DEPARTMENT OF THE NAVY
OFFICE OF THE SECRETARY
1000 NAVY PENTAGON
WASHINGTON, DC 20350-1000

SECNAVINST 5216.5D CH-2
AASN
June 2, 2005

SECNAV INSTRUCTION 5216.5D CHANGE TRANSMITTAL 2

From: Secretary of the Navy
To: All Ships and Stations

Subj: DEPARTMENT OF THE NAVY CORRESPONDENCE MANUAL

Encl: (1) Revised pages 10, 11, and 15
(2) Revised Appendix C
(3) Revised pages I-1 thru I-6

1. Purpose. To revise policy for using computer generated letterhead, update typeface requirements to reflect current font styles, and incorporate letterhead stationery requirements into this Manual.

2. Action

a. Remove pages 10, 11, and 15 and replace with enclosure (1) of this change transmittal.

b. Remove appendix C and replace with enclosure (2) of this change transmittal.

c. Remove the Index, pages I-1 through I-6, and replace with enclosure (3) of this change transmittal.

Dionel M. Aviles
Under Secretary of the Navy

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SECNAVINST 5216.5D CH-1
N09B35
28 May 1998

SECNAV INSTRUCTION 5216.5D CHANGE TRANSMITTAL 1

From: Secretary of the Navy
To: All Ships and Stations

Subj: DEPARTMENT OF THE NAVY CORRESPONDENCE MANUAL

Encl: (1) Revised pages vi, 5, 18, 19, 33, 49, 52, 53, 56, 80, 81, 84, 85, 88, 89, 90, 91, 92, 93, 94, A-1, A-3, and B-4

1. Purpose. To revise security classification markings on sample figures and incorporate other changes.

2. Action. Remove pages vi, 5, 18, 19, 33, 49, 52, 53, 56, 80, 81, 84, 85, 88, 89, 90, 91, 92, 93, 94, A-1, A-3, and B-4 and replace with enclosure (1) of this change transmittal.

John H. Dalton

Distribution:
All Navy Activities Parts 1 and 2

DEPARTMENT OF THE NAVY
OFFICE OF THE SECRETARY
1000 NAVY PENTAGON
WASHINGTON, D.C. 20350-1000

CH-1 of 28 MAY 1998

SECNAVINST 5216.5D
N09B35
29 August 1996

SECNAV INSTRUCTION 5216.5D

From: Secretary of the Navy
To: All Ships and Stations

Subj: DEPARTMENT OF THE NAVY CORRESPONDENCE MANUAL

1. Purpose. To prescribe uniform standards for the management and preparation of correspondence.

2. Cancellation. SECNAVINST 5216.5C and forms OPNAV 5216/142, OPNAV 5216/144C, and OPNAV 5216/145.

3. Scope. This instruction is applicable throughout the Department of the Navy (DON).

4. Local Supplements. Local supplements to amplify this manual may be issued and inserted as Chapter 4. Supplements shall be restricted to those areas requiring extension for local application, such as instructions concerning the originator's code, serial numbers, internal copies, etc. Supplements shall not contradict or repeat information contained in this manual.

5. Request for Changes. Commands and individuals may recommend changes through the chain of command. Navy activities write to Chief of Naval Operations (N09B35) and Marine Corps activities write to Commandant of the Marine Corps (AR).

6. Forms. See appendix D.

John H. Dalton

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SUMMARY OF CHANGES

1. Arrangement. The manual has been reorganized and reformatted to place a stronger emphasis on management of correspondence. Full-page examples appear as figures at the end of each chapter.

a. Chapter 1: "Correspondence Management" is divided into six sections.

(1) Section A: Assigns responsibilities for correspondence management.

(2) Section B: Contains standards and procedures applicable to all types of correspondence.

(3) Section C: Introduces standards for the management of electronic records.

(4) Section D: Introduces standards for the use of electronic mail for correspondence.

(5) Section E: Introduces standards for the use of facsimile transmissions for correspondence.

(6) Section F: Contains formats for addressing mail and other postal standards.

b. Chapter 2: "Correspondence Formats" is divided into five sections containing new format guidelines for all types of correspondence.

c. Chapter 3: "Naval Writing Standards" applies to writing practices within DON.

2. Changes. The manual is revised so extensively that changes are not identified in the margins. This revision:

a. Provides expanded guidance for corresponding with North Atlantic Treaty Organization (NATO) Forces.

b. Changes the requirement to respond to correspondence within 10 working days vice 15, and adds the requirement to respond to Freedom of Information Act (FOIA) requests within 10 workdays.

c. Expands signature authority guidelines.

d. Establishes authority for using letterhead stationery.

e. Permits copies to be produced by automated equipment or photocopied if prepared on automated equipment.

f. Explains how to cite time and express dates in correspondence.

g. Expands guidelines on the use of abbreviations and acronyms.

h. Provides sources for guidance on punctuation, capitalization, and spelling.

i. Requires use of 10- to 12- point (or pitch) block letter style typeface.

j. Prohibits justification of right margins and proportional spacing.

k. Provides guidance on For Official Use Only (FOUO) correspondence.

l. Provides guidance on tabbing correspondence packages.

m. Expands guidelines on preparing memoranda and adds the Memorandum for the Record and Memorandum of Agreement/ Understanding.

n. Provides guidance on the preparation of Point (Talking) Papers.

o. Changes the format for business letters.

p. Updates military and civilian models of address.

CHAPTER 1

CORRESPONDENCE MANAGEMENT

SECTION A

OBJECTIVE AND RESPONSIBILITIES

1-1. Objective. The objective of the DON Correspondence Management Program is to produce effective correspondence efficiently. This manual explains how.

1-2. Responsibilities

a. Chief of Naval Operations and Commandant of the Marine Corps. Administer the Correspondence Management Program within the Navy and Marine Corps respectively.

b. Chief of Naval Operations. 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:

(1) Correspondence is screened, controlled, and reviewed.

(2) Correspondence practices are reviewed periodically to improve products and procedures.

(3) Correspondence management practices and training are promoted and publicized.

(4) The most economical communications media and techniques available are used.

(5) Only essential correspondence is produced.

(6) A Correspondence Manager is designated.

d. Correspondence Manager

(1) Screen incoming communications, assign action offices and due dates, and indicate any required concurrences.

(2) Review outgoing correspondence to see that formats are correct and established procedures are followed.

SECTION B

STANDARDS AND PROCEDURES

1-3. General. The tone, quality, and responsiveness of correspondence is important. Navy's image and effectiveness is impaired if correspondence is sloppy, difficult to understand, unresponsive, cold, impersonal, or incomplete. Section B provides standards and procedures that apply to managing and preparing correspondence. Formatting guidelines are in Chapter 2.

a. Correspondence must be neat in appearance, correctly formatted, error free, and grammatically correct. Two legible ink changes are permitted on a page. Retype to correct minor errors in those few cases when the importance of the subject or the addressee justifies the expense of retyping.

b. Avoid stereotyping men and women on the basis of gender. Use pronouns and titles that include either sex.

c. Don't write unless you must. A conversation in person or by telephone often saves two letters, the one you would have written and the other person's answer. Conversations are often better than correspondence for working out details. Confirm your conversation with a short memo to the other person or a memo for your records.

d. Always include a point of contact and return telephone number when your correspondence might prompt a reply or inquiry.

e. Use automated office equipment to increase efficiency.

1-4. North Atlantic Treaty Organization (NATO). When writing to other NATO Forces use the format and abbreviations in NATO Standardization Agreement (STANAG) Number 2066, Layout for Military Correspondence. It's stocked by the Naval Aviation Supply Office (ASO), 5801 Tabor Avenue, Philadelphia, PA 19120-5099.

1-5. Correspond Through Channels

a. Use the Chain of Command. Follow your chain of command when corresponding on substantive matters such as command decisions, policy issues, and official recommendations.

(1) Address communications directly to the top official of the organization concerned (by title). Show the action office by including the code or person's title in parentheses immediately after the activity's name.

(2) Address correspondence concerning policy, management decisions, or other important matters via those commands,

activities, or offices exercising control, taking action, or involved; e.g., from the Commander, Naval Sea Systems Command via the Chief of Naval Operations to the Secretary of the Navy. This keeps intermediate commands informed and allows them to comment or approve.

(3) "Via:" addressees forward official correspondence, with an endorsement. The endorsement may be restricted to the term "Forwarded" when no opinion or comment is needed. "Via:" addressees may elect to take final action, divert the routing, or return the correspondence to the originator with appropriate explanation (pages 65, 66).

(4) When there isn't time to send important correspondence via the chain of command and still meet a deadline, you may:

(a) Send correspondence via the chain of command, with an advance copy to the "action" addressee. To alert all addressees to this unusual routing, repeat the action addressee by Standard Navy Distribution List (SNDL) short title in a "Copy to:" block and include "(advance)," like this:

Copy to:
CNO (advance)
JAG

(b) Send correspondence directly to the "action" addressee with a concurrent copy to each intermediate addressee. Include in the text a statement like this: "We have mailed copies to all addressees simultaneously. Via addressees, please forward your endorsements directly to ...." Then repeat the "Via:" addressees by SNDL short titles in a "Copy to:" block.

b. <u>Variations to Corresponding through the Chain of Command</u>

(1) Authorized subordinates of different activities may correspond directly with each other on routine matters.

(2) List any interested addressees in the "Via:" block when you want them to see a letter before it reaches the action addressee.

(3) Include intermediate commands as "Copy to:" addressees instead of "Via:" addressees if you want them to see certain routine correspondence without having to endorse it.

(4) Bypass intermediate commands that clearly have no interest in a letter's content and no requirement to comment or act.

(5) If you wish, send routine correspondence, including letters of appreciation or commendation, directly, with copies to intermediate commands that need to know but not endorse.

c. Individuals Writing to Higher Authority

(1) Navy Personnel. When writing to higher authority on a personal matter affecting the command, prepare your letter on plain bond paper in standard letter format. Examples include requests for retirement or resignation. Address the letter to the higher authority and send it via your chain of command. Each via addressee prepares an endorsement and forwards the correspondence to the next addressee.

(2) Marine Corps Personnel. Use NAVMC 10274, Administrative Action (AA) Form, as prescribed in MCO 5210.2.

1-6. Take Advantage of Correspondence Shortcuts

a. Facsimile Machines. Facsimile machines provide a fast and reliable means for sending official correspondence (page 19).

b. Electronic Mail (E-Mail). You can use E-Mail for formal and informal correspondence within the Department of Defense (DOD) (page 21).

c. Window Envelopes. Window envelopes eliminate the cost of addressing envelopes and the risk of putting letters in the wrong envelopes. Do not use them for material that: (1) Is classified, (2) involves national security, (3) is of a personal nature, or (4) is sent to high level officials. To format letters for use with window envelopes see page 46.

d. Form and Guide Letters. Periodically review correspondence for recurring routine topics you can handle with standard responses. These can be developed into form or guide letters to save time and money. See Form and Guide Letters, an Information Resources Management Handbook by the General Services Administration (GSA). This handbook is available through the Military Standard Requisitioning and Issue Procedures (MILSTRIP) System.

(1) Use form letters when possible for routine matters that require no personal touch. Avoid form letters when expressing sympathy, apology, or appreciation.

(2) Guide letters are pre-drafted standard letters or paragraphs that you may pick from to best fit the situation. Type or print them individually so they seem personally composed.

1-7. Coordination and Review. The originator: (a) Obtains appropriate concurrences, (b) resolves major differences, (c) arranges for any needed retyping, and (d) provides copies of the correspondence (after signature) to reviewers that request them.

a. Coordinate Efficiently

(1) Decide who needs to concur before a letter is signed and who can be informed afterward. Limit reviews to offices that have a substantial interest in the proposed action. Obtain concurrences before correspondence is put in final form and submitted for signature.

(2) Coordinate as quickly and informally as possible. Discussions by phone or in person are often more efficient than formal written coordination, especially if a letter is brief and routine.

(3) If revisions are likely, coordinate during the drafting stage. Show the order of routing on the file copy or special coordination form.

(4) If many offices must review a document in a short time, distribute copies to all reviewers simultaneously. Then summarize their responses on a briefing sheet that accompanies the letter when it goes for signature.

b. Concurrence. The originator and other concerned officials indicate concurrence or nonconcurrence on correspondence by initialing or signing their names in the margin of the official file copy. No other file copies are initialed or signed. For nonconcurrence, write comments on the routing sheet or other document and attach.

1-8. Avoid Unnecessary Briefing Memos and Cover Letters. Avoid including briefing memos when letters going for signature are short, routine, and self-explanatory. Signers must encourage writers to avoid such duplication. Forms, reports, and other publications don't need cover letters when they are self-explanatory.

1-9. Submit Finished Products for Signature. Normally, submit correspondence for signature in final form. Use double-spaced drafts only when changes are likely, perhaps because a subject is controversial or a policy statement needs precise wording. Early guidance to writers about a signer's preferences will reduce the frequency of changes.

1-10. Signature Authority. Delegate signature authority to the lowest legal and practical level.

a. What the Commanding Officer Must Sign. The commanding officer or officer in charge must personally sign documents that:

(1) Establish policy.

(2) Center on the command's mission or efficiency and are addressed to higher authority.

(3) Deal with certain aspects of military justice. In this case, others may sign only if a staff legal officer has approved it.

(4) Are required by law or regulation (e.g., ship's deck log).

b. Delegation of Signature Authority

(1) A commanding officer may delegate signature authority to military and civilian subordinates. Do so in writing, to titles rather than names, and include a brief outline of the types of documents involved. Normally, this delegation is made in an instruction. A commanding officer may authorize those subordinates to delegate signature authority further.

(2) Authorized subordinates should subdelegate signature authority to the lowest responsible person whose position is reasonably related to the function involved. Do so in writing, normally to titles rather than names, and include a brief outline of the types of documents involved.

(3) Authorized subordinates may sign correspondence that falls within their areas of responsibility, unless good judgment calls for the signature of a higher official. Subordinates usually use "By direction" when signing documents under this delegated authority. A few senior staff members in major commands are authorized to sign over their own titles. EXAMPLES:

RANDALL J. WILSON II By direction	A. RAMSEY, JR. Deputy

c. Acting for the Commanding Officer. When an officer temporarily succeeding to command signs official correspondence, the word "Acting" is typed below the typed name. EXAMPLE:

GAIL L. McNALLY
Acting

d. Acting for an Official Who Signs by Title. When the signer has been formally appointed to replace an official temporarily who signs correspondence by title rather than "By direction," the word "Acting" is typed below the typed name and title. EXAMPLE:

M. I. TUNNEL
Deputy
Acting

e. Signing "For" an Absent Official. There are times when documents are in final form and the official that would normally sign the document is unable to do so. Rather than retyping the document and rerouting for concurrences, the acting official may sign the document with his or her name and the word "for" before

the typed name of the regular signing official. This method is discouraged and should be used only when a delay would fail to meet a crucial deadline.

1-11. Signature Stamps. A commanding officer may authorize others to use a signature stamp that duplicates his or her signature where the personal signing is impractical. If you are authorized to use a stamp of someone else's signature, pen your initials next to each signature you stamp to authenticate the stamp. Safeguard such stamps from unauthorized use.

1-12. Incoming Correspondence Controls

a. Date Stamp. Date stamp incoming controlled correspondence on the day it arrives at the command.

b. Restrict Assignment of Controls. Assign controls to only incoming mail that requires a response or has long-term reference value. Route incoming action correspondence directly from the mailroom to the action office. If necessary, send duplicate copies to intermediate offices.

c. Track Correspondence. Track the status of controlled correspondence routed for action. This is crucial for heading off inquiries on overdue replies. OPNAV 5211/7 (Rev. 6-81), Correspondence/Document Control Card is available for this purpose through the supply system.

1-13. Reply Promptly

a. Routine Correspondence. Take quick action on incoming correspondence that requires action or answers. Normally, correspondence should be answered within 10 working days or within the time set by the incoming correspondence.

b. Typical Controlled Correspondence. Answer most controlled correspondence within 10 workdays of receipt at the command. If you foresee not responding by then, send an interim reply within 5 workdays.

c. Congressional Communications

(1) Reply directly to members of Congress if they contact your activity on routine and non-policy matters. When doubt exists over whether to release certain information, contact the Office of Legislative Affairs for guidance.

(2) Answer Congressional communications within 5 workdays of receipt. If you forsee not responding by then, send an interim reply within 48 hours. Explain the delay and estimate the date of your final reply. Send the original reply plus an extra copy when responding to a Congressional inquiry. Send a blind copy of your final reply and substantive interim replies to the Office of Legislative Affairs, 1300 Navy Pentagon,

Washington, DC 20350-1300. Also send blind copies to other Washington headquarters as good judgment dictates.

(3) Opening line in the text should read as follows: "Thank you for your letter of (date), concerning (issue)." (NOTE: Date format is Month Day, Year (i.e., January 10, 1997)).

(4) When responding to a Congressional request, it's appropriate to use the following as your last paragraph, "If I may be of any further assistance, please let me know." Paragraph 3-19e on page 109 doesn't apply in this case.

(5) For more information on the handling of naval legislative affairs refer to SECNAVINST 5730.5G, Procedures for the Handling of Naval Legislative Affairs and Congressional Relations.

d. Freedom of Information and Privacy Act Requests. Answer requests for information within 10 workdays of receipt. If you need more time, notify the requester before the 10 workdays are up.

1-14. Outgoing Correspondence Controls

a. Impose Realistic Due Dates. Put a "reply by" due date in your letter only when you have compelling reasons to receive a reply by that date. When choosing the due date, allow time for your letter to make its way up the chain of command to be signed, time for it to reach the people who will take action, time for them to gather information and prepare a response, and time for the response to make its way back to you. Allow also for the accessibility of the addressee; you may need to extend due dates for mobile units, overseas activities, and holidays.

b. Interim Replies. When you foresee a delay, send an interim reply. Interim replies may be in the form of a letter or a printed post card.

c. Sign and Mail Promptly. Sign correspondence at intervals throughout the day. This method will keep signed correspondence from lingering overnight before it goes out. Arrange for a special trip to the mailroom for important correspondence that is signed after the last regular messenger run but before the last mail dispatch. Alert the mailroom to the urgency.

d. Trace Late Replies. When you don't receive a reply on time, you may follow-up with a phone call or tracer. A tracer is a copy of your original correspondence with the word "tracer" and the tracer's date at the top. Pen, type, or stamp a note such as this: TRACER, 5 Jun 96. Use a Routine Reply, Endorsement, Transmittal, or Information Sheet, OPNAV 5216/158 (Rev. 7-78), or a brief follow up letter, if sending a copy of your correspondence is impractical.

1-15. Limit Use of Social Security Numbers (SSN)

a. Corresponding Within DOD. Limit using the SSN of a military member or civilian employee unless essential for identification and authorized for use by authority of Executive Order 9397.

b. Corresponding Outside DOD. Never use the SSN of a military member or civilian employee.

c. Exceptions. The individual involved gives permission, or the incoming communication has revealed the SSN already.

1-16. Identifying Navy and Marine Corps Personnel. This information is generally included in the subject line of the standard letter and in the first paragraph of the business letter. Fully identify the member when you first mention him or her. In later references to the member, simply use the rank or rate and last name. Don't capitalize every letter of a member's last name, except in the subject and signature line. Capitalize "Sailor" and "Marine" when referring to members of the U.S. Navy or U.S. Marine Corps.

a. Navy Requirements. (1) Abbreviated rank or rate (spell out in text) and warfare designator for enlisted personnel (e.g., (AW), (SW), (SS), etc.) with no space between rank/rate and warfare designator, (2) first name, middle initial if any, and last name, (3) staff corps if any, (4) branch of service, (5) SSN (if essential for identification), and (6) designator for an officer:

CAPT Robert W. Doe, Jr., USN, 123-45-6780/1110
LT Charles W. Doe, DC, USN, 123-45-6789/2200
LT John McDonald, USNR, 123-45-6788/1315
YN1(AW) Joanne C. Brown, USN, 123-45-6787

b. Marine Corps Requirements. (1) Unabbreviated grade, (2) first name, middle initial if any, and last name, (3) SSN without hyphens (if essential for identification); (4) military occupational specialty, and (5) branch of service:

Captain Matthew T. John 123 45 6786/0430 USMC
Major Mary DeWitt 123 45 6785/0202 USMCR
Sergeant James P. Jones 123 45 6784/0411 USMC

1-17. Letterhead Stationery (also see Appendix C)

a. Authorized Use of Letterhead

(1) Use your command's letterhead stationery for only official matters of the command. Printing of names of officials on letterhead stationery is prohibited.

(2) You may use your command's letterhead stationery when corresponding as a member of a DON-approved board or committee. Indicate the letter is from the signing official by using the board or committee title in the “From:" line.

(3) Don't use letterhead as personal stationery. For example, CDR Doe, captain of the basketball team, may not use it for matters involving the team.

(4) Preprinted, computer, or word processor generated letterhead are acceptable.

(5) Use bond paper with watermark for correspondence to be signed by: the Secretary or Deputy Secretary of Defense; the Secretary, Under Secretary, and Assistant Secretaries of the Navy; the Chief and Vice Chief of Naval Operations; and the Commandant and Assistant Commandant of the Marine Corps.

b. Letterhead Format

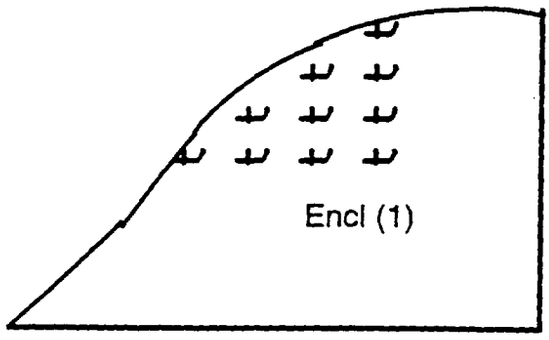
(1) Letterhead stationery of the Department of the Navy shall bear a one-inch in diameter seal of the Department of Defense. Other seals, emblems, insignia, decorative or emblematic devices shall not be incorporated.

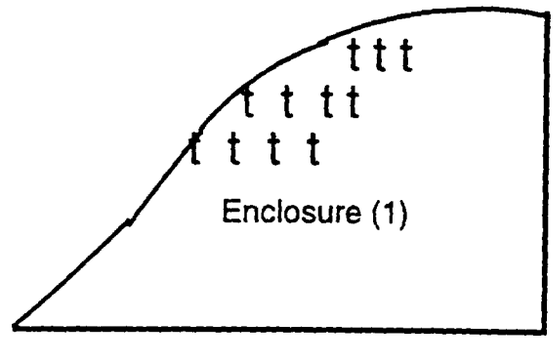
(2) Navy activities and Headquarters, Marine Corps letterhead begins with "DEPARTMENT OF THE NAVY" centered on the fourth line from the top of the page. Center the activity's name, address and nine-digit ZIP code on succeeding lines. Letterhead for other Marine Corps activities begins with "UNITED STATES MARINE CORPS". (refer to Appendix C, page C-4)

(3) Address lines of letterhead for Navy activities shall conform to Standard Navy Distribution List (SNDL) addresses. Marine Corps activities shall comply with current Marine Corps Publications and Printing Regulations, MCO P5600.31G.

