

From: HQMC, MFP-3, Postal Affairs
To: Distribution List

SUBJ: RECOMMENDED WARRANT OFFICER (POSTAL) CRITERIA

MOS: 0160
Title: Postal Officer

Sponsor: CWO-2 Christelle M. Temple
DSN: 432-8632

Briefer: CWO-2 Christelle M. Temple
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1. Summary: Postal Officers are Special Staff Officers who manage postal operations and postal service/support at Marine Corps installations worldwide and during contingency operations. They serve as Installation Official Mail Managers, Special Staff Officers to the Commanding General, Liaison to the Military Postal Service Agency and local U.S. Postal Service (USPS) Postmasters for all postal related issues, and conduct post office inspections and audits. Postal officers must possess good communication skills, orally and in writing, to effectively resolve customer issues and represent the Commanding General. They must be trustworthy to manage postal retail operations and be proficient with Marine Corps, DoD, and USPS postal policies and regulations.

2. Prerequisites:

- a. Must have a secret security clearance.
- b. Have no record of derogatory or unfavorable conduct that casts doubt on the officer's trustworthiness and honesty.
- c. Have no history of psychiatric disorder, alcoholism, or drug abuse unless a medical evaluation determines the condition no longer exists.
- d. Have no convictions by court martial, UCMJ punishment for postal related offenses within the last three years, or civilian convictions other than minor traffic violations.

3. Requirements: Complete the Postal Supervisor Course at Ft. Jackson, SC. This course can be completed after Warrant Officer Basic Course.

4. Duties:

- a. Audit Custodian of Postal Effects (COPE).
- b. Conduct inspections of Military Postal Offices (MPOs).
- c. Coordinate Domestic/International Customs Operations.
- d. Conduct Custom Procedures.
- e. Manage Postal Operations.
- f. Plan Deployment Postal Support.
- g. Conduct Physical Security Inspections of Postal Facilities.
- h. Submit Postal Offense Reports.
- i. Manage Installation Official Mail Program.
- j. Monitor Unit Mailroom Inspections.
- k. Develop Command Mail Handling Order.

5. Desirable Past Assignments:

- a. SNCOIC/NCOIC of a Military Post Office
- b. Postal Operations SNCO/NCO
- c. Postal Quality Assurance, Quality Control Inspector
- d. Postal Finance Officer (PFO)
- e. Custodian of Postal Effects (COPE)

6. Miscellaneous: Applicants who also successfully completed any of the following assignments should be viewed favorably as these billets tend to provide the Postal Marine with efficient technical knowledge and experience in postal operations: MEU operations, contingency operations, and joint assignment at the Fleet Mail Centers. Marines from other occupational fields can be selected to serve in the MOS 0160. Favorable consideration may be given to those applicants from the 01, 04, 30, 33, 34, 41, 43, 44, and 58 Occupational Fields. Marines from these MOS who complete the Postal Supervisors Course have been very successful performing the duties of Postal Officers. These Marines tend to be experienced in customer service, conducting inspections and audits, logistics management and handling large volumes of currency.