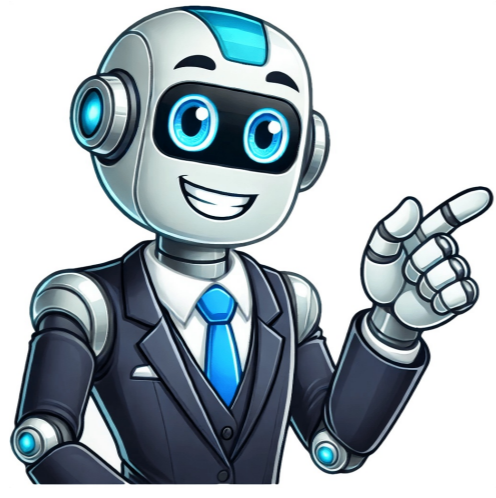


I'm not a bot













## Naval format letter

Figure 2-1.-Sample copy of a standard letter. Manual, SECNAVINST 5216.5, for detailed information. Standard Letter Instructions for typing standard letters are contained in SECNAVINST 5216.5. This instruction provides detailed instructions, as well as examples, on how to prepare a letter. The standard letter is used to correspond with DOD activities and organizations outside DOD. Out- side users include the Coast Guard and some contractors who deal widely with the Navy and Marine Corps. Figure 2-1 contains a sample copy of a standard letter. 2-7 STANDARD NAVAL LETTERSOfficial letters are usually prepared in naval format when communicating with naval commands. However, this format is also used when you are writing to certain other agencies of the U.S. Government, especially those within other branches of the Department of Defense or the Coast Guard. Some civilian firms that deal extensively with the Navy have also adopted the naval format. The various components of a naval letter are discussed in the following paragraphs and are illustrated in figure 1-1 Stationery Letterhead stationery of the activity responsible for signing the correspondence is used for the first page of a naval letter. If printed letterhead stationery is not available, the letterhead is typed or stamped in the center of the page, four lines from the top of the page. Second and subsequent pages are typed on plain bond paper similar to letterhead paper in size, color, and quality. Official Letterhead Stationery, SECNAVINST 5602.6, gives standardized instructions for format and style when you are using letterhead stationery. Margins The left and right margins on the first page of all naval letters are 1 inch, and the bottom margin is at least 1 inch. The second and succeeding pages have a top margin of 1 inch. The other margins remain the same as on the first page. Writing Styles Correspondence formats are important; however, writing is more important. As an administrative assistant or a supervisor, you may be required to compose letters from brief notes or even from oral instructions. Write with clarity and conciseness. Use simple, plain language. Avoid cumbersome wording. Identification Symbols The types of identification symbols maybe used on correspondence for reference purposes. Located in the upper-right comer and blocked one below the other, they include the standard subject identification code, the originator's code with or without the serial number, and the date. 1. Standard Subject Identification Code (SSIC). The SSIC is a four- or five-digit number that represents a letter's subject, and helps in the filing, retrieving, and eventual disposition of correspondence. The SSIC should be typed in the upper-right comer, two lines below the printed letterhead. To find the SSIC that represents the subject of your letter, refer to the Department of the Navy File Maintenance Procedures and Standard Subject Identification Codes, SECNAVINST 5210.11. 2. Originator's Code and Serial Number. The originator's code is the office symbol of the drafter. Commands may decide the makeup of an originator's code that is typed on all letters, either alone or as part of a serial number. A serial number is required on all classified correspondence. Whether your unclassified correspondence is serialized depends on local practice. When a serial number is used, it starts a new sequence of consecutive numbers at the beginning of each new calendar year. Serial numbers for classified letters begin with a C for Confidential, an S for Secret, and a T for Top Secret. Example: 8550 Ser N31/C0023 3. Date. The date should be typed or stamped on all copies of a letter the same day it is signed. Never type or stamp the date on correspondence that will be signed at a later date. When material is dated, use a day-month-year order, using only the first three letters of the month and the last two digits of the year. Heading Format The heading of official naval correspondence includes six blocks: from, to, via, subject, reference, and enclosure. 1. From Block. The from block identifies, by title, the official in charge of the activity originating the letter. When a reply is required, this is the official to whom the reply is directed. When an originating official has more than one title (such as commander of a naval base or commandant of a naval district), normally only one of the titles is used in the from line of a letter, depending on the placement of responsibility for the subject matter involved. The precise wording of this block is established in one of the following publications: a. Stanard Navy Distribution List (SNDL), Part 1 (Operating Forces), OPNAV P09B2-107. Figure 1-1.-Standard naval letter. b. Standard Navy Distribution List (SNDL), Part 2, and Catalog of Naval Shore Activities (SNDL CAT), OPNAV P09B2-105. c. List of Marine Corps Activities, M C O P5400.6. 