal course curriculum is managed in accordance with Interservice Training Review Organization (ITRO) policies and procedures.

NOTE 5: All tasks will be trained during wartime.

NOTE 6: Track and manage training for TSgts and below using Training Business Area (TBA). MSgt and above training may be tracked at the discretion of the commander.

NOTE 7: An "X" in Column 6 (applicable rank column) identifies mandatory training requirements to meet UTC MISCAP.

NOTE 8: Third-party certification is waived for all 8M personnel.

PROFICIENCY CODE KEY

	SCALE VALUE	DEFINITION: The individual
*Task Performance Levels	1	Can do simple parts of the task. Needs to be told or shown how to do most of the task. (EXTREMELY LIMITED)
	2	Can do most parts of the task. Needs help only on hardest parts. (PARTIALLY PROFICIENT)
	3	Can do all parts of the task. Needs only a spot check of completed work. (COMPETENT)
	4	Can do the complete task quickly and accurately. Can tell or show others how to do the task. (HIGHLY PROFICIENT)
**Task Knowledge Levels	a	Can name parts, tools, and simple facts about the task. (NOMENCLATURE)
	b	Can determine step-by-step procedures for doing the task. (PROCEDURES)
	c	Can identify why and when the task must be done and why each step is needed. (OPERATING PRINCIPLES)
	d	Can predict, isolate, and resolve problems about the task. (COMPLETE THEORY)
Subject Knowledge Levels	A	Can identify basic facts and terms about the subject. (FACTS)
	B	Can identify relationship of basic facts and state general principles about the subject. (PRINCIPLES)
	C	Can analyze facts and principles and draw conclusions about the subject. (ANALYSIS)
	D	Can evaluate conditions and make proper decisions about the subject. (EVALUATION)

EXPLANATIONS

- * You must use a task performance scale value with a task knowledge level value.
- ** You may use a task knowledge scale value alone or with a task performance scale value to define a level of knowledge for a specific task.
(Examples: b and 1b)
- This mark is used alone instead of a scale value to show that no proficiency training is provided in the course or CDC.
- X This mark is used alone in course columns to show that training is required, but not given, due to limitations in resources.

THIS BLOCK IS FOR IDENTIFICATION PURPOSES ONLY

Personal Data – Privacy Act of 1974

PRINTED NAME OF TRAINEE (<i>Last, First, Middle Initial</i>)		INITIALS (<i>Written</i>)	SSN (last 4 only)
PRINTED NAME OF TRAINER AND WRITTEN INITIALS			
N/I		N/I	
N/I		N/I	
N/I		N/I	
N/I		N/I	
N/I		N/I	
N/I		N/I	

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS (SEE NOTE 2 IN STS PREFACE)	3. CBRNE TASKS (SEE NOTE 3 IN STS PREFACE)	4. OJT				5. PROFICIENCY CODES INDICATE TRAINING DELIVERED AT IPTA POSTAL COURSES (SEE NOTE 4 IN STS PREFACE)		6. INDICATES MANDATORY TASKS, BASED ON TRAINEE'S RANK (SEE NOTE 7 IN STS PREFACE)			
			A	B	C	D	A	B	A	B	C	
			START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	OPS COURSE	SUPVR COURSE	AMN	NCO	SNCO	
1. GENERAL MILITARY POSTAL SERVICE TR: AFIs 10-244, 10-401, 10-404, 33-322, 36-2201(V3); DoD 4525.6-M; USPS PUB 223, USPS PUB 247, IONSCAN/SABRE USER'S MANUAL; MAJCOM guidance; and local procedures												
1.1. General Knowledge of Military Postal Service (MPS)												
1.1.1. Identify who can use Military Postal Service (MPS) TR: DoD 4525.6-M (AP1)	*						2a	2b	-	-	-	
1.1.2. Identify and report misuse of MPS TR: DoD 4525.6-M (C14.1.2.3.6, C3.2.5.4)	*						-	2b	-	-	-	
1.1.3. Protect mail and postal effects TR: DoD 4525.6-M (C1.1.6.9.2, C3.2.5.3, C6.5.1)	*						2a	-	-	-	-	
1.1.4. Explain MPS chain of command TR: DoD 4525.6-M (C1)							A	-	-	X	X	
1.1.5. Explain responsibilities of the Assistant Deputy Under Secretary of Defense for Acquisition, Transportation and Logistics (ADUSD (AT&L)) TR: DoD 4525.6-M (C1.1.6.1)							-	A	-	-	-	
1.1.6. Explain responsibilities of Executive Director, Military Postal Service Agency (MPSA) TR: DoD 4525.6-M (C1.1.6.4)							-	A	-	-	X	
1.1.7. Explain responsibilities of Joint Military Postal Activities (JMPA) in postal matters TR: DoD 4525.6-M (C1.1.6.5)							-	A	-	X	X	
1.1.8. Explain responsibilities of MAJCOM postal representative TR: DoD 4525.6-M (C1.1.6.7)							-	A	-	X	X	
1.1.9. Explain relationship of United States Postal Service (USPS) to MPS TR: DoD 4525.6-M (C1.1.5) and USPS Pub 38	*						A	-	-	-	-	
1.2. POSTAL ACTIVITY SECURITY AND SAFETY RESPONSIBILITIES												
1.2.1. Issue keys on PS Form 1628, Individual Key Card, and maintain master key log TR: DoD 4525.6-M (C10.5.1.7)							-	-	-	X	X	
1.2.2. Demonstrate procedures for accessing and securing facility TR: DoD 4525.6-M (C10.2.1, C10.5.1.6, C10.5.1.7)	*						-	-	-	-	-	
1.2.3. Develop resource protection plan/Standard Operation Procedures (SOP) and coordinate with local security forces for inclusion of base plans TR: DoD 4525.6-M (C10.2) and AFI 31-101							-	-	-	X	X	

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS (SEE NOTE 2 IN STS PREFACE)	3. CBRNE TASKS (SEE NOTE 3 IN STS PREFACE)	4. OJT				5. PROFICIENCY CODES INDICATE TRAINING DELIVERED AT IPTA POSTAL COURSES (SEE NOTE 4 IN STS PREFACE)		6. INDICATES MANDATORY TASKS, BASED ON TRAINEE'S RANK (SEE NOTE 7 IN STS PREFACE)		
			A	B	C	D	A	B	A	B	C
			START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	OPS COURSE	SUPVR COURSE	AMN	NCO	SNCO
1.2.4. Facility alarm checks program TR: DoD 4525.6-M (C13.7.3.7), AFI 31-101, and base resource protection guidance							-	-	-	X	X
1.2.5. Develop anti-robbery instructions TR: DoD 4525.6-M (C10.2), AFI 31-101 and base resource protection guidance							-	-	-	X	X
1.2.6. Conduct bomb threat exercise TR: DoD 4525.6-M (C15), and local procedures							-	-	-	X	X
1.2.7. Understand suspicious mail procedures and take appropriate action TR: DoD 4525.6-M (C15.11.2) and local procedures	*	C					A	-	-	-	-
1.2.8. Identify chemical and biological suspicious mail incidents and take appropriate action TR: DoD 4525.6-M (C10.7.4.2) and local procedures	*	C					-	A	-	-	-
1.2.9. Execute emergency destruction procedures for postal effects when required TR: DoD 4525.6-M (C2.16) and local procedures		C					-	A	-	X	X
1.3. MANAGEMENT/SUPERVISION											
1.3.1. Personnel Supervision and Management											
1.3.1.1. Explain local channels of communication, policies, directives, and procedures for subordinates TR: DoD 4525.6-M (C1) and local procedures							-	-	-	X	X
1.3.1.2. Prepare DD Form 2257, Designation/Termination MPC-COPE-PFO TR: DoD 4525.6-M (C5.4.1.1)							-	2b	-	X	X
1.3.1.3. Prepare DD Form 285, Appointment of Military Postal Clerk, Unit Mail Clerk or Orderly TR: DoD 4525.6-M (C5.4.1 and C5.F2)							-	2b	-	X	X
1.3.1.4. Maintain DD Forms 285 for UMRs and UMCs TR: DoD 4525.6-M (C15.6)							-	-	-	X	X
1.3.1.5. Prepare PS Form 8139, Your Role in Protecting the Security of the United States Mail TR: DoD 4525.6-M (C5.4.1)							1a	2b	-	X	X
1.3.1.6. Verify designation or termination of UMCs TR: DoD 4525.6-M (C15.4, C15.7)							-	-	X	X	X
1.3.1.7. Provide training to UMRs and UMCs TR: DoD 4525.6-M (C15.5)							-	-	X	X	X
1.3.1.8. Conduct quarterly inspections of UMRs TR: DoD 4525.6-M (C15.8)							-	-	X	X	X

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS (SEE NOTE 2 IN STS PREFACE)	3. CBRNE TASKS (SEE NOTE 3 IN STS PREFACE)	4. OJT				5. PROFICIENCY CODES INDICATE TRAINING DELIVERED AT IPTA POSTAL COURSES (SEE NOTE 4 IN STS PREFACE)		6. INDICATES MANDATORY TASKS, BASED ON TRAINEE'S RANK (SEE NOTE 7 IN STS PREFACE)		
			A	B	C	D	A	B	A	B	C
			START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	OPS COURSE	SUPVR COURSE	AMN	NCO	SNCO
1.3.2. Automated Training Tools to Manage/Document Training											
1.3.2.1. Develop Work Center Task List (CFETP, STS, JQS, Local, Wartime) TR: AFI 36-2201 and Training Business Area (TBA) Guide						-	-	-	-	-	
1.3.2.2. Create individual training plan						-	-	-	-	-	
1.3.2.3. Document training						-	-	-	-	-	
1.3.2.4. Retrieve/analyze automated training reports (e.g., TVL/Task Coverage)						-	-	-	-	-	
1.3.2.5. Transcribe training to new product						-	-	-	-	-	
1.3.2.6. Assign system user roles						-	-	-	-	-	
1.3.2.7. Create/assign local tasks						-	-	-	-	-	
1.3.2.8. Enter required journal entries in personnel TBA journal						-	-	-	-	-	
1.3.2.9. Establish personnel accountability process (PCS/PCA/ Separation/Retirement)						-	-	-	-	-	
1.3.2.10. Register for web-based postal test access TR: AF Postal Guide 11						-	-	-	-	-	
1.3.2.11. Add personnel to system TR: AF Postal Guide 11						-	-	-	-	-	
1.3.2.12. Add testing modules TR: AF Postal Guide 11						-	-	-	-	-	
1.3.2.13. Assign tests to trainees TR: AF Postal Guide 11						-	-	-	-	-	
1.3.2.14. Proctor tests TR: AF Postal Guide 11						-	-	-	-	-	
1.3.2.15. Review test results with examinee TR: AF Postal Guide 11						-	-	-	-	-	
1.3.3. Operation of Military Postal Activities											
1.3.3.1. Determine space and structural criteria for military post offices TR: DoD 4525.6-M (C13.5)						-	-	-	X	X	
1.3.3.2. Coordinate facility maintenance with base or other responsible civil or facility engineer TR: Local procedures						-	-	-	X	X	
1.3.3.3. Implement quality control programs TR: DoD 4525.6-M (C10.2) and MAJCOM guidance						-	-	-	X	X	
1.3.3.4. Establish self-inspection program and take corrective action on findings TR: DoD 4525.6-M (C12.5) and Appendix C						-	1a	-	X	X	
1.3.3.5. Prepare base postal support plan annex/appendices, when applicable TR: AFI 10-404 and AFI 10-401						-	-	-	X	X	