1-18. Enclosures. An enclosure can prevent a letter from becoming too detailed. Try to keep letters short, down to one page whenever possible, and use enclosures for lengthy explanations that cannot be avoided. An enclosure may include such things as directives, manuals, publications, photocopies of correspondence, charts, etc.

a. Marking Enclosures. Enclosures must be marked on the first page; however, you may mark all pages. An enclosure marking goes in the lower right corner, whether the text is arranged normally or lengthwise. Type, stamp, or write "Encl" or "Enclosure" plus its number in parentheses. You may use pencil so an addressee can remove the marking easily should the enclosure be needed for some later purpose. Marking an enclosure such as a photograph may be impractical. In that case, attach a piece of paper giving the enclosure marking or use a Correspondence Signal Tab, OPNAV 5216/139 (Rev.11-81). Arrange the typed pages lengthwise so they can be read from the right. EXAMPLE:





b. Numbering Pages of Enclosures. Number only second and later pages. If you have several different enclosures, number the pages of each independently.

c. Sending Enclosures Separately. When size, weight, or other factors prevent sending an enclosure with a letter, send it separately and type "(sep cover)" after the enclosure's description:

Encl: (1) SECNAVINST 5216.5D (sep cover)

1-19. Copies

a. Non-Automated Production of Correspondence. Use manifold (tissue) sets to make copies whenever possible. When tissue sets are unavailable, photocopies or carbon copies may be used.

b. Automated Production. You may use a substitute for tissue copies when you can maintain equal or better copy quality, and labor/material costs are no higher than preparing tissue copies.

c. Correspondence Produced for Use With Window-Envelopes. The window-envelope letter has no "From" line, so every copy that goes outside your activity must have a letterhead (printed, typed, stamped, or reproduced from the original) to show its origin.

d. Limit Copies. Photocopying is convenient but expensive.

(1) Use two-sided photocopying whenever possible.

(2) If your letter must have "Copy to:" addressees, include only those with a genuine need to know. Be realistic.

(3) Avoid "just in case" copies and whole batches of 10 or 15 copies when you can pinpoint the quantity precisely.

(4) Make the most of the "read, initial, and date" approach to information copies within your command. Circulate a single copy among those who need to read the document, and have them pass it on.

(5) If available, information copies may be put on a Local Area Network (LAN) or distributed by E-Mail.

(6) Avoid redundant file copies; keep official command files in one central location to simplify access. Retain one official file copy of all outgoing correspondence. The official file should contain the incoming document, the official file copy of outgoing correspondence, and essential supporting documents. Don't keep unnecessary material such as working papers, early drafts and extra copies. For guidance on filing and disposal of records, see SECNAVINST 5210.11D, DON File Maintenance Procedures and Standard Subject Identification Codes (SSIC), and SECNAVINST 5212.5C, Navy and Marine Corps Records Disposal Manual.

(7) Update distribution lists on a continuing basis. If you receive unwanted documents, notify the originator.

1-20. Expressing Military Time. Express military time in four digits, from 0001 to 2400, based on the 24-hour clock. The first two digits are the hour after midnight and the last two digits are the minutes. So 6:30am civil time is 0630 in military time, and 3:45pm is 1545.

1-21. Expressing Dates

a. Naval Letters. Express dates in day/month/year order like this:

(1) In the heading: 1 Jan 98. Variations are allowed for date stamps.

(2) In the text: 1 January 1998. The year may be omitted when the context makes it clear.

b. Business Letter. Express dates in the month/day/year order like this: January 1, 1998.

1-22. Abbreviations and Acronyms

a. Established abbreviations are acceptable in all but the most formal writing. Some examples include such familiar abbreviations as Mr. (Mister), e.g. (for example), i.e. (that is), and etc. (et cetera). Use only well known abbreviations.

b. Don't abbreviate military titles in the text of press reports or correspondence.

c. If you must use an acronym that may not be familiar to the reader, spell it out first and follow with the acronym in parentheses. After the initial definition of its meaning, you may use the acronym without explanation. EXAMPLE: Naval Air Station (NAS), Alameda, CA.

1-23. Punctuating, Capitalizing, and Spelling. For rules on punctuating, capitalizing, and spelling, refer to the Government Printing Office (GPO) Style Manual. Most word processors eliminate the need to divide words. If correspondence is produced manually, use the Word Division Book, a supplement to the GPO Style Manual or your dictionary for help with dividing words. Use hyphens sparingly; a slightly uneven right margin is preferred over hyphenated words. Never hyphenate a word at the end of a page. Avoid separating words in close association such as a person's name, abbreviated titles, and dates. If a full name must be split, do so after the first name, when there is no initial, or after the initial.

1-24. Proofreading. Proofread correspondence several times and check it carefully to ensure it has been correctly prepared. A recommended method of proofreading follows:

a. Do not read for substance until you are sure everything else is right.

b. Look at the framework of the correspondence:

(1) Is letterhead correct/straight?

(2) Are margins 1 inch?

(3) Are page numbers centered 1/2 inch from the bottom of the page?

(4) Is there enough/too much room for the date?

(5) Are paragraphs aligned/indented properly?

(6) Are paragraphs sequentially numbered/lettered?

(7) Are enclosure markings correct?

(8) Are more than three lines hyphenated, and are successive lines hyphenated?

c. Next, look for typographical errors, misspelled words, improper punctuation, improper spacing, and incorrect grammar:

(1) Read slowly, look at each word separately.

(2) Look up all hyphenated words you are not sure of.

d. Lastly, read again for content.

1-25. Typeface. For text, use 10- to 12-point font size. Font styles such as Courier New, Times New Roman, or Univers are preferred. Script or Italics may be used for occasional emphasis, not for entire letters.

1-26. Color of Ink. Use black or blue-black ink to sign correspondence.

SECTION C

ELECTRONIC RECORDS

1-27. General. An electronic record is any information that is recorded in a form that only a computer can process and that satisfies the definition of a federal record--information made or received in connection with the transaction of public business and preserved or appropriate for preservation as evidence of the organization, functions, policies, decisions, procedures, operations; etc., or because of its information value. Electronic documents are records the same as paper documents. In practice, there is no difference between managing electronic and paper records.

1-28. Creation. Before a document is created on an electronic records system that will maintain the official file copy, each document must be identified sufficiently to enable authorized personnel to retrieve, protect, and dispose of it.

a. Naming Files. Naming electronic files resembles labeling paper file folders. When naming subdirectories or "folders," use the SSIC number and any logical combination of alphanumeric characters permitted by the operating system and descriptive of the series. For example, a subdirectory labeled 5240 would show General Administration and Management files containing correspondence on industrial methods that are destroyed after 3 years. Identifying information for each document may include: Office of origin, SSIC number, key words for retrieval, addressee (if any), signature, originator, date, authorized disposition (coded or otherwise), and security classification (if applicable). Ensure that electronically maintained records can be correlated with related records on paper, microform, or other media.

b. Labeling Disks or Tapes. To prevent damage to the disk or tape, write the information on the label before you put it on the disk; never erase information on a label once it is in place. When affixing a label to a disk, choose an area away from all holes. Be sure labels identify the hardware and software that will read the information, security classification (if applicable), SSIC number, description, and disposition instructions. Don't affix external labels to CD-ROM disks.

1-29. Maintenance

a. Make backup copies of files at least once a week, or more often. Don't use floppy disks for long-term storage of permanent or unscheduled records because floppy disks are vulnerable to mishandling, and data loss is common. When disks are the only backup medium available, use them for temporary storage only. If possible, store the backup media in a separate area from the source data to provide additional insurance against data loss.

b. Equipment failure and power outages are additional causes of data loss. Save files frequently. If you are using a word processing package, set an automatic save every 5 or 10 minutes.

c. Store frequently used files conveniently for immediate access. Store less frequently used files on tape, disk, or other media.

d. Manage, use, and delete classified information per guidelines contained in OPNAVINST 5510.1H, Department of the Navy Information and Personnel Security Program Regulations. Be sure the records you maintain are necessary and pertinent. Eliminate nonessential information.

1-30. Restrictions

a. Freedom of Information Act (FOIA). FOIA allows any person to seek access to records held by a Government agency. See SECNAVINST 5720.42E, Department of the Navy Freedom of Information Act (FOIA) Program for information on processing requests.

b. Privacy Act. The purpose of the Privacy Act of 1974 (5 U.S.C. 552a) is to balance the Government's need to maintain information about individuals with the rights of individuals to be protected against unwarranted invasion of their privacy stemming from federal agencies' collection, maintenance, use, and disclosure of personal information about them. Therefore, limit access to personal data and other restricted documents.

c. Electronic Records as Evidence. Per the Federal Rules of Evidence, title 28 of the U.S. Code, electronic records are acceptable to the courts as evidence; however, each judge is free to dismiss evidence on the basis of the court's independent evaluation.

1-31. Disposition

a. Identify and schedule electronic versions of official records for disposition. Refer to SECNAVINST 5212.5C, Navy and Marine Corps Records Disposition Manual.

b. Erase electronic files used only as backup or that only contains passing information once a hard copy has been generated or the data is no longer needed.

(Blank)

SECTION D

ELECTRONIC MAIL

1-33. General. Electronic mail (E-Mail) lets individuals and activities exchange information by computer. You may use it for informal communications in place of telephone calls or to transmit formal correspondence within DOD. The Defense Data Network (DDN) must be used for long-haul data communications support, unless the host system is waived. Whatever you send by E-Mail must be for official Government business only.

1-34. Managing E-Mail. Activities will establish access and handling procedures for managing E-Mail. Among other things, they must:

a. Prohibit users from sharing mailboxes or passwords.

b. Encourage users to check their mailboxes twice a day.

c. Spell out how to access and process E-Mail that comes to users who are absent for 5 days or more.

d. Provide for periodic review of E-Mail files to purge, retain, or file as appropriate.

1-35. Formal Correspondence. Activity heads may authorize the use of E-Mail to correspond formally within DOD. Your delegation of signature authority for correspondence is also your release authority for E-Mail. When corresponding formally:

a. Use standard DON correspondence formats including SSIC number, serial number, date, and signature authority. Type in your letterhead information and use "/s/" in place of the signature:

/s/

C. WILSON II
By direction

b. Follow your chain of command.

c. Transmit only from your authorized E-Mail address.

d. Request acknowledgement of receipt in the original communication when it is required. Acknowledgement may be via E-Mail.

e. Keep a copy of your formal correspondence sent by E-Mail as your activity's file copy. See paragraph 1-38.

1-36. Informal Correspondence. There are no specific guidelines for informal correspondence; still, keep it brief, use good taste, and observe traditional customs and courtesies. You needn't use a complete signature block to identify the sender, but the sender must be fully identified. You may omit the signature block entirely if your computer automatically identifies the sender.

1-37. Security and Privacy Issues

a. Don't send classified information by E-Mail unless the system, including the network, is protected for the highest level of classified information you are sending. To send anything classified, follow SECNAVINST 5239.2, DON Automated Information Systems (AIS) Security Program (NOTAL).

b. Follow established guidelines and exercise good judgment in transmitting sensitive information such as:

(1) Government information that would be of value to an adversary, such as information relating to operations, plans, system acquisition, logistic support, personnel, to list a few topics.

(2) Pre-award contractual information, budget information, or authorization data.

(3) Non-government information such as trade secrets the Government agreed to keep confidential.

(4) For Official Use Only (FOUO) information see SECNAVINST 5720.42E, Department of the Navy Freedom of Information Act (FOIA) Program.

(5) For information governed by the Privacy Act see SECNAVINST 5211.5D, Department of the Navy Privacy Act (PA) Program.

1-38. Records Management. E-Mail lacks the built-in records management controls of the Naval Computer and Telecommunications System (NCTS) and the Automatic Digital Network (AUTODIN). Activities will control the creation, use, maintenance, and disposition of E-Mail records. Follow Chapter 1, Section C of this manual and SECNAVINST 5212.5C, Navy and Marine Corps Records Disposition Manual.

SECTION E

FACSIMILE TRANSMISSION SERVICES

1-39. General. Facsimile machines provide a rapid and reliable alternative to the U.S. Postal Service for transmission of documents. Whatever you send by facsimile must be for official Government business only.

1-40. Managing Facsimile Services

a. Limit transmissions requiring use of long distance services to time sensitive communications only.

b. Send multiple documents that are going to the same location, in batches, rather than one at a time.

c. Facsimile transmission cover sheets add to the cost of each transmission. Keep cover sheets as simple and functional as possible with only essential information. Avoid graphics and heavy gray or black areas because they slow transmissions and increase costs.

(1) Instead of using a separate cover sheet when sending material via facsimile transmission, commands are encouraged to use General Services Administration Optional Form (OF) 99, Fax Transmittal, NSN 7540-01-317-7368 or procure a rubber stamp (1 by 4 inches) formatted as follows:

FROM: _____	TO: _____
ACTIVITY: _____	ACTIVITY: _____
PHONE #: _____	PHONE #: _____
# OF PAGES: _____	FAX #: _____
Replace thermal paper facsimiles that are official records with photocopies.	

(2) Use the OF 99 or stamp whenever possible. Place the form or stamp at either the top, bottom or side margin. Their use will eliminate the need for an extra page, save money, material, labor, energy, and time.

1-41. Security and Privacy Issues

a. Don't transmit classified data via unsecured facsimile equipment. See OPNAVINST 5510.1H, Information and Personnel Security Program Regulations.

b. Follow established guidelines and exercise good judgment in transmitting sensitive information. See paragraph 1-37, page 22.

1-42. Records Management

a. Correspondence transmitted via facsimile machine has the same authority as if it were the original. Normally the original is retained by the sending activity. The sender determines whether the correspondence is important enough to require forwarding the original. If the original is forwarded, the advance copy becomes non-record material and may be destroyed by the receiving office.

b. Activities that receive a lot of official documents via facsimile may need to procure a rubber stamp such as the one shown below to assist in identifying documents that are to be retained for record purposes.

ACTION COPY
DO NOT DESTROY

c. Some facsimile machines still use "thermal paper" which can deteriorate in as few as 6 months. Due to this instability, thermal paper facsimiles that are to be retained for record purposes should be photocopied.

SECTION F

POSTAL STANDARDS

1-43. General. This chapter includes U.S. Postal Service (USPS) standards and Navy policies pertaining to official mail. For additional information, refer to OPNAVINST 5218.7A, Navy Official Mail Management Instructions.

1-44. Choosing the Right Size Envelope or Container. Use envelopes or mailing containers only slightly larger than the material being mailed and of sufficient strength to protect the contents during the mail handling process. Envelopes should be no smaller than 3 1/2 by 5 inches and no larger than 6 1/8 by 11 1/2 inches, if possible. Mail smaller than 3 1/2 by 5 inches is not mailable. You can send mail that is larger than 6 1/8 by 11 1/2 inches; however, it must bypass automated equipment and be processed through slower and less efficient methods. Reduce mailing expenses by following these steps:

a. Use standard letter size (number 10) envelopes whenever possible. Generally, documents with four or less pages should be folded and mailed in a letter size envelope rather than a larger size envelope. See figure 1-1, page 28. USPS' automated processing equipment cannot handle envelopes thicker than 1/4 inch.

b. Use large envelopes for material that cannot be folded (photographs, diplomas, negatives, and bulky material).

c. Consolidate, by class, all mail generated on the same day and destined for the same addressee.

d. Check with your mailroom for activities/agencies within the local area that are serviced by couriers (this requires no postage).

1-45. Sources of Address Information. Address official Navy mail to the command or activity addresses in:

a. Standard Navy Distribution List (SNDL), Parts 1 and 2.

b. List of Marine Corps Activities (LMCA), NAVMC 2766 (NOTAL).

c. Department of Defense Activity Address Directory (DODAAD), DOD Manual 4000.25-6-M (NOTAL).

1-46. Delivery and Return Address Formats

a. Requirements

(1) Be sure you have the correct address and use organizational codes whenever possible.

(2) Type, or print by other mechanical means the delivery address in uppercase letters. Use no punctuation except for the hyphen in the ZIP+4 code. Use black or blue-black ribbons or ink. The return address may be preprinted, typewritten, or rubber stamped.

(3) Always use the ZIP+4 code, if available, and USPS acceptable abbreviations. Figure 1-2, page 29, is a listing of USPS acceptable abbreviations for streets and words that often appear in the names of places. A listing of USPS acceptable two-letter state and territories abbreviations appears in figure 1-3, page 30.

(4) Don't use print styles that:

(a) Incorporate proportional spacing;

(b) Have characters that overlap;

(c) Have highly styled characters such as script, italics, artistic, etc.; or

(d) Have dots that don't touch to form each letter (dot matrix styles).

(5) Limit official mail addresses (both delivery and return) to five lines, format with a uniform left margin, and a maximum of 47 characters per line, including spaces.

(6) Center the address and single-space each line, blocked one below the other. Don't indent lines. Leave at least a 1-inch margin from the left and right edges of the envelope and at least 5/8 inch from the bottom of the envelope. The last line of the address should be no lower than 5/8 inch and no higher than 2 1/4 inches from the bottom of the envelope. Include all required information within addressee and return addressee areas. Don't type in the margins or clear area. Don't overlap the return address in the delivery address area. Be careful not to slant the address. The lines must be parallel to the top and bottom edges of the envelope. Study figure 1-4, page 31.

b. Mail Sent Within DOD. Prepare the address as follows:

(1) Non-address Data Line - First Line (Optional). Use this to address official correspondence to the official in charge such as Commanding Officer, Director, Commander, etc.

(2) Information/Attention Line - Second Line (Optional). If known, place the name of the action officer, a specific individual, or section and code here.

(3) Name of Recipient Line - Third Line. Place the activity short title (less the city and state) here.

(4) Delivery Address Line - Fourth Line. Place either a street address or post office box number here. Use the word "SUITE" to designate locations within a building. See figure 1-2, page 29, for USPS acceptable street and places abbreviations.

(5) Post Office Line - Fifth Line. Place the city, state, and ZIP+4 code (in that order) here. Use the standard two-letter abbreviations shown in figure 1-3, page 30. Note new requirement for only one space between state and zip code vice two to five spaces.

1-47. Mail Classifications. Select the class of mail service that meets the security, accountability, and delivery requirements of the material being shipped at the most economical cost. See OPNAVINST 5218.7A, Navy Official Mail Management Instructions, for definitions of classes of mail and special supplemental postal services.

1-48. Mail Markings. Mark all mail, except first-class mail in a standard letter size (Number 10) envelope, with the class of mail service you desire. Place the marking; i.e., first-class, priority, etc., in the upper right corner, about 1/4 inch below the postage meter imprint, mail stamp, or permit imprint. Mailings without a class of mail marking, except those in a Number 10 envelope, will be assumed to contain no first-class material and will be sent as the lowest possible class of service.