2. To Block. The to block on official correspondence is used to address the chief official of the bureau, office, command, or activity having responsibility for the subject matter. Give a complete mailing address, including the ZIP Code, and, whenever practical, the office that will act on your letter. The latter is done by including a code or a person's title in parentheses following the activity's name. 3. Via Block. The via block is used when one or more activities outside your command should review the communication or should provide an endorsement on it before it reaches its ultimate addressee. The via block is placed on the line below the to line. When there is more than one via addressee, each is numbered with Arabic numerals enclosed in parentheses; for example, (1), (2), (3). These numerals indicate the order in which the correspondence is to be sent. A via addressee may alter the list of the other via addressees, but the endorsement should include the reason for the alteration. A copy of the letter, together with a copy of each endorsement, is provided for each addressee. Follow your chain of command when corresponding on substantive matters, such as command decisions, policy issues, and official recommendations. Correspondence should be routed through intermediate commands to keep them informed, and allow them to comment on or approve the basic communication. You may list any interested addressees in this block when you want them to see a letter before it reaches the action addressee. Sometimes, there is not enough time for a letter to progress through all the via addressees before action by the addressee is required. In that case, you may elect to take one of the following actions: a. Route the original communication through the via addressees as usual, but send an advance copy to the action addressee. To alert all activities involved, repeat the action addressee's SNDL short title in the copy-to block. Include the word advance in parentheses. b. Route the original communication to the action addressee and, at the same time, send copies to all the via addressees. Include in the text a statement that copies have been mailed to all addressees simultaneously and that via addressees should forward endorsements directly to the action addressee. Then repeat the SNDL short titles of the via addressees in the copy-to block. 4. Subject Block. The subject block of an outgoing letter tells the reader what the letter is about in approximately 10 words or less. In response to incoming correspondence, the subject block of the reply should be the same as that of the incoming letter, unless a change is essential for clarity. The subject line starts two lines below the previous line. Every letter after the colon should be capitalized. 5. Reference Block. The reference block includes all references in the order in which they are mentioned in the text of the letter. References are designated by small letters enclosed in parentheses; for example, (a), (b), (c). Only those references that contribute to the understanding of the letter should be listed. References include not only written communications, publications, and documents that are available to the addressee, but also telephone conversations, meetings, and other applicable communications. References should not be used if they are not referred to in the body of the letter. When you cite a letter in the reference block, include the following information: a. The SNDL short title of the originator b. The type of correspondence (letter, memorandum, message) c. The SSIC d. The originator's code (alone or combined with a serial number as shown in the referenced document) e. The date 6. Enclosure Block. Enclosures are listed in the enclosure block in the order of appearance in the text of the letter. They are preceded by Arabic numerals in parentheses and are identified in the same manner as a reference; for example, (1), (2), (3). When enclosures must be sent under separate cover, add the designation SEP COV (separate cover) in parentheses after the enclosure's entry in this block. Either a copy of the letter is sent with the material being transmitted under separate cover or the complete identification of the letter is included on the enclosure, if possible. A communication should never be listed as both a reference and an enclosure in the same letter. Text Block The text (body of the correspondence) is the principal part of the letter and contains the thoughts the writer desires to communicate. It is the reason for all of the other parts of the letter. The text must be worded so that it unmistakably conveys the desired message. Signature Block The signature block is typed or stamped in block style on the fourth line below the last line of the text, starting at the center of the page. All signature names are typed in capitals at the end of a letter. The format of the signature should be that which is preferred by the signer. Neither the grade nor the functional title of the signing official is shown on the signature line itself, as a general rule. Enter nothing below the name of the commanding officer. Enter the word Acting below the name of a person who has formally been appointed to temporarily replace the commanding officer. Enter the words By direction under the name of a subordinate who may sign official correspondence but not by title. A commanding officer may authorize others to use facsimile stamps that duplicate their signatures whenever the personal signing of correspondence causes hardship or is impractical. If you are authorized to use a facsimile stamp of someone's signature, pen your initials next to each signature you stamp to authenticate the facsimile. Copy-to Block The copy-to block is placed at the left margin, on the second line below the last