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS (SEE NOTE 2 IN STS PREFACE)	3. CBRNE TASKS (SEE NOTE 3 IN STS PREFACE)	4. OJT				5. PROFICIENCY CODES INDICATE TRAINING DELIVERED AT IPTA POSTAL COURSES (SEE NOTE 4 IN STS PREFACE)		6. INDICATES MANDATORY TASKS, BASED ON TRAINEE'S RANK (SEE NOTE 7 IN STS PREFACE)		
			A	B	C	D	A	B	A	B	C
			START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	OPS COURSE	SUPVR COURSE	AMN	NCO	SNCO
1.3.3.6. Enforce compliance with host country customs officials and/or compliance with Status of Forces Agreements (SOFA) TR: DoD 4525.6-M (C10.6.10.1)							-	-	X	X	X
1.3.3.7. Implement Free Mail procedure upon direction from higher headquarters TR: DoD 4525.6-M (C2.8.)	*						-	2b	-	-	-
1.3.3.8. Develop and apply training tools for effective management of personnel and support of contingency operations TR: AFI 36-2201, Vol 3							-	-	-	X	X
1.3.3.9. Coordinate with Unit Deployment Managers for update of AEF Reporting Tool (ART), TR: AFI 10-244 (C.2)							-	-	-	-	-
1.3.3.10. Maintain filing systems TR: AFI 33-322							-	-	X	X	X
1.3.4. Establish Customer Service and Education Programs											
1.3.4.1. Prepare postal customer information notices for local bulletins, newspapers, flyers, TV/radio TR: DoD 4525.6-M (C10.3)							-	-	X	X	X
1.3.4.2. Participate in INTRO or similar programs by providing briefings or handouts TR: Local procedures							-	-	X	X	X
1.3.5. Manage Postal Offense Issues											
1.3.5.1. Determine what constitutes a postal offense TR: DoD 4525.6-M (C14.1.2)	*						-	2b	-	-	-
1.3.5.2. Contact appropriate investigative agencies regarding postal offense incidents TR: DoD 4525.6-M (C14.1.3.2.2)							-	2b	-	X	X
1.3.5.3. Initiate postal offense reporting in Automated Military Postal System (AMPS) TR: DoD 4525.6-M (C14.1.3) and MPSA guidance							-	2b	-	X	X
1.3.5.4. Obtain and review updates from investigative agencies on open postal offenses TR: DoD 4525.6-M (C14.1.3.2.3)							-	1a	-	X	X
1.3.5.5. Determine when to report a rifled parcel on AMPS TR: DoD 4526.6-M (C10.5.4.4)							-	1a	X	X	X
1.3.6. Investigative Agency Requests											
1.3.6.1. Validate search warrants TR: DoD 4525.6-M (C10.7.6)	*						-	A	-	X	X
1.3.6.2. Process mail covers TR: DoD 4525.6-M (C10.7.8)							-	A	-	X	X
1.3.6.3. Coordinate with investigative agencies TR: DoD 4525.6-M (C10.7.7)							-	-	-	X	X

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS (SEE NOTE 2 IN STS PREFACE)	3. CBRNE TASKS (SEE NOTE 3 IN STS PREFACE)	4. OJT				5. PROFICIENCY CODES INDICATE TRAINING DELIVERED AT IPTA POSTAL COURSES (SEE NOTE 4 IN STS PREFACE)		6. INDICATES MANDATORY TASKS, BASED ON TRAINEE'S RANK (SEE NOTE 7 IN STS PREFACE)		
			A	B	C	D	A	B	A	B	C
			START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	OPS COURSE	SUPVR COURSE	AMN	NCO	SNCO
1.3.7. Handling Procedures for Suspected Contaminated Mail											
1.3.7.1. Conduct handling procedures on hazardous/suspicious mail TR: DoD 4525.6-M (C10.7.4.1), USPS Pub 52 and local procedures	*	C					-	-	-	-	-
1.3.7.2. Notify investigative agencies of mail suspected of containing prohibited matter TR: DoD 4525.6-M (C10.7.3.4)		C					-	-	-	X	X
1.4. USPS SUPPLIES AND EQUIPMENT											
1.4.1. Explain purpose of Federal Standard Requisitioning and Issuing Procedures (FEDSTRIP) activity codes TR: USPS Pub 247, Supply and Equipment Catalog, and MPSA guidance							-	-	-	X	X
1.4.2. Explain purpose of USPS Pub 223 TR: USPS Pub 223, Forms and Directives Catalog							-	-	-	X	X
1.4.3. Explain use of USPS Pub 247 to order supplies and equipment TR: USPS Pub 247							-	-	-	X	X
1.4.4. Inventory supplies and non-capital equipment TR: AF Postal Training Guide 9							1a	-	X	X	X
1.4.5. Maintain supplies and non-capital equipment using PS Form 1586, Supply Record, or automated supply database TR: AF Postal Training Guide 9							1a	-	-	X	X
1.4.6. Use PS Form 7380, MDC Supply Requisition, or touch tone entry and online with USPS to order supplies TR: AF Postal Training Guide 9							1a	-	-	X	X
1.4.7. Use PS Form 7381, Requisition for Supplies Services or Equipment, to MAJCOM for annual equipment forecasts TR: AF Postal Training Guide 9							-	-	-	X	X
1.4.8. Use PS Form 1567, Requisition for Rubber and Steel Stamps, for ordering rubber stamps, etc., and submit to MAJCOM TR: AF Postal Training Guide 9							-	-	-	X	X
1.4.9. Use PS Form 1957, Military Label and Tag Request TR: AF Postal Training Guide 9 and AMPS							-	-	-	X	X
1.4.10. Use PS Form 1578-B, Request for Facing Slips and Labels TR: AF Postal Training Guide 9 and AMPS							-	-	-	X	X
1.4.11. Submit as needed requirement for empty equipment TR: AF Postal Training Guide 9							-	-	-	-	-

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS (SEE NOTE 2 IN STS PREFACE)	3. CBRNE TASKS (SEE NOTE 3 IN STS PREFACE)	4. OJT				5. PROFICIENCY CODES INDICATE TRAINING DELIVERED AT IPTA POSTAL COURSES (SEE NOTE 4 IN STS PREFACE)		6. INDICATES MANDATORY TASKS, BASED ON TRAINEE'S RANK (SEE NOTE 7 IN STS PREFACE)		
			A	B	C	D	A	B	A	B	C
			START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	OPS COURSE	SUPVR COURSE	AMN	NCO	SNCO
1.4.12. Use PS Form 4805, Work Record Sheet, for replacement of USPS capital equipment TR: AF Postal Training Guide 9							-	-	-	X	X
1.4.13. Obtain IRT and debit /credit system supplies TR: AF Postal Training Guide 9							-	-	-	X	X
1.4.14. Order GSA supplies TR: AF Postal Training Guide 9 and AMPS							-	-	-	X	X
1.4.15. Track supply shipment and backorder items TR: AF Postal Training Guide 9 and AMPS							-	-	-	X	X
1.5. EXPLOSIVE DETECTION MACHINERY TO INCLUDE IONSCAN 400B AND SABRE 2000 TR: IONSCAN 400B or SABRE 2000 operator's manual											
1.5.1. Equipment Familiarization TR: IONSCAN 400B or SABRE 2000 operator's manual											
1.5.1.1. Observe safety precautions							-	-	-	-	-
1.5.1.2. Check dri-rite canister prior to start up of system							-	-	-	-	-
1.5.1.3. Perform system verification							-	-	-	-	-
1.5.1.4. Interpret information display							-	-	-	-	-
1.5.1.5. Interpret results display to include alarm indicators							-	-	-	-	-
1.5.2. Particle Sample Analysis											
1.5.2.1. Determine requirement for sample collection based on Force Protection Condition							-	-	-	-	-
1.5.2.2. Collect samples	*	C					-	-	-	-	-
1.5.2.3. Analyze samples	*	C					-	-	-	-	-
1.5.2.4. Take appropriate actions when alarm indicates presence of explosive chemicals	*	C					-	-	-	-	-
1.5.2.5. Silence alarm and run blank to insure system integrity	*	C					-	-	-	-	-
1.5.3. Equipment and Periodic Maintenance											
1.5.3.1. Clean sample slot and inlet flange							-	-	-	-	-
1.5.3.2. Replace membrane (SABRE 2000)							-	-	-	-	-
1.5.3.3. Clean sampling subsystem (IONSCAN 400B)							-	-	-	-	-
1.5.3.4. Replace air purification (dri-rite) canister/cartridge							-	-	-	-	-
1.5.3.5. Clean exhaust subsystem							-	-	-	-	-
1.5.3.6. Replace exhaust tube (IONSCAN 400B)							-	-	-	-	-
1.5.3.7. Perform auto calibration							-	-	-	-	-
1.5.3.8. Actuate clean cycle							-	-	-	-	-
1.5.3.9. Perform bake out procedures							-	-	-	-	-

