



DEPARTMENT OF THE NAVY
NAME OF ACTIVITY
ADDRESS
CITY STATE ZIP+4

SSIC
Code/Serial #
Date

```
%
From:**Activity head, name of activity, location when
*****needed
To:**Title, name of activity {Code}, location when
*****needed
Via:**{1}*Title, name of activity {Code}, location
*****when needed
*****{2}*Same as Via {1} above
%
Subj:**NORMAL WORD ORDER WITH ALL LETTERS CAPITALIZED
*****AND NO PUNCTUATION
%
Ref:**{a}*Communication or document that bears
*****directly on the subject at hand
%
Encl:**{1}*Title of Material - enclosed with letter
*****{2}*Title of Material (sep cover) - not
*****enclosed with letter
%
1.**This example shows the first page of a two-page
standard letter. Included are many of the elements that
might appear on a standard letter.
%
2.**Start the "From:" line on the second line below the
date line. The date may be typed or stamped.
%
3.**Arrange paragraphs as shown in figure 7-8.
%
****a.**Do not start a paragraph at the bottom of the page
unless at least two lines of text will remain on that page
and at least two lines of text will carry over to the next
page.
%
****b.**Do not number the first page, number only
succeeding pages.
```

* - Space
% - Hard Return

FIGURE 7-1. STANDARD LETTER – FIRST PAGE

Point Paper Naval Correspondence

KJ Lindholm-Leary



Point Paper Naval Correspondence:

Newly Commissioned Naval Officer's Guide Samantha Ann O'Neil, 2025-01-14 Fully revised this third edition of Newly Commissioned Naval Officer's Guide continues to be an essential resource for those making the pivotal transition from midshipmen and officer candidates to newly commissioned naval officers from all service communities Chapters address the principles of basic leadership naval policy service etiquette and personal and professional administration With new insights from those who have recently made this transition this book serves as a gateway to the many digital and print assets available to newly commissioned officers It underscores continued preparation repetition action leadership accountability and focus on the job at hand as lifelong career fundamentals A brief history of the U S Navy is included as well as sample communications and helpful hints making this volume an important source of advice and information for young leaders who by their service make a difference in the U S Navy the nation and the world *Navy Staff Officer's Guide* Dale C Rielage, 2022-11-15 Continuing the tradition of Naval Institute Blue and Gold series classics such as *Command at Sea* and the *Watch Officer's Guide* the *Navy Staff Officer's Guide* will equip naval leaders for success in the challenging professional environment of a Navy staff Navy staffs build and equip the Navy plan its future and guide its current operations During a staff tour a savvy Navy leader can have positive reach beyond the lifelines of a single command with impact across the fleet and years into the future Staff duty emphasizes a different set of tools from those typically employed in sea duty billets It has its own formal and informal expectations and its own opportunities challenges and pitfalls This guide provides and explains those tools and marks the shoals that can wreck the unaware enabling both new and seasoned staff officers to be prepared for the unique requirements of staff duty Through extensive use of historical examples and sea stories it introduces the reader to why staffs exist how they impact the Navy and how they can offer both professional development and meaningful accomplishment Recognizing that Navy staffs vary in their purposes and organization The *Navy Staff Officer's Guide* synthesizes those differences into meaningful guidance for all staff officers civilians and Sailors whether assigned to a destroyer squadron staff operating from a DDG or to the OPNAV staff in the Pentagon Effective coordination clear communication and an understanding of the commander and their mission are central to staff success and are clearly articulated In twenty three chapters covering the many aspects of Navy staff work including The Staff Command Triad Communicating as a Staff Officer Civilian Personnel Fleet Commands and the Maritime Operations Centers and TYCOMs and SYSCOMs Captain Rielage has covered the waterfront in Sailor speak with this comprehensive and readable guide Staffs may not win the fight but good staff work creates the conditions for victory before the first shot is fired This guide is the key to ensuring the success of Navy staffs and all those who serve them **HQMC Supplement to the Department of the Navy (DON) Correspondence Manual** United States Marine Corps, 1992 *Cryptologic Technician Training Series* Robert M. Vinson, 1990 **The Naval Institute Guide to Naval Writing, 4th Edition** Christopher E Crane, Estate of Robert E

Shenk,2024-06-01 With updates to every chapter this new fourth edition serves as the premier guide to professional writing for the naval services Authored by a naval officer who taught English at two service academies the book is widely used by officers enlisted men and women and civilians in both the Navy and Marine Corps Shenk provides sound practical advice on all common naval writing assignments across digital and print platforms Fully revised the book reflects the changing landscape of professional communication in general and changes in naval culture in the last decade across the fleet making it an essential guide Navy Counselors Handbook Howard S. Lowry,1985 *Manuals Combined: U.S. Navy Journalist Basic, Journalist Advanced And Journalist 3 & 2 Training Publications* , Over 1 300 total pages To the young man or woman choosing a Navy career field whether for one enlistment or for 30 years the journalist rating offers endless avenues for an imaginative yet mature thinker Many of the duties and responsibilities of the journalist rank among Americans favorite hobbies and pastimes such as writing broadcasting and photography The Navy journalist learns and practices a distinguished profession and becomes an official representative of the Navy in public affairs matters The first enlisted specialists to work full time in the field of Navy journalism were Naval Reserve personnel selected during the early years of World War II They were designated Specialist X Naval Correspondents In 1948 under a major overhaul affecting almost every enlisted rating the journalist JO rating was established MAJOR TASKS AND RESPONSIBILITIES LEARNING OBJECTIVE Identify the major tasks and responsibilities of the Navy journalist the personal traits required for one to best perform the duties of the rating the applicable NECs and the purpose of the JO 3 2 training manual TRAMAN In our democratic society government depends on the consent of the governed This important principle means that in the long run the United States government does only what the people want it to do Therefore we can have a Navy only if the people know and understand the importance of the Navy and support it The Navy like the other services depends on this country's citizens for the four key tools of its trade personnel money materials and the authority to carry out its mission As a Navy journalist your main function will be to make the facts about your Navy available to the Navy's three main publics the people at your ship or station Navy people in general and the people of the United States as a whole Intelligence Specialist 3 & 2 Terry L. Schroeder,1983

Correspondence, Despatches, and Other Papers Robert Stewart Castlereagh,1853 **Navy Management Review** ,1957-12 The Holstein Papers: Volume 4, Correspondence 1897-1909 Friedrich von Holstein,1963-01-02 The fourth volume of Friedrich von Holstein Bismarck's subordinate at the German Foreign Office containing his correspondence 1897 1909 The Holstein Papers, Correspondence Friedrich von Holstein, *Military Requirements for Senior and Master Chief Petty Officer* Michael N. Scherck,1992 **Naval Training Bulletin** ,1964 *Army and Navy Register* ,1929 **United States Navy** United States. Navy Dept,1931 **Defense Manpower Commission Staff Studies and Supporting Papers** United States. Defense Manpower Commission,1976 *Marine Corps Personal Papers Collection Catalog* ,1980 Accounts and Papers of the House of Commons Great Britain. Parliament. House of Commons,1875

Parliamentary Papers. A Catalogue of Important Reports, Evidences, and Papers, Printed by Order of the Houses of Lords and Commons Philip Stephen KING, 1862

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