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This pamphlet implements Department of Defense (DoD) 4525.6-M, *DoD Postal Manual*, Volume I, with Change 1, December 1989, and Volume II, February 1987, with Change 1. This pamphlet is an orientation guide for personnel tasked to augment overseas postal units during a wartime or contingency situation. It includes information on augmentee duties and instructions for preparing for deployment to overseas areas. It defines what augmentees should know before deploying, and addresses most major tasks an augmentee may have to perform. Military and civilian supervisors should use this pamphlet as a means to familiarize personnel selected as postal augmentees with their duties.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

This revision updates duties postal augmentees may have to perform and includes changes on special services, classes of mail, processing of contingency mail by the United States Postal Service (USPS), and postal policy made in revisions to the USPS Domestic Mail Manual (DMM) and DoD publications. It also adds a revised glossary of references, abbreviations, and acronyms at Attachment 1.

Section A—The Military Postal Service (MPS)

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

2. Transportation. The USPS and MPS use all modes of transportation available (land, sea and air) to make sure mail reaches its final destinations as expeditiously as possible. For example, priority mail goes by air, while lower priority mail often goes by surface. At the Continental United States (CONUS) gate-

way cities (New York, Dallas-Fort Worth, Miami, Washington DC, and San Francisco), USPS personnel sort mail by five-digit geographical Zip Codes for Army and Air Force (APO), and Navy and Marine land based post offices (fleet post office [FPO]) during peacetime. USPS sorts mail for all Navy and Marine mobile units, to nine-digits during peacetime and contingencies and to nine-digits, for Army and Air Force when warranted during contingencies.

3. Aerial Mail Terminals (AMT) and Military Post Offices (MPO). Once mail arrives in the overseas theater, responsibility for continued movement lies with the military. AMTs, which the Air Force normally locates at or near airports, receive mail from commercial airlines, or when commercial air is not available, from the Air Mobility Command (AMC), and delivers it to MPOs operated by each service. They also use the same air carriers to return mail received from MPOs to CONUS. Contingency MPOs deployed to overseas areas sort and deliver mail directly to Unit Mail Clerks (UMC), who make final delivery to the addressee. Permanent MPOs located in deployment locations use a combination of the UMC system and Postal Service Center (PSC) concept to deliver mail to deployed personnel.

Section B—The Air Force Postal Contingency Mission

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

Section C—The Augmentee's Role

5. Your Role. When your command tasks you to support an overseas postal unit, you may augment an existing AMT, or MPO. You could also find yourself assigned to a new postal facility established to support the contingency. Your duties will vary depending on which facility you augment (AMT or MPO). *You can combine MPO and official mail functions at some locations to maximize both equipment and personnel resources.* We will discuss your duties later in the pamphlet under Contingency AMT and MPO Augmentee Duties. At the AMT and MPO you will have fully qualified postal personnel (Special Duty Identifier (SDI) 8M000) to train and supervise you. During an actual contingency, postal personnel may not have the time to provide full on-the-job training, but they will train and guide you in your tasks to the maximum extent possible.

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

6.1. Have no record of conviction by courts-martial.

6.2. Have no record of punishment under Article 15, the Uniform Code of Military Justice, involving a postal-related incident.

6.3. Have no civilian convictions other than minor traffic violations.

6.4. Have no record of derogatory information or unfavorable conduct that casts doubt on your trustworthiness and honesty.

6.5. Possess high moral standards and excellent military bearing.

6.6. Have no history of psychiatric disorder, alcoholism, or drug abuse, unless a medical evaluation determines the condition no longer exists.

6.7. Have a record of financial responsibility.

6.8. Have no previous releases from military postal duties for cause or criminal convictions.

6.9. Meet the eligibility requirements for a SECRET clearance (an Entrance National Agency Check or National Agency Check on file).

6.10. Not have physical restrictions prohibiting duty involving prolonged standing, walking, or lifting of weights up to 70 pounds.

6.11. Have a physical profile serial code (PULHES) of 2211221 (see your hospital for details).

6.12. Once selected you must:

- Complete all immunizations for worldwide deployments.
- Possess a valid U. S. civilian or government driver's license.
- Possess a current government identification card.
- Possess identification tags (dog tags).
- Deploy with a complete issue of field clothing.
- Deploy with standard mobility bags and chemical warfare gear as required.

