



POSTAL ROUNDTABLE



JAN 05



OPENING REMARKS



INTRODUCTIONS





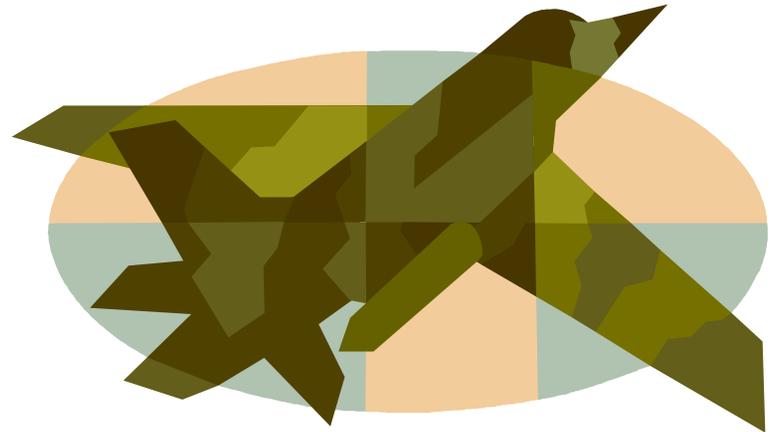
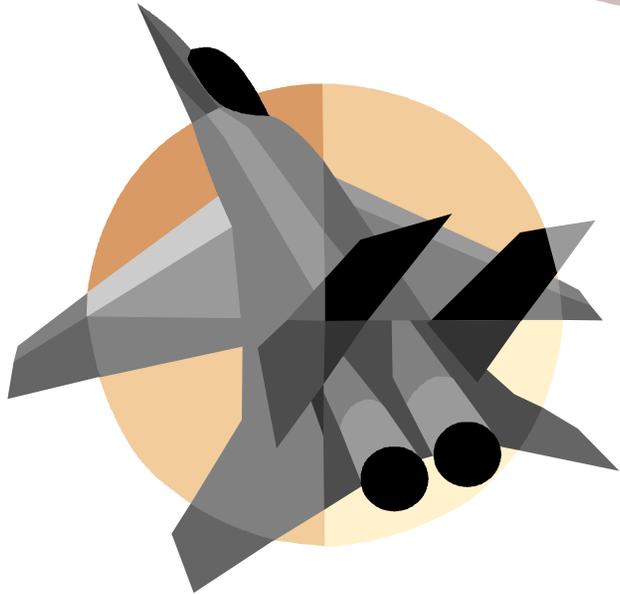
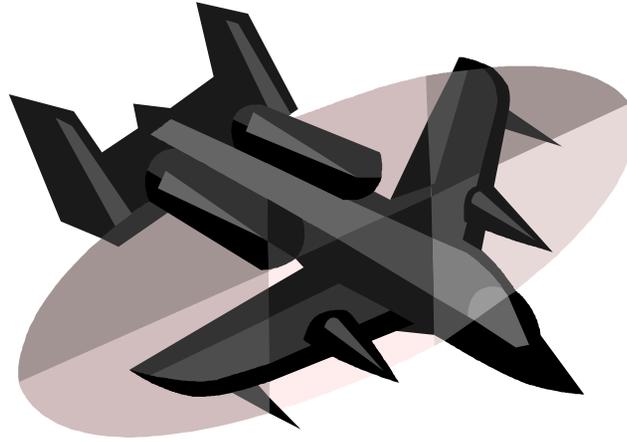
MISSION



To train MPO personnel on postal operations, give a working knowledge of the JMMT and review the holiday mail season operations.



AIR FORCE AMT BRIEF





LOCATIONS NOT AUTHORIZED "MPS/IDS" SERVICE



**50 USA "STATES"
CARIBBEAN LOCATIONS
PUERTO RICO
U.S. VIRGIN ISLANDS
APO/FPO AA
GUAM
AMERICAN SAMOA
FED ST MICRONESIA
NORTHERN MARIANA IS
MARSHALL ISLANDS
PALAU ISLAND
APO/FPO AE "Registered Mail"**

**MAIL SENT TO THE LOCATIONS LISTED ABOVE
MUST HAVE POSTAGE AFFIXED.**

JAN 05

17 October 2003



96511 (CFB

ESQUIMALT, BC)

LOCATIONS NOT AUTHORIZED "MPS/IDS" SERVICE



96536 (AGANA,

GUAM)

96537 (AGANA,

GUAM)

96538 (AGANA,

GUAM)