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			A	B	C	D	A	B	A	B	C
			START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	OPS COURSE	SUPVR COURSE	AMN	NCO	SNCO
2. MILITARY POST OFFICE (MPO), MAIL CONTROL ACTIVITY (MCA) AND AERIAL MAIL TERMINAL (AMT) FUNCTIONS TR: DODM 4525.8_AFMAN 33-306, DoD 4525.6-M, DoDI 4525.8/AF Supplement 1, USPS HBK T-7, DOMESTIC MAIL MANUAL (DMM), INTERNATIONAL MAIL MANUAL (IMM), POSTAL OPERATIONS MANUAL (POM), IRT USER'S GUIDE, AF Postal Training Guides											
2.1. POSTAL FINANCE CLERK AND FINANCE WINDOW OPERATIONS (Flexible Credit)											
2.1.1. UNISYS III System Configuration											
2.1.1.1. Identify and care for Integrated Retail Terminal (IRT) TR: IRT User's Guide						1a	-	X	X	-	
2.1.1.2. Logon to system using clerk disk TR: IRT User's Guide						1a	-	X	X	-	
2.1.2. Postage Validation Imprinter (PVI)											
2.1.2.1. Install labels TR: Operator's manual						1a	-	X	X	-	
2.1.2.2. Conduct periodic maintenance and clear error codes TR: DoD 4525.6-M (C7.3.4), and AF Postal Training Guide 3						-	-	X	X	-	
2.1.2.3. Print start of day labels TR: DoD 4525.6-M (C7.3.4.), and AF Postal Training Guide 3						1b	-	X	X	-	
2.1.2.4. Verify start of day Electronic Ascending Reading (EAR) TR: DoD 4525.6-M (C7.3.4)						-	-	X	X	X	
2.1.2.5. Complete PS Form 3533, Application for Refund of Postal Fees and Withdrawal of Customer Accounts, for damaged or unused PVI labels TR: DoD 4525.6-M (C7.3.4.4)						1a	-	X	X	-	
2.1.3. Account Maintenance											
2.1.3.1. Demonstrate security of accounts and IRT system TR: DoD 4525.6-M (C6.5.2) and AF Postal Training Guide 3						1a	-	X	X	-	
2.1.3.2. Set combination on security container TR: DoD 4525.6-M (C6.5.3)						-	-	X	X	-	
2.1.3.3. Document the opening and closing of security containers on SF 702, Security Container Check Sheet TR: DoD 4525.6-M (C6.5.2)						-	-	X	X	X	
2.1.3.4. Develop password for clerk disk and debit credit access TR: AF Postal Training Guide 3						-	-	X	X	-	
2.1.4. Account Acceptance											

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			A	B	C	D	A	B	A	B	C
			START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	OPS COURSE	SUPVR COURSE	AMN	NCO	SNCO
2.1.4.1. Apply and explain flexible account tolerances TR: DoD 4525.6-M (C12.3.7)							1a	-	X	X	X
2.1.4.2. Verify account amount total using PS Form 3294, Cash and Stamp Stock Count and Summary TR: DoD 4525.6-M (C6.4.1 and C6.3.5)							1a	-	X	X	X
2.1.4.3. Sign for account on PS Form 3369, Consigned Credit Receipt TR: DoD 4525.6-M (C6.3.5)							1a	-	X	X	-
2.1.4.4. Sign for initial stamp stock on PS Form 17, Stamp Requisition TR: DoD 4525.6-M (C6.3.5)							1a	-	X	X	-
2.1.4.5. Verify money order issuance and receipt for on DD Form 885, Money Order Control Log TR: DoD 4525.6-M (C8.5)							1a	-	X	X	X
2.1.4.6. Input money orders into IRT system TR: AF Postal Training Guide 3							1a	-	X	X	-
2.1.4.7. Requisition stamps on PS Form 17, Stamp Requisition TR: DoD 4525.6-M (C6.3.5.)							1a	-	X	X	-
2.1.4.8. Input stamps on clerk disk TR: AF Postal Training Guide 3							1a	-	X	X	-
2.1.4.9. Return damaged stock to COPE and remove from clerk disk TR: DoD 4525.6-M (C6.7) and AF Postal Training Guide 3							1a	-	X	X	-
2.1.5. Customer Transactions											
2.1.5.1. Process customs forms to include PS Forms 2976 and 2976-A, Customs Declarations TR: DoD 4525.6-M (C10.6.5.1)							1a	-	X	X	-
2.1.5.2. Endorse and maintain parcel security statements TR: AF Postal Training Guide 3							-	-	X	X	-
2.1.5.3. Sell money orders TR: DoD 4525.6-M (C8.7)							2b	-	X	X	-
2.1.5.4. Understand when to use PS Form 8105, Money Order Transaction Report TR: DoD 4525.6-M (C8.7.2)							A	-	X	X	X
2.1.5.5. Process spoiled money orders TR: DoD 4525.6-M (C8.8.2)							2b	-	X	X	-
2.1.5.6. Issue no-fee money orders TR: DoD 4525.6-M (C8.7.5)							2b	-	X	X	-
2.1.5.7. Cash money orders TR: DoD 4525.6-M (C8.9)							2b	-	X	X	-
2.1.5.8. Check Lost Stolen Money Order Listing TR: DoD 4525.6-M (C8.9.1) and current USPS Postal Bulletin (PB)							2b	-	X	X	-
2.1.5.9. Input stamp sales TR: AF Postal Training Guide 3							2b	-	X	X	-

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			A	B	C	D	A	B	A	B	C
			START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	OPS COURSE	SUPVR COURSE	AMN	NCO	SNCO
2.1.5.10. Affix postage stamps/PVI labels TR: DoD 4525.6-M (C6.6.4. and C7.3.4.3)							2b	-	X	X	-
2.1.5.11. Process PS Form 3533 for refund of EMMS TR: DoD 4525.6-M (C10.8.1) and AF Postal Training Guide 3							1a	-	X	X	-
2.1.6. Restrictions and Mail Classes											
2.1.6.1. Process Express Mail Military Service (EMMS) TR: DMM (Sections 100 and 601), EMMS PO-514 and AF Postal Training Guide 3							2b	-	-	-	-
2.1.6.2. Process First Class Mail TR: DMM (Sections 100 and 601), and AF Postal Training Guide 3							2b	-	X	X	-
2.1.6.3. Process Priority Mail TR: DMM (Sections 100 and 601), and AF Postal Training Guide 3							2b	-	X	X	-
2.1.6.4. Process Parcel Post (SAM) TR: DMM (Sections 100 and 601), and AF Postal Training Guide 3							2b	-	X	X	-
2.1.6.5. Process Parcel Airlift (PAL) TR: DMM (Sections 100 and 601), and AF Postal Training Guide 3							2b	-	X	X	-
2.1.6.6. Process International Mail TR: IMM and AF Postal Training Guide 3							2b	-	X	X	-
2.1.6.7. Process Inter/Intra-Theater Delivery Service (IDS) Mail TR: DoD 4525.6-M (C3.2.11), AF Postal Training Guide 3 and USPS PB							-	-	X	X	-
2.1.7. Extra Services											
2.1.7.1. Process PS Form 3813, Receipt for Domestic Insured Parcel TR: DMM (Section 500), and AF Postal Training Guide 3							2b	-	X	X	-
2.1.7.2. Process PS Form 3813-P, Receipt for Insured Mail TR: DMM (Section 500), and AF Postal Training Guide 3							2b	-	X	X	-
2.1.7.3. Process PS Form 3800, Receipt for Certified Mail TR: DMM (Section 500), and AF Postal Training Guide 3							2b	-	X	X	-
2.1.7.4. Process PS Form 152, Delivery Confirmation TR: DMM (Section 500), and AF Postal Training Guide 3							2b	-	X	X	-
2.1.7.5. Process PS Form 153, USPS Signature Confirmation Receipt TR: DMM (Section 500), and AF Postal Training Guide 3							-	-	X	X	-
2.1.7.6. Process PS Form 3804, Return Receipt for Merchandise TR: DMM (Section 500), and AF Postal Training Guide 3							-	-	X	X	-

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			A	B	C	D	A	B	A	B	C
			START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	OPS COURSE	SUPVR COURSE	AMN	NCO	SNCO
2.1.7.7. Process PS Form 3806, Receipt for Registered Mail TR: DMM (Section 500), and AF Postal Training Guide 3							2b	-	X	X	-
2.1.7.8. Process PS Form 3811, Domestic Return Receipt TR: DMM (Section 500), and AF Postal Training Guide 3							2b	-	X	X	-
2.1.7.9. Process PS Form 2865, Return Receipt for International Mail TR: IMM and AF Postal Training Guide 3							2b	-	X	X	-
2.1.7.10. Process PS Form 2976-A for International Insured Mail TR: IMM and AF Postal Training Guide 3							2b	-	X	X	-
2.1.8. Customer transactions											
2.1.8.1. Process cash payment TR: DoD 4525.6-M (C6.2.2)							2b	-	X	X	-
2.1.8.2. Process check payment TR: DoD 4525.6-M (C6.2.6)							2b	-	X	X	-
2.1.8.3. Process travelers check payment TR: DoD 4525.6-M (C6.2.7)							2b	-	X	X	-
2.1.8.4. Process debit card payment TR: AF Postal Training Guide 3							2b	-	X	X	-
2.1.8.5. Process credit card payment TR: AF Postal Training Guide 3							2b	-	X	X	-
2.1.9. Preliminary Close of Day Procedures											
2.1.9.1. Print preliminary clerk PS Form 1412, Daily Financial Report, and verify entries TR: AF Postal Training Guide 3							1a	-	X	X	-
2.1.9.2. Verify Account Indicator Code (AIC) 109 and PVI totals TR: AF Postal Training Guide 3							-	-	X	X	X
2.1.9.3. Verify AICs 800 and 400 TR: AF Postal Training Guide 3							-	-	X	X	X
2.1.9.4. Print clerk closeout from debit/credit terminals TR: User's Manual and AF Postal Training Guide 3							-	-	X	X	X
2.1.9.5. Verify AIC 762 credit card receipts TR: AF Postal Training Guide 3							-	-	X	X	X
2.1.9.6. Verify AIC 772 debit card receipts TR: AF Postal Training Guide 3							-	-	X	X	X
2.1.9.7. Take corrective action on clerk errors TR: AF Postal Training Guide 3							-	-	X	X	X
2.1.9.8. Verify AIC 752 cash remitted final TR: AF Postal Training Guide 3							-	-	X	X	X
2.1.9.9. Round off remittance, AIC 090 TR: AF Postal Training Guide 3							-	-	X	X	-