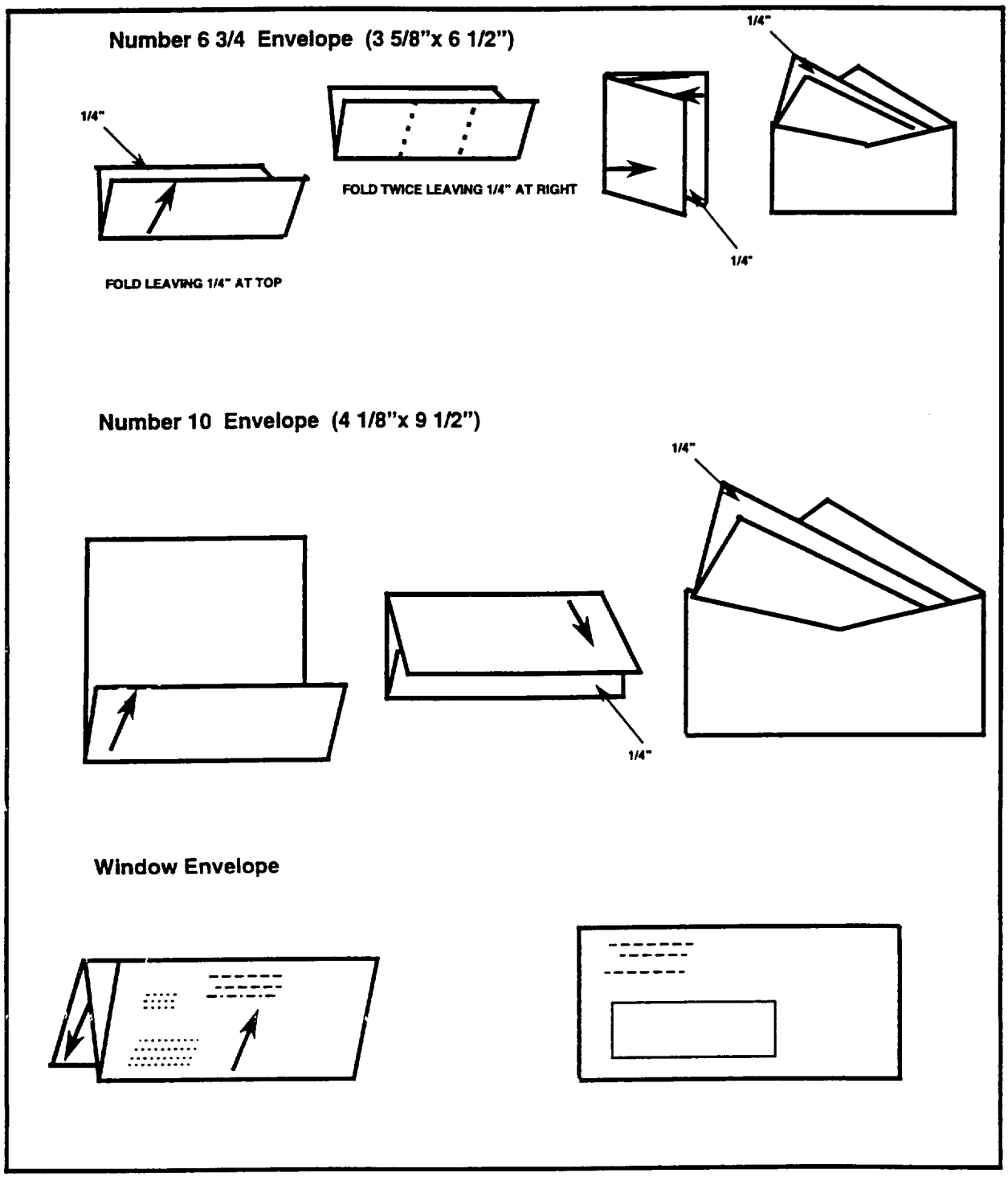


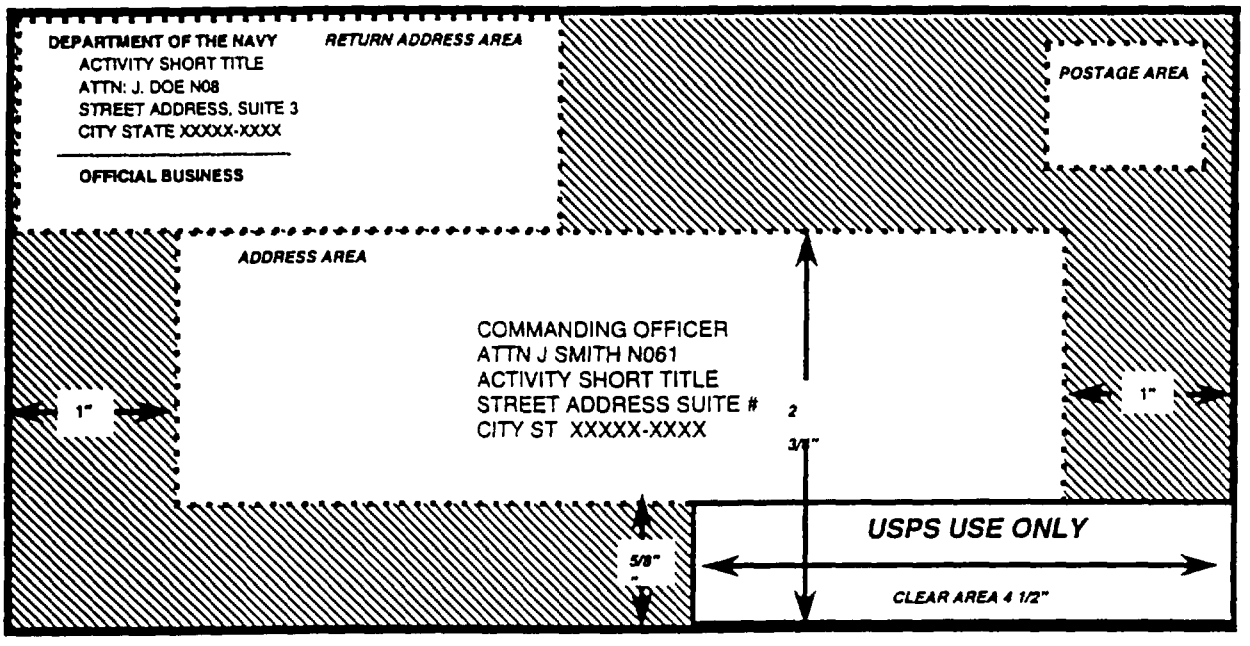
Figure 1-1. Folding Techniques

Academy	ACAD	Fort	FT	Place	PL
Agency	AGNCY	Freeway	FWY	Plain	PLN
Airport	ARPRT	Gardens	GDNS	Plains	PLNS
Annex	ANX	Gateway	GTWY	Plaza	PLZ
Arcade	ARC	Glen	GLN	Point	PT
Avenue	AVE	Green	GRN	Port	PRT
Bayou	BYU	Grove	GRV	Prairie	PR
Beach	BCH	Harbor	HBR	Radial	RADL
Bend	BND	Haven	HVN	Ranch	RNCH
Bluff	BLF	Heights	HTS	Rapids	RPDS
Bottom	BTM	High	HI	Rest	RST
Boulevard	BLVD	Highway	HWY	Ridge	RDG
Branch	BR	Hill	HL	River	RIV
Bridge	BRG	Hills	HLS	Road	RD
Brook	BRK	Hollow	HOLW	Row	ROW
Burg	BG	Hospital	HOSP	Run	RUN
Bypass	BYP	Inlet	INLT	Rural	R
Camp	CP	Institute	INST	Saint	ST
Canyon	CYN	Island	IS	School	SCH
Cape	CPE	Islands	ISS	Shoal	SHL
Causeway	CSWY	Isle	ISLE	Shoals	SHLS
Center	CTR	Junction	JCT	Shore	SHR
Circle	CIR	Key	KY	Shores	SHRS
Cliffs	CLFS	Knolls	KNLS	South	S
Club	CLB	Lake	LK	Spring	SPG
College	CLG	Lakes	LKS	Springs	SPGS
Corner	COR	Landing	LNDG	Spur	SPUR
Corners	CORS	Lane	LN	Square	SQ
Court	CT	Light	LGT	Station	STA
Courts	CTS	Loaf	LF	Stravenue	STRA
Cove	CV	Locks	LCKS	Stream	STRM
Creek	CRK	Lodge	LDG	Street	ST
Crescent	CRES	Loop	LOOP	Summit	SMT
Crossing	XING	Lower	LWR	Terrace	TER
Dale	DL	Manor	MNR	Trace	TRCE
Dam	DM	Meadows	MDWS	Track	TRAK
Depot	DPO	Mill	ML	Trail	TRL
Divide	DV	Mills	MLS	Trailer	TRLR
Drive	DR	Mission	MSN	Tunnel	TUNL
East	E	Mount	MT	Turnpike	TPKE
Estates	EST	Mountain	MTN	Union	UN
Expressway	EXPY	National	NAT	University	UNIV
Extension	EXT	Neck	NCK	Valley	VLY
Fall	FALL	North	N	Viaduct	VIA
Falls	FLS	Orchard	ORCH	View	VW
Ferry	FRY	Oval	OVAL	Village	VLG
Field	FLD	Park	PARK	Ville	VL
Fields	FLDS	Parkway	PKY	Vista	VIS
Flats	FLT	Pass	PASS	Walk	WALK
Ford	FRD	Path	PATH	Water	WTR
Forest	FRST	Pike	PIKE	Way	WAY
Forge	FRG	Pillar	PLR	Wells	WLS
Fork	FRK	Pines	PNES	West	W
Forks	FRKS				

Figure 1-2. Standard Address Abbreviations

Alabama	AL	Montana	MT
Alaska	AK	Nebraska	NE
Arizona	AZ	Nevada	NV
Arkansas	AR	New Hampshire	NH
American Samoa	AS	New Jersey	NJ
California	CA	New Mexico	NM
Colorado	CO	New York	NY
Connecticut	CT	North Carolina	NC
Delaware	DE	North Dakota	ND
District of Columbia	DC	Northern Mariana Islands	MP
Federated States of Micronesia	FM	Ohio	OH
Florida	FL	Oklahoma	OK
Georgia	GA	Oregon	OR
Guam	GU	Palau	PW
Hawaii	HI	Pennsylvania	PA
Idaho	ID	Puerto Rico	PR
Illinois	IL	Rhode Island	RI
Indiana	IN	South Carolina	SC
Iowa	IA	South Dakota	SD
Kansas	KS	Tennessee	TN
Kentucky	KY	Texas	TX
Louisiana	LA	Utah	UT
Maine	ME	Vermont	VT
Marshall Islands	MH	Virginia	VA
Maryland	MD	Virgin Islands	VI
Massachusetts	MA	Washington	WA
Michigan	MI	West Virginia	WV
Minnesota	MN	Wisconsin	WI
Mississippi	MS	Wyoming	WY
Missouri	MO		

Figure 1-3. State/Territory Abbreviations



EXAMPLES:

Ashore:	COMMANDING OFFICER	Title of Official in Charge
	ATTN J DOE N61	Action Officer, Organizational Code
	ACTIVITY SHORT TITLE	Activity Short Title (less city & State)
	ST ADDRESS SUITE #	Street Address, Suite Number
	CITY ST XXXXX-XXXX	City State ZIP+4
Afloat:	COMMANDING OFFICER	Addressees Name
	ATTN YNC J JONES	Action Officer, Organizational Code
	USS SEAWORTHY DD 000	Name of the Ship
	FPO AP 12345-0729	Fleet Post Office and its number
Navy Personnel:	YNC J JONES	Addressees Name
	USS SEAWORTHY DD 000	Name of the Ship
	FPO AP 12345-0729	Fleet Post Office and its number
Building/Business/Personal Name:	ATTN MS JANE DOE	Personal Name
	NATIONAL WIDGET CORP	Business Name
	CITY BLDG 4	Building Name and Number
	123 E BUSINESS ST	Street Address
	BIGCITY NY 12345-4321	City State ZIP+4
Standard Street Address/Numeric:	MR JOHN DOE	Addressees Name
	567 W 82ND AVE APT 201	Street Address, Apartment Number
	SMALLTOWN MO 34567-0201	City State ZIP+4
Foreign Addresses:	MR JOHN DOE	Addressees Name
	117 RUSSEL DRIVE	Street Address
	LONDON WIPGHQ	City, Postal Delivery Zone (if any)
	ENGLAND	Country Name

Figure 1-4. Envelope Addressing Standards

CHAPTER 2

CORRESPONDENCE FORMATS

SECTION A

STANDARD LETTER

2-1. Introduction

a. Use the standard letter or one of its variations to correspond officially with addressees in DOD. Also use it when writing to addressees outside DOD if you know they have adopted this format. Outside users include the Coast Guard and some contractors who deal widely with the Navy and Marine Corps.

b. The format of the standard letter, with slight variations, sets the pattern for joint letters, multiple address letters, endorsements, directives, memoranda, etc. Important: Before reading further, study the illustration of a two-page standard letter at figures 2-1 and 2-2, pages 49 and 50. Figure 2-3, page 51, shows formatting techniques to use when preparing a standard letter for use with a window envelope. Figure 2-4, page 52, is an example of a joint letter prepared for joint release by two commands.

c. The person whose title appears in the "To:" line is the action addressee. Aside from its one action addressee, the standard letter may have any number of "Via:" addressees, "Copy to:" addressees, or both. See page 59 to prepare a letter that has more than one action addressee.

2-2. Margins. Allow 1-inch margins on the top, bottom, and sides of each page. Several exceptions exist. On letterhead paper, typing starts more than 1 inch from the top when the letterhead is printed and less than 1 inch if it is typed. Typing may end more than 1 inch from the bottom of the page that has the signature. Don't justify right margins and don't use (A
proportional spacing.

2-3. Identification Symbols. If in reply refer to is printed on your activity's letterhead paper, type the SSIC on the next line. If in reply refer to isn't printed, type the SSIC on the second line below the letterhead, starting 2 inches or more from the right edge of the paper. Plan ahead; the longest sender's symbol should end close to the right margin. Here are two sample SSIC's that are expanded into complete sender's symbols in paragraphs 2-3a(2)(a), 2-3a(2)(b)1, and 2-3a(2)(b)2. The 5216 stands for "correspondence management," while the 10552 stands for "sonar electronics."

a. Authorized Identification Symbols. Identification symbols for a standard letter have three parts:

(1) Standard Subject Identification Code (SSIC). This four- or five-digit number, which represents a document's subject, is used throughout the Navy and Marine Corps to categorize and subject classify information. SSIC numbers are required on all Navy and Marine Corps letters, messages, directives, forms, and reports. They expedite filing, retrieval, and eventually disposal of correspondence. To find the SSIC that most closely represents your subject, check SECNAVINST 5210.11D, Department of the Navy File Maintenance Procedures and Standard Subject Identification Codes (SSIC).

(2) Originator's Code, by Itself or in a Serial Number. Usually the originator's code, with or without the serial number, is the office symbol of the drafter, but it may be the hull number of a ship. In any case, local activities decide the makeup of the originator's code. Put it on all letters, either by itself or as part of a serial number.

(a) Originator's Code Without Serial Numbers. Block the originator's code immediately under the SSIC. Here are two SSIC's using only the originator's codes:

5216	10552
Code 13	N16

(b) Originator's Code With Serial Numbers. All classified correspondence created by your activity must be given serial numbers. Serial numbers are not required on unclassified correspondence. Whether unclassified correspondence is serialized depends on local practice. Volume is the major criterion. Activities that produce little correspondence, all of it unclassified, probably don't need serial numbers. The added control must be weighed against the added complications of typing or stamping serial numbers. An activity that uses serial numbers starts a new sequence of numbers at the beginning of each new calendar year and assigns numbers consecutively.

1. Block the originator's code immediately under the SSIC number (the word "Code" is not needed when used with a serial number).

5216	10552
Ser 13	Ser N16

2. Follow with a "/" (no spaces around slant), classification, if any (C for Confidential, S for Secret, T for Top Secret), and then the next unused serial number for the current calendar year. Here are the two examples of SSIC's using the originator's codes with serial numbers:

5216	10552
Ser 13/271	Ser N16/C20

(3) Date. Date (type or stamp) all copies of a letter on the same day it is signed. Leave out the date when preparing correspondence that will be signed on a later day or in another office. Follow a day-month-year order without punctuation. Use the first three letters of the month (capitalizing only the first letter) and the last two digits of the year (5 Jan 99). Variations are allowed for date stamps. See page 13 for additional information on expressing dates. Completed identification symbols look like these:

5216	10552
Ser 13/271	Ser N16/C20
7 Sep 99	5 Jan 95

b. Exceptions to Requirements for Using Identification Symbols

(1) Local practice determines how to use identification symbols in the following cases:

(a) Letters to members of Congress or heads of Government agencies.

(b) Letters of praise or condolence.

(c) Personal, though official, letters.

(2) To avoid a busy appearance on a letter of condolence, an activity may show all symbols on the file copy only but show only the date on the outgoing original.

c. Unauthorized Identification Symbols. Numbers assigned by word processing centers and the initials of writers and typists are unauthorized as identification symbols; however, they may be included on file copies as part of the drafter's identification.

2-4. Classified Correspondence. You must have the right security clearance and know marking/handling requirements to prepare classified correspondence. An example of a classified letter is provided in figure 2-5, page 53. Refer to OPNAVINST 5510.1H, DON Information and Personnel Security Program Regulations, for additional information on classified correspondence marking and handling.

2-5. For Official Use Only (FOUO)

a. For Official Use Only (FOUO) applies to information that isn't classified, but which may be withheld from the public under the Freedom of Information Act exemptions. No other material may

be marked "FOR OFFICIAL USE ONLY." NEVER USE FOUO AS A CLASSIFICATION TO PROTECT NATIONAL SECURITY.

b. To designate correspondence as FOUO, type "FOR OFFICIAL USE ONLY" in capital letters, centered at the bottom edge on the first and last page. See figure 2-6, page 55. For documents with cover or title pages, type, stamp, or print in capital letters "FOR OFFICIAL USE ONLY" centered at the bottom on the front cover and the outside of the back cover. For additional information on FOUO material, refer to SECNAVINST 5720.42E, DON Freedom of Information Act (FOIA) Program.

2-6. From Line

a. General. Every standard letter must have a "From:" line except a letter that will be used with a window envelope. To prepare a letter for a window envelope, follow figure 2-3, page 51. As a general rule, give your commanding officer's title, your activity's name, and for a command based ashore, the geographic location (without the state or ZIP code). Use long titles only. The precise address wording comes from one of the following:

(1) Standard Navy Distribution List (SNDL), Parts 1 and 2.

(2) List of Marine Corps Activities (LMCA), NAVMC 2766 (NOTAL).

(3) Department of Defense Activity Address Directory (DODAAD) DOD Manual 4000.25-6-M (NOTAL).

b. Converting an SNDL Address to a "From:" Line Address. The "From:" line gives more than a title, but less than a full SNDL mailing address. Give enough information to distinguish your activity from other activities with the same name but different locations. If a one-of-a-kind title adequately identifies a commanding officer and the officer's activity, the location is unnecessary; e.g., Secretary of the Navy. By contrast, some commands prefer to put their entire mailing address in the "From:" line to aid in replies. In the "From:" line, as in the "To:" and "Via:" lines, a comma separates the title of the official in command from the title of the activity. EXAMPLES:

SNDL Entry	From Line
COMMANDING OFFICER NAVAL STATION NORFOLK VA 23511-6000	Commanding Officer, Naval Station, Norfolk

COMMANDING OFFICER NAVY RECRUITING DISTRICT, MINNEAPOLIS 212 3RD AVENUE SOUTH MINNEAPOLIS MN 55401-2592	Commanding Officer, Navy Recruiting District, Minneapolis
USS KITTY HAWK (CV 63) FPO AP 96634-277063)	Commanding Officer, USS KITTY HAWK (CV 63)
COMMANDING OFFICER VP 45 UNIT 60172 FPO AA 34099-5918	Commanding Officer, Patrol Squadron 45

c. Why Use a "From:" Line on Letterhead. Your "From:" line probably will repeat some letterhead information. Still, the requirement for the "From:" line simplifies procedures and ensures the originator's identification appears on copies without letterhead, such as plain tissue information copies.

d. Format. Type "From:" at the left margin on the second line below the date line. Two spaces follow the colon. Continuation lines start under the first word after the heading:

From: Commanding Officer, Fleet Anti-Submarine Warfare Training Center, Pacific

e. Avoid Multiple Titles. If your commanding officer has several titles, choose the one that fits the situation best.

2-7. To Line

a. General. Address correspondence to the commanding officer of an activity as if composing a "From:" line. See paragraph 2-6. If you will be using a window envelope, follow figure 2-3, page 51. Include the office code or person's title that will act on your letter in parentheses, if known. Add the word "Code" before codes starting with numbers. A code starting with a letter (e.g., "N" or "SUP") is readily identifiable as a code without the added word. Because frequent turnover in personnel can result in misrouted mail, avoid using names of people in "To:" lines. You may use the complete mailing address and ZIP+4 code if you want the address for a record.

b. Format. Type "To:" at the left margin on the first line under the "From:" line (don't skip a line). Four spaces follow the colon. Continuation lines start under the first word after the heading:

To: Commanding Officer, USS KITTY HAWK (CV 63) (ENG)

To: Chief of Naval Reserve (Director of Administration)

To: Commander, Naval Computer and Telecommunications Command (N25)

To: Commanding Officer, Naval Station, Charleston (Code 18A)

To: Officer in Charge, Personnel Support Activity Detachment, China Lake, CA 93555-6001

2-8. Via Line

a. General. Use a "Via:" line when one or more activities outside your own should see a letter before it reaches the action addressee. List commanding officers in the "Via:" line as if composing a "From:" or "To:" line. Follow the guidance in paragraphs 2-6 and 2-7.

b. Format. Type "Via:" at the left margin on the first line below the "To:" line. Three spaces follow the colon. Continuation lines start under the first word after the heading:

Via: Commander, Destroyer Squadron 23

c. Numbering "Via:" Addressees. Number "Via:" addressees if you list two or more. Follow your chain of command. Routing starts with the addressee listed first. When going down a chain of command, first list the next lower echelon. When going up a chain of command, first list the next higher echelon:

Via: (1) Commander, Destroyer Squadron 23
(2) Commander, Cruiser-Destroyer Group 1
(3) Commander, Naval Surface Force, U.S. Pacific Fleet

2-9. Subject Line

a. General. The "subject" line consists of a sentence fragment that tells readers what the letter is about, usually in 10 words or less. Phrase the "subject" to make it genuinely informative. Use normal word order and capitalize every letter after the colon. In those few cases when the subject appears elsewhere in a letter, capitalize the first, last, and other key words as though writing a book title. In a reply, repeat the subject of the incoming correspondence in your "subject" line, unless a change is essential for clarity.

b. Format. Type "Subj:" at the left margin on the second line under the last line of the previous heading. Two spaces follow the colon:

Subj: PRE-DRILL AUTHORIZATION REQUEST

2-10. Reference Line

a. General. Reading slows with every glance from the text to the "reference" line. Justify such distractions by using only those references that bear directly on the subject at hand. Avoid unnecessary or complicated references. Many letters need no references at all, while others are complete with a reference to only the latest communication in a series. Mention cited references in the text and spell out the word "reference." List references in the order they appear in the text.

b. Avoiding Most NOTAL References. A not-to-all (NOTAL) reference is a document that some addressees neither hold nor need. Avoid NOTAL references if at all possible. Work to cite directives, correspondence, and messages held by all addressees. If a NOTAL reference is unavoidable, add "NOTAL" in parentheses following the citation in the "reference" line (see examples in paragraphs c and d).

(1) If the action addressee lacks a document, either send it as an enclosure or refer to it very generally in the text. For example, "CNO has asked us for..." might replace a NOTAL reference to a CNO message.

(2) If a "Copy to:" or "Via:" addressee lacks a document and needs it, list it as a normal reference. On all copies add a note such as "w/ref (b)" to the right of the addressee you send it to.

c. Format. Type "Ref:" at the left margin on the second line below the "Subject:" line. Use a lowercase letter in parentheses before the description of every reference. If you have only one reference, list it as "Ref: (a)." Three spaces follow the colon. One space follows the closing parenthesis. Continuation lines start under the first word after the heading. Punctuation is rare:

Ref: (a) SECNAVINST 5216.5C
(b) CNO ltr 5216 945/3228 of 3 Jan 99 (NOTAL)

d. Citing Various Types of References

(1) Naval correspondence requires (a) SNDL short title of originator, (b) type of correspondence ("ltr" or "memo"), (c) SSIC, (d) originator's code by itself or in a serial number as shown in the referenced correspondence, and (e) date. If correspondence was not dated type "(undated):"

USS DAVID R RAY (DD 971) ltr 5216 Ser DD 971/437 of 7 Mar 96 (NOTAL)
CNO memo 5216 Ser 09B33/6U317731 (undated)

(2) Business letters require (a) Company name, (b) "ltr", and (c) date:

Smith Widget Co. ltr of 14 Oct 95

(3) Electronic mail requires (a) SNDL short title of originator, (b) "E-Mail," (c) type of correspondence, (d) SSIC, (e) originator's code by itself or in a serial number as shown in the referenced correspondence, and (f) date:

OPNAV E-Mail ltr 5216 Ser N20/11 of 21 Apr 99

(4) Messages require (a) title of originator as shown in "from" line of message (without office code if listed) and (b) date-time group with month and year. When referencing general messages, add in parentheses message title (ALNAV, NAVOP, ALNAVSTA, etc. and number/year):

USS DAVID R RAY 071300Z Mar 99
NAS NORFOLK VA 101300Z Mar 99
CNO WASHINGTON DC 111300Z Mar 96 (NAVOP 123/92)

(5) Endorsements cite references depending on whether you want to mention them in passing or highlight a particular one:

ENS John J. Jones, USNR, 123-45-6789/1105 ltr of 1 Apr 97 w/ends

COMNAVSURFPAC third end 1070 Ser N1/3124 of 22 Apr 97 on ENS John J. Jones, USNR, 123-45-6789/1105 ltr of 1 Apr 97

(6) Telephone conversations or meetings require (a) "PHONCON" or "Mtg," (b) activities SNDL short title, codes, individuals, and (c) date:

PHONCON OPNAV (N09B2) Ms. Smith/NETPMSA (Code 0318) CDR Phillips of 17 Feb 96

Mtg OPNAV (N09B2) Ms. A. Smith/NAVSUP (SUP-06) Mr. B. Brown of 9 Apr 96

(7) Navy instructions require (a) SNDL short title of issuer with INST, (b) SSIC with consecutive number and, if any, a revision letter, (c) subject if not clear from the subject or text of your letter, and (d) chapter, section, or paragraph of a long instruction if only that part applies:

NAVSUPINST 7510.1
SECNAVINST 5216.5C, Department of the Navy Correspondence Manual, Chapter 2, Section B, Paragraph 14

(8) Navy notices require (a) SNDL short title of issuer with "NOTE," (b) SSIC, (c) serial number if any, (d) date because notices lack consecutive numbers, (e) cancellation date enclosed in parenthesis; i.e., (canc: Aug 99), (f) subject if not clear

from the subject or text of your letter, and (g) chapter or paragraph of a long notice if only that part applies:

OPNAVNOTE 5216 Ser 09B/6U309210 of 21 Apr 96 (canc: Aug 97)

(9) DOD directives require (a) short title of issuer with either Instruction or Directive (b) SSIC with consecutive number, (c) date, (d) subject if not clear from the subject or text of your letter, and (e) chapter, section, or paragraph of a long directive if only that part applies:

DOD Directive 5500.7 of 6 May 97
DOD Instruction 1995.1, Labor Unions and Management Agreements, of 4 Apr 94

(10) DOD publications require (a) short title of issuer, (b) publication number, and (c) subject if not clear from the subject or text of your letter:

DOD 4000.25-13-S1, DOD Logistics Data Element Dictionary/Directory of Jan 90
DOD 5200.28-M, ADP Security Manual (C31) of Jan 73
DOD 4205.1-H of 1990

(11) Forms require (a) issuer, (b) form number, and (c) issue or revision date:

NAVJAG 5800/15 (Rev. 7-96)

(12) Reports require (a) report title, (b) issuer, and (c) report number:

Injury Report (NAVJAG 5800-19)

(13) Publications require (a) issuer and (b) publication number:

NAVPERS 15018

(14) Code of Federal Regulations require (a) title number, (b) "CFR", (c) part or chapter number, and (d) section number (optional):

41 CFR 201-45.000

(15) Federal Register requires (a) volume number, (b) "FR", and (c) page number:

21 FR 623

(16) United States Code requires (a) title number, (b) "U.S.C.", and (c) section number:

28 U.S.C. 1498

(17) Executive Order requires (a) "E.O." and (b) order number:

E.O. 12564

(18) "My" and "Your" Optional. To cite an earlier communication between your activity and the action addressee, you may substitute a personal pronoun for the issuing activity. To prevent confusion, avoid "your" in the "reference" line of a letter that has more than one action addressee:

My ltr 5216 Ser G12/4959 of 2 Jun 96
Your 221501Z Jul 96

2-11. Enclosure Line

a. General. List enclosures in an "enclosure" line by following the order they appear in the text. In the text, spell out the word "enclosure." Describe an enclosure, such as a letter or directive, as you would a reference. See examples in paragraph 2-10. When identifying a document, cite its subject or title exactly. Never list an enclosure in both the "enclosure" and "reference" lines of the same letter.

b. Format. Type "Encl:" at the left margin on the second line below the last line of the previous heading. Use a number in parentheses before the description of every enclosure, even if you have only one. Two spaces follow the colon. One space follows the closing parenthesis. Continuation lines start under the first word after the heading:

Encl: (1) List of Reserve Officers
Selected for Promotion to
Colonel
(2) CMC ltr 5216 Ser MMPR/1451 of
6 Jan 97

(10) SECNAVINST 2345.1A
(11) SECNAVINST 4160.1A

c. Normal Distribution and When to Vary It. Normally, send one copy of the basic letter plus any enclosures to all addressees--"action," "Via:," and "Copy to:" Don't use "w/encl"; no marking means everybody gets one of everything. Avoid sending an enclosure if an addressee has it already or if bulk or other factors make furnishing it impractical.

d. Adding Copies of Enclosures for all Addressees. When sending more than one copy of an enclosure to all addressees, note the quantity in parentheses after the enclosure's description. A quantity shown in the "enclosure" line means that

all addressees, including any "Copy to:" and "Via:" ones, receive the added copies:

Encl: (1) OPNAV 5216/10 (10 copies)

e. Variations Affecting Only "Copy to:" Addressees. When varying the normal distribution of enclosures to "Copy to:" addressees, follow paragraphs (1) and (2) below.