96540 (AGANA,

GUAM)

96541 (AGANA,

GUAM)

96542 (AGANA,

GUAM

96543 (AGANA,

GUAM)

96555

**MAIL SENT TO THE LOCATIONS LISTED ABOVE
MUST HAVE POSTAGE AFFIXED.**

JAN 05

17 October 2003

96557 (ROI-



APO/FPO ZIP CODES



APO/FPO ZIP CODES/DESTINATION TAGS/LABELS FOR DISPATCHING ON AMC OR COMMERCIAL AIRCRAFT

<u>APO/FPO</u>	<u>(N)</u>	<u>(R)</u>	<u>APO/FPO</u>	<u>(N)</u>	<u>(R)</u>
962---	ICN	SEL (P/O)	96378		OKA *DNA (P/O)
96306	NRT	*OKO (P/O)	96379		OKA *DNA (P/O)
96309	NRT	*OKO (P/O)	96384		OKA *DNA (P/O)
96310	NRT	*OKO (P/O)	96386		OKA *DNA (P/O)
96311	NRT	*OKO (P/O)			
96313	NRT	*OKO (P/O)	96387		OKA *DNA (P/O)
96319	NRT	*OKO (P/O)	96388		OKA *DNA (P/O)
96321	NRT	*OKO (P/O)	96507		SIN *OKO (P/O)
96322	NRT	*OKO (P/O)	96515		MNL MNL (P)/*OKO (O)
96323	NRT	*OKO (P/O)	96517		MNL MNL (P)/*OKO (O)
96325	NRT	*OKO (P/O)	96520		JKT JKT (P)/*OKO (O)
96326	NRT	*OKO (P/O)	96521		HKG NO REG MAIL
96328	NRT	*OKO (P/O)	96522		HKG NO REG MAIL
96330	NRT	*OKO (P/O)	96530		SYD SYD (P)/*OKO (O)
96336	NRT	*OKO (P/O)	96531		AKL *CHC (P/O)
96337	NRT	*OKO (P/O)	96534		SIN *OKO (P/O)
96338	NRT	*OKO (P/O)	96535		KUL *OKO (P/O)
96339	NRT	*OKO (P/O)	96545		SYD SYD (P)/*OKO (O)
96343	NRT	*OKO (P/O)	96546		BKK BKK (P)/*OKO (O)
96347	NRT	*OKO (P/O)	96547		BKK BKK (P)/*OKO (O)
96348	NRT	*OKO (P/O)	96548		ASP ASP (P)/*OKO (O)
96349	NRT	*OKO (P/O)	96549		ASP ASP (P)/*OKO (O)
96350	NRT	*OKO (P/O)	96551		SYD SYD (P)/*OKO (O)
96362	OKA	*DNA (P/O)	96552		SYD SYD (P)/*OKO (O)
96364	OKA	*DNA (P/O)	96553		SYD SYD (P)/*OKO (O)
96365	OKA	*DNA (P/O)	96554		SYD SYD (P)/*OKO (O)
96367	OKA	*DNA (P/O)	96555		HNL *HIK (P/O)
96368	OKA	*DNA (P/O)	96556		HNL *HIK (P/O) (closed)
96370	OKA	*DNA (P/O)	96557		HNL *HIK (P/O)
96372	OKA	*DNA (P/O)	96558		HNL *HIK (P/O)
96373	OKA	*DNA (P/O)	96595		NKW *OKO (P/O)
96374	OKA	*DNA (P/O)	96596		HNL *HIK (P/O)
96375	OKA	*DNA (P/O)	96597		HNL *HIK (P/O)
96376	OKA	*DNA (P/O)	96598		AKL AKL (P)/*CHC (O)
96377	OKA	*DNA (P/O)	96599		AKL AKL (P)/*CHC (O)

(N)on-Registered, (R)registered, (P)ersonal Registered, and (O)fficial Registered

Registered mail for Tripler AMC will be slide labeled for Tripler with “**HIK**” destination tag/label and weight in pounds.

