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References. (1) Naval correspondence requires (a) the SNDL originator short title, (b) the type of correspondence (“ltr” or “memo”), (c) the SSIC, (d) the originator’s code...

DEPARTMENT OF THE NAVY OFFICE OF THE SECRETARY

This manual is issued to prescribe uniform standards for the management and

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preparation of
correspondence and is
applicable to all
commands and
activities of the
Department of the
Navy.

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NAVY PERSONNEL

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Sample Letters & Packages - United States Navy

paper, standard letter

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format, and forwarded directly to the action addressee 4. This is a personal letter; the paper type, format, and routing is the individual's choice 1-10. The window envelope is appropriate for mailing a letter to the Office of the Chief of Naval Operations. 1. True 2. False 1-11. If revision to a letter is likely, during

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commander, navy
personnel command
(pers-46, adsw & vcr;
pers-92, mpn . recalls)
subj: request for a
waiver of over 1,095
days of cumulative
active duty . service in
the last 1,460 days for
active duty for special
work (adsw) [or mpn
recall to active duty or
voluntary contingency
(vcr)] orders ico

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popeye t. sailor, usn,
last four of ssn/desig

**Standard Navy
correspondence
format**

of the Navy (DON)
Correspondence
Manual, the following
references will be used
for preparation of
correspondence at
HQMC, fleet
organizations, major
commands, and
activities.

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Correspondence
Manual Letter Of
MARINE CORPS
ORDER 5216.20B

**From: Commandant
of the Marine ...**

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COMMAND: 5720

Integrity Drive,

Millington TN

38055-0000 Address

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Attn: PERS-### or

BUPERS-### This is an

official U.S. Navy

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Pay or Personnel help?

Call MyNavy Career

Center: 833-330-MNCC,

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Manual Letter Of
Appreciation
or 901-874-MNCC (DSN
882-6622), Email
MNCC, MNCC Chat
Comments or
Suggestions about this
Website?

Sample Letters - United States Navy

Subj: LETTER OF
APPRECIATION. 1. I
take great personal
pride in expressing my
appreciation for your
professional support,
attitude and attention
to detail during your

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service to the United
State Navy at
Electronic Attack
Squadron ONE FOUR
ZERO from 12 June
2017 to 10 May 2019.
2.

Navy Letter of Appreciation Examples

2/19/2019 10:24:
Scibelli, Thomas:
Department of Navy
General Equipment -
Accountability and
Management

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Manual Letter Of
Procedures Manual:

5200.45: SECNAV:
Active

**SECNAV Manuals -
All Documents -
United States Navy**

correspondence and
reports "By direction"
of the Chief of Naval
Personnel

(CHNAVPERS) per
guidance contained in
reference (a). 2.

Cancellation.

BUPERSNOTE 5216 of
22 Nov 02 3. Preface a.

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These guidelines do not cover who will sign correspondence in every possible situation; however, they do

BUPERSINST 5216.6 BUPERS INSTRUCTION ... -

United States Navy

Encl: (1) Figure 2-1.
Standard Letter--First
Page (2) Figure 2-2.
Standard
Letter--Second Page (3)
Figure 2-19, Plain-

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Paper "From-To"
Memorandum 1. This example shows how memos should be formatted within the battalion. It conforms to the standards for Department of the Navy memoranda set forth in reference (a). Official examples are included

**MEMORANDUM List
in order of
importance**

please contact Chief of

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Naval Operations
(CNO), Director of Navy
Staff (DNS), Navy
Directives

Management Program
Office (DNS-15) via the
appropriate directives
management chain of
command. The Navy
directives manager has
the authority via DNS
to determine Navy
directives-related
guidance and courses
of action not covered in
this manual.

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**NAVY DIRECTIVES
MANAGEMENT**

PROGRAM MANUAL

Navy and Marine Corps activities, installations, commands, ships, and stations. ...

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Requests 8-44 . 8304.

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CORRECTIONS **Manual - United** **States Navy**

This manual implements policy set forth in Secretary of the Navy Instruction 5216.7, is issued to prescribe uniform standards for the management and preparation of correspondence, and is applicable...

SECNAV M-5216.5

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**w/CH1 > United
States Marine Corps**

...

Manage the Navy's
Correspondence
Program and
coordinate proposed
changes to this
manual. c.
commanding Officers
and Heads of Activities.
Establish a
correspondence
management program
and ensure: improve
(1) Correspondence is
screened, controlled,

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and reviewed. (2)

Correspondence

practices are reviewed and
periodically to products
and procedures.

OFFICE OF THE SECRETARY o@

Start studying SECNAV
M-5216.5, Department
of the Navy

Correspondence

Manual. Learn

vocabulary, terms, and
more with flashcards,
games, and other

study tools.

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Department of the
Navy
Correspondence
Manual**

1. It is with great pleasure that I write this letter recommending Mineman First Class Paige V. Barrett for admission to Florida Coastal School of Law. I have had the opportunity to observe Petty Officer Barrett

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since Fall 2017. She is an extraordinary Sailor and continues to demonstrate the maturity, leadership, and dedication we seek in our Navy.

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Department of the Navy Correspondence Manual. What is the standard for all Navy correspondence? ...

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Appointment

Appointment Standard
Navy correspondence
format of the Navy
(DON) Correspondence
Manual, the following
references will be used
for preparation of
correspondence at
HQMC, fleet
organizations, major
commands, and
activities. MARINE
CORPS ORDER
5216.20B From:
Commandant of the
Marine ...

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ecf8427e.