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			A	B	C	D	A	B	A	B	C
			START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	OPS COURSE	SUPVR COURSE	AMN	NCO	SNCO
2.1.10. Close-out of Daily Business TR: AF Postal Training Guide 3											
2.1.10.1. Print check list						2b	-	X	X	-	
2.1.10.2. Print money order list						2b	-	X	X	-	
2.1.10.3. Print debit/credit report						-	-	X	X	-	
2.1.10.4. Print EMMS list						-	-	-	-	-	
2.1.10.5. Print final PS Form 1412						2b	-	X	X	-	
2.1.10.6. Submit remittance to COPE						-	-	X	X	-	
2.2. POSTAL FINANCE CLERK AND FINANCE WINDOW OPERATIONS (Fixed Credit)											
2.2.1. Maintain maximum cash on hand allowances TR: DoD 4525.6-M (C6.3.2.8) and PS Form 3369						1b	-	-	-	-	
2.2.2. Requisition stamps on PS Form 17 TR: DoD 4525.6-M (C6.3.5.2.1)						2b	-	-	-	-	
2.2.3. Customer Transactions											
2.2.3.1. Sell postage stamps TR: DoD 4525.6-M (C6.6)						2b	-	-	-	-	
2.2.3.2. Affix postage stamps to parcels TR: DoD 4525.6-M (C6.6.4)						2b	-	-	-	-	
2.2.3.3. Use PVI to apply meter sales TR: DoD 4525.6-M (C7.3.4.3)						2b	-	-	-	-	
2.2.4. Close Out											
2.2.4.1. Print preliminary unit 1412 TR: DoD 4525.6-M (C7.3.4.5), and AF Postal Training Guide 3						-	-	-	-	-	
2.2.4.2. Verify AICs for accuracy TR: DoD 4525.6-M (C7.3.4.5), and AF Postal Training Guide 3						-	-	-	-	-	
2.2.4.3. Take corrective action if stamp sales are logged onto system TR: DoD 4525.6-M (C7.3.4.5), and AF Postal Training Guide 3						-	-	-	-	-	
2.2.4.4. Turn in remittance to custodian of postal effects (COPE) TR: DoD 4525.6-M (C7.3.4.5), and AF Postal Training Guide 3						-	-	-	-	-	
2.2.4.5. Process PS Form 6401, Money Order Inquiry TR: DMM (Section 500)						1a	-	-	-	-	
2.3. POSTAL FINANCE OFFICER (PFO) AND COPE OPERATIONS TR: AF Postal Training Guide 2											
2.3.1. Unisys III Applications											
2.3.1.1. Explain functions of utility disk						-	A	-	X	X	
2.3.1.2. Explain functions of supervisor disk						-	A	-	X	X	
2.3.1.3. Explain functions of clerk disk						-	A	-	X	X	
2.3.1.4. Explain functions of retail consolidation unit disk (RCU)						-	A	-	X	X	
2.3.1.5. Download and perform IRT version update function						-	1a	-	X	X	

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			A	B	C	D	A	B	A	B	C
			START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	OPS COURSE	SUPVR COURSE	AMN	NCO	SNCO
2.3.1.6. Maintain duplicate copies of disks							-	1a	-	X	X
2.3.1.7. Update unit information TR: AF Postal Training Guide 2							-	-	-	X	-
2.3.1.8. Calibrate IRT							-	1a	-	X	-
2.3.1.9. Perform new day function							-	1a	-	X	-
2.3.1.10. Establish passwords							-	1a	-	X	-
2.3.1.11. Initialize clerk disk							-	1a	-	X	-
2.3.1.12. Perform supervisor and clerk disk recovery procedures							-	1a	-	X	-
2.3.1.13. Perform quarterly function checks of backup Unisys III systems							-	-	-	X	-
2.3.1.14. Replace malfunctioning equipment							-	-	-	X	-
2.3.1.15. Update Unisys III equipment to PS Forms 1590, Supplies and Equipment Receipt, in AMPS							-	2b	-	X	X
2.3.2. Postal Validation Imprinter (PVI)											
2.3.2.1. Replace malfunctioning equipment TR: AF Postal Training Guide 2							-	-	-	X	-
2.3.2.2. Add PVI to supervisor disk TR: DoD 4525.6-M (C7.3.2.4) and AF Postal Training Guide 2							-	2b	-	X	-
2.3.2.3. Remove PVI from supervisor disk TR: DoD 4525.6-M (C7.3.4.6) and AF Postal Training Guide 2							-	2b	-	X	-
2.3.2.4. Update PVI to PS Form 1590 in AMPS TR: AF Postal Training Guide 2							-	-	-	X	X
2.3.3. Money Order Imprinter											
2.3.3.1. Change money order ID number TR: DoD 4525.6-M (C8.2.2)							-	-	-	X	-
2.3.3.2. Change ribbon TR: AF Postal Training Guide 2, and User's manual							-	-	-	X	-
2.3.3.3. Replace malfunctioning equipment TR: AF Postal Training Guide 2							-	-	-	X	-
2.3.3.4. Update money order imprinter on PS Form 1590, in AMPS TR: AF Postal Training Guide 2							-	-	-	X	X
2.3.4. Credit/Debit Terminals TR: AF Postal Training Guide 2 and User's manual											
2.3.4.1. Establish supervisor password TR: AF Postal Training Guide 2							-	-	-	X	-
2.3.4.2. Assist clerk with password set up TR: AF Postal Training Guide 2, and User's manual							-	-	-	X	-

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			A	B	C	D	A	B	A	B	C
			START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	OPS COURSE	SUPVR COURSE	AMN	NCO	SNCO
2.3.4.3. Set local time and date TR: AF Postal Training Guide 2, and User's manual							-	-	-	X	-
2.3.4.4. Set automated batch report generation time TR: AF Postal Training Guide 2, and User's manual							-	-	-	X	-
2.3.4.5. Replace malfunctioning equipment TR: AF Postal Training Guide 2, and User's manual							-	-	-	X	-
2.3.4.6. Update credit/debit equipment on PS Form 1590, in AMPS TR: AF Postal Training Guide 2, and User's manual							-	-	-	X	-
2.3.5. Account Security											
2.3.5.1. Secure stock and funds TR: DoD 4525.6-M (C6.5)							-	1a	-	X	X
2.3.5.2. Prepare SF 700, Security Container Information TR: AF Postal Training Guide 2							-	-	-	X	X
2.3.5.3. Prepare SF 701, Security Activity Checklist TR: AF Postal Training Guide 2							-	-	-	X	X
2.3.5.4. Prepare SF 702, Security Container Check Sheet TR: AF Postal Training Guide 2							-	-	-	X	-
2.3.5.5. Change safe combinations TR: DoD 4525.6-M (C6.5.3), and Safe Manual							-	1a	-	X	-
2.3.5.6. Maintain AFTO 36, Maintenance Record for Security Type Equipment TR: AF Postal Training Guide 2							-	-	-	X	-
2.3.6. Account Issuance/Maintenance											
2.3.6.1. Explain financial credit account tolerances TR: DoD 4525.6-M (C12.3.7)							-	2b	-	X	X
2.3.6.2. Issue accounts on PS Form 17 TR: DoD 4525.6-M(C6.3.5)							-	2b	-	X	-
2.3.6.3. Complete PS Form 3294 TR: DoD 4525.6-M (C6.3.5)							-	2b	-	X	-
2.3.6.4. Complete PS Form 3369 TR: DoD 4525.6-M (C.6.3.5)							-	2b	-	X	-
2.3.6.5. Complete PS Form 3368, Stamp Credit Examination Record TR: DoD 4525.6-M (C12.3.8)							-	2b	-	X	-
2.3.6.6. Complete PS Form 3977, Duplicate Key Envelope, for passwords and combinations TR: DoD 4525.6-M (C10.5.2.1)							-	2b	-	X	-
2.3.6.7. Complete PS Form 1096, Cash Receipt, for receipt of passwords and combinations TR: DoD 4525.6-M (C10.5.2.1)							-	2b	-	X	-

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			A	B	C	D	A	B	A	B	C
			START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	OPS COURSE	SUPVR COURSE	AMN	NCO	SNCO
2.3.6.8. Establish account folders TR: DoD 4525.6-M (C6.3.5.1.1.5)							-	2b	-	X	-
2.3.6.9. Withdraw clerk accounts TR: DoD 4525.6-M (C6.3.1.4)							-	-	-	X	-
2.3.6.10. Reissue existing accounts TR: AF Postal Training Guide 2							-	-	-	X	-
2.3.6.11. Audit clerk accounts TR: DoD 4525.6-M (C12.3.3)							-	2b	-	X	X
2.3.6.12. Submit overages and shortages TR: DoD 4525.6-M (C12.3.9.1)							-	2b	-	X	X
2.3.6.13. Audit COPE account TR: DoD 4525.6-M (C12.3.5)							-	2b	-	X	X
2.3.6.14. Transfer money orders upon COPE transfer using DD Form 885 TR: DoD 4525.6-M (C8.5.1)							-	2b	-	X	X
2.3.6.15. Transfer accountable equipment upon COPE transfer using PS form 1590 TR: DoD 4525.6-M (C6.4.4)							-	2b	-	X	X
2.3.7. COPE-Clerk Transactions											
2.3.7.1. Generate electronic PS Form 17 for clerk stamp requisitions TR: AF Postal Training Guide 2							-	2b	-	X	-
2.3.7.2. Issue stamp stock TR: DoD 4525.6-M (C6.2.3)							-	2b	-	X	-
2.3.7.3. Accept damaged stamp stock returned from clerks TR: DoD 4525.6-M (C6.4.11)							-	-	-	X	-
2.3.7.4. Issue money orders on DD Form 885 TR: DoD 4525.6-M (C8.5)							-	2b	-	X	-
2.3.7.5. Post publications and visual aids as required TR: DoD 4525.6-M (C4.1.3) and AF Postal Training Guide 2							-	-	-	X	-
2.3.8. Accountable Postmaster and Managerial Actions											
2.3.8.1. Return damaged stamp stock to accountable postmaster on PS Form 17 TR: DoD 4525.6-M(C6.7.2), and AF Postal Training Guide 2							-	-	-	X	-
2.3.8.2. Order stamp stock on PS Form 17 TR: DoD 4525.6-M (C6.3.2)							-	2b	-	X	-
2.3.8.3. Validate receipt of stamp stock TR: DoD 4525.6-M (C6.3.6.3 and C6.4.10)							-	2b	-	X	X
2.3.8.4. Input stamp stock on supervisor disk TR: AF Postal Training Guide 2							-	2b	-	X	-
2.3.8.5. Order money orders on PS Form 17 TR: DoD 4525.6-M (C8.3)							-	2b	-	X	-

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			A	B	C	D	A	B	A	B	C
			START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	OPS COURSE	SUPVR COURSE	AMN	NCO	SNCO
2.3.8.6. Validate receipt of money orders TR: DoD 4525.6-M (C8.4)							-	2b	-	X	X
2.3.8.7. Identify discrepancies in money order shipments TR: DoD 4525.6-M (C8.4)							-	-	-	X	-
2.3.8.8. Generate master DD Form 885 for money orders TR: DoD 4525.6-M (C8.5.1)							-	2b	-	X	-
2.3.8.9. Maintain and secure blank money orders TR: DoD 4525.6-M (C8.6)							-	2b	-	X	-
2.3.8.10. Maintain and secure money order imprinter TR: AF Postal Training Guide 9 Page 23							-	-	-	-	-
2.3.9. Close Of Day Procedures											
2.3.9.1. Accept remittances from clerks TR: DoD 4525.6-M (C6.2), and AF Postal Training Guide 2							-	-	-	X	X
2.3.9.2. Check associated AICs for accuracy TR: DoD 4525.6-M (C6.4 and C7.3.4.5) , and AF Postal Training Guide 2							-	1a	-	X	X
2.3.9.3. Verify PS Form 3533 TR: DoD 4525.6-M (C7.3.4.4)							-	-	-	X	X
2.3.9.4. Reopen clerk disks and assist in making corrections to daily business TR: DoD 4525.6-M (C6.4), and AF Postal Training Guide 2							-	2b	-	X	-
2.3.9.5. Consolidate clerk disks TR: DoD 4525.6-M (C7.3.4.5.1), and AF Postal Training Guide 2							-	2b	-	X	-
2.3.9.6. Print final unit 1412 TR: AF Postal Training Guide 2							-	2b	-	X	-
2.3.9.7. Print Clerk Balances report TR: AF Postal Training Guide 2							-	2b	-	X	-
2.3.9.8. Print EMMS report TR: AF Postal Training Guide 2							-	2b	-	-	-
2.3.9.9. Print Money Orders report TR: AF Postal Training Guide 2							-	2b	-	X	-
2.3.9.10. Print and verify debit/credit batch reports TR: AF Postal Training Guide 2, and TRANZ 380 User's manual							-	-	-	X	-
2.3.9.11. Transfer unit 1412 data to RCU disk TR: AF Postal Training Guide 2							-	2b	-	X	-
2.3.9.12. Access AMPS and upload RCU disk data TR: AF Postal Training Guide 2							-	-	-	X	-
2.3.9.13. Prepare funds for deposit TR: DoD 4525.6-M (C6.4.8)							-	2b	-	X	-