(*) **DENOTES AIR MOBILITY COMMAND (AMC) AIRCRAFT - WEIGHTS ON DESTINATION TAGS/LABELS WILL BE IN POUNDS FOR AMC DISPATCHES.**



1st Platoon
Delta Company,
516th PSB



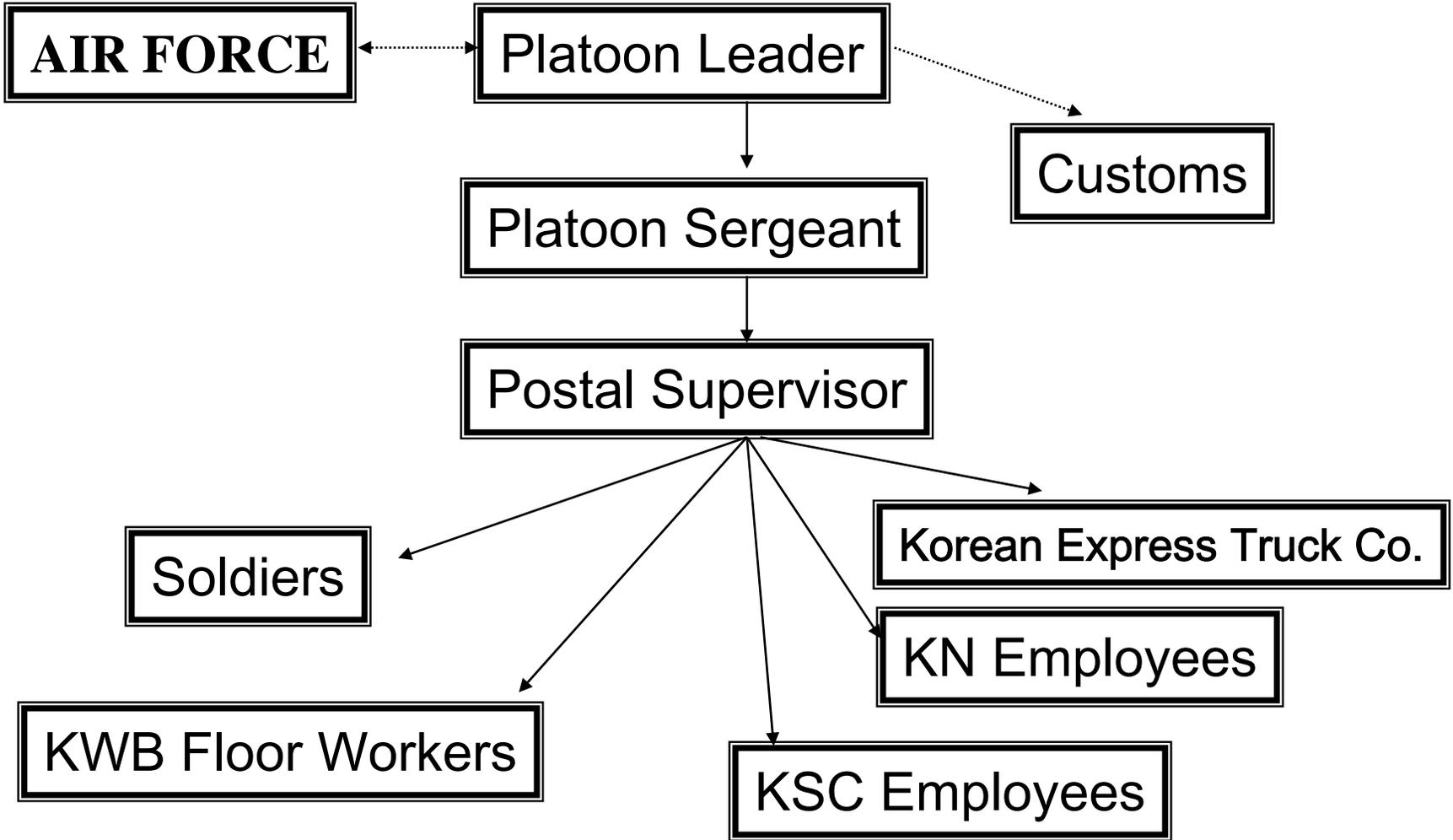
MISSION STATEMENT



1st Platoon Delta Company,
516th Personnel Services Battalion
provides General Support to all
Military Post Offices in the Korean
Theater, to over 70,000 military service
members,
civilian contractors, and family members, and
processes all Casual Mail in Theater.



MMT STRUCTURE





MMT PERSONNEL



MILITARY

Platoon Leader	1
Platoon Sergeants	1
Postal Supervisor	1
Soldiers	11

KOREAN NATIONAL

KSC Employees	2
KN Employees	2
KWB Floor Workers	5
Korea Express Drivers	19

TOTAL 42



MMT OPERATIONS



- Joint Operations between Army and Air Force
- Operations 7 days a week
- 0400 to 0200 hrs Monday thru Friday
- 0830 to 1130 hrs, 1700 to 0200 hrs Saturday/Sunday



OPERATIONS (cont.)