Section D—Contingency Postal Operations

7. Contingency Versus Peacetime Operations.   During a contingency situation, postal services differ from peacetime operations. The main differences are limitations on personal mail and the method and mode of transportation services available. Because of limitations, commanders may limit types of mail at contingency location to first-class letter, voice cassette mail, and official mail.

8. Personal Mail and Services.   During a contingency the Air Force may suspend delivery of personal parcels. However, personal first-class mail may include cassettes (voice and video) having characteristics of personal correspondence provided they weigh less than 11 ounces. The Air Force will provide special services such as money order sales, insurance, registered mail and certified mail to the maximum extent possible, in a wartime situation.

9. Free Mail Privilege.   At some point during a contingency, the Secretary of Defense and the USPS may implement free mail privileges according to Title 39, United States Code, Section 3401, and Executive Order 12556. Free mail consists of letter mail and sound-recorded cassettes (voice and video). The directives authorize free mailing privileges for members of the Military services and DoD civilians on duty in combat areas designated by the President.

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

11. Official Mail.   Official mail pertains to US Government business. During a contingency, you will not normally restrict official mail. In some instances, DoD may also task the Air Force to provide service to international military commands, or agencies.

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

13. Personnel Support.   In a "contingency sustained environment," you can expect to work 12-hour days, 6 days per week. Two personnel (one a qualified SDI 8M000) are assigned to each contingency MPO servicing a population of less than 1,000 personnel. Normally, an additional individual will augment the MPO for each increase of 500 over the initial 1,000 personnel. Normally, a minimum of five (two qualified 8M000 personnel) support each contingency AMT having a population up to 5,000 personnel and serving up to three MPOs. Normally, each increase of 1,500 personnel adds one additional augmentee to the wartime AMT manning. If the AMT is a 24 hour operation, these requirements increase by a factor of X2.

14. Interservice Activities.   You could possibly fill a postal augmentee contingency requirement at an MPO or bulk mail processing facility operated by one of the other services. The Military Service with the majority of personnel at a given location normally establishes and operates the MPO; the other services sometimes augment in proportion to their share of the total population served.

Section E—Types and Classes of Mail

15. Types of Mail.   Usually, the Air Force handles two types of mail during the initial stages of a contingency. The first category is official mail and the second is personal mail that consists of first-class mail weighing not more than 11 ounces (cards, letters, and voice cassettes having the characteristics of personal mail). The 11 ounce restriction is normally imposed at the beginning of any contingency because of limited airlift. The Unified Commander establishes levels of mail service and may include all classes of mail if sufficient facilities, manpower, and airlift are available.

16. Classes of Mail.   USPS has five classes of mail available for use during contingencies.

16.1. Express Mail Military Service (EMMS). Express mail is not normally offered during contingencies. EMMS provides the fastest possible delivery of urgent mail. By using special orange and blue pouches, postal personnel handle express mail rapidly.

16.2. First-Class and Priority Mail. "Air Mail" service for cards, letters, and parcels is the most expeditious mode of mail movement next to express mail. Priority mail is first-class mail weighing more than 11 ounces and, at the mailer's option, any other mail matter (including regular first-class mail) weighing 11 ounces or less.

16.3. Periodicals. Consists of newspapers and periodical publications published at stated frequency with the intent to continue publication indefinitely. Second-class publications, published weekly, or more frequently (Time-Value Publications [TVP]), are airlifted to overseas areas as Space Available Mail (SAM).

16.4. Standard Mail. Standard mail consists of Standard A and Standard B:

16.4.1. Standard A Mail. Consists of articles weighing less than 16 ounces and not afforded first-class postage. Standard A replaces third-class mail.

16.4.2. Standard B Mail. Same as Standard A above, but at least 16 ounces and not more than 70 pounds. Standard B is usually referred to as "parcel post." SAM and Parcel Airlift (PAL) apply to Standard B mail. Standard B replaces fourth-class mail.

Section F—Special Services

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

17.1. Registered Mail. This is the most secure service the USPS offers. It incorporates a system of receipts to monitor the mail's movement from the point of acceptance to delivery. Additional postal insurance coverage is purchased for registered mail in case of loss or damage. Only mail prepaid with postage at the first-class rates is registered.

