

MAIL CLERK/ORDERLY TRAINING

Mail Clerk Training: The Mail Clerk training will be held quarterly at the Army Continuing Education System Center, located at 4500 Strom Thurmond Blvd., Room 308B.

Mail Orderly Training: The Mail Orderly training will be held quarterly. The location will be announced later.

Training will focus on all aspects of mail handling and delivery. Perspective clerks and orderlies will be required to pass a written examination before being certified to handle personal and official business mail. Applicants are required to register no later than Wednesday prior to the scheduled training date. Applicants are required to hand carry to the Official Mail Manager three signed original DD Forms 285s in typed format (No Handwritten), using only the last four of the SSN, and a memorandum signed by the Commander or their appointing official stating the applicant can or does have a security clearance. This not required for Drill Sergeants. On the day of class, students should arrive at least 15 minutes prior to the start of the class. Students arriving after the class has started will not be allowed and must reschedule. For more information, please contact the Official Mail Manager at 751-4585 or ASD Chief at 751-5335.