

Navy Advancement Center
Web site: <http://www.advancement.cnet.navy.mil>

Advancement Handbook for Postal Clerk

**This Advancement Handbook was reviewed during March 2002.
There were no changes made to the technical content.**

PREFACE

The purpose of the Advancement Handbook is to help you focus your preparation for Navywide advancement-in-rating examinations. The bibliographies (BIBs) together with this handbook form a comprehensive examination study package. Since this handbook provides skill and knowledge components for each paygrade of the Postal Clerk rating, it helps you concentrate your study on those areas that may be tested. This feature will help you get the most out of your study time.

Each page in Parts 1 through 4 of this Advancement Handbook presents general skill areas, specific skill areas, the knowledge factors associated with each skill area, the pertinent references that address each skill, and the subject areas that may be covered on the examination. The skill statements describe the skills you are expected to perform for each paygrade. The skill statements are cumulative; that is, you are responsible for the skills for the paygrade you are competing for, your present paygrade, and all paygrades below.

Although this handbook is very comprehensive, it cannot cover all the tasks performed in the rating. As a result, the advancement examinations may contain questions more detailed than described in the “*Exam Expectations*” section of the skill areas.

Remember that advancement competition is keen, so your keys to advancement include not only comprehensive advancement examination study but also sustained superior performance.

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Part 1

Advancement Handbook for PC3

Advancement Handbook for PC3

General PC <i>Skill Area</i>	ADMINISTRATION
<i>A skill</i> you are expected to perform from the General Skill Area above:	Complete PC and/or mail orderly designations/revocations
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Prepare Page 13 • Prepare DD Form 285 • Prepare DD Form 2257 • Maintain DD Form 2260
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • DOD 4525.6-M, Volume I, Chapter 4 • DOD 4525.6-M, Volume II, Chapter 3 • OPNAVINST 5112.6, Chapter 4 • CINCPACFLT PFO Handbook or CINCLANTFLT Post Office Handbook
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the completion and retention periods of all associated forms for the designation and/or termination of postal clerks and/or mail orderlies, in addition to the required mail orderly training.

Advancement Handbook for PC3

General PC <i>Skill Area</i>	ADMINISTRATION
<i>A skill</i> you are expected to perform from the General Skill Area above:	Perform duties as Custodian of Postal Effects (COPE) with a fixed credit
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Prepare PS Form 1096 • Prepare PS Form 1590 • Prepare PS Form 3369 • Prepare PS Form 3977 • Prepare DD Form 2257 • Prepare DD Form 2259
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • DOD 4525.6-M, Volume I, Chapters 4 & 5 • OPNAVINST 5112.6, Chapter 4 • CINCPACFLT PFO Handbook or CINCLANTFLT Post Office Handbook
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the management of a fixed credit account, change of COPE procedures, and distribution of required documents.