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			A	B	C	D	A	B	A	B	C
			START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	OPS COURSE	SUPVR COURSE	AMN	NCO	SNCO
2.3.9.14. Make daily backup of supervisor disk TR: AF Postal Training Guide 2							-	2b	-	X	-
2.3.9.15. File and maintain unit documentation TR: AFRIMS and AF Postal Training Guide 2							-	2b	-	X	-
2.4. PROCESSING AND TRANSPORTATION OF REGISTERED MAIL AT MPO/AMT/MCA	FOR PT										
2.4.1. Explain registered mail security requirements TR: DoD 4525.6-M (C9.2.1)	*						-	-	-	-	-
2.4.2. Authorize entry or provide escort to and within the registry section TR: DoD 4525.6-M (C9.3.3)							1a	-	X	X	X
2.4.3. Prepare, use, and explain disposition of PS Form 1625, Record of Entry - Registry Section TR: AF Postal Training Guide 4							-	-	X	X	-
2.4.4. Explain registered mail accountability transfer procedures TR: DoD 4525.6-M (C9.3.5.6)							1a	-	X	X	-
2.4.5. Process/coordinate protection of coded (high value) shipments TR: DoD 4525.6-M (C9.2.5)							-	-	X	X	X
2.4.6. Complete registered mail tracer action TR: DoD 4525.6-M (C9.7.11), and USPS T-7 HBK (473.43)							-	-	X	X	-
2.4.7. Inventory registered mail using DD Form 2261, Registered Mail-Balance and Inventory TR: DoD 4525.6-M (C9.3.2)							1a	-	X	X	X
2.4.8. Accept responsibility for registry section by signing DD Form 2261 TR: DoD 4525.6-M (C9.3.2)							2b	-	X	X	-
2.5. INBOUND REGISTERED MAIL											
2.5.1. Verify DD Form 1384, Transportation Control and Movement Document, or DD Form 1372, Mail Manifest, for receipt from a closed body type vehicle TR: DoD 4525.6-M (C9.2 and C11.4.2)							1a	-	X	X	-
2.5.2. Conduct ramp watch TR: DoD 4525.6-M (9.8.1.4)							-	-	X	X	X
2.5.3. Verify manifest from commercial and Air Mobility Command air carriers TR: DoD 4525.6-M (C9.4.2)							-	-	X	X	-
2.5.4. Report discrepancies TR: DoD 4525.6-M (C9.5.2)							-	-	X	X	X
2.5.5. Verify PS Form 3854, Manifold Registry Dispatch Book, incoming truck bill TR: DoD 4525.6-M (C9.4.1.2)							2b	-	X	X	-

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			A	B	C	D	A	B	A	B	C
			START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	OPS COURSE	SUPVR COURSE	AMN	NCO	SNCO
2.5.6. Inspect incoming registered mail for possible tampering TR: DoD 4525.6-M (C9.6)							1b	-	X	X	-
2.5.7. Witness opening of registered mail pouches TR: DoD 4525.6-M (C9.6.1)							1b	-	X	X	-
2.5.8. Verify contents of pouches and endorse PS Form 3854, inside bill TR: DoD 4525.6-M (C9.6.2)							2b	-	X	X	-
2.5.9. Complete coupon portion of PS Form 3854 for discrepancies TR: DoD 4525.6-M (C9.6.3.3)							2b	-	X	X	-
2.5.10. Process damaged official/personal registered mail TR: DoD 4525.6-M (C9.6.3.10)							-	-	X	X	-
2.5.11. Prepare PS Form 3826, Registry Irregularity Report TR: DoD 4525.6-M (C9.6.3.11)							-	-	X	X	X
2.5.12. Report possible compromise of classified information TR: DoD 4525.6-M (C9.6.3.10), and AFI 31-401							-	-	X	X	X
2.5.13. Prepare PS Form 3883, Firm Delivery Book for Accountable Mail, for delivery to unit mail clerks TR: DoD 4525.6-M (C9.2.2)							2b	-	X	X	-
2.5.14. Prepare PS Form 3849, Delivery Notice/Reminder/Receipt, for delivery to authorized individuals TR: DoD 4525.6-M (C3.2.7)							2b	-	X	X	-
2.5.15. Determine disposition of undeliverable registered mail TR: DoD 4525.6-M (C3.4.5)							-	-	X	X	-
2.6. OUTBOUND REGISTERED MAIL											
2.6.1. Verify articles meet requirements for registered mail TR: DMM (Section 500)							2b	-	X	X	-
2.6.2. Accept registered mail on PS Form 3806, Receipt for Registered Mail TR: DoD 4525.6-M (C9.3.5.2)							2b	-	X	X	-
2.6.3. Accept registered mail on PS Form 3877, Firm Mailing Book TR: DoD 4525.6-M (C9.3.5.3)							2b	-	X	X	-
2.6.4. Cancel or postmark registered mail TR: DoD 4525.6-M (C9.3.5.4)							2b	-	X	X	-
2.6.5. Process missent registered mail TR: DoD 4525.6-M (C3.1.3.2.4)							2b	-	X	X	-
2.6.6. Prepare registered mail for dispatch TR: DoD 4525.6-M (C9.7.5.1), and AF Postal Training Guide 4							2b	-	X	X	-
2.6.7. Prepare inside bill on PS Form 3854 TR: DoD 4525.6-M (C9.7.5.2)							2b	-	X	X	-
2.6.8. Seal pouched registered mail TR: DoD 4525.6-M (C9.7.5.4)							2b	-	X	X	-

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			A	B	C	D	A	B	A	B	C
			START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	OPS COURSE	SUPVR COURSE	AMN	NCO	SNCO
2.6.9. Prepare outside bill on PS Form 3854 TR: DoD 4525.6-M (C9.7.10.1)							2b	-	X	X	-
2.6.10. Prepare DD Form 1384 TR: DoD 4525.6-M (C9.7.8 and C11.4.2.1.1)							2b	-	X	X	-
2.6.11. Explain transportation security procedures when dispatching mail TR: DoD 4525.6-M (C9.8)							A	-	X	X	X
2.6.12. Prepare PS Form 3854, for dispatch on US commercial air or inter theater AMC TR: DoD 4525.6-M (C9.7.6.1)							-	-	X	X	-
2.6.13. Secure/tender containerized shipments for dispatch on commercial air carriers TR: DoD 4525.6-M (C9.8.1.2)							-	-	X	X	-
2.7. CLOSE OF BUSINESS/TRANSFER OF ACCOUNTABILITY PROCEDURES											
2.7.1. Complete DD Form 2261 TR: DoD 4525.6-M (C9.3.5.8)							2b	-	X	X	X
2.7.2. Secure registered mail section TR: DoD 4525.6-M (C93.2.5)							-	-	X	X	X
2.8. RECEIPT AND DISPATCH											
2.8.1. Operate scales TR: Operator's manual and local procedures							-	-	X	X	-
2.8.2. Cancelling Machines											
2.8.2.1. Maintain date TR: Operator's manual							-	-	-	-	-
2.8.2.2. Conduct periodic maintenance TR: Operator's manual							-	-	-	-	-
2.8.3. Incoming Mail											
2.8.3.1. Verify mail shipments TR: DoD 4525.6-M (C11.4.2)							1a	-	X	X	X
2.8.3.2. Annotate mail manifest (DD 1372 or DD 1384) to reflect accurate data TR: DoD 4525.6-M (C9 and 11)							1a	-	X	X	-
2.8.3.3. Inspect mail pouches for serviceability TR: AF Postal Training Guide 2, USPS Poster 114-A							-	-	X	X	-
2.8.3.4. Determine proper disposition of loose articles found in the mail TR: DoD 4525.6-M (C3.2.3.2)							1a	-	X	X	-
2.8.3.5. Process damaged mail TR: DoD 4525.6-M (C3.2.3.2)							1a	-	X	X	-
2.8.3.6. Prepare PS Form 673, Report of Rifled Parcel TR: DoD 4525.6-M (C10.5.4.4)							1a	-	-	X	X
2.8.3.7. Prepare DD Form 2273, Irregularities in Makeup and Dispatch of Mail TR: DoD 4525.6-M (C3.1.6.1)							1a	-	-	X	X