JOINT ARMY/AIR FORCE OPERATIONS:

- 1st Platoon, Delta Company, 516th PSB
- Det 1, PACAF, Seoul AMT

DET 1 HANDLES:

- All registered mail
- Receipt and Dispatch Section (APO AP 96276)
- Flight Line Operations
- Air Carrier Liaison



OPERATIONS (cont.)



ARMY HANDLES:

- Registered Mail Guards
- Customs Liaison
- Trucking Company Liaison
- Loading and Dispatch of Mail Trucks
- Receipt and Unloading of Mail Trucks



MMT SCHEDULE



- 0400- Receive dispatches and Registered Mail
- 0430- Trucks Depart (4-5 mail guards Mon-Fri)
- 0900- Mail Call for Outbound Mail
- 1100- Mail Call ends
- 1130- Mail loaded on air cargo containers
- 1330- Physical Training (CP MARKET)

- 1700- Evening shifts begin
- 1730- Mail Call for Inbound Mail
- 1800- Manifests for next day prepared
- 2100- Mail Call for Inbound Mail
- 2300- Final Mail Call (Time depends on last flight into Incheon)
- 0200- Trucks and MMT secured

**NOTE: TIMES BETWEEN MAIL CALL ARE FILLED
CONDUCTING CASUAL MAIL DIRECTORY**



MAIL PROCESS



INCOMING FLIGHTS
ARRIVE AT INCHEON

MAIL CONTAINERS
TO MMT

INBOUND MAIL CALL
(1700-2300)

DISPATCH TRUCKS
TO APOs
(OUTBOUND PICK-UP)

OUTBOUND MAIL CALL
(0900-1130)

MAIL CONTAINERS
TO AIRLINES (INC)

- Mail is dispatched to Airlines a maximum of 4 hours of arrival at MMT
- Mail is delivered to APOs approximately 15 hours of arrival in country



SERVICING APOS



96205	Yongsan	96275	Suwon
96283	Market	96278	Osan
96224	Casey	96297	Long
96257/8	Red Cloud	96260	Carroll
96208	Page	96218	Taegu
96271	Humphreys	96259	Pusan
96202	K-16	96264	Kunsan
96262	Kwangju		





