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please contact Chief of Naval Operations (CNO), Director of Navy Staff (DNS), Navy Directives Management Program Office (DNS-15) via the appropriate directives management chain of command. The Navy directives manager has the authority via DNS to determine Navy directives-related guidance and courses of action not covered in this manual.

Naval Correspondence Guidelines

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

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For policy and guidance on the lifecycle management of Marine Corps correspondence, refer to MCO 5210.11F, Marine Corps Records Management, and SECNAV M-5210.1, the Department of the Navy Records ...

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contains general guidelines, but common military practices differ significantly from GPO rules. Chapter 6 of the IRAM is ... Correspondence. DEPARTMENT OF THE NAVY ...

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What specific guidelines does the Navy Correspondence Manual give regarding the use of information e-mail? None. What directive should you consult with regard to sending classified information via e-mail? SEVNAVINST 5239.2 - DON Automated Information Systems (AIS) Security Program (NOTAL)

CORRESPONDENCE MANUAL - NAVY BMR

correspondence and is applicable to all commands and activities of the Department of the Navy. ... Navy IssuancesWeb site; or from the Marine Corps Publications Electronic Library Online Web ... General Guidelines for Preparing a Letter 12-3 1 Stationery 12-3 2 Format 12-4 3 Date Line 12-5

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