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			A	B	C	D	A	B	A	B	C
			START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	OPS COURSE	SUPVR COURSE	AMN	NCO	SNCO
2.8.3.8. Process missent mail TR: DoD 4525.6-M (C3.1.6.2)							-	-	X	X	-
2.8.3.9. Process registered mail when found in ordinary mail TR: DoD 4525.6-M (C9.5.2.6)							2b	-	X	X	-
2.8.4. Outgoing Mail											
2.8.4.1. Prepare mail collection labels for drop boxes TR: DoD 4525.6-M (C3.1.3.1)							-	-	X	X	-
2.8.4.2. Collect mail from drop boxes TR: DoD 4525.6-M (C3.1.3.1)							1a	-	X	X	-
2.8.4.3. Process loose stamps TR: DoD 4525.6-M (C10.5.5)							-	-	X	X	-
2.8.4.4. Inspect mail for proper size, postage and surcharges TR: DoD 4525.6-M (DL1.1.29), DMM (Section 500) and IMM							2b	-	X	X	X
2.8.4.5. Sort letters/flats for dispatch TR: DoD 4525.6-M (C3.1.3.3)							2b	-	X	X	-
2.8.4.6. Process voting/balloting material TR: DoD 4525.6-M (C3.5, C10.4.9)							2b	-	X	X	X
2.8.4.7. Update automated data bases with status of balloting material TR: MPSA, and AF Postal Training Guide 5							-	-	X	X	X
2.8.4.8. Postmark mail TR: DoD 4525.6-M (C3.1.3.2)							2b	-	X	X	-
2.8.4.9. Prepare direct letter ties/bundles/sacks TR: DoD 4525.6-M (C3.1.4)							1a	-	X	X	-
2.8.4.10. Prepare slide labels and tags for dispatch TR: DoD 4525.6-M (C3.1.4.3 and C3.1.4.4)							-	-	X	X	-
2.8.4.11. Tray/pouch mail TR: DoD 4525.6-M (C3.1.4.2)							-	-	X	X	-
2.8.4.12. Record weights on mail TR: DoD 4525.6-M (C3.1.4.4)							2b	-	X	X	-
2.8.4.13. Prepare DD Form 1384 TR: DoD 4525.6-M (C9.7.8)							2b	-	X	X	-
2.8.4.14. Prepare DD Form 1372 TR: DoD 4525.6-M (C11.4.2)							2b	-	X	X	-
2.8.4.15. Load mail trucks, pallets or containers TR: AF Postal Training Guide 5							-	-	X	X	-
2.8.4.16. Return empty equipment TR: DoD 4525.6-M (C3.1.4.5)							-	-	X	X	-
2.8.4.17. Maintain mail routing guides/schemes TR: AF Postal Training Guide 5							-	-	-	X	X
2.8.4.18. Complete PS Form 5049, Mail Found in Supposedly Empty Equipment TR: DoD 4525.6-M (C3.1.4.5)							-	-	X	X	-
2.8.4.19. Process PS Form 1509, Sender's Application for Recall of Mail TR: DoD 4525.6-M (C10.4.2.9)							-	-	X	X	-

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			A	B	C	D	A	B	A	B	C
			START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	OPS COURSE	SUPVR COURSE	AMN	NCO	SNCO
2.9. POSTAL SERVICE CENTERS (PSC) AND UNIT MAIL ROOMS (UMR)											
2.9.1. Process incoming mail for delivery by class TR: DoD 4525.6-M (C3.3.7.6)						2b	-	-	-	-	
2.9.2. Scan barcoded mail TR: AF Postal Training Guide 5						-	-	-	-	-	
2.9.3. Process damaged mail TR: DoD 4525.6-M (C3.2.3.2)						-	-	X	X	-	
2.9.4. Process unsealed first class mail using PS Label 21, Officially Sealed TR: DoD 4525.6-M (C3.2.3.3)						-	-	X	X	-	
2.9.5. Separate accountable and non-accountable mail for delivery notification TR: DoD 4525.6-M (C3.2.7)						2b	-	-	-	-	
2.9.6. Maintain directory system TR: DoD 4525.6-M (C3.4.2.1)						-	-	-	-	-	
2.9.7. Mail Delivery											
2.9.7.1. Deliver mail through receptacles TR: DoD 4525.6-M (C3.3.7)						1a	-	-	-	-	
2.9.7.2. Deliver mail to UMC TR: DoD 4525.6-M (C3.2.5.5)						-	-	X	X	-	
2.9.7.3. Process PS Form 3907, Post Office Box Mail Pickup Notice TR: DoD 4525.6-M (C3.3.7.3)						2b	-	-	-	-	
2.9.7.4. Process PS Form 3849, Delivery Notice/Reminder/Receipt for Accountable Mail TR: DoD 4525.6-M (C3.2.7)						2b	-	X	X	-	
2.9.7.5. Process PS Form 3883, Bulk Delivery Receipt, for accountable mail delivery to UMCs TR: DoD 4525.6-M (C3.2.8)						2b	-	X	X	-	
2.9.7.6. Forward mail as required TR: DoD 4525.6-M (C3.3.7.4. and C3.4.6)						2b	-	X	X	-	
2.9.7.7. Process hold mail TR: DoD 4525.6-M (C3.3.7.4, C3.9.5.4, C3.4.6.3)						2b	-	-	-	-	
2.9.7.8. Process undeliverable as addressed mail TR: DoD 4525.6-M (C3.3.7.2)						1a	-	X	X	-	
2.9.7.9. Process final notices TR: DoD 4525.6-M (C3.2.7)						-	-	-	-	-	
2.9.7.10. Conduct quality control checks of receptacles TR: DoD 4525.6-M (C3.3.5)						-	-	-	-	-	
2.9.8. Over the Counter Mail Delivery											
2.9.8.1. Verify patron identity TR: DoD 4525.6-M (C3.2.5.5)						1a	-	-	-	-	
2.9.8.2. Process EMMS Label 11-B, Express Mail Post Office to Addressee TR: Pub 514						2b	-	-	-	-	

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS (SEE NOTE 2 IN STS PREFACE)	3. CBRNE TASKS (SEE NOTE 3 IN STS PREFACE)	4. OJT				5. PROFICIENCY CODES INDICATE TRAINING DELIVERED AT IPTA POSTAL COURSES (SEE NOTE 4 IN STS PREFACE)		6. INDICATES MANDATORY TASKS, BASED ON TRAINEE'S RANK (SEE NOTE 7 IN STS PREFACE)		
			A	B	C	D	A	B	A	B	C
			START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	OPS COURSE	SUPVR COURSE	AMN	NCO	SNCO
2.9.8.3. Process PS Form 3849 TR: DoD 4525.6-M (C3.2.7)							2b	-	-	-	-
2.9.8.4. Scanbarcoded mail TR: User's manual							-	-	-	-	-
2.9.8.5. Process refused mail TR: DoD 4525.6-M (C3.2.5.8)							2b	-	X	X	-
2.9.8.6. Process mail opened by mistake TR: DoD 4525.6-M (C3.2.3.4)							-	-	X	X	-
2.9.9. Customer Service											
2.9.9.1. Advise patrons on receptacle use TR: DoD 4525.6-M (C3.3.3)							-	-	-	-	-
2.9.9.2. Advise patrons on 3-line address format TR: AF Postal Training Guide 5							-	-	-	-	-
2.9.9.3. Process DD Form 2258, Temporary Mail Disposition/Instructions TR: DoD 4525.6-M (C3.3.7.4)							2b	-	-	-	-
2.9.9.4. Show patrons how to complete a change of address TR: DoD 4525.6-M (C10.3)							-	-	-	-	-
2.9.9.5. Advise patrons on use of PS Form 3801, Standing Delivery Order TR: DoD 4525.6-M (C3.2.5.7)							2b	-	-	-	-
2.9.9.6. Conduct Unit Mail Room Inspections TR: DoD 4525.6-M C15.8.3, and Appendix 2							-	-	-	-	-
2.10. DIRECTORY/LOCATOR AND CUSTOMER SERVICES											
2.10.1. Mail Receptacles											
2.11.1.1. Validate authorizations for mail services TR: DoD 4525.6-M (C3.3.3, and AP1.3)							1a	-	-	X	X
2.10.1.2. Issue receptacles on DD Form 2263, Mailing Address/Combination Notice TR: DoD 4525.6-M (C3.3.3.10 and C3.3.3.11)							1a	-	-	-	-
2.10.1.3. Prepare DD Form 2262, Receptacle Record TR: DoD 4525.6-M (C3.3.3.7)							2b	-	-	-	-
2.10.1.4. Update master personnel directory TR: DoD 4525.6-M (C3.4.2)							-	-	-	-	-
2.10.1.5. Brief personnel on mailing privileges and importance of timely change of address TR: DoD 4525.6-M (C3, C10, and AP1) and local procedures							-	-	X	X	X
2.10.1.6. Perform periodic maintenance on receptacles TR: DoD 4525.6-M (C3.3.4)							-	-	-	-	-

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS (SEE NOTE 2 IN STS PREFACE)	3. CBRNE TASKS (SEE NOTE 3 IN STS PREFACE)	4. OJT				5. PROFICIENCY CODES INDICATE TRAINING DELIVERED AT IPTA POSTAL COURSES (SEE NOTE 4 IN STS PREFACE)		6. INDICATES MANDATORY TASKS, BASED ON TRAINEE'S RANK (SEE NOTE 7 IN STS PREFACE)		
			A	B	C	D	A	B	A	B	C
			START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	OPS COURSE	SUPVR COURSE	AMN	NCO	SNCO
2.10.1.7. Establish procedures for personnel out-processing TR: DoD 4525.6-M (C3.3.8) and local procedures							-	-	-	-	-
2.10.1.8. Brief patrons on forwarding timelines to avoid delay of mail TR: DoD 4525.6-M (C3.4.6)							-	-	-	-	-
2.10.1.9. Close receptacles TR: DoD 4525.6-M (C3.3.8)							2b	-	-	-	-
2.10.1.10. Change combinations TR: DoD 4525.6-M (C3.3.8)							-	-	-	-	-
2.10.1.11. Update DD Form 2262, Receptacle Record TR: DoD 4525.6-M (C3.3.8)							2b	-	-	-	-
2.10.1.12. Update master personnel directory for closed receptacles TR: DoD 4525.6-M (C3.4.2)							-	-	-	-	-
2.10.2. Directory Mail											
2.10.2.1. Identify mail for directory services TR: DoD 4525.6-M (C3.4)							2b	-	X	X	-
2.10.2.2. Sort mail by class TR: DoD 4525.6-M (C3.4)							2b	-	-	-	-
2.10.2.3. Access local database to obtain forwarding information TR: DoD 4525.6-M (C3.4)							-	-	-	-	-
2.10.2.4. Apply forwarding information and endorsements TR: DoD 4525.6-M (C3.4)							2b	-	X	X	-
2.10.2.5. Date stamp directory mail TR: DoD 4525.6-M (C3.4)							2b	-	-	-	-
2.10.2.6. Process directory mail for dispatch TR: DoD 4525.6-M (C3.4)							2b	-	X	X	-
2.10.2.7. Prepare PS Form 3579, Undeliverable Standard Mail (A) and (B), and Special Standard Mail B, for periodical class matter TR: DoD 4525.6-M (C3.4)							2b	-	-	-	-
2.10.2.8. Process "General Delivery" mail TR: DoD 4525.6-M (C3.2.6)							2b	-	-	-	-
2.10.2.9. Process undeliverable IDS TR: DoD 4525.6-M (3.2.11.8)							1a	-	-	-	-
2.10.2.10. Provide mail service for confined or casualty personnel TR: DoD 4525.6-M (C3.2.9 and C3.4.9.2)							-	-	X	X	X
2.10.2.11. Process mail through Summary Court Officer for deceased personnel TR: DoD 4525.6-M (C3.4.9)							-	-	X	X	X
2.10.2.12. Maintain current copy (back up) automated database TR: DoD 4525.6-M (C3.4.3.7)							-	-	-	-	-
2.10.3. Claims											