17.2. Certified Mail. Provides the sender with a mailing receipt and a delivery record at the post office of address. No record is kept at the office from which certified mail is mailed. No insurance coverage is provided. Dispatch certified mail and handle in-transit as ordinary mail. Only mail on which postage at the first-class or Priority Mail rate is paid, is accepted as certified mail.

17.3. Insured Mail. Provides coverage for lost, rifled, or damaged articles. The liability limit is $600.00. You can insure Standard A and B mail (old third and fourth class), or Standard A and B mail mailed at the first-class rate of postage. You must endorse sealed articles "Standard A Mail Enclosed" or "Standard B Mail Enclosed," in addition to the first-class or priority mail endorsement. You may also insure Official government mail under certain circumstances (see DoD 4525.8-M, *Official Main Manual*, July 1987,with Changes 1 and 2/ AF Supplement). The USPS DMM lists items you cannot insure.

17.4. Return Receipt of Merchandise. Is a form of return receipt service that provides the sender with a mailing receipt, a return receipt, and a delivery record at the office of address.

Section G—Evacuation and Destruction

18. Evacuation and Destruction Possibilities. You face the possibility of having to evacuate an area. If an evacuation order occurs, the major command (MAJCOM) postal activity directs the evacuation or destruction of classified materials, mail, and postal effects according to local directives. Postal effects may include such items as official registered mail, directory service cards, postage stamps and stamped paper, records, equipment, mailbags, and furniture.

Section H—Mailbags

19. During Contingencies. Military postal personnel use specially designed USPS empty equipment for transporting mail. During a contingency situation, postal personnel primarily use:

19.1. Letter class mail (LCM) and flat trays. Cardboard trays with covering sleeves that have "US Mail" in bold print on their surfaces.

19.2. Orange mailbags. Transport letters and first-class and priority packages.

19.3. Gray mailbags. Transport military ordinary mail.

20. During Peacetime. For informational purposes only, MPOs use the following equipment:

20.1. Orange and blue mailbags. Transport express mail.

20.2. Orange mailbags. Transport letters and first-class and priority packages.

20.3. LCM and flat trays.

20.4. Red mailbags. Transport SAM and PAL. SAM consists of Standard A and B (third and fourth class) parcels and Periodicals (second-class) publications (TVPs) that feature current news. PAL provides for air transportation of parcels on a space available basis to or from MPOs.

Section I—Postal Equipment

21. Types of Equipment. Postal equipment normally used at AMTs and MPOs, includes postage meter machines, 70 pound postage scales, 16 ounce bar scales, 125 pound airport scales, money order imprinters, tying machines, field safes, post office box kits for minor repairs, USPS pouches, sack racks, rubber date stamp kits, postage vending machines, etc. Postage stamps, postal cards, and envelopes are also maintained for use by organizations and service members until free mail is implemented. DoD/USPS normally allows DoD personnel to mail letters, postcards, and recorded communications (sound or video) with the character of personal correspondence free during contingencies. We do not expect augmentees to deploy with any of this equipment. You will need your mobility equipment (bag, folder, etc.) and field clothing. See attachment 2 for other recommended items you should bring along.

Section J—Postal Offenses

22. Postal Offenses Defined. Postal offenses are occurrences that violate laws, agreements, or USPS and DoD regulations, and that jeopardize the security of mail and other USPS and DoD property. Postal offenses include:

22.1. Mailing illegal drugs, pornographic material, or other prohibited matter. UMRs must contact their serving post office for guidance.

22.2. Theft, rifling, delay, destruction, or interception of mail while under jurisdiction or custody of the MPS, at all levels.

22.3. Alteration, destruction, or other unauthorized disposition of postal records.

22.4. Use of the mail to defraud.

22.5. Robbery, burglary, or forceful entry into military postal activities.

22.6. Unauthorized use of MPS privileges.

NOTE:

For the reference authority, refer to the DoD Postal Manual, Volume 1, Chapter 14, and Volume II, Chapter 7, for further information on postal offenses.

