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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.

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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 ...

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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.

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FINAL - CORRESPONDENCE MANUAL M 5216-M

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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 ...

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