



DEPARTMENT OF THE NAVY
NAME OF ACTIVITY
ADDRESS
CITY STATE ZIP+4

SSIC
Code/Serial #
Date

```
%
From:**Activity head, name of activity, location when
*****needed
To:**Title, name of activity {Code}, location when
*****needed
Via:**{1}*Title, name of activity {Code}, location
*****when needed
*****{2}*Same as Via {1} above
%
Subj:**NORMAL WORD ORDER WITH ALL LETTERS CAPITALIZED
*****AND NO PUNCTUATION
%
Ref:**{a}*Communication or document that bears
*****directly on the subject at hand
%
Encl:**{1}*Title of Material - enclosed with letter
*****{2}*Title of Material (sep cover) - not
*****enclosed with letter
%
1.**This example shows the first page of a two-page
standard letter. Included are many of the elements that
might appear on a standard letter.
%
2.**Start the "From:" line on the second line below the
date line. The date may be typed or stamped.
%
3.**Arrange paragraphs as shown in figure 7-8.
%
****a.**Do not start a paragraph at the bottom of the page
unless at least two lines of text will remain on that page
and at least two lines of text will carry over to the next
page.
%
****b.**Do not number the first page, number only
succeeding pages.
```

* - Space
% - Hard Return

FIGURE 7-1. STANDARD LETTER – FIRST PAGE

Sample Secnav Letter Academy

R Bogdan

A red circular graphic with a gradient, appearing as a partial circle or a thick arc, located to the right of the name R Bogdan.

Sample Secnav Letter Academy:

The Marine Corps' Search for a Mission, 1880-1898 Jack Shulimson, 1993 Heirs to a storied past and glamorized as modern day knights the Marine Corps the elite fighting force in America's military in fact has not always been so highly regarded As Jack Shulimson shows only a century ago the Corps identity and existence were much in question Although the Marines were formally established by Congress in 1798 and subsequently distinguished themselves fighting on the Barbary Coast their essential mission and identity remained unclear throughout most of the nineteenth century But amid the crosscurrents of industrialization technological change professionalization and reform that emerged in Gilded Age America the Corps underwent a gradual transformation that ultimately secured its significant and enduring military role In this enlightening study Shulimson argues that the Marine Corps officers inextricable ties to the Navy both hampered and aided their attempt to define their own special jurisdiction and professional identity Often treated like a poor relation the Marine officers frequently found themselves in direct competition with their counterparts in the Navy and at times the object of the latter's scorn Shulimson reveals the processes politics and personalities that converged to create these tense and sometimes embattled relations but he goes on to show how Marine officers with the Navy's blessing eventually transcended their second class role All Hands ,1968

From the Navy to College Jillian Ventrone, Robert W. Blue Jr., 2015-01-22 From the Navy to College Transitioning from the Service to Higher Education is an education and career reference guide for Sailors looking to join the Navy already on active duty or transitioning into the civilian sector Serving as a long term support guide for Sailors seeking further education and training this book will enable Sailors hoping to pursue higher education and vocational training to navigate and understand all possible options From getting started to degree completion all available funding resources to help cover costs and Navy based program options are detailed for the reader in order to assist throughout the course of an individual's chosen path The Navy offers numerous programs for its service members while on active duty but very few sailors are aware of the variety of those options or how to take advantage of them No Navy manual exists that details these programs outlines eligibility parameters or describes the admissions process From the Navy to College aims to correct this problem by disseminating the needed information in one easily accessible reference Arming readers with the tools for success this work is a necessary resource for all Sailors and Navy counseling personnel *Shipmate* ,1955

Pete Ellis Dirk Anthony Ballendorf, Merrill L. Bartlett, 1997 Few men have had more impact on Marine Corps history than Earl Hancock Pete Ellis and none have been more controversial Sometimes called the father of amphibious warfare he left behind a legacy tainted by subterfuge and mystery and his suspicious death in Micronesia in 1923 has gone unexplained for more than seventy years This book the result of decades of research worldwide provides the answers often disputing long accepted but unsubstantiated accounts of his life and death Was Ellis poisoned by the Japanese secret police as many historians assert or did he drink himself to death as islanders claim What happened to his mission notes Was the mission sanctioned by the top

U S military officials Did his plans and ideas help save the Marine Corps from extinction These and many other questions about this brilliant but troubled Marine are answered and substantiated for the first time using family papers fitness reports Japanese sources and eyewitness interviews never before available As this biography chronicles a tragic human drama it also records the corps s transition from naval infantry to after Ellis s death an amphibious assault force that was the key to one of the greatest naval campaigns in history **Army, Navy, Air Force Journal** ,1952 *Our Navy, the Standard Publication of the U.S. Navy* ,1922

Enjoying the Beat of Appearance: An Psychological Symphony within **Sample Secnav Letter Academy**

In a global consumed by screens and the ceaseless chatter of immediate conversation, the melodic splendor and psychological symphony created by the published word usually fade into the back ground, eclipsed by the constant noise and disruptions that permeate our lives. However, set within the pages of **Sample Secnav Letter Academy** a wonderful fictional treasure overflowing with natural feelings, lies an immersive symphony waiting to be embraced. Constructed by an outstanding musician of language, that charming masterpiece conducts readers on a psychological journey, skillfully unraveling the concealed melodies and profound influence resonating within each carefully constructed phrase. Within the depths of the emotional examination, we shall examine the book is central harmonies, analyze its enthralling writing type, and surrender ourselves to the profound resonance that echoes in the depths of readers souls.

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Sample Secnav Letter Academy Introduction

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