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Department Of The Navy Correspondence Manual

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Department Of The 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 *HQMC Supplement to the Department of the Navy (DON) Correspondence Manual* United States. Marine Corps, 1992 **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, 1949 **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 **Colombia** International Telephone and Telegraph Corporation, 1947 **Department of the Navy Correspondence Manual** United States. Office of the Chief of Naval Operations, 1972 Correspondence Manual United States. Navy Department. Administrative Office, 1966 Correspondence Manual United States. Navy Department, 1983 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 **Navy Correspondence Manual** United States. Navy Department. Administrative Office, 1966 Correspondence Manual United States. Navy Department, 1966 *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 **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 The Bluejacket's Manual Thomas J. Cutler, 2017-11-15 From the days of oars and coal fired engines to the computerized era of the 21st century The Bluejacket's Manual has been an essential part of the American Sailor's sea bag for over one hundred years serving as an introduction to the Navy for new recruits and as a reference book for Sailors of all ranks Written by a Sailor whose decades of naval service included sea duty in patrol craft destroyers cruisers and aircraft carriers as both an officer and a white hat this newest edition has been overhauled to reflect the current state of the ever evolving United States Navy and includes chapters on ships and aircraft uniforms weapons

damage control communications naval customs and ceremonies security leadership pay and benefits naval missions military fundamentals and seamanship Since Lieutenant Ridley McLean wrote the first edition of this perennial classic the Navy has grown from fledgling sea power to master of the world's oceans and both technology and American culture have changed in ways probably unimaginable in his day Although The Bluejacket's Manual has necessarily evolved through more than twenty revisions to reflect those changes its original purpose has remained steadfastly on course Like its predecessors this new edition makes no attempt to be a comprehensive textbook on all things naval to do so today would require a multivolume set that would defy practicality but it continues to serve two very important purposes First it serves as a primer that introduces new recruits to their Navy and helps them make the transition from civilian to Sailor Second it serves as a handy reference that Sailors can rely on as a ready source of basic information as they continue their service whether for only one hitch or for an entire career To that end this 25th edition has been reorganized to more efficiently reflect those dual purposes with the first part of the book consisting of Chapters that provide introductions and basic explanations that Sailors new to the Navy will find most helpful and the second part consisting of Tabs that deal with specifics often mere tables that seasoned Sailors will find useful for reference purposes Also unique to this latest edition has been the creation of an accompanying website that will serve to keep the book current and provide valuable supplementary material In total this latest edition of a recognized Navy classic continues to serve today's Bluejackets and Old Salts in the traditional manner while providing a fresh approach that will be welcomed by potential recruits Navy buffs and a growing number of Bluejacket Manual collectors

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