(1) In these examples, all "Copy to:" addressees are affected in the same way, so notes appear beside the headings:

Copy to: (w/o encls)

Copy to: (w/o encls (2) and (3))

Copy to: (w/2 copies of encl (1))

(2) In the next example, only some "Copy to:" addressees are affected, so notes appear beside individual addressees:

Copy to:
COMNAVSUPSYSCOM (SUP 811, 2012) (w/o encls)
COMNAVFACENGCOM (FAC 044)
COMNAVSEASYSCOM (SEA 0412) (w/encl (2) only)

f. Variations Affecting Only "Via:" Addressees. When varying the normal distribution of enclosures to "Via:" addressees, show the variation beside the affected "Via:" addressee. One possible variation appears below. Others may be adapted from the examples in paragraph 2-11e.

Via: Commander, Naval Surface Force, U.S. Atlantic Fleet (w/o encl)

g. Sending Enclosures Separately

(1) When size, weight, or other factors prevent sending an enclosure with a letter, send it separately and type "(sep cover)" after the enclosure's description:

Encl: (1) SECNAVINST 5216.5D (sep cover)

(2) To identify the enclosure itself, either include a copy of the letter or expand the normal marking on the enclosure. An expanded enclosure marking resembles a reference entry:

Encl (1) to CNO ltr 5216 Ser 09B/6U300111 of 2 Feb 96

2-12. Text. Skip a line before starting the text. Make the content clear by using the plain English techniques explained in chapter 3.

2-13. Paragraphs

a. Identifying Paragraphs or Subparagraphs. Identify paragraphs or subparagraphs in the following sequence: 1., a., (1), (a), 1., a., (1), (a). Start all continuation lines at the left margin. All paragraphs are single spaced, with double spacing between paragraphs and subparagraphs. See figure 2-7, page 56. Don't begin a paragraph at the bottom of a page unless there is enough space for at least two lines of text on the page and at least two lines are carried over to the next page. A signature page must have at least two lines of text.

b. Limit Subparagraphs

(1) Documents rarely require subdividing to the extent shown in figure 2-7, page 56. Do not subdivide past the second level until you have exhausted all reparagraphing alternatives first. Never subparagraph beyond the levels shown in figure 2-7, page 56.

(2) Use letters or numbers in parentheses as shown in the next sentence to emphasize a few short statements without the added emphasis of separate lines for each. This format: (a) Highlights ideas, (b) improves readability, and (c) saves space.

c. Citing Paragraphs. When citing a paragraph or subparagraph, write numbers and letters without periods or spaces; e.g., 2b(4)(a).

d. Paragraph Headings. Use paragraph headings in long correspondence with widely varying topics. Be brief but informative. Underline any heading and capitalize its key words. Be consistent across main paragraphs and subparagraphs; if paragraph 1 has a heading, 2 would need a heading; if 1a has a heading, 1b would need a heading.

2-14. Signature Block

a. General

(1) Only the original, which goes to the action addressee, must be signed. But the original and all copies must have typed or stamped "signature" block information below the signature. Use the signer's preference to compose the name. The last name appears in all capital letters with the exception of a last name starting with a prefix like this:

J. A. McDONALD

(2) Start all lines of the "signature" block at the center of the page, beginning on the fourth line below the text. If the signer indicates no preference, use first initial(s) and the last name. Don't include the signer's rank or a complimentary close. Add the "signature" block only when you are sure who will sign the correspondence. If you use a stamp,

remember to mark all copies and avoid smeared or crooked impressions. See page 7 for delegation of signature authority information.

b. Examples of Signature Blocks

(1) Put nothing below the name of the commanding officer, the person whose title appears in the "From:" line.

T. A. SMITH

(2) Include the title of a principal subordinate authorized to sign by title, such as the chief of staff or deputy in a major command.

K. JONES, JR.
Deputy

(3) End with the word "Acting" when the signer has been formally appointed to replace temporarily the commanding officer or a subordinate who signs by title:

L. P. LAMBERT Acting	ALAN J. FOSTER Deputy Acting

(4) Put the term "By direction" under the name of a subordinate authorized to sign official correspondence but not by title:

C. WILSON II
By direction

(5) Add the following under the name of a person with "by direction" authority who signs orders affecting pay and allowances: The signer's title, By direction of, and the commanding officer's title.

R. P. McMURPHY
Executive Officer
By direction of
the Commanding Officer

2-15. Copy To Block

a. General. Use this optional block to list addressees outside your activity who need to know a letter's content but don't need to act on it. (If you are preparing an electronic message, these would appear as "information" addressees.) If you use the "Copy to:" block, keep the number of activities to a minimum.

b. Format. Type "Copy to:" at the left margin on the second line below the "signature" block. Identify addressees listed in

the SNDL by the short titles and/or SNDL numbers shown there. Addressees normally are single spaced below the "Copy to:" block. They don't have to be listed by seniority. Group internal offices of an activity together for ease of distribution. Long lists of "Copy to:" addressees can be listed in column(s), as a paragraph, or may be continued on the next page or placed entirely on a new page. If at the bottom of the page and the "Copy to:" information will not fit, type the following to show "Copy to:" information on the next page: "Copy to: (See next page)." Use this format for "Distribution:" blocks as well. Check or arrow the intended recipient on each copy:

Copy to:
CNO (N1, N2, N4)
BUPERS (PERS-46)
DFAS-CLEVELAND (Code JR)
NAVINVSERVHQ (Code 28)
NAVCOMTELCOM (N161)
USS CONSTELLATION (CV 64) (ENG)

Copy to:
CNO (N1, N2, N4)
BUPERS (PERS-46)
DFAS-CLEVELAND (JR)
NAVCOMTELCOM (N161)
NAVINVSERVHQ (Code 28)
USS CONSTELLATION (CV 64) (ENG)

Copy to:
CNO (N1, N2, N4), BUPERS (PERS-46), DFAS-CLEVELAND (Code JR), NAVCOMTELCOM (N161), NAVINVSERVHQ (Code 28), USS CONSTELLATION (CV 64) (ENG)

Copy to: (Cont'd)
NAVCOMTELCOM (N161)
NAVINVSERVHQ (Code 28)
USS CONSTELLATION (CV 64) (ENG)

2-16. Blind Copy To Block

a. General. Use this optional block to show internal distribution. Don't show internal distribution on the original letter or on copies that go outside your activity. Outside addressees will assume you have sent copies to the right people within your activity. Do show the internal distribution, however, on the copies that stay within your activity. List these internal addressees, usually by code, in a "Blind copy to:" block. Now and then other situations call for passing information to an addressee without announcing it to everyone. In these cases, too, blind copies allow information to pass discreetly.

b. Format. On internal copies--never on the original--type "Blind copy to:" at the left margin on the second line below the previous block (the "Copy to:" block, if you have one, or the "signature" block). The word "Code" needn't precede the codes

themselves. The following example would appear on only the file copy, the copy for Code 143, and the copy for Code 215.

Blind copy to:
143
215

2-17. Drafter's Identification on File Copies

a. What to Include. Type, stamp, or pen the following information on the first or last page of the file copy: (1) Name of writer, (2) writer's office code, (3) writer's phone extension or room number or both if writer and signer are some distance from each other, (4) typist's identification, (5) date of typing, and (6) word processing symbols if you wish. A suggested format:

Writer: T. Cook, N180, X5487
Typist: L. Simons, 9 Jul 99, WPC 1-284

b. Exceptions. The file copy needn't give the above information if your activity is too small to need these controls or if the information appears on a document, such as a routing slip, that will stay with the file copy.

2-18. Identifying Second and Later Pages. Repeat the "subject" line. Start typing at the left margin on the sixth line from the top of the page. Continue the text beginning on the second line below the subject.

2-19. Page Numbering. Don't number a single-page letter or the first page of a multiple-page letter. Center page numbers 1/2 inch from the bottom edge, starting with the number 2. No punctuation accompanies a page number. See figure 2-2, page 50. To number the pages of a Top Secret document, see OPNAVINST 5510.1H, Information and Personnel Security Program Regulations.

2-20. Correspondence Package Assembly. The letter, enclosures, and background material are assembled according to activity practices before they are presented for approval and signature. Figure 2-8, page 57, illustrates an assembled correspondence package that is ready for signature and mailing. Use it as a guide and vary it to conform to local practices.

2-21. Tabbing a Correspondence Package. Tab the signature page (if not the first page), enclosures, and background material. Label tabs as needed and attach on the right. Take care so tabs can be removed without defacing the document. The following tabbing techniques are suggested:

a. Attach the tab to a separate blank sheet of paper. Remove tabbed division pages before the document is filed, distributed, or mailed. Reuse them. Get index tab packets through the supply system.

b. Use blank tabbed divider sheets. These reusable tabbed division sheets are available through the supply system.

c. Use the Correspondence Signal Tab, OPNAV 5216/139 (Rev. 11-81). This multi-purpose tab is clipped under the sheet it refers to and can be positioned to indicate whether the page is the signature page, background, reference, etc.

d. Assorted preprinted labels for insertion into standard plastic tabs are also available through the supply system.

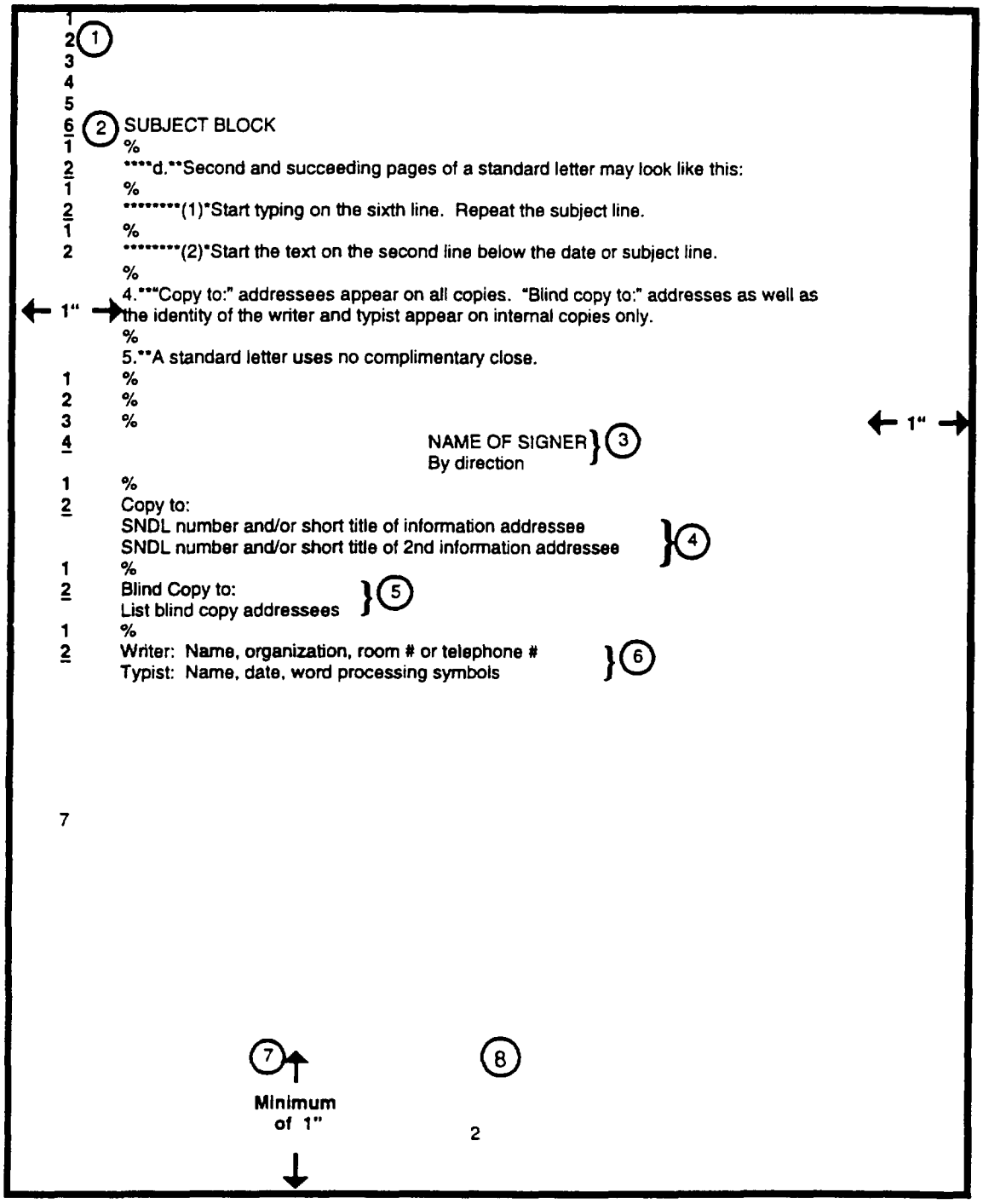
```
                    1  ①
                    2
                    3
                    4  DEPARTMENT OF THE NAVY  ②
                         NAME OF ACTIVITY
                           ADDRESS
                         CITY, STATE ZIP +4
1   %
2                                                  SSIC
                                                   Code/Serial   } ③
                                                   Date
1   %
2   From:**Title of activity head, name of activity, location when needed   ④
    To:****Title of activity, name of activity, location when needed (Code)
    Via:***(1)*Title of activity head, name of activity, locaiton when needed (Code)  } ⑤
    *******(2)*Pattern of (1) repeated for next endorser
1   %
1"  Subj:**NORMAL WORD ORDER WITH ALL LETTERS CAPITALIZED   ⑥
1   %
2   Ref:***(a)*Communication or document that gears directly on the subject at  } ⑦
              hand
1   %
2   Encl:**(1)*Title of material enclosed with letter   } ⑧
    *******(2)*Title of material separately (sep cover)
1   %                                                                  1"
2   1.**This example shows the first page of a two page standard letter. We have
    used many of the elements that might appear on a standard letter. Mention
    reference (a) and enclosures (1) and (2) in the text.   ⑨
1   %
2   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 2-7 on page 56.
1   %
2   ****a.**Don't start a paragraph at the bottom of the page unless you can carry
    at least two lines over to the next page.
1   %
2   ****b.**Don't number the first page; number only second and later pages.
1   %
2   ****c.**Other full-page examples in this chapter and later ones show the
    spacing to use for correspondence that variously omits "Via:," "Ref:," and
    "Encl:" lines.

    Note:
    *   AN ASTERISK (*) INDICATES A SINGLE BLANK SPACE.
    %   A PERCENT SIGN (%) INDICATES A SINGLE BLANK LINE.

                                                        ⑩
                                                   Minimum
                                                   of 1"
```

1. Typewriter Lines
2. Letterhead Format (page 11)
3. Identification Symbols (page 33)
4. From Line (page 36)
5. To & Via Lines (page 37)
6. Subject Line (page 38)
7. Reference Line (page 38)
8. Enclosure Line (page 42)
9. Text (page 44)
10. Margins (page 33)

Figure 2-1. Standard Letter – First Page



1. Typewriter Lines
2. Subject Line (page 38)
3. Signature Block (page 44).
4. Copy-to Block (page 45)
5. Blind Copy-to Block. Appears only on internal copies (page 46).
6. Drafter's Identification Block. Appears on internal copies only (page 47).
7. Margins (page 33)
8. Page number (page 47)

Figure 2-2. Standard Letter - Second Page

DEPARTMENT OF THE NAVY
NAVAL SUBMARINE BASE
NEW LONDON, CT 6349-5000

5216
Ser 301/403
5 Oct 99

COMMANDING OFFICER
ATTN: J DOE N61
PERSONNEL SUPPORT ACTIVITY
NAVAL SUBMARINE BASE
NEW LONDON CT 06349-5063

Subj: WINDOW-ENVELOPE FORMAT

1. You may use a GSA general-purpose window envelope (overall size 9-1/2 by 4-1/8 inches and window, 4-3/4 by 1-1/4 inches, in lower left) if:

a. The address has no more than five lines, and does not extend past the middle of the page. The complete address must appear in the window with at least a 1/8-inch margin, even if the letter shifts in the envelope.

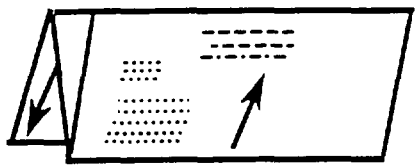
b. The letter and enclosures are all unclassified.

c. Your letter does not have any "Via:" addresses.

2. Because this letter does not have a "From:" line, every copy that goes to addressees outside your activity must have a letterhead (printed, typed, stamped, or reproduced from the original) to show its origin.

3. To fold the letter: First turn up the bottom edge so it just covers the subject, second, turn back the address portion so the upper fold also falls along the top of the subject.

P. S. STONE
Personnel Officer
By direction of the
Commanding Officer



1. Typewriter Lines
2. Fold Line

Figure 2-3. Standard Letter for Window Envelope

1
2
3
4 DEPARTMENT OF THE NAVY
NAVAL SEA SYSTEMS COMMAND (20362-5101)
NAVAL SUPPLY SYSTEMS COMMAND (20376-5000)
WASHINGTON, DC
1
2

NAVSUP
5216
Ser 02/318
9 Apr 99

NAVSEA
5216
Ser 07/207
17 Apr 99

1
2 JOINT LETTER
1
2 From: Commander, Naval Sea Systems Command
Commander, Naval Supply Systems Command
To: Chief of Naval Operations
1
2 Subj: HOW TO PREPARE A JOINT LETTER
1
2 1. Use. A "Joint letter" may be used to establish an agreement between two or more activities or for other matters of mutual concern. To prepare a "joint memorandum" substitute those two words above the "From:" line.

2. Letterhead. On plain bond, list the command titles in the letterhead so the senior is at the top. If the activities are in different cities or states, follow each title with its address.

3. Signatures. Arrange "signature" blocks so the senior official is at the right. Place the "signature" block of a third cosigner in the middle of the page.
1
2 4. Copies. If your activity is the last to sign, send copies of the signed letter to all cosigners.
1
2
3
4 J. J. SMITH
Acting

M. L. JONES
Deputy

Figure 2-4. Joint Letter

1
2
3
4

SECRET

DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
WASHINGTON, DC 20350-2000

1
2

5216
Ser 09N/S391
11 May 98

1

(CLASSIFIED MARKINGS FOR ILLUSTRATION PURPOSES ONLY)

2 SECRET
1
2 From: Chief of Naval Operations
To: Commander in Chief, U.S. Naval Forces, Europe
1
2 Subj: CLASSIFICATION MARKINGS (U)
1
2 1. (U) This is an example of a classified letter. When a major paragraph and all of its subparagraphs are unclassified, you don't have to mark each paragraph. Marking the lead-in paragraph with a (U) is sufficient.

a. We did not use a classification marking on this paragraph because it does not contain any classified information.

b. This paragraph is also unclassified.

2. (U) This paragraph, combined with its subparagraphs, contains secret and confidential information, but all of them don't so each must have a classification marking.

a. (S) Identify the classification of each paragraph. This subparagraph is marked as if the information were classified secret as indicated by the "(S)" marking.

b. (C) Classification markings eliminate doubt as to which portions of a document contain or reveal classified information.

3. (U) Stamp the letter's highest classification in the center of the top and bottom margins. Assign a serial number bearing the initial of the highest classification. Refer to OPNAVINST 5510.1H for additional information.

Derived from _____
Declassify on _____

Type this on first page only, 1 inch from the bottom

SECRET

Figure 2-5. Standard Letter With Classification Markings

SECRET

Subj: CLASSIFICATION MARKINGS (U)

4. (U) When typing an unclassified letter that has a classified enclosure, only these three steps are necessary. First, type a statement such as the following, two lines below the date line:

SECRET--Unclassified upon removal of enclosure (1)

Second, show whether the title of the enclosure is classified or not when citing the document in the enclosure block.

Encl: (1) Sample classified enclosure (U)

Third, stamp the enclosure's classification in the center of the top and bottom margins of the letter.

1
2
3
4

J. K. ELL
By direction

2
SECRET

Figure 2-5. Standard Letter With Classification Markings

DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
WASHINGTON, DC 20350-2000

5216
Ser 09L/729
25 Jun 98

From: Chief of Naval Operations
To: Commander in Chief, U.S. Naval Forces, Europe

Subj: FOR OFFICIAL USE ONLY MARKINGS

1. This illustrates a letter that has "for official use only" (FOUO) information. Type, in capital letters, "FOR OFFICIAL USE ONLY" centered at the bottom edge on the first and last page.

2. Documents with cover or title pages, must have "FOR OFFICIAL USE ONLY" typed, stamped or printed (by hand) in capital letters centered at the bottom on the front cover and the outside of the back cover.

3. For more information on designating and marking material FOUO, refer to SECNAVINST 5720.42E.

T. A. CLARK
By direction

{FOUO MARKINGS FOR ILLUSTRATION PURPOSES ONLY}

FOR OFFICIAL USE ONLY

Figure 2-6. Standard Letter With FOUO Markings

```
1.**Arrange paragraphs following the formats below. See page 44 for
additional guidelines.
%
2.**If subparagraphs are needed, use at least two; e.g., a(1) must
have a (2).
%
****a.**Indent each new subdivision four spaces and start typing at the
fifth space.
%
****b.**Text.
%
********(1)*Documents rarely require subdividing to the extent shown below.
%
********(2)*Text.
%
************(a)*Do not subparagraph past this level until you have
exhausted all reparagraphing.
%
************(b)*Text.
%
****************1.**Text.
%
********************a.**Text.
%
************************(1)*Text.
%
****************************(a)*Never subparagraph beyond this level.
%
****************************(b)*Text.
%
************************(2)*Text.
%
********************b.**Text.
%
****************2.**Text.
%
10.**When using two digits, continue to indent each new subdivision
four spaces and start typing on the fifth space (paragraphs will not
line up).
%
****a.**Text.
%
********(9)*Text.
%
********(10)*Text.
%
************(a)*Text.
%
************(b)*Text.
%
********(11)*Text.
%
****b.**Text.
%
11.**Text
```

NOTE:
* AN ASTERISK (*) INDICATES A SINGLE BLANK SPACE.
% A PERCENT SIGN (%) INDICATES A SINGLE BLANK LINE.

