



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
WASHINGTON, DC 20350

IN REPLY, REFER TO
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5216
5 Jan 1983

REGISTERED MAIL

From: Chief of Naval Operations
To: Commanding Officer, Naval Education and Training Program Development
Center, Pensacola, Florida 32509
Via: Chief of Naval Education and Training
Subj: Correspondence procedures; recommendations concerning
Ref: (a) CNET ltr RWW:TUE:STA of 1 Dec 1982 to CNO
(b) FONECON between Mr. Smith, CNET, and Mr. Jones, NAVEDTRAPRODEVEN,
15 Dec 1972
Encl: (1) CNET survey team report of NAVEDTRAPRODEVEN
(2) (SC) Department of the Navy Correspondence Manual

1. In response to reference (a), the findings of the Chief of Naval Education and Training (CNET) survey team are provided in enclosure (1). The information concerning correspondence procedures in this letter and in the accompanying material are submitted at the request of the Administrative Officer of the Naval Education and Training Program Development Center.

2. The copy of the Department of the Navy Correspondence Manual (enclosure (2)) is forwarded under separate cover and may be retained for your use. Detailed procedures on correspondence preparation are provided in this manual.

3. This letter is specifically designed to be used as a guide to the procedures contained in the CNET survey team report, and in accordance with reference (b). Very few letters will contain as many sections as this one; however, the general arrangement is the same regardless of the number of elements in a letter or its length.

a. The identification symbols, and, if any, the postal instructions, the classification, and the "from" line, are fixed in their relative positions.

b. The positions of the other headings depend on the number of lines required for each entry.

(1) Between the "from" line and the "to" line, and the "to" line and the "via" line, if any, there is no blank line.

(2) Between all other heading entries, and between the last heading entry and the body of the letter, there is a blank line.

(3) Between the last entry of text and the "signature" line, there are four blank lines.

Usmc Correspondance Manual

United States. Navy Department



Usmc Correspondance Manual:

HQMC Supplement to the Department of the Navy (DON) Correspondence Manual United States. Marine Corps,1992
Navy Correspondence Manual United States. Navy Department. Committee on Correspondence Practices,1951
Navy Correspondence Manual United States. Department of the Navy. Committee on Correspondence Practices,1951
Marine Corps Manual United States. Marine Corps,1940 **Correspondence Manual** United States. Navy Department,1966 **Manuals Combined: USN/USMC Commander's Quick Reference Legal Handbook 2015, 2012 and 2009 Editions And The USMC Senior Enlisted Leader Smart Packet (2016)** , Sample text NCIS REPORTING AND MILITARY JUSTICE INVESTIGATIONS REFERENCES a MCM RCM 303 b JAGMAN Chapter II c SECNAVINST 5430 107 series d SECNAVINST 1752 4A series e DODI 6495 02 COMMAND INQUIRY Suspected offenses may come to command attention in a variety of ways e g shore patrol civil law enforcement or phone call etc The commanding officer CO must conduct some form of inquiry into reported offenses that may be tried by court martial per reference a The degree of inquiry will depend on the nature validity and seriousness of the complaint See reference b MANDATORY REFERRAL TO NCIS Reference c mandates that certain incidents be referred to NCIS whether occurring on or off base and regardless of civilian investigation involvement These incidents include Actual suspected or alleged major criminal offenses punishable under the Uniform Code of Military Justice UCMJ by more than 1 year of confinement Non combat deaths when the cause of death is not medically attributable to disease or natural causes Fires or explosions of unknown origin affecting Department of the Navy DON property or property under DON control Theft or loss of ordnance or controlled substances Disappearance of a command member All instances of suspected fraud against the government within DON e g theft of government property bribery false claims for pay etc actual or suspected acts of espionage terrorism sabotage assassination and actual suspected or attempted defection of DON personnel Internal security incidents such as loss compromise or suspected compromise of classified information and national security cases and Suspected sex related offenses as defined under Articles 120 and 125 of the UCMJ WHEN NCIS DECLINES TO INVESTIGATE NCIS may at its discretion decline to conduct or continue any investigation but shall expeditiously inform the effected command A command may then request assistance from the local base security department or appropriate authority or pursue a command investigation pursuant to reference a Navy Correspondence Manual United States. Navy Department. Committee on Correspondence Practices,1949 The Marine Corps Gazette ,1972 Seaman United States. Navy,1971 Correspondence Manual Department of the Navy,2013-07-31 SECNAV Manual M 5216 5 details the uniform standards for the management and preparation of correspondence throughout the Department of the Navy DON Correspondence Manual and Transcribers' Handbook Leslie Llewellyn Lewis,Marilyn French,1960 **Department of the Navy Correspondence Manual** Department of the Navy,2010-03-01 The Navy Correspondence Manual is issued to prescribe uniform standards for the management and preparation of correspondence

and is applicable to all commands and activities of the Department of the Navy This manual supersedes SECNAVINST 5216 5D and the Secretary of the Navy Writing Guide This manual contains the following chapters Correspondence Management Correspondence Standards and Procedures Electronic Records Facsimile Transmission Services Postal Standards Correspondence Format Multiple Address Letter Endorsements Memorandums Business Letters Executive Correspondence

Publications Stocked by the Marine Corps (indexed by Distribution). ,2001 *Dental Administration* U.S. Naval Dental School,1964 **Communications Yeoman 3** United States. Bureau of Naval Personnel,1965 *Seaman* United States. Bureau of Naval Personnel,1971 **Catalog of Publications** ,2001 *Personnel and general administration* United States. Marine Corps,1949 *The Marines, Counterinsurgency, and Strategic Culture* Jeannie L. Johnson,2018 The US Marine Corps has traditionally been one of the most innovative branches of the US military but even it has struggled to learn and retain lessons from past counterinsurgency wars Jeannie L Johnson looks at the clash between strategic culture and organizational learning through the US Marine Corps s long experience with counterinsurgency She first undertakes a fascinating examination of what makes the Marines distinct their identity norms values and perceptual lens To do this Johnson uses an innovative framework for analyzing strategic culture Next she traces the history of the Marines counterinsurgency experience from the expeditionary missions of the early twentieth century through the Vietnam War and finally to the Iraq War She shows that even a service as self aware and dedicated to innovation as the US Marine Corps is significantly constrained in the lessons learned process by its own internal predispositions Even when internal preferences can be changed ingrained biases endemic to the broader US military culture and American public culture create barriers to learning *Monthly Catalogue, United States Public Documents* ,1992-10

Usmc Correspondance Manual Book Review: Unveiling the Magic of Language

In an electronic digital era where connections and knowledge reign supreme, the enchanting power of language has be much more apparent than ever. Its ability to stir emotions, provoke thought, and instigate transformation is truly remarkable. This extraordinary book, aptly titled "**Usmc Correspondance Manual**," compiled by a highly acclaimed author, immerses readers in a captivating exploration of the significance of language and its profound effect on our existence. Throughout this critique, we will delve into the book is central themes, evaluate its unique writing style, and assess its overall influence on its readership.

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