

Postal Operations Course

An instructor-led, five week course that trains students of all branches of service (E-1 thru O-4) in the basic skills required to perform duties as a postal clerk. The course consists of the 12 lessons listed below:

77.5 hours of Finance Operations;

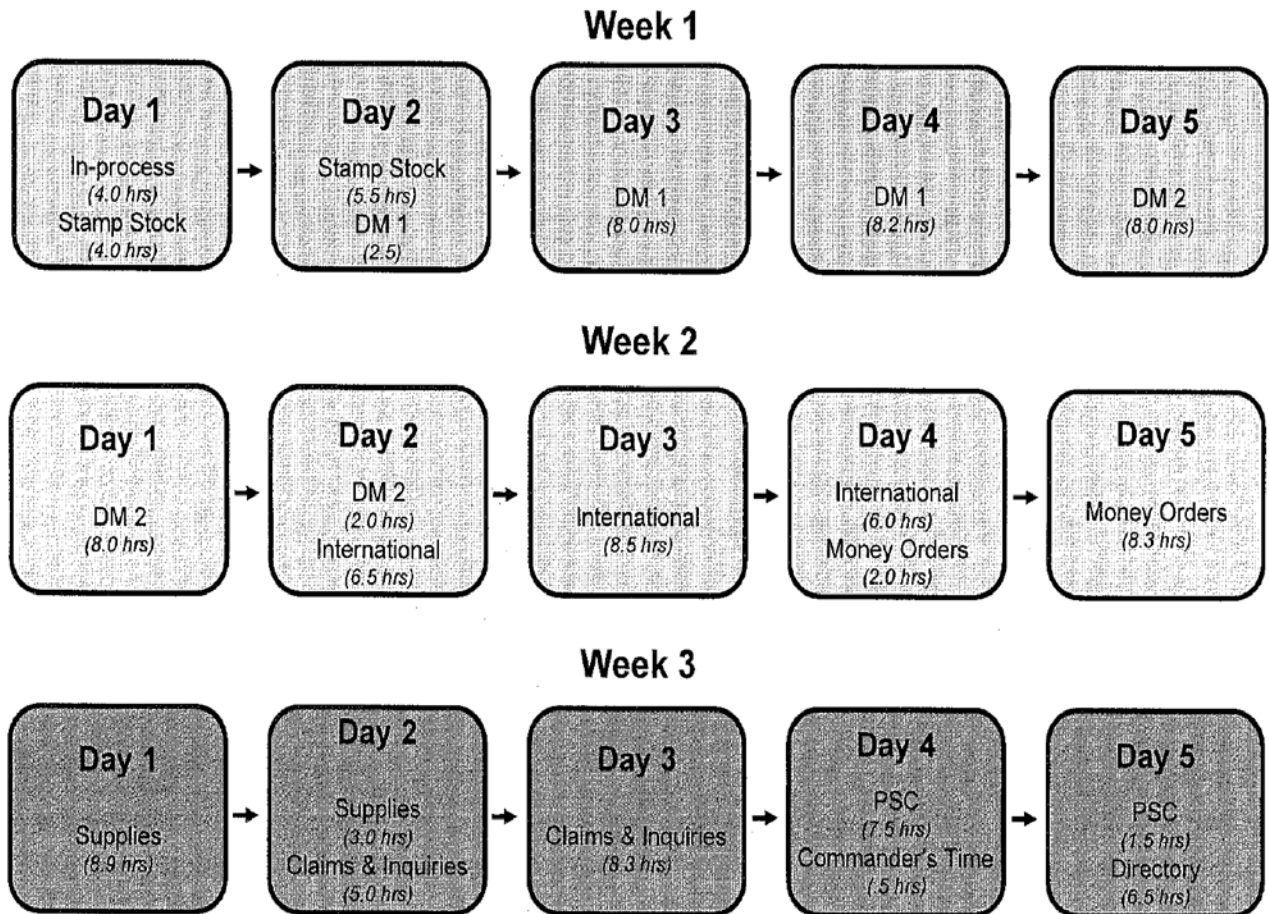
Accept Domestic Mail (DM 1), Accept Domestic Mail Requiring Special Services (DM 2), Accept International Mail, Maintain Stamp Stock, and Conduct Money Order Business.

109.5 hours of Mail Processing Operations;

Process Registered Mail, Process Mail, Prepare Claims and Inquiry Forms, Prepare Transportation Documents, Conduct Postal Directory Functions, Operate a Postal Service Center, and Maintain Postal Supplies.

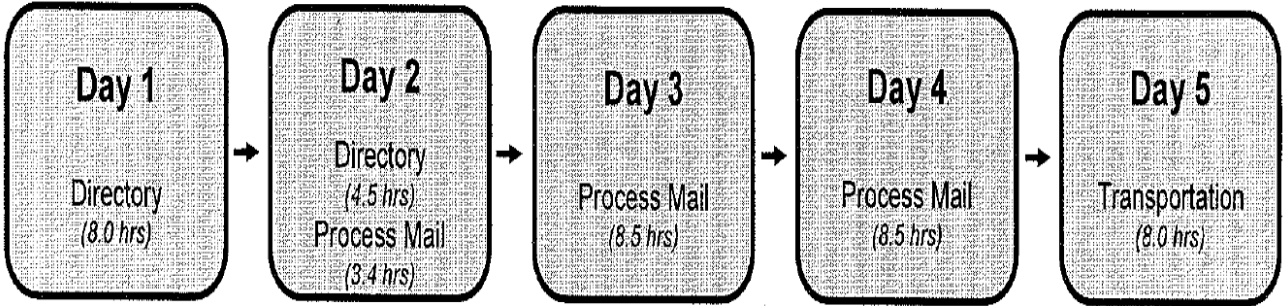
Interservice Postal Training Activity

Postal Operations Course



Interservice Postal Training Activity
Postal Operations Course (cont'd)

Week 4



Week 5