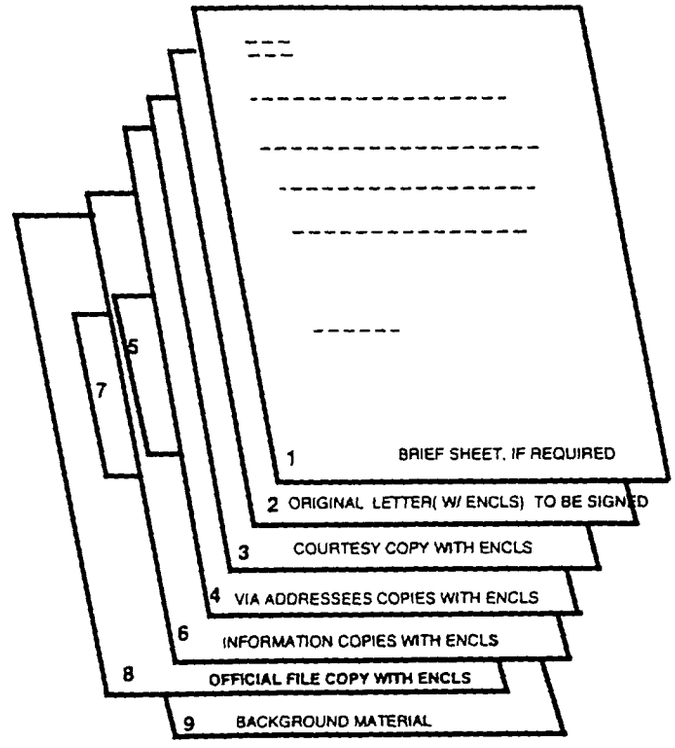
Figure 2-7. Standard Letter Paragraph Formats

Here is a suggested way to assemble a standard letter for signature and mailing. If you use a folder rather than the single stack of papers shown, clip items 1 and 9 to the left side and 2 through 8 to the right side of the folder.

Tab signature page, enclosures and background material.

Check or arrow the intended addressee on each copy.

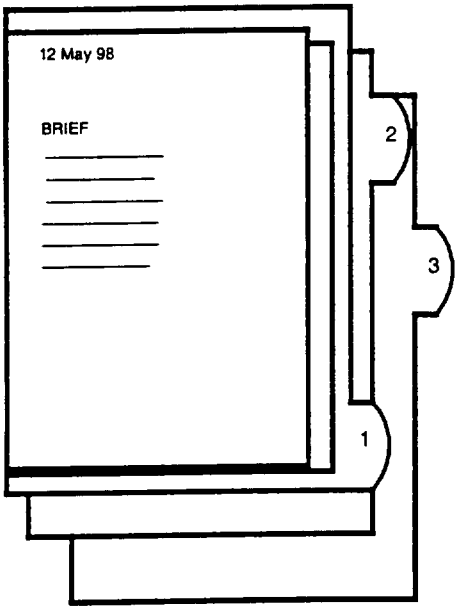
Prepare envelopes or mailing labels according to local practice. Your activity might not require them for addressees listed in the SNDL.



BEFORE SIGNATURE	AFTER SIGNATURE
1. Briefing sheet as prescribed locally, usually omitted if letter is short or self-explanatory	FILE
2. Original letter to be signed (signature tabbed if not on first page), pages in normal order, with enclosures 3. Courtesy copy with enclosures, rarely used except with responses to congressional inquiries 4. Copies for via addressees, if any, each with enclosures 5. Envelope or mailing label, if required 6. Copies for "Copy to:" addressees, each with enclosure 7. Envelope or mailing label, if required	MAIL
8. Official file copy of letter with enclosures. Expose the left margin so reviewers can initial and date there. 9. Background material, such as incoming letter, referenced documents	FILE

Figure 2-8. Assembly of a Standard Letter

CORRESPONDENCE PACKAGE USING STACKING METHOD



The example on the left illustrates tabbing correspondence packages when correspondence is in the natural order using the stacking method. The illustration below demonstrates how documents would appear when using a folder.

1. Signature Tab
2. Enclosure Tabs
3. Background Material

CORRESPONDENCE PACKAGE USING A FOLDER

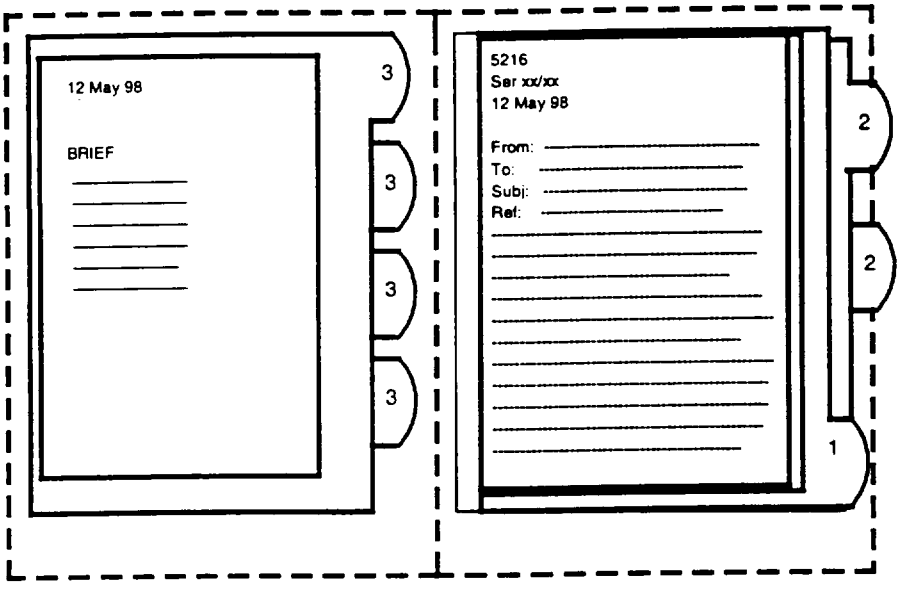


Figure 2-9. Tabbing Correspondence Packages

SECTION B

MULTIPLE-ADDRESS LETTER

2-22. General. Use a multiple-address letter when you have more than one action addressee. The multiple-address letter is the same as the standard letter, except in handling addressees. Separate standard letters may be used in place of a multiple-address letter, but they require much more work.

2-23. Listing Addressees. There are three ways to list addressees:

a. Using a "To:" Line Only. When you have four addresses or fewer, use the "To:" line by itself as shown in figure 2-10, page 60.

b. Using a "Distribution:" Block Only. When you have more than four addressees, use the "Distribution:" block by itself as shown in figure 2-11, page 61.

c. Using Both a "To:" Line and "Distribution:" Block. Use both the "To:" line and the "Distribution:" block in the same letter when you show a group title whose distribution is relatively unknown. Place the group title (Area Records Officers, for example) in the "To:" line and identify each member in a "Distribution:" block. See figure 2-12, page 62.

2-24. Preparing and Signing Copies. Every action addressee must receive a letter that has a letterhead and signature. The letterhead may be printed, typed, stamped, or photocopied. The signature must be original or photocopied. To meet these requirements, make copies in one of three ways:

a. Type an original on letterhead paper. After the original has been signed, make the necessary photocopies. Keep the original signed copy in the official file and send out photocopies.

b. Using letterhead carbons, type all the copies needed for addressees and for the file if a single typing will make them all. Then obtain an original signature on each action addressee's copy.

c. Using a word processor, type multiple originals on letterhead paper. Obtain an original signature on each action addressee's copy.

2-25. Assembly of Multiple-Address Letters. Figure 2-13, page 63, shows a suggested way to assemble a multiple-address letter for signature and mailing.

DEPARTMENT OF THE NAVY
COMMANDER IN CHIEF
UNITED STATES PACIFIC FLEET
PEARL HARBOR, HI 96860-7000

5216
Ser N43/2735
8 Jul 99

From: Commander in Chief, U.S. Pacific Fleet
To: Commander, Third Fleet
Commander, Naval Air Force, U.S. Pacific Fleet
Commander, Naval Surface Force, U.S. Pacific Fleet

Subj: USING A "TO:" LINE ONLY

1. If you have four addressees or fewer, list all of them in the "To:" line, blocked one beneath the other. If you have more than four addressees, list all of them in a "Distribution:" block as shown on the next page.

2. Use only long titles in the "To:" line.

M. STEWART
By direction

Copy to:
COMNAVSEASYSCOM (SEA-06)

Figure 2-10. Multiple-Address Letter Using "To:" Line

DEPARTMENT OF THE NAVY
COMMANDER IN CHIEF
UNITED STATES PACIFIC FLEET
PEARL HARBOR, HI 96860-7000

5216
Ser N43/2735
8 Jul 99

From: Commander in Chief, U.S. Pacific Fleet

Subj: USING A "DISTRIBUTION:" BLOCK ONLY

1. Omit the "To:" line and add a "Distribution:" block if you have more than four action addressees or if you vary the number of copies to any of the addressees. Addressees shown in a "Distribution:" block are action addressees.

2. You may list addressees in the "Distribution:" block by:

a. SNDL short titles,

b. Collective titles, or

c. Both collective and SNDL short title.

3. Usually list "Distribution:" and "Copy to:" addressees in single columns. Addressees may be listed in paragraphs or columns to keep a letter from going to another page.

P. STONE
By direction

Distribution:
SNDL 42J2 (COMCARAIRWING PAC) (4 copies)
42K2 (ATKRON PAC)
42L2 (FITRON PAC) (less NAVFITWEPSCOL)
USS ENTERPRISE (CVN 68)

Copy to: CINCPACFLT (N35), COMSEVENTHFLT (N3)

Figure 2-11. Multiple-Address Letter Using a "Distribution:" Block

DEPARTMENT OF THE NAVY
COMMANDER
NAVAL COMPUTER AND TELECOMMUNICATIONS COMMAND
4401 MASSACHUSETTS AVENUE, N.W.
WASHINGTON, DC 20394-5000

5216
Ser 00C/2735
8 Jul 99

From: Commander, Naval Computer and Telecommunications Command
To: Standards of Conduct Coordinators

Subj: USING A "TO:" LINE AND A "DISTRIBUTION:" BLOCK

1. Use both the "To:" line and the "Distribution:" block in the same letter when you show a group title whose distribution is relatively unknown. Place the group title in the "To:" line and identify each member in a "Distribution:" block.

G. H. EYE
By direction

Distribution:
NAVCOMTELSTA WASHINGTON DC
NAVCOMTELSTA PENSACOLA
NAVCOMTELSTA SAN DIEGO
NAVCOMTELSTA SAN FRANCISCO

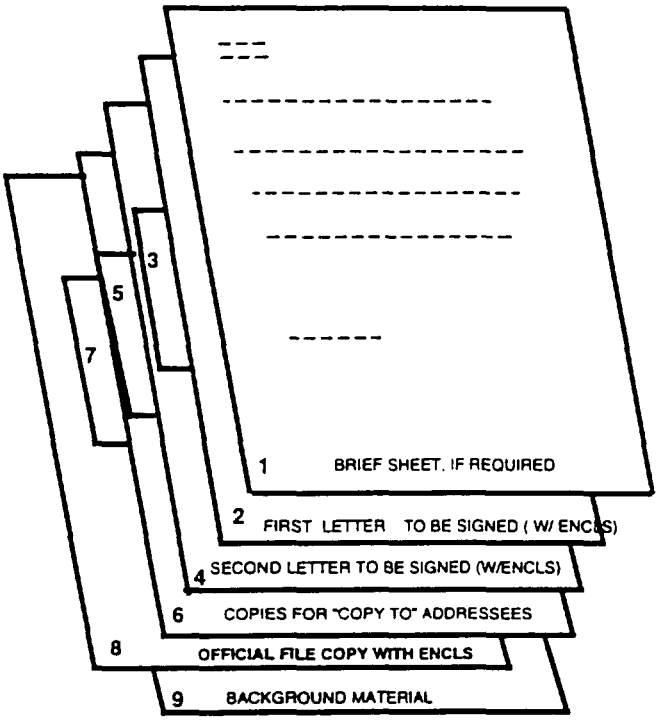
Figure 2-12. Multiple-Address Letter Using a "To:" Line and a "Distribution:" Block

Here is a suggested way to assemble a multiple-address letter for signature and mailing. If you use a folder rather than the single stack of papers shown, clip items 1 and 9 to the left side of the folder and 2 through 8 to the right side.

Tab signature page, enclosures and background material.

Check or arrow the intended addressee on each copy.

Prepare envelopes or mailing labels according to local practice. Your activity might not require them for addressees listed in the SNDL.



BEFORE SIGNATURE	AFTER SIGNATURE
1. Briefing sheet as prescribed locally, usually omitted if letter is short or self-explanatory	FILE
2. First letter to be signed (signature tabbed if not on first page), pages in normal order, with enclosures 3. Envelope or mailing label, if required 4. Second letter to be signed with enclosures 5. Envelope or mailing label, if required 6. Copies for "Copy to:" addressees, each with enclosure 7. Envelope or mailing label, if required	MAIL
8. Official file copy of letter with enclosures. The left margin is exposed so reviewers can initial and date there 9. Background material, such as incoming letter, referenced documents	FILE

Figure 2-13. Assembly of a Multiple-Address Letter

SECTION C

ENDORSEMENTS

2-26. General

a. When a letter is transmitted "Via:" your activity, use an endorsement to forward comments, recommendations, or information. While an endorsement is mostly used for transmitting correspondence through the chain of command, you may also use it to redirect a letter. Don't use it to reply to a routine letter.

b. Many endorsements simply forward letters without substantive comment to the next "Via:" addressee (if any) or action addressee. An endorsement may comment on the basic letter or any preceding endorsements. It may return the basic letter with a final reply or a request for more information. A "Via:" addressee may alter the order of any remaining "Via:" addressees or add others.

2-27. Endorsement Types. The length of the endorsement and the amount of space that is available on the basic letter or on the preceding endorsement, determines if you should use a same-page or new page endorsement. If it will completely fit on the signature page of the basic letter or the preceding endorsement, you may add it to that page. See figure 2-14, page 68. If not, use a new-page endorsement. See figure 2-15, page 69. If there is a possibility of it being revised in the clearance process, start it on a new page. Keep an endorsement with the basic letter; one is an integral part of the other.

2-28. Format. You may stamp or handwrite an endorsement that forwards correspondence without recommendation or comment. Endorsers may choose to place their signature, authority, and date on the endorser's "Via:" line. For correspondence that is forwarded with substantive recommendations or comments, except as noted below, follow standard letter practice.

a. Start the "endorsement number" line at the left margin on the second line below the date line. If the correspondence is classified, start on the second line below the line carrying this designation.

b. Number each endorsement in the sequence in which it is added to the basic letter. Indicate the numbers of the endorsement by using ordinal numbers such as FIRST, SECOND, THIRD, etc. Following the number, type "ENDORSEMENT on" and identify the basic letter using the same style as a reference line. When the heading exceeds one line, begin the second and later lines below the word "on."

c. When preparing a same-page endorsement, as long as the entire page will be photocopied, you may omit the SSIC, subject,

and the basic letter's identification symbols. Start the "endorsement number" line at the left margin on the second line below the date line.

2-29. Adding References. Don't repeat in your reference line any references shown in the basic letter or prior endorsements; instead, show only references that you add. Assign letters to all references you add, even a single one, by continuing any sequence of letters begun earlier.

2-30. Adding Enclosures

a. Don't repeat in your enclosure line any enclosures shown in the basic letter or prior endorsements; instead, show only enclosures that you add. Assign numbers to all enclosures you add, even a single one, by continuing any sequence of numbers begun earlier.

b. Send any enclosure you add to the action addressee. Also send it to the originator of the basic letter if that activity lacks it. The enclosure's importance will determine whether others should receive it.

c. Omit enclosures to any addressees who have them already. Similarly, omit enclosures to any addressees when sending them is impractical.

2-31. Where to Send Copies

a. Attach any enclosure you add to the original for forwarding to the action addressee. Show this addressee in your "To:" line.

b. Send one copy to each remaining "Via:" addressee. Show these addressees in a "Via:" line. If two or more "Via:" addressees remain, renumber them starting with a "1" in parentheses before the next recipient of the package. Don't number a single remaining "Via:" addressee.

c. Send one copy to the originator of the basic letter. Show this in a "Copy to:" block.

d. Send one copy to each prior endorser and any earlier "Copy to:" addressees only if your endorsement is significant. Add these addressees to your "Copy to:" block. Significant endorsements include "forwarded recommending disapproval," "readdressed and forwarded," and those with substantive comments. Routine endorsements include "forwarded," "forwarded for consideration," and "forwarded, recommending approval."

e. Send one copy to any "Copy to:" addressees your command adds. (Include these in your "Copy to:" block.) To the right of

each of these addressees, type "(complete)" to show that your endorsement includes the basic letter, enclosures, and prior endorsements.

f. Keep a copy for your official file.

2-32. Assembly of an Endorsement. Figure 2-16, page 70 shows a suggested way to assemble an endorsement letter for signature and mailing.

DEPARTMENT OF THE NAVY
NAVAL AIR STATION
CECIL FIELD, FL 32215-5000

5216
Ser 11/273
9 Jul 98

From: Commanding Officer, Naval Air Station, Cecil Field
To: Commander in Chief, U.S. Atlantic Fleet
Via: (1) Commander, Sea Based ASW Wings, Atlantic
(2) Commander, Naval Air Force, U.S. Atlantic Fleet

Subj: HOW TO PREPARE ENDORSEMENTS

Encl: (1) Example of New-Page Endorsement

1. An endorsement may be added to the bottom of a basic letter, like this one, or to a previous endorsement if: (a) All of the endorsement will fit on the page, and (b) it is sure to be signed without revision.

C. WORTHY

Ser 019/870
17 Jul 98

FIRST ENDORSEMENT

From: Commander, Sea Based ASW Wings, Atlantic
To: Commander in Chief, U.S. Atlantic Fleet
Via: Commander, Naval Air Force, U.S. Atlantic Fleet

1. A same-page endorsement may omit the SSIC, subject, and the basic letter's identification if the entire page will be photocopied. But these elements are required on all new-page endorsements, such as the one on the next page.

M. R. SAILORS

Copy to: NAS Cecil Field (Code 11)

Figure 2-14. Same-Page Endorsement

DEPARTMENT OF THE NAVY
COMMANDER NAVAL AIR FORCE
UNITED STATES ATLANTIC FLEET
NORFOLK, VA 23511-5188

5216
Ser N72/420
24 Jul 98

SECOND ENDORSEMENT on NAS Cecil Field ltr 5216 Ser 11/273
of 9 Jul 98

From: Commander, Naval Air Force, U.S. Atlantic Fleet
To: Commander in Chief, U.S. Atlantic Fleet

Subj: HOW TO PREPARE ENDORSEMENTS

Encl: (2) SECNAVINST 5216.5D

1. Start an endorsement on a new page if all of your endorsement will not fit on the latest communication or your endorsement might not be signed without revision.

2. Number every page and continue the sequence of numbers from the previous communication, as explained in enclosure (2).

3. Every "new page" endorsement must:

a. Repeat the basic letter's SSIC,

b. Identify the basic letter in the "endorsement number" line, and

c. Use the basic letter's subject as its own.

H. H. MILLER
By direction

Copy to:
NAS Cecil Field (Code 11)
*COMSEABASEDASWWINGLANT (Code 019)

*Prior endorser included because second endorsement is significant.

2

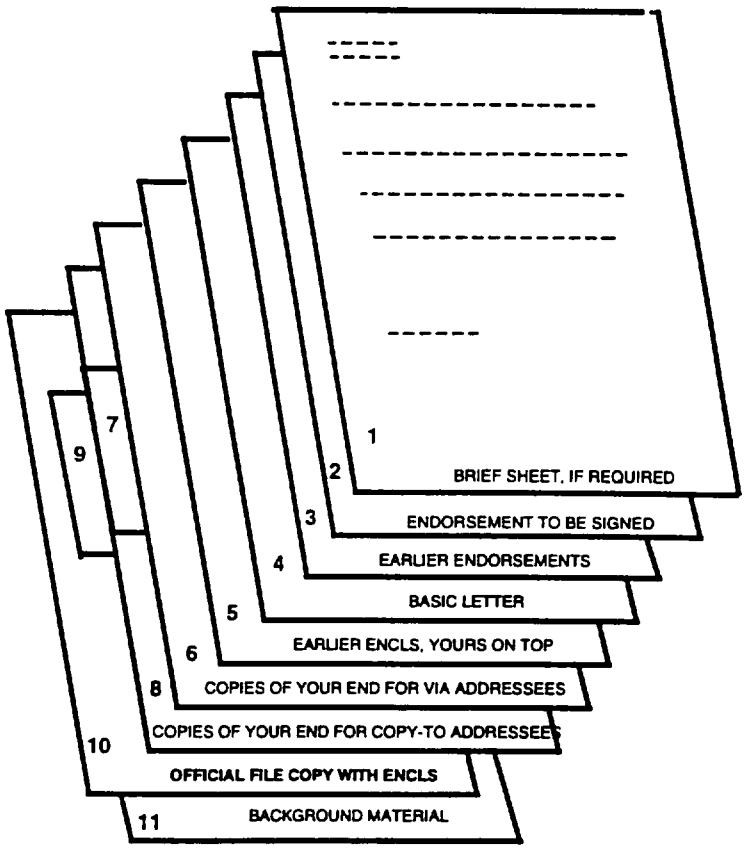
Figure 2-15. New Page Endorsement

Here is a suggested way to assemble an endorsement for signature and mailing. If you use a folder rather than the single stack of papers shown, clip items 1 and 11 to the left side and 2 through 10 to the right side of the folder.

Tab signature page, enclosures and background material.

Check or arrow the intended addressee on each copy.

Prepare envelopes or mailing labels according to local practice. Your activity might not require them for addressees listed in the SNDL.



BEFORE SIGNATURE	AFTER SIGNATURE
1. Briefing sheet as prescribed locally, usually omitted if letter is short or self-explanatory	FILE
2. Endorsement to be signed 3. Earlier endorsements, most recent on top 4. Basic Letter 5. Earlier enclosures plus any you add, on top 6. Copies of your endorsement for remaining via addressees 7. Envelopes or mailing labels, if required	MAIL TO NEXT VIA ADDRESSEE OR TO ACTION ADDRESSEE
8. Copies of your endorsement for "Copy to:" addressees 9. Envelopes or mailing labels, if required	MAIL
10. Official file copy of letter with enclosures. Left margin exposed so reviewers can initial and date there. Photocopy if same page endorsement 11. Background material such as incoming letter, referenced documents	FILE

Figure 2-16. Assembly of an Endorsement

SECTION D

MEMORANDUMS

2-33. General. A memorandum provides an informal way to correspond within an activity or between DON activities. Subordinates may use it to correspond directly with each other on routine official business.