line of the signature information. The words Copy to: are typed in full and followed by a colon. Activities receiving copies are listed preferably by abbreviated titles, beginning on the line below the words Copy to. List addressees in any order, though internal offices of an activity should be grouped for ease of distribution. A blind copy-to block is used to show the distribution of copies within your activity. Do not show this distribution on copies that are sent outside your activity. However, show the internal distribution on the copies that stay within your activity. To do this, type Blind copy to: at the left margin on the second line below the previous block (the copy-to block, if you have one, or the signature block). Never type Blind copy to: on the original document. Page Identification The first page of a letter is not normally numbered. Second and succeeding pages are numbered consecutively with Arabic numerals, beginning with the number 2, centered 1/2 inch from the bottom of the page. No punctuation accompanies a page number. The subject shown on the first page is repeated on the sixth line from the top on all succeeding pages. Page 2 CHAPTER 1 ADMINISTRATIVE FUNCTIONSLEARNING OBJECTIVES Upon completing this chapter, you should be able to do the following: 1. Describe the types of naval correspondence used within the Navy and the Mine Force. 2. Describe the use of instructions and notices, and describe the use of the directives issuance system used within the Navy and the Mine Force. 3. Describe the different types of messages used within the Navy and the Mine Force. 4. Describe the different security classifications, the purpose of marking classified material, the degree of protection required, and the means of declassification used within the Navy and the Mine Force. 5. Describe the procedures followed within the Mine Force for the routing, handling, and filing of Navy correspondence. 6. Describe automatic data processing and how it is used within the Mine Force. 7. Describe the procedures of maintaining and requesting changes to mine publications. As a Mineman, you will find that, from time to time, you will be assigned various jobs, including administrative functions. Many of these assignments will include reports and other paperwork that you must complete and file or submit to another activity before the job is complete. To help you successfully learn how these items are accomplished, this chapter discusses naval correspondence; instructions, notices, and the Directives Issuance System; naval messages; security classifications; the standard Navy filing system; automatic data processing; and basic administrative functions. NAVAL CORRESPONDENCE Naval correspondence covers a broad spectrum of material, including standard naval letters, multiple-address letters, joint letters, endorsements, and memorandums. Official naval correspondence includes all recorded communications sent or received in the Navy in the execution of official duties. Some of the more common types of communications are directives outlining policies and procedures, naval letters requesting and furnishing procedural information and authority, and letters and memorandums assigning duties and individual responsibilities. This chapter is primarily concerned with the correct format of official correspondence. The samples shown are based on the general instructions contained in the Department of the Navy Correspondence Manual, SECNAVINST 5216.5. When you are assigned to a billet requiring the preparation of correspondence, you must consult local command instructions outlining the specific details pertaining to the preparation of official correspondence in that command. For basic procedures to follow when drafting or typing naval correspondence, consult SECNAVINST 5216.5. Enter The Via (Title, name of activity (Code), location when needed): Enter The References (ALWAYS IN CAPS, ABBREVIATIONS ALLOWED. In order they appear in text): Enter The Enclosures: 0 ratings0% found this document useful (0 votes)3K views(1) This document outlines the standard format for naval letters within U.S. Marine Corps Forces, Europe and Africa, including specifics on letterhead, subject lines, references, enclosures,...SaveSave Letterhead Standard Naval Letter Template For Later0%0% found this document useful, undefined0 ratings0% found this document useful (0 votes)3K views(1) This document outlines the standard format for naval letters within U.S. Marine Corps Forces, Europe and Africa, including specifics on letterhead, subject lines, references, enclosures,... You can't perform that action at this time. Usmc Naval Letter Format Template - Name in all capital letters on the fourth line below the text, starting at the center of the page. There are three formats used. How to fill out naval letter format template: Military personnel plans and policy division. For mecep, it should address who the person is in relation to you . Capitalize the words sailor, marine and "service member". Unit letter head and complete address. Hm2 martin lampkin shows us how to write the most . Usmc Naval Letter Format Template Usmc Naval Letter Format Template Times new roman 12 pitch font is preferred for navy correspondence. The form letter should include your recruit's mailing address. The date should be written in the format dd month yyyy (e.g., 25 april 2022). Sample