

## Navy Correspondence Manual

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### Navy Correspondence Manual

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 to all commands and activities of the Department of the Navy. The following manual is cancelled: SECNAV M-5216.5 of March 2010

### DEPARTMENT OF THE NAVY OFFICE OF THE SECRETARY

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, and reviewed. (2) Correspondence practices are reviewed periodically to products and procedures.

### OFFICE OF THE SECRETARY o@

Department of the Navy Correspondence Manual: 5/16/2018: Active: 159. 5239.1: SECNAV: Department of the Navy Information Assurance Manual: 11/1/2005: Active: 43. 5239.2 (2016) SECNAV: DEPARTMENT OF THE NAVY CYBERSPACE INFORMATION TECHNOLOGY AND CYBERSECURITY WORKFORCE MANAGEMENT AND QUALIFICATION MANUAL: 6/27/2016: Active: 71. 5420.1: SECNAV ...

### DEPARTMENT OF THE NAVY ISSUANCES

Abstract : 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. Local supplements to amplify this manual may be issued and inserted as chapter 13.

### What is the Navy correspondence manual?

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Navy correspondence manual by United States. Navy Dept. Committee on Correspondence Practices., 1951, U.S. Govt. Print. Off. edition, in English - Rev.

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Remember, however, this self-study course is only one part of the total Navy training program. Practical experience, schools, selected reading, and your desire to succeed are also necessary to successfully round out a fully meaningful training program. TEXT: The texts for this course, Department of the Navy Correspondence Manual, SECNAVINST

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### **FINAL - CORRESPONDENCE MANUAL M 5216-M**

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### **THE SECRETARY OF THE NAVY**

Naval Writing Skills Reference Publications SECNAVINST 5216.5(series), Navy Correspondence Manual NAVPERS 15560(series), Naval Military Personnel Manual (MILPERSMAN) NAVPERS 1306/7, Enlisted Personnel Action Request SECNAV M-5210.2, Standard Subject Identification Code (SSIC) Manual 4 5.

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(AASN) DEPARTMENT OF THE NAVY CORRESPONDENCE MANUAL Purpose. This change is issued to remove Chapter 12, page vii of the Table of Contents, and pages E-2 through E-3 of Appendix E from the manual. SECNAV M-5216.5. March 1, 2010 Correspondence Manual FOREWORD This manual ...

### **NAVY - SECNAV M-5216.5 CH-1 - (AASN) DEPARTMENT OF THE ...**

BUPERSINST 5216.6 BUPERS-01 25 Sep 08 BUPERS INSTRUCTION 5216.6 From: Chief of Naval Personnel Subj: SIGNING OF CORRESPONDENCE "BY DIRECTION" FOR THE CHIEF OF

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### **SECNAV M-5216.5 w/CH1 > United States Marine Corps ...**

Corps correspondence. The use of SSICs provides a tested method for filing documents consistently and quickly. The SSIC you choose should be the one that best suits the subject of your letter. Found in the Navy SSIC Manual (SECNAV M-5210.2) and included in this handout.

### **MILITARY CORRESPONDENCE B030096 STUDENT HANDOUT**

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