



Department of the Navy Correspondence Manual

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The Navy Correspondence 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. This manual supersedes SECNAVINST 5216.5D and the Secretary of the Navy Writing Guide. This manual contains the following chapters: - Correspondence Management - Correspondence Standards and Procedures - Electronic Records - Facsimile Transmission Services - Postal Standards - Correspondence Format - Multiple-Address Letter - Endorsements - Memorandums - Business Letters - Executive Correspondence

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