MISSION ASSETS

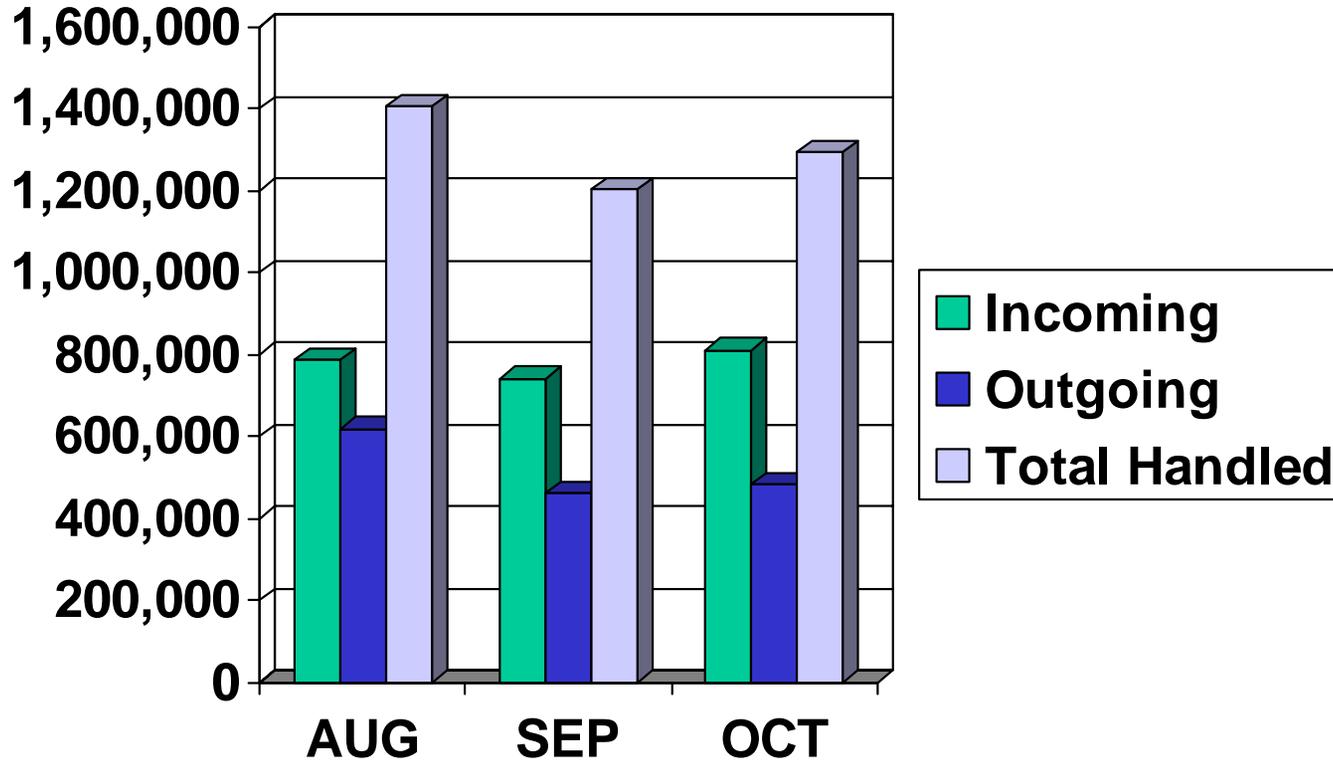


- 19 trucks from Korea Express Trucking Co.
- 2 Casual Mail Directory Computers
- Over 50 personnel including Air Force, Customs and Army to conduct daily operations



OPTEMPO EXECUTION

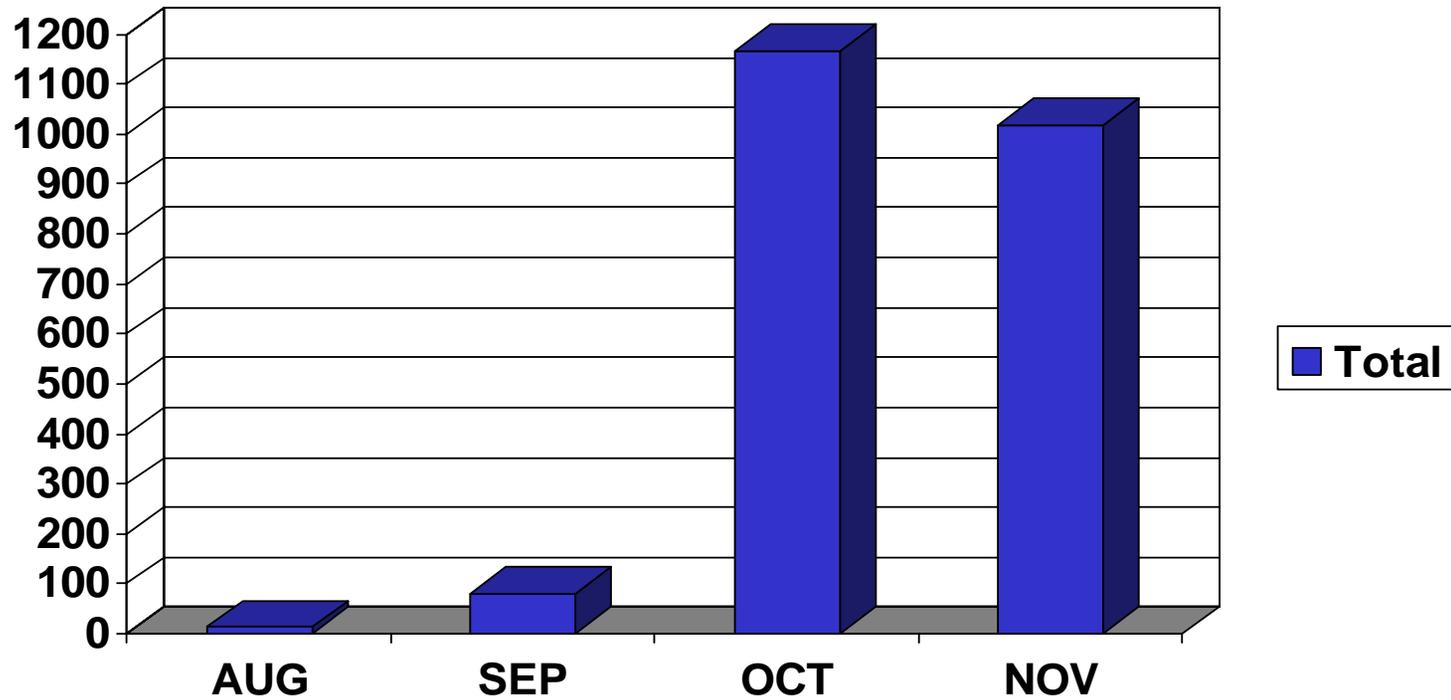
Postal Volume AUG 2004-OCT 2004





ROK ARMY

Mail Volume (Kg) AUG 2004-NOV 2004



as of 14 November 2004



ADDITIONAL DUTIES



- Oversee Camp Market APO Operations
- Act as witness for all detained mail through Korean Customs
- Collect and send all empty equipment from the theater to San Francisco
- Receive and dispatch Bulk trucks inbound from Pusan
- Process Government Bills of Lading for Korea Express