2-34. Formats. There are seven memorandum formats. Choose the one that suits the subject, occasion, and audience. Here are your choices, starting with the most informal:

a. Memorandum For The Record (MFR). Use a MFR as an internal document to record supporting information in the record that is not recorded elsewhere. Examples include such things as results of a meeting, important telephone conversations, oral agreements, and your thinking behind a standard letter. Type or handwrite these most informal memorandums. See figure 2-17, page 75. A full "signature" block and identification symbols are not required; however, it should be dated, signed, and show the organizational position of the signer. If it is only two or three lines, include it on the file copy of your document. Leave out the subject line if you add your MFR to the file copy.

b. "From-To" Memorandum. The "from-to" memorandum may be directed to one or more addressees. If very informal, it may be handwritten. If the subject is insignificant, a file copy is not required. There are three versions of the "from-to" memorandum:

(1) Printed Memorandum Forms. Use printed memorandums to communicate informally within your activity (see figure 2-18, page 76). They may be handwritten.

(a) Choices. There are two types of memorandum forms: OPNAV 5216/144A (8-1/2 by 11 inches) and OPNAV 5216/144B (8-1/2 by 5-1/2 inches).

(b) Identification Symbols. The only identification symbol you need is the date, unless local practice calls for more.

(c) "From-To" Line. Use names, titles, or codes in the "From:" and "To:" line.

(d) Adding References and Enclosures. Type reference and enclosure headings under the printed headings. Allow a 1-inch left margin.

(e) Signature. The writer signs his or her name without an authority line.

(2) Plain-Paper Memorandum. Use plain-paper memorandums for informal communications within your activity. It is no more formal than the memorandum form, but it is more flexible when there are multiple addressees, via addressees, or both.

(a) Identification Symbols. The only identification symbol you need is the date, unless local practice calls for more.

(b) Format. Prepare on white bond paper. Start typing the date on the sixth line, flush with the right margin. See figure 2-19, page 77.

(3) Letterhead Memorandum

(a) When direct liaison with individuals outside of your activity is authorized, the letterhead memorandum may be used to correspond on routine matters that neither make a commitment nor take an official stand. A full signature block is not required because the "From:" line identifies the signer. See figure 2-20, page 78. For example: You have been appointed chairperson of a committee and need to correspond with other members of the committee outside your activity.

(b) The letterhead memorandum may be used within your activity and provides more formality than the printed form or plain-paper memorandum.

(4) When only requesting an approval/disapproval decision from a single addressee, it's appropriate to type a decision block at the left margin, two lines below the signature block in the following format:

COMMANDING OFFICER DECISION:

_____Approved

_____Disapproved

_____Other

c. "Memorandum For" Memorandum. The "memorandum for" is the most formal memorandum. Use it for communications between high level officials who use the format, such as the Secretary of Defense, the Secretary of the Navy, and Assistant Secretaries (see figure 2-21, page 79). It is prepared on letterhead stationery and follows standard letter practice, except as indicated below.

(1) Address. Type "MEMORANDUM FOR" in capital letters on the third line below the date, followed by the addressee's title

and organizational identification. Use enough organizational identification to ensure delivery. Names should not be used. If the addressee's title is longer than one line, the second line should be indented two additional spaces, as shown in figure 2-21, page 79.

MEMORANDUM FOR CHIEF OF NAVAL OPERATIONS

(2) Two or More Addressees. When your memorandum is directed to two or more addressees, type their titles and office identifications after the phrase "MEMORANDUM FOR," like this:

MEMORANDUM FOR DIRECTOR OF NAVAL INTELLIGENCE (N2)
DIRECTOR OF NAVAL RESERVE (N095)

(3) Signature Block. Because the "Memorandum For" does not have a "From:" line, show the signer's title below the typed name in the "signature" block.

(4) When only requesting an approval/disapproval decision from a single addressee, it's appropriate to type a decision block at the left margin, two lines below the signature block in the format as shown in paragraph 2-34b(4).

d. Memorandum of Agreement or Memorandum of Understanding

(1) Use. The Memorandum of Agreement or Understanding may be used to document mutual agreements of facts, intentions, procedures, limits on future actions, and areas of present or future coordination, or commitments, etc.

(2) Format. Center "MEMORANDUM OF AGREEMENT" on the second line below the date line. Center "BETWEEN" on the next line and follow with the names of the agreeing activities (centered). To prepare a "memorandum of understanding," substitute those words for "memorandum of agreement," and follow the same format as shown in figures 2-23 and 2-24, pages 81 and 82. Number and letter paragraphs and subparagraphs the same as other correspondence. The basic text may contain, but is not limited to, the following titled paragraphs:

(a) Purpose. This paragraph defines or states in as few words as possible, the purpose of the agreement.

(b) Problem. Present a clear, concise statement of the problem, to include a brief background.

(c) Scope. Add a short statement specifying the area covered by the agreement.

(d) Agreement, Understanding. Spell out the agreement or understanding and responsibilities of and between each of the parties involved.

(e) Effective Date. Enter the date the agreement will take effect.

(3) Letterhead. On plain bond, type the command titles so the senior is at the top. If the activities are in different cities or states, follow each title with its address.

(4) Signatures. Arrange "signature" blocks so the senior official is at the right. Place the "signature" block of a third cosigner in the middle of the page. Precede all signature blocks by overscoring as shown in figures 2-22 and 2-24, pages 80 and 82.

(5) Copies. If your activity is the last to sign, send copies of the signed agreement to all cosigners.

2-35. Endorsement of Informal Memos. An endorsement that forwards an informal memo without comment, may consist of the endorser's initials and date, like this:

Via: Code 311_____

25 Jul 99

MEMORANDUM FOR THE RECORD

Subj: MEMORANDUM FOR THE RECORD

1. Use a "Memorandum For The Record" (MFR) as an internal document to record information in the record that is not recorded elsewhere. Examples include such things as results of a meeting, telephone conversations, oral agreements, and other relevant information.

2. Type or handwrite these most informal memorandums. If it is only two or three lines, include it on the file copy of your document. Leave out the subject line if you add your MFR to the file copy.

3. A full "signature" block and identification symbols are not required; however, it should be dated, signed, and show the signers organizational code.

M. L. ONES
N161C

Figure 2-17. Memorandum for the Record

OPNAV 5216/144A (Rev. 8-81)
S/N 017-LF-052-2320

DEPARTMENT OF THE NAVY
Memorandum

DATE: 6 Mar 99

FROM: Code 30

TO: Code 301

SUBJ: PRINTED MEMORANDUM FORM

Ref: (a) SECNAVINST 5216.5D

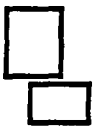
Encl: (1) Printed Form

1. This printed form is used among individuals and offices of the same activity. Very informal memorandums may be handwritten.

2. The memorandum form comes in two sizes:

a. OPNAV 5216/144A (8-1/2 by 11 inches):

b. OPNAV 5216/144B (8-1/2 by 5-1/2 inches):



3. The only identification symbol you need is the date, unless local practice calls for more.

4. Use names, titles, or codes in the "From:" and "To:" line.

5. Type reference and enclosure headings under the printed headings. Note the headings for reference (a) and enclosure (1). Allow a 1 inch left margin.

6. The writer signs his or her name without the organizational titles.

Signature

Figure 2-18. Printed "From-To" Memorandum

1
2
3
4
5
6 8 Jul 99
1
2 MEMORANDUM
1
2 From: Head, DON Records Management Branch (N161)
To: Head, Technical Library Branch (N21)
Head, Mail and Files Branch (N13)
Via: Head, Office Services Division (N1))
1
2 Subj: PLAIN-PAPER MEMORANDUM
1
2 1. The plain-paper "from-to" memorandum may be used within your activity. It is no more formal than the memorandum form, but it is more flexible when there are multiple addressees, via addressees, or both.
1
2 2. The only identification symbol you need is the date, unless local practice calls for more. Start typing the date on the sixth line, flush with the right margin.

3. Prepare a plain-paper memorandum on white bond.
1
2
3
4 J. C. JAY

Figure 2-19. Plain-Paper "From-To" Memorandum

DEPARTMENT OF THE NAVY
NAVAL AIR FACILITY
DETROIT, MI 48045-5008

5216
Memo 28/83
5 Jan 99

MEMORANDUM

From: Head, Management Services Department, Naval Air Facility, Detroit
To: Operations Officer, Navy Regional Data Automation Center, San Francisco

Subj: LETTERHEAD MEMORANDUM

1. When used within an activity, the letterhead memorandum provides more formality than the printed memorandum form or the plain-paper memorandum.

2. A letterhead memorandum may be sent outside your activity if:

a. Direct liaison is authorized,

b. The matter is routine,

c. The memo neither makes a commitment nor takes an official stand.

3. Generally follow the standard letter format, but type "MEMORANDUM" as shown here.

E. F. GEE

Figure 2-20. Letterhead Memorandum

DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
WASHINGTON, DC 20350-2000

5216
Ser N00/345
18 Mar 99

MEMORANDUM FOR VICE CHIEF OF NAVAL OPERATIONS (N09)
DIRECTOR OF NAVAL INTELLIGENCE (N2)
DIRECTOR OF TEST AND EVALUATION AND
TECHNOLOGY REQUIREMENTS (N091)

Subj: THE MEMORANDUM FOR

1. The "memorandum for" is the most formal of all the memorandums. Senior officials use it to correspond with other senior officials.

2. Use letterhead paper and follow the format shown here. In place of the "From:" and "To:" line, you use an "address" line (see above). Because the "memorandum for" lacks a "From:" line, show the signer's title below the typed name.

3. List multiple addressees as shown above. If an addressee's title is longer than one line, the second line should be indented two additional spaces, as shown above.

H. I. JAY
Director, Navy Space
Systems Division

Figure 2-21. Memorandum For Memorandum

1
2
3
4 DEPARTMENT OF THE NAVY
MILITARY SEALIFT COMMAND (20398-5100)
NAVAL INTELLIGENCE COMMAND (20389-5000)
WASHINGTON, DC
1
2

MSC
5216
Ser N02/234
18 Dec 99

NAVINTCOM
5216
Ser N7/702
20 Dec 99

1
2 MEMORANDUM OF AGREEMENT
BETWEEN
COMMANDER, MILITARY SEALIFT COMMAND
AND
COMMANDER, NAVAL INTELLIGENCE COMMAND

1
2 Subj: MEMORANDUM OF AGREEMENT
1
2 1. This example shows a one page "memorandum of agreement" (MOA).
1
2 2. On plain bond, type the command titles so the senior is at the top. If the activities are in different cities or states, follow each title with its address.
1
2 3. Center "MEMORANDUM OF AGREEMENT" on the second line below the date line. Center "BETWEEN" on the next line and follow with the names of the agreeing activities (centered). To prepare a "memorandum of understanding" substitute those words for "memorandum of agreement." If your agreement is two or more pages long, number and letter paragraphs and subparagraphs the same as a standard letter.
1
2 4. Arrange "signature" blocks so the senior official is at the right. Type a signature line above the signature blocks.
1
2 5. If your activity is the last to sign, send copies of the signed agreement to all cosigners.
1
2
3
4

U. R. SEAWORTHY
Acting

I. M. WATERLOGGED
Deputy

Figure 2-22. Memorandum of Agreement

DEPARTMENT OF THE NAVY
NAVAL SEA SYSTEMS COMMAND (20362-5101)
NAVAL AIR SYSTEMS COMMAND (20361-0001)
WASHINGTON, DC

NAVSEASYSCOM
5216
Ser N02/234
12 Nov 99

NAVAIRSYSCOM
5216
Ser N7/702
15 Nov 99

MEMORANDUM OF UNDERSTANDING
BETWEEN
COMMANDER, NAVAL SEA SYSTEMS COMMAND
AND
COMMANDER, NAVAL AIR SYSTEMS COMMAND

Subj: MEMORANDUM OF AGREEMENT OR MEMORANDUM OF UNDERSTANDING

Ref: (a) SECNAVINST 5216.5D

1. Purpose. This example shows the first page of a two page "memorandum of understanding" (MOU). This paragraph defines or states in as few words as possible, the purpose of the agreement or understanding. Use the MOU or MOA to informally document mutual agreements of:

a. Facts.

b. Intentions.

c. Procedures.

d. Limits of future actions either or both will take.

e. Present or future coordination.

f. Present or future commitments.

2. Problem. Present a clear, concise statement of the problem, to include a brief background. Mention reference (a) and any other references in the text.

3. Scope. Add a short statement specifying the area covered by the agreement.

Figure 2-23. Memorandum of Understanding (Page 1 of 2)

Subj: MEMORANDUM OF AGREEMENT OR MEMORANDUM OF UNDERSTANDING

4. Agreement/Understanding. Spell out the agreement or understanding and responsibilities of and between each of the parties involved.

5. Effective Date. Enter the date the agreement will take effect.

W. T. DOOR

C. CRUISE
Acting

2

Figure 2-24. Memorandum of Understanding (Page 2 of 2)

SECTION E

POINT (TALKING) PAPERS

2-36. General. Use the Point (Talking) Paper to provide a stand alone document in presenting essential elements of a subject. It serves as a readily available source of condensed, factual information on topical subjects. Before reading further, study figure 2-25, page 84.

2-37. Format. The Point (Talking) Paper format is very specific to provide uniformity throughout the Department of the Navy. Confine the paper to a single 8 1/2 by 11 inch page. Eliminate unnecessary words like "the" and "that."

2-38. Margins. Allow 1-inch margins on the top, bottom, and sides. If unable to get the entire text on one page, margins may be adjusted to accommodate getting the entire text on one page. Don't justify right margins.

2-39. Section Headers/Paragraphs

a. The paper will have a "title" of Point or Talking Paper. Each section thereafter begins with a header (i.e., Background, Discussion, Recommendation) that is centered and typed in all capital letters. Double space between paragraphs and bullets.

b. Put main points first with supporting information following. Use short phrases and bullets. Indent subordinate points in cascading style. Continuation lines start directly under the first word of the paragraph.

c. Wherever possible, data should be presented in graphics rather than words; trend lines are particularly helpful. Watch how you crunch numbers. A percentage alone may mean little out of context; i.e., compared to what?

d. Abbreviations and acronyms may be used if spelled out on initial use. Technical terms, phrases, and code names should be explained in plain language.

e. Classification markings must be included on the page, only exception is unclassified papers. Markings include: (1) Stamped classification centered top and bottom, (2) highest classification typed on the first line before the rank and name, (3) individual section classifications (i.e., (U), (C), (S), (T)), and (4) individual paragraph classifications. If entire Point (Talking) Paper is unclassified, only required to type the classification after the "title" and on the first line before the rank and name (see figure 2-25, page 84). Individual section headers (Background, Discussion, and Recommendation) and paragraphs do not require a classification designation if unclassified.

SECRET (#)

CLASSIFICATION (Typed here and stamped top and bottom of page)

Rank and Name
Office Code/Telephone #
Date of Preparation

Subj: SAMPLE POINT (TALKING) PAPER FORMAT (*) (Unclassified if possible)

BACKGROUND (*)

(*) Why you are writing this paper. Brevity, clarity, and graphic representation are key ingredients of point papers. Use cascading indentation to organize subordinate points.

DISCUSSION (*)

- (*) To prepare a "Talking Paper" substitute those words for "Point Paper."
- (*) Might contain problems pros and cons, present status, and outlook for future.
- (*) Other points which will aid in your preparation of point papers:
  - Point papers should be concisely written in bulletized format. Indent subordinate points in cascading style. Continuation lines start directly under the first word of the paragraph.
  - Point papers should not exceed one page.
  - Who has been involved and concurs or non-concurs.
- (*) Type on 8 ½ X 11 paper with a 1-inch margin all around. Increase left margin if binding is anticipated.

RECOMMENDATION (*)

(*) State what recommended approach should be. State whether recommendation concerns discussion of plans and policies that have not been approved by higher authority.

(CLASSIFIED MARKINGS FOR ILLUSTRATION PURPOSES ONLY)

Derived from_____
Declassify on _____

SECRET (#)

"#"-Denotes highest classification of Point (Talking) Paper
"*"-Denotes the highest classification within section/paragraph

Figure 2-25. Point (Talking) Paper

SECTION F

BUSINESS LETTERS

2-40. General. Use the business letter to correspond with agencies, businesses, or individuals outside DOD, who are unfamiliar with the standard letter. It also may be used for official correspondence between individuals within DOD, when the occasion calls for a personal approach. Before reading further, study figures 2-26, 2-27, and 2-28, pages 89, 90, and 91.

2-41. Margins. Estimate the length of the letter before touching the keyboard. Adjust your margins from 1 to 2 inches to achieve maximum balance; but never use less than a 1-inch margin.

2-42. References and Enclosures. Refer to previous communications and enclosures in the body of the letter only, without calling them references or enclosures.

2-43. Parts of a Business Letter

a. Identification Symbols. Include the following three identification symbols in the upper right corner, blocked one below the other:

(1) SSIC,

(2) Originator's code, and

(3) Date. Write the date in month-day-year order. The month is written out in full, followed by the day in Arabic numerals, a comma, and the full year also in Arabic numerals; e.g., August 27, 1999.

b. Inside Address. Place the inside address two to eight lines below the date, blocked flush with the left margin. Placement of the inside address may be adjusted depending on the length of the letter or local policy. Refer to figure 2-29, page 92 for proper placement of the inside address when preparing a letter for use with a window envelope.

(1) If your letter is directed to a particular individual, include the:

(a) Addressee's courtesy title (Mr., Mrs., Ms.) and full name;

(b) Business title (Vice President, Accounting), if appropriate;

(c) Business name;

(d) Street address; and

(e) The city, state, and ZIP+4 code on the last line. Note new requirement for only one space between state and ZIP code vice two to five spaces.

(2) If your letter is directed to a business in general, include the:

(a) Business name;

(b) Full street address; and

(c) The city, state, and ZIP+4 code on the last line.

c. Attention Line. An "Attention:" line is optional. Use it to direct your letter to a business in general and to also bring it to the attention of a particular person or department at the same time. Start typing two lines below the last line of the inside address, blocked flush with the left margin, and two lines above the salutation. See figure 2-30, page 93. Refer to figure 2-29, page 92 for proper placement of the "Attention:" line when preparing a letter for use with a window envelope.

d. Salutation Line. Capitalize the first letter of the first word of the salutation as well as the first letter of the addressee's courtesy title and surname such as Dear Mr. (or Ms., Mrs., Miss, Dr., Captain, Lieutenant) Jones, followed by a colon.

(1) If your letter is addressed to:

(a) An all male organization, use a salutation such as: "Gentlemen:" or "Dear Sirs:"

(b) An all female organization, use a salutation such as: "Ladies:" or "Mesdames:"

(c) A mixed gender organization, or if you are not sure of the gender mix, use a collective salutation such as: "Ladies and Gentlemen:" or "Dear Sir or Madam:"

(d) A business in general, but directed to the attention of a particular person or department, use a collective salutation such as "Ladies and Gentlemen:"

(2) If you cannot determine the gender of the addressee from previous communications, omit the courtesy title (Mr., Mrs., Ms., etc.) and address the individual by first name or initial(s) and last name, such as: "Dear Lee Doe:" or "Dear L. Doe:"

(3) Refer to Appendixes A and B for models of address and salutations. Start typing on the second line below the last line of the inside address or attention line, flush with the left margin.

e. Subject Line. Use of a subject line is optional and may replace the salutation. The subject line should be very brief, to the point, and not be more than one line in length if possible. Capitalize every letter in the subject line. See figure 2-27, page 90.

(1) If the subject line is replacing the salutation, start typing on the second line below the last line of the inside address or attention line, flush with the left margin.

(2) If the subject line is in addition to the salutation, start typing on the second line below the salutation line.

f. Body of the Letter. Single-space within paragraphs and double space between paragraphs. Indent main paragraphs four spaces and start typing on the fifth space. Don't number main paragraphs. The first lines of subparagraphs should be indented, and lettered or numbered in standard letter fashion. See figure 2-26, page 89. A business letter that is likely to run eight lines or less may be double-spaced. Figure 2-31, page 94 is an illustration of a short business letter.

g. Complimentary Close. Use "Sincerely" followed by a comma for the complimentary close of a business letter. Start the complimentary close at the center of the page on the second line below the text.

h. Signature Block

(1) Start all lines of the "signature" block at the center of the page, beginning on the fourth line below "Sincerely." Type or stamp the following information:

(a) Signer's name in all capital letters, with the exception of a last name starting with a prefix, which would appear like this:

J. A. McDONALD

(b) Military grade (if any) spelled out,

(c) Functional title, and

(d) Authority line. The authority line may be omitted on a routine business letter that neither makes a commitment nor takes an official stand.

(2) Women's names may begin with Miss, Mrs., or Ms. in parentheses, like this: (Ms.) M. H. VALDEZ. One exception to this would be when using "Mrs." plus the writer's husband's name, that would appear like this: MRS. ALBERT B. SEAY or MRS. A. B. SEAY.

i. Enclosure Line

(1) Type "Enclosure:" on the second line below the "signature" block, number and describe them briefly:

Enclosures: 1. CPO Style Manual
2. Webster's Dictionary

(2) If the enclosures are insignificant, you don't have to describe them in the enclosure line. Type "Enclosures" and the number of enclosures within parentheses: Enclosures (2)

j. Separate Mailing. When an enclosure is to be sent separately, type "Separate Mailing:" and a brief description like this:

Separate Mailing: SECNAVINST 5216.5D

k. Copy To Line. If everyone should know that a particular addressee will receive an information copy, show that addressee by using a copy notation. Type "Copy to:" at the left margin on the second line below the "Enclosure" line, if any, or the "signature" block. List addressees at the left margin or following "Copy to:". Use long titles for activities listed in the SNDL:

Copy to: Chief of Naval Operations (N915)

l. Blind Copy To Line. As with a standard letter, don't show your internal distribution on the copies of a business letter that goes outside your activity. This notation appears on internal copies only. Type "Blind copy to:" at the left margin on the second line below the previous entry. For further information on "blind" copies see page 46.

2-44. Outgoing Copies. Because the business letter does not have a "From:" line, every copy that goes to addressees outside your activity must have a letterhead copy (printed, typed, stamped, or reproduced from the original) to show its origin.

2-45. Identifying Second and Succeeding Pages. Repeat the identification symbols, from the first page, on the sixth line from the top at the right margin. Continue the text beginning on the second line below the identification symbols. See figure 2-28, page 91.

2-46. Numbering Pages. Don't number a single-page letter or the first page of a multiple-page letter. Center page numbers ½ inch from the bottom edge, starting with the number 2. No punctuation accompanies a page number. (To number the pages of a Top Secret document, see OPNAVINST 5510.1H, DON Information and Personnel Security Program Regulations.)

```
****Main paragraph format.
%
********a.**Indent each new subdivision eight spaces
and start typing at the ninth space.
%
********b.**Text.
%
************(1)*Documents rarely require subdividing
to the extent shown below.
%
************(2)*Text.
%
****************(a)*Text.
%
****************(b)*Text.
%
********************(1)*Text.
%
********************(2)*Text.
%
*************************(a)*Text.
%
*************************(b)*Non subparagraph beyond
this level.
%
****Text.
%
********a.**Indent each new subdivision eight spaces
and start typing at the ninth space.
%
********b.**Text.
%
************(9)*Text.
%
************(10)*When using two digits, continue to
indent each new subdivision (paragraphs will not line
up).
%
************(11)*Text.
```

NOTE:
* AN ASTERISK (*) INDICATES A SINGLE BLANK SPACE.
% A PERCENT SIGN (%) INDICATES A SINGLE BLANK LINE.

