

ESTABLISHMENT OF THE NAVY POSTAL CLERK RATING

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The recent establishment of the General Rating of Postal Clerk (PC), on recommendation of the Chief of Naval Personnel, was approved by the Secretary of the Navy in December 1959. Establishment of the rating came as a result of studies which began in 1949 to provide a rating for personnel performing Navy postal duties.

The rating of Navy postal clerk dates back to World War II, when the Specialist (M) rating was established to form a hard core of Postal Clerks within the Navy. At this time the input of personnel for the rating was drawn from men who had previous civil postal experience. During World War II a manning level of 18,000 enlisted men and 500 officers was reached to operate 4,800 Navy post offices which were established in support of the operating forces.

The Specialist (M) rating was replaced in 1944 by a General Service Rating of Mailman (MAM), and was in turn, absorbed into a new

rating, Teleman (TE) in early 1948. In 1956, with the disestablishment of the Teleman Rating, postal functions and personnel in that field were required to transfer to the Yeoman (YN) rating.

Establishment of the PC rating resulted from the recognition of postal duties as a distinct occupation involving considerable detail skill in all pay grades. Postal personnel will attain a higher degree of proficiency by working regularly in their rating, and this experience will be reflected in improved postal service throughout the Navy. Most PC billets are on ships and in overseas stations; however, shore billets, mainly



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Incoming mail being received in the PAA cargo shed in London.

in directory service and large mailrooms, will provide a degree of sea/shore rotation.

THE NAVY POSTAL SERVICE

The Navy Postal Service operates as an extension of the United States postal system in conformance with regulations of the Post Office Department and supplemental instructions from the Department of the Navy. The annual volume of business conducted in the finance sections of Navy post offices is approximately \$50,000,000 in stamp sales and money orders combined. Administering funds in such volume requires trained men who are not only capable, but who are also cognizant of their responsibility. The Navy Postal Clerk has a unique responsibility among enlisted men inasmuch as he is directly accountable for all postal funds and effects issued to his office.

PC DUTIES

Postal clerk duties include such things as selling stamps and money orders, determining domestic and international postage rates, preparing and submitting post office reports, handling claims for damage and loss of mail matter, receiving and dispatching mail via foreign postal administrations, affording protection to mail according to class, and performing directory services.

PC TRAINING

A study guide for use with the new rating as been distributed. Qualification requirements for advancement in rating have been established



and are being included in the Manual of Qualifications for Advancement in Rating (NavPers 18068). Until such time as formal study material becomes available, NavPers 10033, The Study Guide for Postal Clerk Rating, should be consulted.

In addition to the PC's professional qualifications he is also responsible for certain military requirements. In this regard the PC's attention is invited to the Manual of Qualifications for Advancement in Rating (NavPers 18068) and the current edition of Training Publications for Advancement in Rating (NavPers 10052-H).

PC's on smaller ships where postal duties will not require their full services may be assigned to administrative type work as a collateral duty. A knowledge of Navy correspondence procedures and typing will be included in the first examinations which will be held in February 1961.