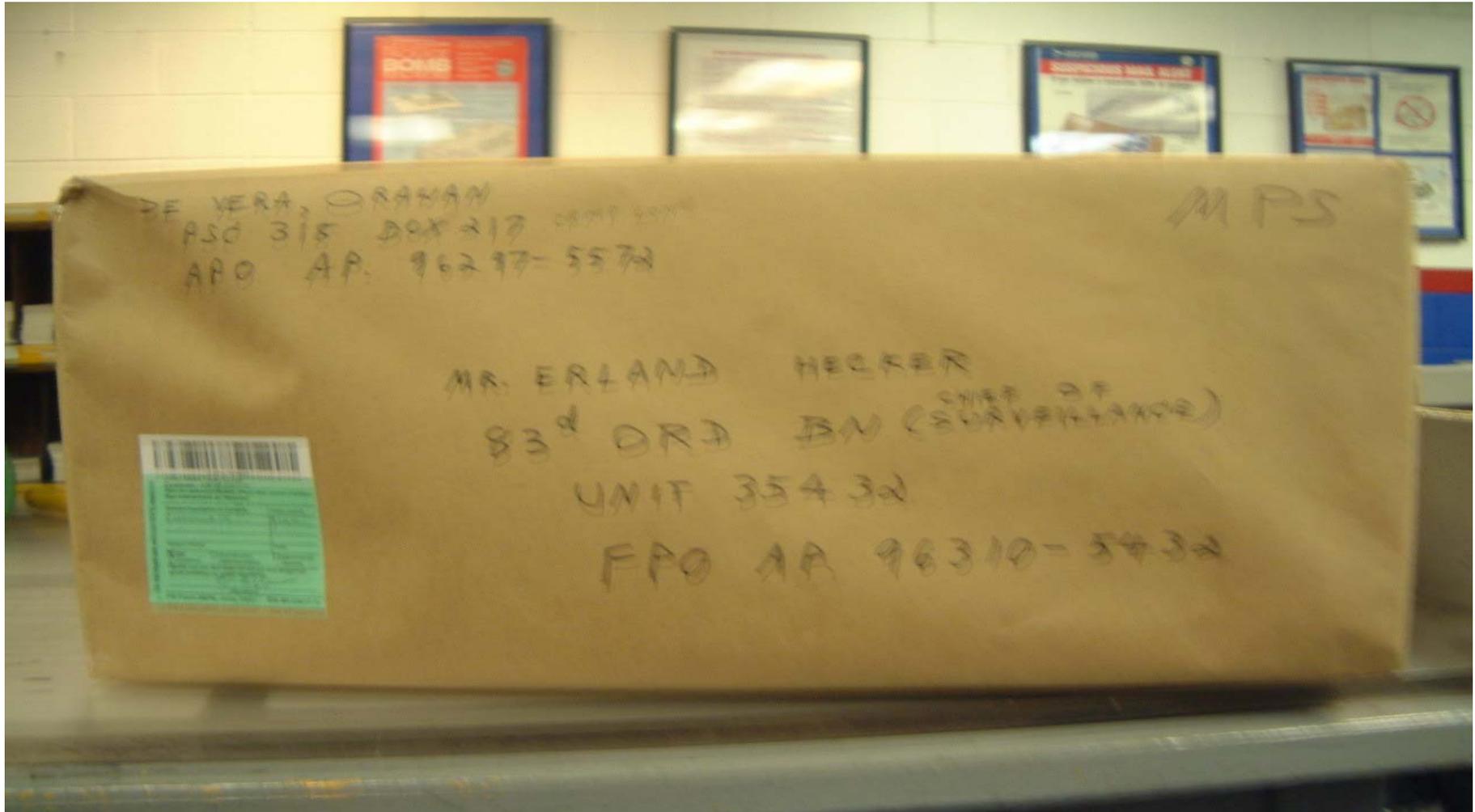
CONCLUSION



- JOINT OPERATION BETWEEN ARMY AND AIR FORCE
- THE ENTRY AND EXIT POINT FOR ALL MAIL IN KOREA
- PROVIDE GENERAL AND DIRECT SUPPORT TO KOREA/AREA II
- OPEN 7 DAYS A WEEK + TRAINING HOLIDAYS
- LARGEST POST OFFICE IN PACIFIC
- MMT HANDLES IN EXCESS OF 1 MILLION POUNDS OF MAIL MONTHLY
- APO HANDLES APPROXIMATELY ½ TOTAL MAIL COMING INTO KOREA