Figure 2-26. Business Letter Paragraph Formats

DEPARTMENT OF THE NAVY
USS CUSHING (DD 985)
FPO AP 96662-1223

5216
Ser DD 985/28
January 5, 1996 ①

② 1
2 Mr. A. B. Seay
Vice President, Accounting
Widgets Unlimited, Inc.
1234 Any Street
Baltimore, MD 21085-1234 ③

1
2 Dear Mr. Seay: ④
1
2 SUBJECT: PREPARATION OF A BUSINESS LETTER ⑤
1
2 This example shows the first page of a two page business letter. A "subject" line is optional and may replace the salutation. Phrase the "subject" line in normal word order. Make it very brief, to the point, and not longer than one line. Capitalize every letter in the subject line.

1" Refer to previous communications and enclosures in the body of the letter only, without calling them references or enclosures. Do not number main paragraphs. Subparagraphs are numbered and lettered the same as a standard letter.

Prior to typing a business letter, try to estimate the length of the letter. Set your margins to obtain maximum balance. Never use less than a 1-inch margin. ⑥

Start a paragraph near the end of a page only if that page has room for two lines or more. Continue a paragraph on the following page only if two lines or more can be carried over. A signature page must have at least two lines of text.

Do not number the first page of a single page letter or multiple page letter. The first page is assumed to be page 1. Center page numbers ½ inch from the bottom edge, starting with the number 2. No punctuation accompanies a page number.

1"

Minimum ⑦
of 1"

1. Identification Symbols (page 85)
2. Typewriter Lines
3. Inside Address (page 85)
4. Salutation Line (page 86)
5. Subject Line (page 87)
6. Body of Letter (page 87)
7. Margins (page 85)

Figure 2-27. First Page of a Two Page Business Letter

1
2
3
4
5
6

5216
Ser DD 985/28 ①
January 5, 1996

②
1
2 This example illustrates second and succeeding pages of a business letter. Start typing on the sixth line flush with the left margin. Repeat the identification symbols from the first page, skip two lines and continue your text from the first page on the third line.

1
2 Be sure to mention any enclosed documents in the body of your letter and list them as enclosures on the second line below the "signature" block. Type "Enclosures:" and follow with a number and a brief description of the enclosures (don't number when you have only one enclosure). When the enclosures are of little importance, instead of listing them with a description, you may indicate the number of enclosures in parentheses without the description; e.g., Enclosures (2). Materials, referred to in the letter, that are being mailed separately should be noted as shown below.

1" 1"

1
2 To send an addressee an information copy or a courtesy copy, type "Copy to:" flush with the left margin, two lines below the "signature" block or two lines below any preceding notation, such as the enclosure or separate mailing notation.

1
2 Sincerely, ③
1
2
3
4 M. N. OPEY
Contracting Officer ④
By direction of the Commander

1
2 Enclosures: 1. Sample Business Letter ⑤
2. SECNAVINST 5216.5D

1
2 Separate Mailing: Secretarial Handbook ⑥
1
2 Copy to: Chief of Naval Operations (N61)

⑦

⑧ 2

Minimum of 1"

1. Identification Symbols (page 85)
2. Typewriter Lines
3. Complimentary Close (page 87)
4. Signature Block (page 87)
5. Enclosure Line (page 87)
6. Separate Mailing (page 88)
7. Margins (page 85)
8. Numbering Pages (page 88)

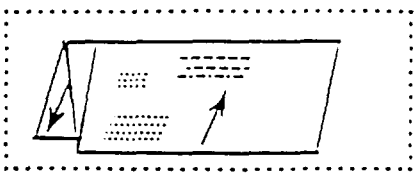
Figure 2-28. Second Page of a Two Page Business Letter

1 ①
2
3
4 **DEPARTMENT OF THE NAVY**
5 NAVAL EDUCATION AND TRAINING CENTER
6 NEWPORT, RI 20841-5000
7
8 5216
9 Ser 945/321
10 June 7, 1999
11
12
13
14
15
16 ATTN: RECORDS MANAGER
17 C & A TOOL COMPANY
18 505 FRANKLIN STREET
19 BELVIEW, VA 22812-1234
20
21
22
23
24 ②
25 SUBJECT: SUBJECT LINE AND WINDOW-ENVELOPE FORMAT
26
27 C & A Tool Company, this letter uses a subject line in place of the salutation. This is allowed on routine administrative letters. The first sentence serves as a greeting to the reader as shown above. Start typing the identification symbols on line 10, just below the seal. Always start the address on line 16; the salutation or subject line on line 25. This business letter is being prepared for use with a window envelope that has the window in the bottom left center.

You may use a Number 10 window envelope (9-1/2 by 4-1/8, window 4-3/4 by 1-1/4) if: (a) the entire address takes no more than five lines, (b) it does not extend past the middle of the page, and (c) the letter and all enclosures are unclassified. The full address must appear in the window no matter how the letter may shift in the envelope. Fold the letter in this way: (1) turn up the bottom edge so it just covers the subject, (2) turn back the address portion so the upper fold falls along the top of the subject.

Sincerely,

J. L. Patches
Commander, U.S. Navy
Executive Officer
By direction of the
Commanding Officer



1. Typwriter Lines
2. Fold Line

Figure 2-29. Business Letter for Window Envelopes

DEPARTMENT OF THE NAVY
NAVAL EDUCATION AND TRAINING CENTER
NEWPORT, RI 20841-5000

5216
Ser 945/321
June 7, 1999

National Widget Company
6543 W. Hobson Street
New York, NY 12345-6789

Attention: H. Jones ①

Ladies and Gentlemen: ②

When writing to a company, but directing your letter to a particular person or office, use an "Attention:" line. The "Attention:" line is placed two lines below the last line of the inside address, type "Attention:" and then a name or title.

The salutation must agree with the first line of the address. If the first line is a business, division, or organization collectively, a collective salutation such as "Ladies and Gentlemen" is used even if the "attention" line directs the letter to an individual. Note the inside address and salutation in this letter.

Sincerely,

G. H. Eye
Commander, U.S. Navy
Commanding Officer
Acting

1. **Attention Line (page 86)**
2. **Salutation Line (page 86)**

Figure 2-30. Business Letter With An "Attention" Line

DEPARTMENT OF THE NAVY
NAVAL EDUCATION AND TRAINING CENTER
NEWPORT, RI 20841-5000

5216
Ser 301/789
April 7, 1999

Ms. Jane Ryan
J. M. Corporation
287 Duke Street
Newton, CA 93333-4321

Dear Ms. Ryan:

This is an illustration of a short business letter. There are several techniques you may use to balance the appearance of a letter containing 100 words or less:

a. Start the inside address up to eight lines below the date.

b. Use side margins of up to two inches; and

c. In a letter containing eight lines or less, you may double-space throughout the text.

Note proper use of Ms. in parentheses in signature block.

Sincerely,

(Ms.) F. E. ROBINSON
Head, Management Services

Figure 2-31. Short Business Letter

CHAPTER 3

NAVAL WRITING STANDARDS

Naval writing is changing. This manual establishes writing standards for the Navy and Marine Corps. A workbook called Better Naval Writing is stocked at the Naval Inventory Control Point, COG "I" Material, Philadelphia, PA. Use the workbook as a companion to this manual to help writers and reviewers bring naval writing quality into line with this chapter.

SECTION A

THE NEED TO IMPROVE

3-1. The sentence below appears in a directive whose grammar, spelling, and format are error free. But though the writing is perfectly correct, it is perfectly awful. Wordy and pompous, the sentence has misrepresented the disciplined officer who wrote it, misused the modern word processor that typed it, and mistreated the many readers who aren't allowed to throw it away.

> It is the policy of the shipyard commander that all activities of the shipyard shall be carried out in a manner that will ensure the protection and enhancement of the environment through the control and abatement of environmental pollution.

3-2. We might dismiss the sentence if it were an exception. It isn't. Much bad naval writing is similarly bloated. Much of it seems left over from some age of ornate formality, and no age would claim the worst of it. If a simple idea--do not pollute--is so encumbered by inefficient language, what becomes of complex ideas? Multiplied across an activity's work for just 1 month, such outdated writing adds significantly to the costs of typing, reading, mailing, and filing.

3-3. To improve we must overcome the most stubborn of all obstacles: Habit. Perhaps because writing is so personal and painful, many of us stick to a few old patterns, even inefficient ones. Improvement is doubly difficult when individual habit is reinforced by group inertia. In any large organization, older members train younger ones, old letters make convenient models, and old ways seem the safest. These tendencies in the Navy and Marine Corps have left us with a contradiction: We insist on fighting with modern equipment but settle for writing with outdated English.

3-4. Improvement requires effort by writers and encouragement from reviewers. First, though, they need to agree on what makes good naval writing. This chapter can help. Whatever your role, don't wait for the next person. For naval writing to improve, you must make it improve. If you are a writer, start using its principles. If you are a reviewer, let your staff know that you welcome modern writing:

a. Have your writers read this chapter periodically.

b. Use performance evaluations to reward writers who follow this chapter.

c. Make this chapter part of writing improvement courses for reviewers as well as writers.

d. Encourage modern writing in a memorandum to the staff or in the letter that explains your philosophy.

e. Stress clear writing, not just grammatical correctness, in military courses of study.

SECTION B

ORGANIZED WRITING

3-5. Avoid Mystery Stories

a. Timid writing creeps up on the most important information. First come references, then discussion, and finally the so-what. With luck, the main point follows a sign such as therefore, consequently, or due to the above.

b. Even with such a signal, readers must grope for "the bottom line," which is rarely at the bottom but somewhere near there, more or less. This slow buildup isn't chaotic; it enacts the way writers inform themselves. But the pattern isn't efficient either. From the perspective of readers, it is the clue-by-clue pattern of mystery stories.

c. Your writing should follow the newspaper pattern. Open with the most important information and taper off to the least important. Avoid mere chronology.

3-6. Start Fast, Explain as Necessary, Then Stop

a. When you write a letter, think about the one sentence you would keep if you could keep only one. Many letters are short and simple enough to have such a key sentence. It should appear by the end of the first paragraph. The strongest letter highlights the main point in a one-sentence paragraph at the very beginning. Put requests before justifications, answers before explanations, conclusions before discussions, summaries before details, and the general before the specific.

b. You probably have seen this up-front method in endorsements and official biographies. Endorsements usually start by concurring or nonconcurring, while biographies usually start by giving the senior official's present duties.

c. Sometimes, as in a complex proposal or a reply to various questions, you may have many key points. They would overload the first paragraph if you tried to put them all there. In these cases, start with a general statement of purpose, much as directives do.

d. Here are some good beginnings:

(1) An earlier version of the following inspection report buried the information of greatest interest to readers--the results--on the second page. It opened with references, the inspection's scope, and detailed findings. By the way,

inspection reports and other documents whose topics vary widely are especially suited to headings. They allow readers to see the structure at a glance. A better start would have been:

> The Engineering Department was inspected on 24 January 1983. Its overall performance was satisfactory. Special interest areas were satisfactory.

(2) A lesser writer might have combined the two paragraphs below. Worse, he or she might have started with the second paragraph and delayed the request for authorization until the bitter end. Remember to keep your first paragraphs short, to use one-sentence paragraphs occasionally for special emphasis, and to avoid mere chronology.

> We request authorization to hire a full-time clerk typist or reassign a yeoman from the word-processing center.
>
> In January 1983, our typing workload increased because of . .

(3) The memorandum below developed a series of complex points that would have come too fast if they had appeared in the top paragraph, so the writer wisely began with a general statement of purpose. Should he or she have begun, "<u>The purpose of</u> this memorandum <u>is to</u> summarize . . .''? Strictly speaking, the added words are unnecessary, but they leave no doubt that a key idea is about to follow.

> This memorandum summarizes how we are planning the first step toward your goal of reorganizing the Naval Air Reserve.

(4) In the memorandum below, the Under Secretary of the Navy might have begun with details about dates, times, and places for the writing course. However, readers might have yawned and put the letter aside before getting to his endorsement of the program. The first paragraph was uncommonly personal so that senior SECNAV officials would give the letter special attention.

> We're moving toward a more modern style of writing in the Department of the Navy, and I want the Secretariat to get there first. You'll find that style amply illustrated in the next presentation of the Naval Writing Course. Please try to attend if you haven't already, and urge your people to do the same.

(5) The sentence below is the first sentence of a thank-you letter to Smith's supervisor. Notice that it avoids a slow buildup. The second paragraph described Smith's long hours, careful troubleshooting, and determined search for parts. The

last paragraph read, "Please thank AD1 Smith for all his extra effort." This three-paragraph formula will keep your thank-you letters short, detailed, and focused on the person being praised.

> AD1 John Smith did a superb job during our recent engine change.

e. Delay your main point to soften bad news, for example, or to introduce a controversial proposal. But don't delay routinely. Readers, like listeners, are put off by people who take forever to get to the point. In most cases, plunge right in.

f. To end most letters, just stop. When writing to persuade rather than just to inform, you may want to end strongly with a forecast, appeal, or implication. When feelings are involved, you may want to exit gracefully with an expression of good will. When in doubt, offer your help or the name of a contact.

3-7. Downplay References

a. Reading letters that overuse references is like driving in reverse through alphabet soup. Many letters need no references at all, while others are complete with a reference to only the latest communication in a series. Avoid unnecessary or complicated references.

b. When you respond to an earlier communication, subordinate it to your main point. Don't waste the opening the strongest place in a letter by merely summarizing a reference or saying you received or reviewed something:

> Reference (a), inter alia, recommended the reestablishment of training in the field of transportation management. Reinstatement of this training is strongly supported.

> We strongly support the recommendation in reference (a) to reestablish transportation management training.

3-8. Use Short Paragraphs

a. Long paragraphs swamp ideas. Cover one topic completely before starting another, and let a topic take several paragraphs if necessary. But keep paragraphs short, down to roughly four or five sentences. Long paragraphs will divide where your thinking takes a turn. By adding white space, you make reading easier.

b. Short paragraphs are especially important at the start of letters. Long first paragraphs discourage reading.

c. Call attention to lists of items or instructions by displaying them in subparagraphs. Just don't use so many levels

of subparagraphs that the writing becomes hard to follow (see page 39).

d. Now and then use a one-sentence paragraph to highlight an important idea.

3-9. Take Advantage of Topic Sentences

a. A paragraph may need a topic sentence, that generalization explained by the rest of the paragraph. Then again, it may not. The decision to use a topic sentence is among a writer's many judgment calls. A short paragraph announcing the time, place, and agenda of a meeting might begin with, "Here are details about the meeting." Yet such a topic sentence is probably unnecessary, for readers can follow the writers thinking without it.

b. Now suppose you are writing a report on ways to protect a particular naval facility from attack. Your ideas are complex, and the evidence needed to make them clear and convincing is considerable. So your paragraphs are likely to run longer and use more topic sentences than is the case in letters.

c. The first sentence of the example below gives the paragraph a bull's eye. Because we know early where the facts are headed, the paragraph inspires confidence. A lesser writer might have left out the topic sentence or put it elsewhere in the paragraph or claimed more than the facts support. Be alert to the advantages of topic sentences, for they help shape masses of information. Without them, some paragraphs make readers shrug and say, "So?"

> Because so much of the complex borders the river, its waterfront is especially vulnerable to attack. The naval station and the shipyard next to it have 1.5 miles of waterfront on the river's north bank. Together they have 13 dry docks and piers. Two piers are used to load fuel. Most of the piers extend to within 100 yards of the center of the rivers main ship channel, and the river itself is only 900 yards at its widest.

d. The topic sentence of a paragraph is like the main point of a letter; both give general statements that are developed later. However, a short and simple letter that could be written as one unbroken paragraph should still be divided for ease of reading.

3-10. Write Disciplined Sentences. So far this part on organized writing has talked about structuring letters and paragraphs so they call attention to important ideas. Now here are a few important ways to avoid sentences that mumble: Subordinate minor ideas, place ideas deliberately, use more parallelism, and try some mini-sentences.

a. Subordinate Minor Ideas. Besides clarifying the relationship between ideas, subordination prevents the overuse of and, the weakest of all conjunctions.

> The revised housing-allowance tables, which have been mailed to all pay offices, are effective 1 October. (stresses date)
>
> The revised housing-allowance tables, which are effective 1 October, have been mailed to all pay offices. (stresses mailing)

b. Place Ideas Deliberately. Start and finish a sentence any way you like, but keep in mind that ideas gain emphasis when they appear at either end. To mute an idea, put it in the middle:

> We may have to retire the ships faster if more major structural problems arise. (faster retirement muted)
>
> If more major structural problems arise, we may have to retire the ships faster. (faster retirement stressed)

c. Use More Parallelism. Look for opportunities to arrange two or more equally important ideas so they look equal. Parallelism saves words, clarifies ideas, and provides balance. Go by the first words of the series; all should use the same part of speech (verbs in the previous sentence):

> Their position is that the symposium is a forum for the dissemination of information and is not intended to establish standards.
>
> Their position is that the symposium is a forum for sharing information and not for setting standards.

d. Try Some Mini-Sentences. An occasional sentence of six words or less slows down readers and emphasizes ideas. The principle is illustrated in this next example from a general's memo to his staff:

I can get more information if each of you gives me less. Here's why. In a week, about 110 staff actions show up in my in-box. I could handle that in a week if all I did was work the in-box. Yet 70 percent of my time in the headquarters goes not to the in-box but to briefings. I could handle that dilemma, too--by listening to briefings and thinking about staff papers at the same time. I don't.

SECTION C

NATURAL WRITING

3-11. Speak on Paper

a. Make your writing as formal or informal as the situation requires, but do so with language you might use in speaking. This isn't a call to copy every quirk of speech down to grunts and ramblings. And, granted, some people don't speak very well. Still, because readers hear writing, the most readable writing sounds like people talking to people.

b. A spoken style means fewer gears to shift each time we write. It also means less adjustment for new personnel, who find the old style increasingly foreign. You probably remember your own difficulty in getting used to roundabout writing.

c. To make your writing more like speaking, begin by imagining your reader is sitting across from your desk. If you are writing to many different people but none in particular, picture one typical reader. Then write with personal pronouns, everyday words, and short sentences--the best of speaking.

3-12. Use Personal Pronouns

a. Though you needn't go out of your way to use personal pronouns, you mustn't go out of your way to avoid them. Avoiding natural references to people is false modesty. Whether you sign "by direction" or with a title, follow these principles:

(1) Speak of your activity, command, or office as we, us, our. These words are no more exact or inexact than the vague it. They are merely conventions of modern writing that prevent much roundabout language.

(2) Use you, stated or implied, to refer to the reader.

(3) Use I, me, my less often, usually in correspondence signed by the commanding officer and then only to show special concern or warmth.

b. Multiplied across an entire letter, roundabout sentences like those in the next examples do severe damage. We would be laughed out of the room if we talked that way. Ordinary English is shorter, clearer, and just as official:

> It is necessary that the material be received in this office by 10 June.
>
> We need the material by 10 June. (or)
> The material must reach us by 10 June.

> The Naval Facilities Engineering Command, by reference (a), forwarded its draft master plan for the Washington Navy Yard to the Naval Supply Systems Command for review and comment. The following comments apply.
>
> In response to reference (a), here are our comments on your draft master plan for the Washington Navy Yard.

c. It is and this command complicate the next example. They force readers to put back the pronouns the writer took out. To make matters worse, the first it is refers to the reader, while the second refers to the sender:

> If it is desired that Marines be allowed to compete for positions on the pistol team this command would be happy to establish and manage team tryouts. It is recommended that tryouts be conducted soon to ensure...
>
> If you allow Marines to compete for positions on the pistol team, we would be happy to establish and manage the tryouts. We recommend that tryouts start soon to ensure...

d. Can you overdo personal pronouns? You can use so many pronouns that you obscure the subject, and no number of them will overcome confused thinking. Besides, some subjects don't lend themselves to pronouns. The description of a ship's structure, for example, isn't likely to include people. Also, criticism hurts fewer feelings if delivered impersonally. "Nothing has been done" avoids the direct attack of "You have done nothing."

e. If we or I opens more than two sentences in a row, the writing becomes monotonous and may suggest self-centeredness. Sometimes a single sentence can call too much attention to the sender: "I would like to extend my congratulations for a job well done." Praise should stress the reader: "Congratulations on the fine job you did."

f. Stressing the reader's interests is a matter of attitude more than pronouns, but pronouns contribute. "The help you receive" suggests more concern for readers than "the help we provide." By being sensitive to the difference, you are more likely to meet your reader's needs.

3-13. Talk to One Reader When Writing to Many

a. Take special care when writing to many addressees but none of them in particular. Talk directly to a typical group of readers or, better, one typical reader. Use you and your, stated

or implied. Only one person reads your writing at any one time, so the most readable writing speaks directly to one reader:

> It is requested that all personnel planning to take leave in December fill in the enclosed schedule.
>
> If you plan to take leave in December, fill in the enclosed schedule.

b. This correspondence manual talks directly to you, a typical user. The sentences that give directions lead with verbs; you is simply implied. This direct approach requires imagination more than technical skill. Think of writing not as words on a page but as speaking from a distance.

3-14. Rely on Everyday Words

a. The complexity of our work and the need for precision require some big words. But don't use big words when little ones will do. People who speak with small words often let needlessly fancy ones burden their writing. On paper help swells to assistance, pay to remuneration, and visit to visitation. The list goes on, and so does the damage from word inflation.

b. Do you remember the dude in those old Western movies who overdressed to impress the folks at the ranch? Overdressed writing fails just as foolishly. Here are some commonly overdressed words.

Not	But
commence	start
facilitate	help
optimum	best
promulgate	issue
utilize	use

c. Prefer short, spoken transitions over long, bookish ones. Save long transitions for variety. By preferring short ones, you help set an ordinary tone for the rest of what you say. And, yes, you can start sentences with conjunctions such as but, so, yet, and.

Bookish	Spoken
consequently	so
however	but
in addition	also
nevertheless	still

d. All writers try to impress readers. The best do it through language that doesn't call attention to itself. Avoid the needless complications of legalistic lingo. Let a letter's

signature carry the authority. You risk committing bloated bombast by trying to put that authority in your language. Size of vocabulary is less important than skill in manipulating the words you already know. Write to express not to impress.

Legalistic	Normal
aforesaid	the, that
heretofore	until now
herewith is	here is
notwithstanding	in spite of
the undersigned	I
pursuant	under

3-15. Use Some Contractions

a. Contractions link pronouns with verbs (we'd, I'll, you're) and make verbs negative (don't, can't, won't). They are appropriate in less formal writing situations. Yet even when your final product will be very formal, you can use contractions in drafts to help you write naturally. We have limited contractions in this directive to negative verbs because research shows that readers are less likely to skip over not when it is contracted.

b. The point is that if you are comfortable with contractions, your writing is likely to read easily, for you will be speaking on paper. And because the language is clear, you are more likely to spot holes in your thinking that need to be filled.

c. If contractions seem out of place, you may need to deflate the rest of what you say. In the next sentence, something has to go, either the opening contraction or the inflated language that follows: "It's incumbent upon all personnel to effect energy savings." Written naturally, the sentence might read, "It's your job to save energy."

3-16. Keep Sentences Short

a. For variety mix long sentences and short ones, but average under 20 words. Though short sentences won't guarantee clarity, they are usually less confusing than long ones. You needn't count every word. Try the eye test: Average under two typed lines. Or try the ear test: Read your writing aloud and break up most of the sentences that don't end in one breath.

b. Break long sentences into manageable units. Then prune needless words and ideas:

> It is requested that attendees be divided between the two briefing dates with the understanding that any necessary final

adjustments will be made by N96 to facilitate equitable distribution. (29 words)

It is requested that attendees be divided between the two briefing dates. Any necessary final adjustments will be made by N96 to facilitate equitable distribution. (12, 13 words)

Send half your people on one day and half on the other. N96 will make final adjustments. (12, 5 words)

3-17. Ask More Questions

a. A request gains emphasis when it ends with a question mark.

b. Look for opportunities to reach out to your reader:

Request this command be notified as to whether the conference has been rescheduled.