Section K—Contingency and Wartime AMT Augmentee Duties

23. Contingency AMT Key Duties, Tasks, and Responsibilities. The following are possible duties. They are not a statement of required training:

23.1. Process all mail originating, transiting, or terminating at the AMT:

23.1.1. Accept outgoing official mail from Base Information Transfer System (BITS) personnel.

23.1.2. Place outgoing mail into trays, pouches, or sacks.

23.1.3. Prepare and affix routing labels and fly tags.

23.1.4. Weigh and count outgoing mail.

23.1.5. Sort outgoing mail by destination and prepare manifests for mail dispatched.

23.1.6. Load and unload mail from various modes of transportation.

23.1.7. Tender mail to AMC representatives or authorized commercial airline representatives.

23.1.8. Safeguard classified mail according to AFI 31-401, *Managing the Information Security Program.*

23.2. Receive Incoming Mail from AMC or Authorized Airlines:

23.2.1. Check manifests against mail received to ensure proper receipt.

23.2.2. Monitor host nation customs examination of mail including disposition of confiscated items (if applicable).

23.2.3. Sort incoming mail according to distribution schemes and deliver mail to MPOs and official base agencies.

23.3. Process Incoming and Outgoing Registered Mail:

23.3.1. Open registered pouches, verify contents, and endorse inside manifold dispatch bills.

23.3.2. Deliver incoming registered mail.

23.3.3. Cancel or postmark outgoing registered mail.

23.3.4. Pouch, label, tag, and seal outgoing registered mail.

23.3.5. Dispatch registered mail.

23.3.6. Witness opening and closings of registered mail pouches.

23.3.7. Process high value shipments and coordinate protection of high value shipments with Security Police.

23.4. Military Postal Service Information Systems:

23.4.1. Prepare postal activity reporting system (PARS) reports, postal net alerts (PNA), and other mail movement data analyses according to DoD 4525.6-M, Volume 1, chapter 3, Section 310 (PARS) and chapter 11, section 1112 (PNA).

23.4.2. Prepare Transit Time Information Standard System for Military Mail (TTISSMM) worksheets and reports.

23.5. Establish Forms and Publications Requirements:

23.5.1. Requisition, maintain, and update applicable USPS, DoD, and Air Force publications and forms.

23.5.2. Inventory and order postal supplies and equipment.

23.5.3. Control, audit, and safeguard accountable postal equipment.

23.6. Identify and prepare Postal Offense Reports according to DoD 4525.6M, Volume 1, Chapter 14:

23.6.1. Make initial report to MPSA and send information copy to MAJCOM and parent unit within 24 hours.

23.6.2. Submit 30-day follow-up reports until closed.

Section L—Contingency and Wartime MPO Augmentee Duties.

24. Wartime MPO Key Duties, Tasks, and Responsibilities. The following are possible duties. They are not a statement of required training.

24.1. Process All Incoming Mail:

24.1.1. Pick up or arrange for transportation of incoming mail from the AMT or other sources.

24.1.2. Load and unload mail from various modes of transportation.

24.1.3. Process, store, and safeguard mail.

24.1.4. Sort personal mail by organization or agency and distribute to UMCs for delivery to patrons.

24.1.5. Prepare postal service forms involving notification and receipt of accountable and nonaccountable mail.

24.2. If the contingency location does not have an AMT, or mail control activity (MCA), collocated with the MPO, the MPO clerk will perform these outgoing mail functions:

24.2.1. Accept and dispatch outgoing official mail from BITS personnel.

24.2.2. Place outgoing mail into trays, pouches, or sacks and affix routing labels and tags.

24.2.3. Weigh and count outgoing mail.

24.2.4. Prepare truck manifests for dispatching mail to the nearest AMT/MCA.

24.3. Provide Directory Service:

24.3.1. Maintain personnel locator cards (non-unit personnel) or automated locator system.

24.3.2. Process undeliverable as addressed mail.

24.3.3. Send mail for casualties, personnel missing in action, and prisoners of war to the Casualty Unit for processing.

24.3.4. Send mail to authorized personnel.

24.3.5. Provide directory service for mail for units returned to the CONUS, for inactive units, for decommissioned ships, or for disestablished stations.

24.3.6. Process "General Delivery" and "Hold Mail" for incoming Permanent Change of Station or transient personnel.

24.4. Maintain publications:

24.4.1. Requisition, maintain, and update applicable USPS, DoD, and Air Force publications and forms.

24.5. Military Postal Service Information Systems:

24.5.1. Prepare PARS reports, PNA, and other mail movement data analyses.

24.5.2. Prepare TTISSMM worksheet and reports.

24.6. Identify and prepare Postal Offense Reports according to DoD 4525.6M, Volume 1, Chapter 14:

24.6.1. Make initial report to MPSA and send information copy to MAJCOM and parent unit within 24 hours.

24.6.2. Submit 30 day follow-up reports until closed.

Section M—Who To Contact With Questions

25. Conclusion. Now that you have read this pamphlet, we know that you have a general overview of a postal augmentees duties. For questions concerning postal operations at overseas locations, contact your Chief, Communications Squadron Postal Flight, for assistance.

