



THE SECRETARY OF THE NAVY



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# DEPARTMENT OF THE NAVY

# CORRESPONDENCE

# MANUAL



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# Navy Correspondence Manual

**United States. Navy Department.  
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## Navy Correspondence Manual:

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 *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 **Navy Correspondence Manual** United States. Department of the Navy. Committee on Correspondence Practices,1951 **Navy Correspondence Manual** United States. Navy Department. Committee on Correspondence Practices,1951 Navy Correspondence Manual ... Revised, etc United States. Navy Department,1949 **Navy Correspondence Manual** United States. Navy Department. Office Methods Division,1955 Department of the Navy Correspondence Manual Secretary of the Navy,2013-07-18 This 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 **Navy Correspondence Manual** United States. Navy Department. Administrative Office,1966 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 **Department of the Navy Correspondence Manual** United States. Office of the Chief of Naval Operations,1972 **Colombia** International Telephone and Telegraph Corporation,1947 **Navy Correspondence Manual** ,1947 Correspondence Manual United States. Navy Department,1983 Correspondence Manual United States. Navy Department. Administrative Office,1966 **Correspondence Manual** United States. Navy Department,1966 Correspondence Manual United States. Navy Department,2010 This 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 **Writing Guide for Naval Officers** United States. Bureau of Naval Personnel,1964

HQMC Supplement to the Department of the Navy (DON) Correspondence Manual Department Navy,2013-06-11 The purpose of this publication is to publish a local supplement to the reference **Handbook of the Hospital Corps, United States Navy** United States. Navy Department. Bureau of Medicine and Surgery,1959

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