MAIL CALL PICS



JAN 05

8

MAIL CALL PICS



JAN 05



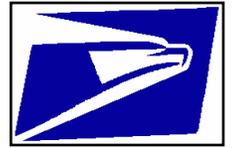
MAIL CALL PICS



JAN 05



MAIL CALL PICS



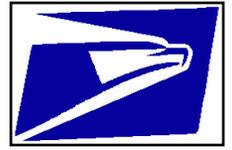


MAIL CALL PICS





MAIL CALL PICS





MAIL CALL PICS



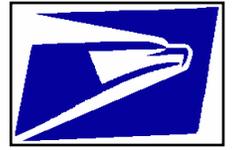


MAIL CALL PICS





MAIL CALL PICS



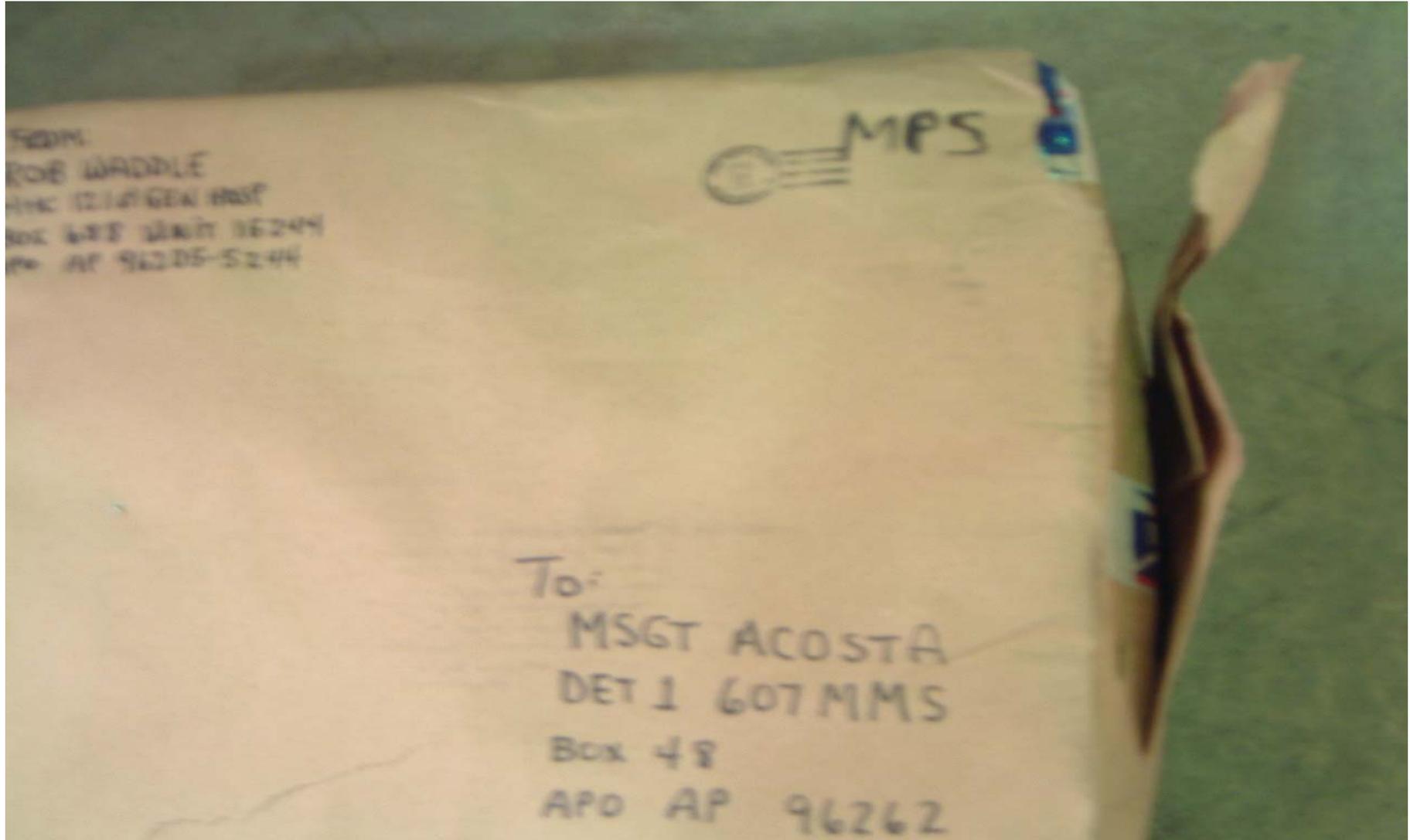


MAIL CALL PICS





MAIL CALL PICS





MAIL CALL PICS





COMMON FINANCE ERRORS





AIC 100:



- !!!!!!!!**Mismatch**!!!!!!!
- MO Voucher/ 1412 Date
- MO Voucher/ 1412 Amount
- MO out of sequence



AIC 553:



- Clerk failed to retain PVI label
- PVI label illegible w/out supporting documents
- No PS Form 3533



AIC 676



- Incorrect calculation (dates)
- Notice left on time
- Arrival at pickup point on time
- Item delayed in customs
- Missing original 11B
- Claim filed after >90days from date of mailing
- Clerk refunded insurance fee



AIC 752



- Miscount cash and checks
- Clerk failed to round up/dn
- 762/772 errors



AIC 762/772: (Verify Batch close/Unit 1412



- Mismatch
- Credit Card (CC) AMT --- IRT AMT
- Credit Card VS Debit Card
- Clerk failed to enter transaction into IRT
- Clerk used more than one credit machine
(no clerk report)



Unit 853/Clerk Balance



- Cope entered incorrect amount
- APC Stamp Minus
- Clerk Stamp plus
- Clerk Stamp Minus Vs Stamp Plus
- Clerk did erroneous Stamp Plus/Stamp Minus



Clerk PVI --AIC 109



- Clerk disk crash
- Power Failure



Holiday Season AAR



USFK Mail Volumes 2003/2004

2004	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEP	OCT	NOV	DEC
RECEIVED	804,734	709,473	771,027	809,634	855,706	663,083	707,253	787,245	740,249	810,488	797,792	1,065,382
DISPATCHED	389,383	418,860	503,517	492,826	480,971	460,246	461,054	618,526	461,619	483,550	493,761	647,573
