

Naval Correspondence Guidelines

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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

CORRESPONDENCE MANUAL - NAVY BMR

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THE SECRETARY OF THE NAVY - Navy FITREP

correspondence. Standard Subject Identification Code Block. Standard Subject Identification Code (SSIC). An SSIC is a four or five digit number that identifies the subject of a document. They are required on all Naval and Marine Corps correspondence. The use of SSICs provides a tested method for filing documents consistently and quickly.

MILITARY CORRESPONDENCE B030096 STUDENT HANDOUT - USMC Officer

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Department of the Navy . Correspondence Manual . DEPARTMENT OF THE NAVY UNITED STATES
NAVAL ACADEMY ... 22 May 2017 Subj: LOCAL SUPPLEMENT TO THE DEPARTMENT OF THE NAVY
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in a combination of standard Naval writing and technical writing. Therefore, this guide is designed
to help you produce concisely written technical products. The source references we use are: •
SECNAVINST 5216.5D, Department of the Navy Correspondence Manual • SECNAVINST 5510.36,
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