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Director, Communications and Information

Attachment 1

GLOSSARY OF REFERENCES, ABBREVIATIONS, AND ACRONYMS

References

*Code of Federal Regulation, Title 39, Postal Service*DoD Manual 4525.6-M, *DoD Postal Manual, Volume I,* with Change 1, December 1989, and Volume II,February 1987 with Change 1

DoD Manual 4525.8-M, *Official Mail Manual,* with Changes 1 and 2, July 1987, AF Supplement, 18 April 1994

AFI 31-401, *Managing the Information Security Program*

Significant References

USPS Administrative Support Manual (ASM)

USPS Domestic Mail Manual (DMM)

USPS International Mail Manual (IMM)

USPS Postal Operations Manual

USPS Publication 65A, *USPS National ZIP Code Directory*

DoD Catalog 4525.6-C, DoD *Postal Supply Catalog,* April 1990

DoD Handbook 4525.6-H, *Mail Distribution Instructions and Labeling Handbook (MDILAH),* October 1981 with Change 1

DoD List 4525.6-L-1, *Military Post Office Location List (MPOLL),* February 1990

DoD List 4525.6-L-2, *Military Post Office Mail Distribution Scheme (MPOMDS)*, April 1990

DoD Standard 4525.6-STD, *Transit Time Information Standard System for Military Mail (TTISSMM),* May 1993 with Change 1

Abbreviations and Acronyms

AMC—Air Mobility Command

AMT—Aerial Mail Terminal

APO—1. Air Force Post Office

—2. Army Post Office

BDU—Battle Dress Uniform

BITS—Base Information Transfer System

CONUS—Continental United States

DMM—Domestic Mail Manual

DoD—Department of Defense

EMMS—Express Mail Military Service

FPO—Fleet Post Office

LCM—Letter Class Mail

MAJCOM—Major Command

MCA—Mail Control Activity

MPO—Military Post Office

MPS—Military Postal Service

MPSA—Military Postal Service Agency

PAL—Parcel Airlift

PARS—Postal Activity Reporting System

PNA—Postal Net Alert

PSC—Postal Service Center

SDI—Special Duty Identifier

SAM—Space Available Mail

TTISSMM—Transit Time Information Standard System for Military Mail

TVP—Time-Value Publication

UMC—Unit Mail Clerk

UMR—Unit Mailroom

USPS—United States Postal Service

Attachment 2

DEPLOYMENT ITEMS

Table A2.1. Mandatory Items.

ITEM	QTY
ID Tags and Chain	2
A-Bag (includes sleeping bag, helmet, poncho, mess kit, etc.)	1
AF Form 245, **Employment Locator and Processor Checklist**	1
DD Form 93, **Record of Emergency Data**	1
Orders	10
Shot Records	1

Table A2.2. Clothing Requirements (Minimum).

ITEM	MALE QTY	FEMALE QTY
Assorted Civilian Clothes		
BDU Camouflage Cap	2	2
BDU Camouflage Uniform	3	3
Belt w/Black Tip and Buckle	1	1
Boots (Black or as Directed)	1	1
Duffel Bag/Suitcase (softside, rounded corners)	1	2
Field Jacket (Seasonal)	1	1
Pair of Gloves and Inserts	1	1
Pairs of Socks	4	4
T-Shirts	4	4
Toiletries(Shaving Kits for Men)	1	1
Towels	2	2
Undergarments	4	4

Table A2.3. Miscellaneous Items.

ITEM	QTY
Air Mattress/Pad	1
Clothesline (spool)	1
Flashlight and Batteries	1

ITEM	QTY
Laundry Bag	1
Padlocks	2
Pillow/Pillowcase	1
Pocket Knife (less than 3-inch blade)	1
Sheets/Blankets	1
Small Portable Radio/Walkman	1
Small Rug	1
Snacks/Extra Toiletries	
Soap Powder	1

NOTE:

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