TOTAL LBS	1,194,117	1,128,333	1,274,544	1,302,460	1,336,677	1,123,329	1,168,307	1,405,771	1,201,868	1,294,038	1,291,553	1,712,955
2003												
	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEP	OCT	NOV	DEC
RECEIVED	723,300	782,803	875,734	826,055	898,150	731,087	759,294	730,793	733,231	848,466	859,712	1,077,520
DISPATCHED	379,681	376,205	412,197	387,429	529,618	520,425	424,237	607,637	480,684	493,705	669,508	639,114
TOTAL LBS	1,102,981	1,159,008	1,287,931	1,213,484	1,427,768	1,251,512	1,183,531	1,338,430	1,213,915	1,342,171	1,529,220	1,716,634



Manpower



Good

- Augmentees from community (continuity)
- ODTs bring real world postal experience

Improve

- Schedule ODTs later (Nov-Dec)
- Ask for more augmentation from community

Operating Hours

Good

- Extended hours period 15 Nov -23 Dec best

Improve

- reduce/eliminate extended hours when not utilized



Publicity



Good

- Dining facility mailing date table cards
- Wallet cards w/ mailing dates
- Xmas mailing date posters
- AFN TV/Radio spots
- Mailing Season Kickoff
- Lobby slide shows

Improve

- More publicity for mailing season kickoff ceremony

Operations/Finance

Good

- Commo with MMT
- Second truck availability
- Lobby monitors
- Open additional Finance Windows

Improve

- Overtime for civilian employees



Operation Santa Clause



Good

- Publicity
- Unit participation
- Communication MMT APOs Units
- Received 40k lbs mail

Improve

- NLT Truck departure time
- Cancel operation if mail can't be delivered to APO by 2000



TRAINING VIDEO



AUTOMATED POSTAL DIRECTORY SERVICE

<https://sms.korea.army.mil>

<http://www-8perscom.korea.army.mil/>



AMPS ACCOUNT USER UPDATE

<http://amps.mpsa.mil/login.htm>



AAR

CLOSING
REMARKS