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS (SEE NOTE 2 IN STS PREFACE)	3. CBRNE TASKS (SEE NOTE 3 IN STS PREFACE)	4. OJT				5. PROFICIENCY CODES INDICATE TRAINING DELIVERED AT IPTA POSTAL COURSES (SEE NOTE 4 IN STS PREFACE)		6. INDICATES MANDATORY TASKS, BASED ON TRAINEE'S RANK (SEE NOTE 7 IN STS PREFACE)		
			A	B	C	D	A	B	A	B	C
			START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	OPS COURSE	SUPVR COURSE	AMN	NCO	SNCO
2.10.3.1. Assist customers in filing indemnity claims with USPS TR: DMM (Section 609)							1a	-	-	-	-
2.10.3.2. Explain time limits for claims TR: DMM (Section 609)							1a	-	-	-	-
2.10.3.3. Explain filing for international claims TR: DMM (Section 609), and IMM							-	-	-	-	-
2.10.3.4. Explain to patron requirements for loss claims TR: DMM (Section 609)							1a	-	-	-	-
2.10.3.5. Explain to patron requirements for damage claims TR: DMM (Section 609)							1a	-	-	-	-
2.10.3.6. Prepare PS Form 1000, Domestic Claim or Registered Mail Inquiry TR: DMM (Section 609)							1a	-	-	-	-
2.10.3.7. Explain adjudication process TR: DMM (Section 609)							-	-	-	-	-
2.10.3.8. Distribute PS Form 1000 for claims submission TR: DMM (Section 609)							-	-	-	-	-
2.10.3.9. Assess if items received for claims are salvageable TR: DoD 4525.6-M (C10.5.6.8)							1a	-	-	-	-
2.10.3.10. Dispose of non-salvageable items TR: DoD 4525.6-M (C10.5.6.8)							1a	-	-	-	-
2.10.3.11. Complete PS Form 3831, Receipt for Articles Damaged in the Mails TR: DoD 4525.6-M (C10.5.6.8)							1a	-	-	-	-
2.10.3.12. Complete PS Form 2856, Damage Report of Insured Parcel and Contents, for damaged claims filed on-line TR: DMM (Section 609)							-	-	-	-	-
2.10.3.13. Maintain claims log TR: DoD 4525.6-M (C10.5.6.5)							-	-	-	-	-
2.10.3.14. Respond to claims inquiries from USPS TR: DoD 4525.6-M (C10.5.6.5)							-	-	-	-	-
2.10.3.15. Process claims for reimbursement of postage TR: DoD 4525.6-M (C10.5.6)							-	-	-	-	-
2.10.3.16. Complete PS Form 3811-A, Domestic Return Receipt (After Mailing) TR: DMM (Section 500)							-	-	-	-	-
2.10.3.17.. Process duplicate claims TR: DMM (Section 609)							-	-	-	-	-
2.10.3.18.. Process salvageable items for Mail Recovery Center TR: DoD 4525.6-M (C10.5.6.8)							-	-	-	-	-
2.11. OFFICIAL MAIL											
2.11.1. Managerial Responsibilities											

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS (SEE NOTE 2 IN STS PREFACE)	3. CBRNE TASKS (SEE NOTE 3 IN STS PREFACE)	4. OJT				5. PROFICIENCY CODES INDICATE TRAINING DELIVERED AT IPTA POSTAL COURSES (SEE NOTE 4 IN STS PREFACE)		6. INDICATES MANDATORY TASKS, BASED ON TRAINEE'S RANK (SEE NOTE 7 IN STS PREFACE)		
			A	B	C	D	A	B	A	B	C
			START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	OPS COURSE	SUPVR COURSE	AMN	NCO	SNCO
2.11.1.1. State Official Mail Manager's (OMM) responsibilities TR: DoDI 4525.8/AF Supplement 1 (5.4), and DODM 4525.8/AFMAN 33-306							-	-	-	X	X
2.11.1.2. Obtain equipment to operate an official mail center TR: DODM 4525.8_AFMAN 33-306 (C2 and C6.7)							-	-	-	-	X
2.11.1.3. Maintain security of postage meter TR: DODM 4525.8_AFMAN 33-306 (C2.8.6)							-	-	X	X	X
2.11.1.4. State characteristics of official mail TR: DODM 4525.8_AFMAN 33-306 (C2 and DL1.1.30)							-	-	X	X	X
2.11.1.5. Submit budgets for official postage TR: DoDI 4525.8/AF Supplement 1 (Enclosure 4) and DODM 4525.8_AFMAN 33-306 (C2.7)							-	-	-	X	X
2.11.1.6. Monitor postage expenditures for restricted and unauthorized usage TR: DODM 4525.8_AFMAN 33-306 (C1)							-	-	-	-	-
2.11.1.7. Report misuse of appropriated funds postage TR: DoDI 4525.8/AF Supplement 1 (5.4.3 and E4.3.3.1.3), and DODM 4525.8_AFMAN 33-306 (C1.15)							-	-	X	X	X
2.11.1.8. Submit postal expenditure report TR: DoDI 4525.8/AF Supplement 1 (Enclosure 4)							-	-	-	X	X
2.11.1.9. Enforce cost reduction measures TR: DODM 4525.8_AFMAN 33-306 (C.1)							-	-	-	-	-
2.11.1.10. Report prepaid postage purchases TR: DoDI 4525.8/AF Supplement 1 (Enclosure 4), and AF Postal Training Guide 8							-	-	-	-	-
2.11.1.11. Prepare schedule for mobile distribution vehicle (MDV) TR: DODM 4525.8_AFMAN 33-306 (C7.6), and AF Postal Training Guide 8							-	-	-	-	-
2.11.1.12. Provide initial and annual Activity Distribution Office (ADO) training TR: DODM 4525.8_AFMAN 33-306 (C2)							-	-	-	-	-
2.11.1.13. Conduct annual ADO Inspections TR: DoDI 4525.8/AF Supplement 1 (Enclosure 4)							-	-	-	X	X

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS (SEE NOTE 2 IN STS PREFACE)	3. CBRNE TASKS (SEE NOTE 3 IN STS PREFACE)	4. OJT				5. PROFICIENCY CODES INDICATE TRAINING DELIVERED AT IPTA POSTAL COURSES (SEE NOTE 4 IN STS PREFACE)		6. INDICATES MANDATORY TASKS, BASED ON TRAINEE'S RANK (SEE NOTE 7 IN STS PREFACE)		
			A	B	C	D	A	B	A	B	C
			START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	OPS COURSE	SUPVR COURSE	AMN	NCO	SNCO
2.11.1.14. Deliver accountable mail on DD Form 2825, Internal Receipt, or PS Form 3883 TR: DODM 4525.8_AFMAN 33-306 (C.1 and C8.8)							-	-	X	X	-
2.11.1.15. Inspect envelope and packaging for proper addressing and preparation TR: DODM 4525.8_AFMAN 33-306 (C1 and C3)							-	-	X	X	X
2.11.1.16. Accept accountable mail on DD Form 2825 or PS Form 3877, Firm Mailing Book for Accountable Mail TR: DODM 4525.8_AFMAN 33-306 (C2.3.6)							-	-	X	X	-
2.11.1.17. Process DoD Official Inter/Intra-theater mail (DODOIM) TR: DODM 4525.8_AFMAN 33-306 (C1.16 and C2.6.4.1)							-	-	X	X	-
2.11.2. Outbound Mail											
2.12.2.1. Provide lowest postage and fees TR: DODM 4525.8_AFMAN 33-306 (C1.6.2)							-	-	-	-	-
2.11.2.2. Prepare consolidated mailings TR: DODM 4525.8_AFMAN 33-306 (C2)							-	-	X	X	-
2.11.2.3. Select authorized special services TR: DODM 4525.8_AFMAN 33-306 (C1.8)							-	-	X	X	-
2.11.2.4. Endorse mail according to class TR: DODM 4525.8_AFMAN 33-306 (C1.8)							-	-	X	X	X
2.11.2.5. Establish criteria for use of EMMS TR: DoDI 4525.8/AF Supplement 1 (Enclosure 4) and DODM 4525.8_AFMAN 33-306 (C1.10)							-	-	-	X	X
2.11.2.6. Monitor proper use of EMMS TR: DODM 4525.8_AFMAN 33-306 (C1.10)							-	-	X	X	-
2.11.2.7. Apply for EMMS refund of postage TR: DODM 4525.8_AFMAN 33-306 (C1.10.5)							-	-	-	-	-
2.11.2.8. Perform proper handling and consolidation of registered mail TR: DODM 4525.8_AFMAN 33-306 (C2)							-	-	-	-	-
2.11.2.9. Compute postage and fees TR: DODM 4525.8_AFMAN 33-306 (C2.6)							-	-	-	-	-
2.12. MAIL CONTROL ACTIVITY (MCA)											

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS (SEE NOTE 2 IN STS PREFACE)	3. CBRNE TASKS (SEE NOTE 3 IN STS PREFACE)	4. OJT				5. PROFICIENCY CODES INDICATE TRAINING DELIVERED AT IPTA POSTAL COURSES (SEE NOTE 4 IN STS PREFACE)		6. INDICATES MANDATORY TASKS, BASED ON TRAINEE'S RANK (SEE NOTE 7 IN STS PREFACE)		
			A	B	C	D	A	B	A	B	C
			START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	OPS COURSE	SUPVR COURSE	AMN	NCO	SNCO
2.12.1. Explain mission and responsibilities TR: DoD 4525.6-M (C11.1.4)							-	-	X	X	X
2.12.2. Determine when to use commercial or AMC air carriers TR: DoD 4525.6-M (C11.2.6)							-	-	-	X	X
2.12.3. Post dispatch schedules TR: DoD 4525.6-M (C11.1.4.7) and AF Postal Training Guide 7, and AMPS User's Guide							-	-	X	X	-
2.12.4. Coordinate logistical support with other activities TR: DoD 4525.6-M (C11.1.2.4)							-	-	-	X	X
2.12.5. Review PS Forms 2759-M, Report of Irregular Handling of Military Mail TR: AF Postal Training Guide 7, and AMPS User's Guide							-	-	-	X	X
2.12.6. Conduct air carrier meetings TR: AF Postal Training Guide 7							-	-	-	X	X
2.12.7. Prepare meeting minutes for distribution TR: DoD 4525.6-M (C11.3.4), and AF Postal Training Guide 7							-	-	-	X	X
2.12.8. Commercial Airlines and AMC Performance Checks											
2.12.8.1. Perform operational checks of carrier facilities for proper handling and timely movement TR: DoD 4525.6-M (C11.1.4), and AF Postal Training Guide 7							-	-	X	X	-
2.12.8.2. Maintain inventory control of inbound mail to ensure first-in, first-out processing TR: DoD 4525.6-M (C11.1.4), and USPS HBK T-7 (220)							-	-	X	X	X
2.12.8.3. Monitor ramp transfers TR: DoD 4525.6-M (C11.1.4), and USPS HBK T-7 (210)							-	-	X	X	X
2.12.9. Mail Receipt Procedures											
2.12.9.1. Accept mail from air carriers according to delivery agreements TR: DoD 4525.6-M (C11.1.4), USPS HBK T-7 (210), and local policies							-	-	X	X	-
2.12.9.2. Verify incoming mail shipments using PS Form 2942-A, Military Mail AV-7 Delivery List, AMPS inbound reports or DD Form 1384 TR: DoD 4525.6-M (C11.2.8), and USPS HBK T-7 (340)							-	-	X	X	X
2.12.9.3. Report irregularities on PS Form 2759-M TR: DoD 4525.6-M (C11.2.8), USPS HBK T-7 (625), and AMPS User's Guide							2b	-	X	X	X
2.12.9.4. Prepare irregularity reports on AMC TR: local policies							-	-	-	-	-