memorandum for the record (figure 6). If items in this letter do not . Click here to see a sample boot camp address from an official usmc site. It is not meant to be prescriptive. It is used to quickly write a letter in the correct manner by only changing a few variables as well . Naval letter format generatorenter the via (title, name of activity (code), location when needed)enter the references (always in caps, abbreviations) . Use the add new button.3. After completing xx years of active naval service, your wife/husband has ended an honorable and faithful service to her/his country, and her/his efforts are . The quality of writing in a single letter, for example, can help the productivity of dozens of readers or slow it down. MCO 5216.20A MARINE CORPS (MC) SUPPLEMENT TO THE DEPARTMENT OF THE NAVY (DON) CORRESPONDENCE MANUAL Where can I find a standard letter template r/USMC MilitarytoCivilian Cover Letter Examples and Templates for 2025 Lt. Col. Stuart Scheller submits resignation. r/USMC Enclosure Naval Letter Format US Legal Forms FileLetter from Navy Regarding EM Newton.pdf Wikipedia Hold Marines Accountable Marine Commandant's Message to Leaders Navy designation letter template Fill out & sign online DocHub Usmc Fitrep Addendum Page Fillable PDF Form FormsPal Navmc 2795 Form = Fill Out Printable PDF Forms Online Usmc Naval Letter Format Template What are Printable Templates? Printable templates have become an indispensable resource in today's digital age, offering a convenient and customizable way to create various documents and materials. Printable templates can save you time and effort if you're a student, professional, or simply looking to streamline your daily tasks. Printable templates are pre-designed documents you can customize and print to suit your needs. They come in various formats, including Word, Excel, PowerPoint, PDF, and more. Some popular types of printable templates include: Business templates: Resumes, cover letters, business cards, invoices, contracts, and proposals. Educational templates: Worksheets, lesson plans, quizzes, and certificates. Personal templates: Calendars, planners, organizers, labels, and party invitations. Creative templates: Flyers, posters, brochures, and social media graphics. Benefits of Using Printable Templates Using printable templates can bring numerous benefits to your daily life and work. Some of the most significant advantages include: Increased Productivity: Printable templates can help you save time and effort by providing a pre-designed layout that you can fill in with your own information. This can be especially useful for tasks that require repetitive formatting, such as creating invoices or reports. Improved Organization: Printable templates can help you stay organized by providing a structured format for your information. This can be especially useful for tasks such as creating schedules, to-do lists, or budgets. Enhanced Professionalism: Printable templates can help you create professional-looking documents and materials, even if you don't have extensive design experience. This can be especially useful for small businesses or individuals who want to create a professional image. Cost-Effective: Printable templates are often free or low-cost, making them a budget-friendly option for individuals and businesses. Applications of Printable Templates Printable templates can be used for a wide range of purposes, including: Business: Printable templates can be used to create business cards, brochures, invoices, reports, and other business-related documents. Education: Printable templates can be used to create lesson plans, worksheets, and other educational materials. Personal: Printable templates can be used to create schedules, to-do lists, budgets, and other personal organization tools. Creative Projects: Printable templates can be used to create art, crafts, and other creative projects. Tips for Creating and Using Printable Templates Here are some tips for creating and using printable templates effectively: Choose a Template that Suits Your Needs: Select a template that is specifically designed for your intended use. This will help you save time and ensure that your template is effective. Customize Your Template: Don't be afraid to customize your template to suit your individual needs. This can include adding your own logo, changing the layout, or modifying the content. Use High-Quality Images: Use high-quality images and graphics to make your template look professional and visually appealing. Proofread and Edit: Always proofread and edit your template before printing to ensure that it is error-free and looks professional. Printable templates are a powerful tool that can help you streamline your workflow, boost your productivity, and achieve your goals. By understanding the benefits and applications of printable templates, and following the tips outlined in this article, you can unlock the full potential of these versatile and customizable tools. Whether you're a business owner, student, or individual looking to stay organized, printable templates are an essential resource that can help you achieve success. Integrated Publishing, Inc. - A (SDVOSB) Service Disabled Veteran Owned Small Business Page 2 Integrated Publishing, Inc. - A (SDVOSB) Service Disabled Veteran Owned Small Business

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