

***SECNAV M-5216.5 Department of the Navy
Correspondence Manual***

***NCR TRAINING
STAND-DOWN***

YNCS(SS) James Millard

OBJECTIVES

- To discuss the Correspondence Manual.
- To understand the content provided in those chapters.
- To review the information provided.

Correspondence Standards and Procedures

- Image and effectiveness of the Department of Navy
- Procedures for routing correspondence
- Signature authority
- Correspondence replies
- Identification of Navy and Marine Corps personnel

Correspondence Standards and Procedures (cont'd)

Letterhead Stationary



**DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON DC 20350-2000**



**DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
3000 MARINE PENTAGON
WASHINGTON DC 20350-3000**

Typeface

Ink Colors

Electronic Records and Mail

- Procedures
- Management
- Formal/informal correspondence

Facsimile Transmission Services and Postal Standards

- Procedures
- Management
- Mail address requirements

Correspondence Formats

Letter format

1. To

a. what

(1) level

(a) should

1. subparagraphs

a. be

(1) taken

(a) ?

Second and later pages

Correspondence Formats (cont'd)

Is the below correct? Why or Why not? (margins are 1")

3000

05 Jul 1893

N912/93S020

From: Commander, John P. Jones, OPNAV N912

To: Admiral Davey Jones, N0

Via: USFleet Forces

USINDOPACOM

OPNAV N9

Ref: (a) SECNAVM-2516.1 (2012)

Encl: (a) Correspondence Manual Letter Example - Sepcor

Subj: PROPER FORMATTING OF A STANDARD NAVAL LETTER

1. Is the above letter properly formatted for standard naval correspondence?
2. States the reasons that the letter may be incorrect.

Signature block

From: Commanding Officer, USS Always Sailing

(1) J. P. JONES

(2) D. JONES

Acting

(2a) D. JONES

Deputy

Acting

(3) C. NIMITZ

By direction

Multiple Address Letters, Endorsements, and Memorandums

- Format
- Same page and New page endorsements
- Memorandum formats

Business Letters

- Parts of the letter
- Key differences (salutation, complimentary close)

Business Letters (cont'd)

1620
N97/18U010
January 2, 2019

Mr. William Cortell, Sr.
123 Nimitz Ave
San Diego, CA 90210

Dear Mr. Cortell,

I regret to inform you that your son, LT William “Cougar” Cortell, Jr. has turned in his wings. He was part of a training exercise that, while inherently risky, did not pose immediate threat, and felt he was not suited for continuation of his training here at NAS Miramar.

LT Cortell will return to NAS Coronado to carry out his orders as assigned.

Sincerely,

M. METCAFF
Commander
Commanding Officer

Copy to:
PERS - 43

Executive Correspondence

- Procedures
- General guidelines – letter
- Memorandums

Thank you/Questions?