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			A	B	C	D	A	B	A	B	C
			START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	OPS COURSE	SUPVR COURSE	AMN	NCO	SNCO
2.12.9.5. Prepare postal net alerts (PNA) TR: DoD 4525.6-M (C11.2.9), and AF Postal Training Guide 7, and AMPS User's Guide							-	-	X	X	X
2.12.9.6. Complete PS Form 2734-B, Air Transportation Pay and Routing Adjustment for International and Military Mail TR: DoD 4525.6-M (C11.2.8), and USPS HBK T-7 (680)							-	-	X	X	X
2.12.9.7. Complete holiday volume (HOLVOL) report TR: DoD 4525.6-M (C11.2.9.4), and AF Postal Training Guide 2							-	-	-	X	X
2.12.9.8. Prepare Daily Mail Movement Status Report (DAYSTAT) TR: DoD 4525.6-M (C11.2.9.3)							-	-	X	X	X
2.12.10. Mail Dispatch Procedures											
2.12.10.1. Explain dispatch procedures and documentation requirements for air carriers TR: DoD 4525.6-M (C11.2.8 and C11, Fig 1.) and USPS HBK T-7 (340)							-	-	X	X	X
2.12.10.2. Forecast movement of mail according to air carrier schedules TR: DoD 4525.6-M (C11.2.4), and AF Postal Training Guide 2							-	-	-	X	X
2.12.10.3. Coordinate request for containers with mail carriers TR: USPS HBK T-7 (220), and local policies							-	-	X	X	-
2.12.10.4. Explain mail categories and precedence for dispatch TR: USPS HBK T-7 (C4)							-	-	X	X	-
2.12.11. Mail Movement Forms											
2.12.11.1. Prepare DD Form 1372, Mail Manifest TR: DoD 4525.6-M (C11.4.2)							2b	-	X	X	-
2.12.11.2. Prepare DD Form 1384, Transportation Control and Movement Document TR: DoD 4525.6-M (C11.F1), and local policies							2b	-	X	X	-
2.12.11.3. Prepare PS Form 2942-A TR: DoD 4525.6-M (C11.2.7), USPS HBK T-7 (340), and AMPS User's Guide							1a	-	X	X	X
2.13. AERIAL MAIL TERMINAL (AMT) OPERATIONS											
2.13.1. Explain mission and responsibilities TR: USPS HBK T-7 (140)							-	-	-	X	X
2.13.2. Identify mail storage and sorting locations TR: Local policies							-	-	X	X	X

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			A	B	C	D	A	B	A	B	C
			START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	OPS COURSE	SUPVR COURSE	AMN	NCO	SNCO
2.13.3. Stage incoming mail by category for dispatch TR: USPS HBK T-7 (C4), and local policies							-	-	X	X	X
2.13.4. Publish truck dispatch/receipt schedules TR: AF Postal Training Guide 7							-	-	-	X	X
2.13.5. Check transiting mail for proper size/postage and endorsements TR: AF Postal Training Guide 7							-	-	X	X	-
3. HIGHER HEADQUARTERS (HHQ) RESPONSIBILITIES FOR MILITARY POSTAL SERVICE TR: DoD 4525.6-M											
3.1. PLANS AND PROGRAMS											
3.1.1. Prepare postal support plan annexes/appendices TR: DoD 4525.6-M (C2)							-	-	-	-	-
3.1.2. Open postal activities TR: DoD 4525.6-M (C1.1.7)							-	1a	-	-	-
3.1.3. Close postal activities TR: DoD 4525.6-M (C1.1.7.4) and local procedures							-	1a	-	-	-
3.1.4. Reclassify postal activities TR: DoD 4525.6-M (C1.1.7.5)							-	-	-	-	-
3.1.5. Establish contingency postal operations TR: DoD 4525.6-M (C2.7 and C1.1.7.6)							-	-	-	-	-
3.1.6. Conduct deliberate planning TR: DoD 4525.6-M (C2.7 and C1.1.7.6)							-	-	-	-	-
3.1.7. Provide input to exercise plans TR: DoD 4525.6-M (C2.11)							-	-	-	-	-
3.1.8. Source contingency taskings TR: DoD 4525.6-M (C2)							-	-	-	-	-
3.1.9. Prepare Free Mail request message TR: DoD 4525.6-M (C2.8)							-	1a	-	-	-
3.1.10. Transportation											
3.1.10.1. Task postal activities to conduct transit time surveys TR: MAJCOM Guidance							-	-	-	-	-
3.1.10.2. Verify DAYSTAT reports TR: DoD 4525.6 (C11.2.9)							-	-	-	-	-
20.10.3. Submit HOLVOL reports TR: DoD 4525.6-M (C11.2.9)							-	-	-	-	-
3.1.10.4. Establish mail routing guides and schemes TR: MAJCOM Guidance							-	-	-	-	-
3.1.10.5. Verify daily dispatch schedules TR: MAJCOM Guidance							-	-	-	-	-

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS (SEE NOTE 2 IN STS PREFACE)	3. CBRNE TASKS (SEE NOTE 3 IN STS PREFACE)	4. OJT				5. PROFICIENCY CODES INDICATE TRAINING DELIVERED AT IPTA POSTAL COURSES (SEE NOTE 4 IN STS PREFACE)		6. INDICATES MANDATORY TASKS, BASED ON TRAINEE'S RANK (SEE NOTE 7 IN STS PREFACE)		
			A	B	C	D	A	B	A	B	C
			START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	OPS COURSE	SUPVR COURSE	AMN	NCO	SNCO
3.1.10.6. Process DD Forms 2273, Irregularities in Makeup and Dispatch of Mail TR: MAJCOM Guidance							-	-	-	-	-
3.1.10.7. Process PS Form 2734-B, Air Transportation Pay and Routing Adjustment – International and Military Mail TR: DoD 4525.6-M (C11.2.)							-	-	-	-	-
3.1.11. Operations											
3.1.11.1. Establish publications requirements TR: DoD 4525.6-M (C4.1.3)							-	-	-	-	-
3.1.11.2. Monitor Postal Supply and Equipment ordering TR: AF Postal Training Guide 9							-	-	-	-	-
3.1.11.3. Process mail cover requests TR: DoD 4525.6-M (C10.7.8)							-	-	-	-	-
3.1.11.4. Process postal offense reports TR: DoD 4525.6-M (C14) and AMPS							-	-	-	-	-
3.1.11.5. Establish postal incident policies TR: DoD 4525.6-M (C14)							-	-	-	-	-
3.1.11.6. Manage command official mail program TR: DoD 4525.8-M							-	-	-	-	-
3.1.11.7. Issue unit numbers TR: DoD 4525.8-M							-	-	-	-	-
3.1.11.8. Monitor semiannual official mail expenditures TR: DoD 4525.8-M							-	-	-	-	-
3.1.12. Audits and Inspections											
3.1.12.1. Develop inspection criteria checklists TR: MAJCOM Guidance							-	-	-	-	-
3.1.12.2. Audit postal finance records TR: DoD 4525.6-M (C12.3)							-	-	-	-	-
3.1.12.3. Conduct postal operations inspections TR: DoD 4525.6-M (C1.1 and C12.4)							-	-	-	-	-
3.1.12.4. Validate postal facility criteria TR: DoD 4525.6-M (C13.5)							-	-	-	-	-
3.1.12.5. Manage command postal training program TR: TBA Guide							-	-	-	-	-
3.2. Postal Automation TR: MAJCOM guidance and system manuals											
3.2.1. Automated Military Postal System (AMPS)											
3.2.1.1. Request AMPS access for new users							-	-	-	X	X
3.2.1.2. Update MPO profile							-	-	-	X	X
3.2.1.3. Update ZIP +4 inventory							-	-	-	-	-

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS (SEE NOTE 2 IN STS PREFACE)	3. CBRNE TASKS (SEE NOTE 3 IN STS PREFACE)	4. OJT				5. PROFICIENCY CODES INDICATE TRAINING DELIVERED AT IPTA POSTAL COURSES (SEE NOTE 4 IN STS PREFACE)		6. INDICATES MANDATORY TASKS, BASED ON TRAINEE'S RANK (SEE NOTE 7 IN STS PREFACE)		
			A	B	C	D	A	B	A	B	C
			START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	OPS COURSE	SUPVR COURSE	AMN	NCO	SNCO
3.2.1.4. Upload Parcel Tracking System (PTS) data							-	-	X	X	X
3.2.1.5. Upload daily USPS delivery data							-	-	X	X	-
3.2.2. AF Postal Community of Practice (CoP)							-	-	-	-	-
3.2.2.1. Request CoP access							-	-	-	-	-
3.2.2.2. Grant CoP access to base level users							-	-	-	-	-
3.2.2.3. Access policy/training materials from document management folders							-	-	-	-	-

Section B - Course Objective List

4. Postal course curriculum is developed and managed in accordance with Interservice Training Review Organization (ITRO) policies and procedures.

Section C - Support Materials

5. There are currently no support material requirements. This area is reserved.

Section D - Training Course Index

6. **Purpose.** This section of the CFETP identifies training courses available for continuation/ supplemental training. For information on all formal courses, refer to the Air Force Education and Training Course Announcements (ETCA) database, formerly AFCAT 36-2223, *USAF Formal Schools Catalog*, at <https://etca.randolph.af.mil/>.

7. Interservice Postal Training Activity (IPTA) In-Residence Courses.

<u>Course Number</u>	<u>Course Title</u>	<u>Location</u>
E5ALA8M000 00BA	Postal Operations Course	Ft Jackson SC
E5ALA8M000 00AA	Postal Supervisory Course	Ft Jackson SC

8. **Air Force Institute for Advanced Distributed Learning (AFIADL) Courses.** For a current listing of AFIADL courses go to <http://www.au.af.mil/au/afiadl>.

9. Exportable Courses.

For a current list of available CBT courses refer to the AF e-Learning site (accessible through the AF Portal, <https://www.my.af.mil>).

Section E - MAJCOM Unique Requirements

10. There are currently no MAJCOM unique requirements. This area is reserved.