Has the conference been rescheduled?

3-18. Be Concrete

a. Without generalizations and abstractions, lots of them, we would drown in detail. We sum up vast amounts of experience when we speak of dedication, programs, hardware, and lines of authority. But such broad language isn't likely to evoke in a reader's mind the same experiences it evokes in a writer's. Lazy writing overuses such vague terms. Often it weakens them further by substituting adjectives for examples: Immense dedication, enhanced programs, viable hardware, and responsive lines of authority.

b. If you write, "The solution to low morale and poor discipline is good leadership," your readers may feel warm all over. But until you point out some specific behavior meant by low morale, poor discipline, and good leadership, neither you nor your readers can tackle the problem.

c. Similarly, don't use a general word if the context allows for a specific one. Be as definite as the situation permits.

For	Try
aircraft	plane
plane	F/A-18
improved costs	lower costs
enhanced method	faster method? cheaper?

d. Vague, high-sounding language weakens job descriptions. Someone is said to "assist and advise in the organization management aspects of manpower management." Another "serves as a system proponent to transition from current capabilities to architectural projections." But what do these people really do? After all, a person who "serves as a direct interface with interstate commerce" may be only a highway flag holder.

e. Communication, someone once said, is never having to say, "Huh?" Effective evaluations show what a person did and how well he or she did it. They are concrete enough to inspire confidence in the writer's judgment about the ratee's performance and potential. Performance evaluations suffer when writers make extravagant, unsupported claims:

> Engaged in a technical assignment of a highly complex and technical nature, Smith has molded on-the-job experience, diligence, and perseverance to a point where his seniors and supervisors can inevitably afford credence to his work and the conclusions he derives therefrom.

3-19. Listen to Your Tone

a. Tone--a writer's attitude toward the subject or readers--causes relatively few problems in routine letters. The rules are straight forward. Subordinates may suggest, request, or recommend, but only superiors may direct. And though pronouns are acceptable, we don't "get personal." Courtesy is required, warmth is not. Our tone is neutral.

b. Because much of our writing is routine, tone causes problems when the matter is delicate. The more sensitive the reader or issue, the more careful we must be to promote good will. Tactlessness in writing suggests clumsiness in general. When feelings are involved, one misused word can make an enemy.

c. Imagine you are the head of a government agency. What do you think of an organization that would send the following?

> At our last meeting you requested agenda topics for a meeting of the Committee on Atmosphere and Oceans. I certainly support this interagency grouping as it may serve as an appropriate forum for addressing our marine technology needs and concerns.

d. The above sentence is just lazy, for it does no more than repeat the request. The real trouble comes from the second sentence, whose attempt at good will backfires. Certainly is a needless intensifier, like many words ending in ly. Interagency grouping is pompous for group. Needs and concerns form a doubling. I certainly support this is undermined by it may

serve. May serve? The issue isn't whether the group should exist but what it should discuss. The admiral who signed the letter dropped the second sentence and made the first one do more work:

> As you requested, I am submitting some agenda topics for the meeting of the Committee on Atmosphere and Oceans.

e. Now imagine you have asked for more time to complete a correspondence course. Here is the last sentence of the letter that turns you down:

> If we can be of further assistance, please do not hesitate to write.

f. Beware of rubber-stamp endings. They don't improve good letters or save bad ones. To the reader whose request has been denied, further assistance promises further disappointment. The closing sentence should be dropped entirely or tied to the rest of the letter:

> This setback aside, we hope you will take advantage of other correspondence courses available to you.

g. In all fairness to the writer, the letter did explain the denial in enough detail to avoid any hint of a brush-off. Most no answers need some explanation. Yes answers need little explanation because readers get what they want.

h. Finally, imagine you are a Reservist who has asked to stay on active duty even though you have a serious illness. How does this answer strike you?

> Because you have failed to pass the prescribed physical examination, you will be removed from active duty.

(1) Failed? Removed? These words hint at crime and punishment. To avoid such tactlessness, the writer should have been positive.

Negative	Positive
Opportunity is limited.	Competition is keen.
Stop writing badly.	Start writing well.
Don't use the small hoist.	Use the big hoist.
The cup is half empty.	The cup is half full.

(2) The positive approach removes some of the sting from the Reservist's answer. Here are two possibilities:

Given the results of your physical examination, we must transfer you to the Retired Reserve. (or)

In light of your physical examination and the need to administer the examination program evenhandedly, we have decided in favor of your transfer to the Retired Reserve.

(3) The structure of the letter was better than the wording of the "failed" sentence. The letter opened by acknowledging the favorable endorsements that accompanied the request to stay on active duty, and it closed by thanking the Reservist for his years of service. This tactful arrangement helped to soften the bad news.

SECTION D

COMPACT WRITING

3-20. Cut The Fat

a. Give your ideas no more words than they deserve. The longer you take to say things, the weaker you come across and the more you risk blurring important ideas.

b. Economy requires the right attitude. You must suspect wordiness in everything you write. When you revise, tighten paragraphs to sentences, sentences to clauses, clauses to phrases, phrases to words, words to pictures, or strike the ideas entirely. To be easy on your readers, you must be hard on yourself. To help you hunt for wordiness, here are some common problems that are easy to spot and avoid.

3-21. Avoid "It Is" and "There Is"

a. No two words hurt naval writing more than it is. They stretch sentences, delay meaning, hide responsibility, and encourage passive verbs. Unless it refers to something mentioned earlier, avoid it is. Spare only natural expressions such as "it is time to..." or "it is hard to..." and an occasional pointing expression such as "it is your job to..." (not someone else's).

Not	But
it is requested	we request, please
it is my intention	I intend
it is necessary that you	you need to, you must
it is apparent that	clearly
it is the recommendation of this office	we recommend that

EXAMPLES:
It is mandatory that all active-duty personnel receive flu vaccinations.

All active-duty personnel must receive flu vaccinations.

b. Like it is constructions, forms of there is make sentences start slowly. Don't write these delayers without first trying to avoid them:

There will be a meeting of the Human Relations Council at 1000 on 26 July in the main conference room.

The Human Relations Council will meet at 1000 on 26 July in the main conference room.

3-22. Prune Wordy Expressions

a. Wordy expressions don't give writing impressive bulk, they clutter it by getting in the way of the words that carry the meaning. In order to and in accordance with, for example, are minor ideas that don't deserve three words. Here are some repeat offenders.

Not	But
for the purpose of	for, to
in accordance with	by, following, per, under
in order to	to
in the event that	if
in the near future	soon
be advised	-
in the process of	-
is responsible for	-
the provisions of	-
the use of	-

b. Wordy expressions dilute the next example:

In accordance with reference (b), you may pay the claim with a check in the amount of $300.

Under reference (b), you may pay the claim with a check for $300.

3-23. Free Smothered Verbs. The most important word in a sentence is the verb, the action word, the only word that can do something. Weak writing relies on general verbs, which take extra words to complete their meaning. When you write a general verb such as make or is, check to see if you can turn a nearby word into a verb. Let your verbs do more work.

EXAMPLE: This directive is applicable to all personnel who make use of the system.

This directive applies to all personnel who use the system.

EXAMPLE: We will conduct an investigation into the matter before making a decision.

We will investigate the matter
before deciding.

3-24. Splice Doublings

a. As the writer, you may see some differences between advise and assist, interest and concern, or thanks and gratitude. But your readers won't. Repeating a general idea can't make it any more precise.

b. Simple subtraction will overcome doublings such as these:

The Department of the Navy has developed
plans for an orderly and integrated system of
executive and management advancement.

The Department of the Navy has developed
plans for a system of executive advancement.

3-25. Shun "The -ion of" and "The -ment of"

a. Words ending in -ion and -ment are verbs turned into nouns. Whenever the context permits, change these words to verb forms.

b. By favoring verb forms, your sentences will be shorter and livelier.

EXAMPLE: Use that format for the preparation of your command history.

Use that format to prepare your
command history.

EXAMPLE: The development of an effective
system depends on three factors.

Developing an effective system
depends on three factors. (or)

An effective system depends on
three factors.

3-26. Prevent Hut-2-3-4 Phrases

a. Though you should cut needless words, sometimes you can go too far. Avoid hut-2-3-4 phrases, long clots of nouns and modifiers. Readers can't tell how the parts fit together or where they all will end.

b. We must live with some established hut-2-3-4 phrases such as standard subject identification codes for subject codes, but you can keep them out of whatever you originate by adding some words or rewriting entirely.

EXAMPLE: The Board of Inspection and Survey service acceptance trials requirements

requirements by the Board of Inspection and Survey for service acceptance trials

EXAMPLE: approved air defense operations manual position reporting system

approved system for manually reporting positions during air defense operations

3-27. Avoid Excessive Abbreviating. Excessive abbreviating is false economy. Use abbreviations no more than you must with insiders and avoid them entirely with outsiders (see page 14).

SECTION E

ACTIVE WRITING

3-28. Avoid Dead Verbs

a. They make writing wordy, roundabout, and sometimes downright confusing. To avoid this infectious disease, learn how to spot passive verbs and make them active:

> Doctor: When did you first notice your use of verbs in the passive voice?
>
> Patient: The utilization was first noticed by me shortly after the Navy was entered. The Marine Corps has been joined by my brother. The same condition has been remarked on by him.
>
> Doctor: Did you know that most of the verbs we speak with are active? So are most of the verbs in newspapers and magazines, the kinds of writing we like to read.
>
> Patient: Well, it is believed by me that most verbs are made passive by naval writers. In the letters and directives that have been prepared by this speaker, passive verbs have been utilized extensively. Are problems caused?
>
> Doctor: Yes, problems are caused. Or, rather, passives cause problems.

b. Most of your sentences should use a who-does-what order. By leading with the doer, you automatically will avoid a passive verb:

> Passive: The ship was inspected by the skipper.
> Active: The skipper inspected the ship.

c. If you heard the unnatural sound of the patient's passives and know to lead with doers, you needn't read on. But the following technical discussion may be helpful.

3-29. Learn the Symptoms of Passive Voice

a. A verb in the passive voice uses any form of to be plus the past participle of a main verb:

am is are was were be being been

PLUS

a main verb usually ending in -en or -ed

b. Unlike sentences with active verbs, sentences with passives don't need to show who or what has done the verb's action. If a doer appears at all, it follows the verb. But most passives in naval writing just imply the doer, sometimes a severe problem when the context doesn't make the doer clear. Passive verbs look like the underlined words:

> As a result of what has been learned, it is desired that additional equipment testing be made.
> (Be made is passive. The past participle of to make is irregular.)

> Two units of blood were ordered for an emergency patient whose hematocrit had fallen below 20 percent. (Had fallen is active. Had isn't a form of to be. And what did the falling? Hematocrit, which appears before the verb.)

> We are used to working with equipment that has been available locally.
> (Are used ends in an adjective. If you don't miss the doer when none appears, you don't have a passive. Been available ends in a less misleading adjective.)

3-30. Know the Three Cures

a. Put A Doer Before The Verb:

> The requests will be approved. (By whom?) (Supervisors?) will approve the requests.

b. Drop Part of The Verb:

> The results are listed in enclosure (2).
> The results are in enclosure (2).

c. Change the Verb:

> Letter formats are shown in this manual.
> Letter formats appear in this manual.

3-31. Write Passively Only for Good Reason

a. Write passively if you have good reason to avoid saying who or what has done the verb's action. This situation may occur when the doer is unknown, unimportant, obvious, or better left unsaid. When in doubt, write actively, even though the doer may

seem obvious or whatever. You will write livelier sentences (not, livelier sentences will be written by you).

Presidents are elected every 4 years. (doer obvious)

The part was shipped on 1 June. (doer unimportant, perhaps)

Christmas has been scheduled as a work day. (doer better left unsaid)

b. Now and then you may want to write a passive sentence that names the doer. The situation may occur when you need a transition from one topic to another. The sentence below shifts the discussion from individual habit to group inertia:

> Improvement is doubly difficult when individual habit is reinforced by group inertia.

3-32. Practice on These Next Examples

a. The following paragraph comes from a letter that proposes to expand a Scheduled Airline Ticket Office (SATO). Note the passives and try to make them active. Then check yourself against the revision.

> During that time period, a total of $644,000 was expended in the issuance of government transportation requests (GTR's) for air travel. It is estimated by SATO that an additional $10,000 per month would be generated through casual travel. A summary of the GTR revenue by month is provided in enclosure (1).

b. Here is a sentence-by-sentence revision of the passive paragraph:

> During that time period, a total of $644,000 was expended in the issuance of government transportation requests (GTR's) for air travel.

(1) We can cut 19 percent from the passive sentence above just by shortening during that time period to during that time and by omitting a total of. No writer has any excuse for not performing such simple subtraction. To avoid the passive was expended, we don't have to know who or what did the spending. In the sentence below the verb carries more of the meaning, $644,000 appears in a stronger place, and the sentence is slimmer by 43 percent:

During that time, government transportation requests (GTR's) for air travel totaled $644,000.

(2) The following sentence is easy to improve because doers follow both passive verbs:

Passive:

It is estimated by SATO that an additional $10,000 per month would be generated through casual travel.

Active:

SATO estimates that casual travel would generate an additional $10,000 per month.

(3) Though active now, the sentence still needs work. We can shorten generate to add, an additional to another, and per to a. For clarity, casual travel can become off-duty travel. These small improvements add up:

SATO estimates that off-duty travel would add another $10,000 a month.

(4) Though the sentence below would be shorter if we simply dropped provided, the weak is would remain. Better to reshape the sentence:

A summary of the GTR revenue by month is provided in enclosure (1).

Enclosure (1) provides a summary of the GTR revenue by month.

(5) But provides a summary is a smothered verb for summarizes. So the best improvement is this:

Enclosure (1) summarizes the GTR revenue by month.

(6) Here is the passive original again, followed by the active version:

Passive:

During that time period, a total of $644,000 was expended in the issuance of government transportation requests (GTR's) for air travel. It is estimated by SATO that an additional $10,000 per month would be generated through casual travel. A summary

of the GTR revenue by month is provided in enclosure (1). (50 words)

Active:

During that time, government transportation requests (GTR's) for air travel totaled $644,000. SATO estimates that off-duty travel would add another $10,000 a month. Enclosure (1) summarizes the GTR revenue by month. (31 words)

c. Passives complicate the simple ideas. This is demonstrated in the last example, a letter to the Naval Sea Systems Command:

1. Enclosure (1) is forwarded for review and comment as to concurrence or non-concurrence with the recommendations of the subject inspection. Only those recommendations requiring NAVSEA action are forwarded. Comments are requested by 7 June 1992 in order that approval and implementing action can be taken. Recommendations will stand as written if concurrence is not provided by the above date.

2. Status reports or comments concerning actions completed or in progress are not to be submitted at this time. Guidance on status reporting will be provided at a later date. (85 words)

(1) The second sentence of the letter is unnecessary. Elsewhere the writing is swollen: Provided and submitted for sent, in order that for so, and at a later date for later. But the worst damage comes from the seven untouched-by-human-hands passives. They force readers to pause and figure out just who is supposed to do what. Here is an active version:

1. Please concur or nonconcur with the inspection recommendations in enclosure (1). To consider changes to these recommendations, we must have your comments by 7 June 1999.

2. Don't send status reports about actions completed or in progress. Guidance on these will reach you later. (40 words)

(2) Please, the first word of the active version, is a convention of modern writing (and speaking) that helps avoid many roundabout constructions. "Please send us two widgets" is far more efficient than "It is requested that two widgets be sent to this command."

d. By doing little more than avoiding passive verbs, the active versions have saved 64 words or 47 percent. A preference for active verbs throughout the Navy and Marine Corps will produce great savings in typing, reading, filing, and misunderstanding.

APPENDIX A

MILITARY MODELS OF ADDRESS

Navy and Coast Guard Officers

Addressee	Letter and Envelope	Salutation
Admiral	ADM	Dear Admiral (surname):
Vice Admiral	VADM	"
Rear Admiral (Upper Half)	RADM	"
Rear Admiral (Lower Half)	RDML	"
Captain	CAPT	Dear Captain (surname):
Commander	CDR	Dear Commander (surname):
Lieutenant Commander	LCDR	"
Lieutenant	LT	Dear Lieutenant (surname):
Lieutenant Junior Grade	LTJG	"
Ensign	ENS	Dear Ensign (surname):
Chief Warrant Officer	CWO5	Dear Chief Warrant Officer (surname):
	CWO4	"
	CWO3	"
	CWO2	"

Marine Corps, Air Force, and Army Officers

	Marines	Air Force	Army	
General	Gen	Gen	GEN	Dear General (surname):
Lieutenant General	LtGen	Lt Gen	LTG	"
Major General	MajGen	Maj Gen	MG	"
Brigadier General	BGen	Brig Gen	BG	"
Colonel	Col	Col	COL	Dear Colonel (surname):
Lieutenant Colonel	LtCol	Lt Col	LTC	"
Major	Maj	Maj	Maj	Dear Major (surname):
Captain	Capt	Capt	Capt	Dear Captain (surname):
First Lieutenant	1stLt	1st Lt	1LT	Dear Lieutenant (surname):
Second Lieutenant	2ndLt	2nd Lt	2LT	"
Chief Warrant Officer 5	CWO5		CW5	Dear Chief Warrant Officer (surname):
Chief Warrant Officer 4	CWO4		CW4	"
Chief Warrant Officer 3	CWO3		CW3	"
Chief Warrant Officer 2	CWO2		CW2	"
Warrant Officer	WO		W01	Dear Warrant Officer (surname):

Navy and Coast Guard Enlisted

Master Chief Petty Officer of the Navy	MCPON	Dear Master Chief (surname):
Master Chief Petty Officer of the Coast Guard	MCPOCG	"
Master Chief Petty Officer	MCPO	"
Senior Chief Petty Officer	SCPO	Dear Senior Chief (surname):
Chief Petty Officer	CPO	Dear Chief (surname):

Addressee	Letter and Envelope	Salutation
Petty Officer First Class	PO1	Dear Petty Officer (surname):
Petty Officer Second Class	PO2	"
Petty Officer Third Class	PO3	"
Airman (includes Apprentice and Recruit)	AN or AA or AR	Dear Airman (surname):
Constructionman (includes Apprentice and Recruit)	CN or CA or CR	Dear Constructionman (surname):
Dentalman (includes Apprentice and Recruit)	DN or DA or DR	Dear Dentalman (surname):
Fireman (includes Apprentice and Recruit)	FN or FA or SR	Dear Fireman (surname):
Hospitalman (includes Apprentice and Recruit)	HN or HA or HR	Dear Hospitalman (surname):
Seaman (includes Apprentice and Recruit)	SN or SA or SR	Dear Seaman (surname):
Marine Corps Enlisted		
Sergeant Major of the Marine Corps	SgtMaj	Dear Sergeant Major (surname):
Sergeant Major	SgtMaj	"
Master Gunnery Sergeant	MGySgt	Dear Master Gunnery Sergeant (surname):
First Sergeant	1stSgt	Dear First Sergeant (surname):
Master Sergeant	MSgt	Dear Master Sergeant (surname):
Gunnery Sergeant	GySgt	Dear Gunnery Sergeant (surname):
Staff Sergeant	SSgt	Dear Staff Sergeant (surname):
Sergeant	Sgt	Dear Sergeant (surname):
Corporal	Cpl	Dear Corporal (surname):
Lance Corporal	LCpl	"
Private First Class	PFC	Dear Private First Class (surname):
Private	Pvt	Dear Private (surname):
Army Enlisted		
Sergeant Major of the Army	SMA	Dear Sergeant Major (surname):
Command Sergeant Major	CSM	"
Sergeant Major	SGM	"
First Sergeant	1SG	Dear First Sergeant (surname):
Master Sergeant	MSG	Dear Master Sergeant (surname):
Platoon Sergeant	PSG	Dear Sergeant (surname):
Sergeant First Class	SFC	"
Staff Sergeant	SSG	"
Sergeant	SGT	"
Corporal	CPL	Dear Corporal (surname):
Private First Class	PFC	Dear Private (surname):
Private	PVT	"
Specialists (all grades)	SP7 SP6 (etc)	Dear Specialist (surname): "

Addressee	Letter and Envelope	Salutation
Air Force Enlisted		
Chief Master Sergeant of the Air Force	CMSAF	Dear Chief (surname):
Chief Master Sergeant	CMSgt	"
Senior Master Sergeant	SMSgt	Dear Sergeant (surname):
Master Sergeant	MSgt	"
Technical Sergeant	TSgt	"
Staff Sergeant	SSgt	"
Sergeant	Sgt	"
Senior Airman	SrA	Dear Airman (surname):
Airman First Class	A1C	"
Airman	Amn	"
Airman Basic	AB	"
Other Military		
All retired military	(Rank) (full name), (USN, USMCR, or other branch) (Ret)	Dear (rank) (surname):
Chaplain	(Rank) (full name) CHC, USN	Dear Chaplain (surname):

APPENDIX B

CIVILIAN MODELS OF ADDRESS

1. The following examples of civilian models of address, salutation, and complimentary close are used in the preparation of Navy business-format letters. They may be varied depending on circumstances.

2. Use "The Honorable (Name)" in the address of Presidential appointees as well as federal and state elected officials. Avoid "The Honorable" in addresses of county and city officials, except for mayors.

3. Use the title "Madam" in the salutation of a letter to a high-level woman diplomat or government official, such as the United States Ambassador to the United Nations. Use the title "Madam" in salutations of letters destined for women foreign heads of state and diplomats.

4. Use the title "Ms." when addressing a woman by her surname (Ms. Jones). However, "Ms." like "Mr." indicates nothing with regard to a person's marital status. Therefore, use "Miss" or "Mrs." in the salutation when an incumbent or correspondent has indicated this preference. Never use "Ms." with a woman's full married name; e.g., "Ms. John E. Doe" is incorrect. Use "Mr." with a position or surname if you don't know the addressee's gender and can't find out readily.

MODELS OF ADDRESS AND SALUTATION

Addressee	Letter and Envelope	Salutation and Complimentary Close
The White House		
The President	The President The White House Washington, DC 20500-0001	Dear Mr. (or Madam) President: Respectfully yours,
Husband (or Wife) of the President	Mr. (or Ms.) (full name) The White House Washington, DC 20500-0001	Dear Mr. (or Ms.) (surname): Sincerely,
Assistant to the President	The Honorable (full name) Assistant to the President The White House Washington, DC 20500-0001	Dear Mr. (or Ms.) (surname): Sincerely,
Secretary to the President	The Honorable (full name) Secretary to the President The White House Washington, DC 20500-0001	Dear Mr. (or Ms.) (surname): Sincerely,
Secretary to the President (with military rank)	(full rank) (full name) Secretary to the President The White House Washington, DC 20500-0001	Dear (rank) (surname): Sincerely,
The Vice President		
As Vice President	The Vice President The White House Washington, DC 20500-0001	Dear Mr. (or Madam) Vice President: Sincerely,
As Senate President	The Honorable (full name) President of the Senate Washington, DC 20510-0001	Dear Mr. (or Madam) President: Sincerely,
The Judiciary		
The Chief Justice	The Chief Justice of the United States The Supreme Court of the United States Washington, DC 20543-0001	Dear Mr. (or Madam) Chief Justice: Sincerely,
Associate Justice	Mr. (or Madam) Justice (surname) The Supreme Court of the United States Washington, DC 20543-0001	Dear Mr. (or Madam) Justice: Sincerely,
Retired Justice	The Honorable (full name) (local address)	Dear Mr. (or Madam) Justice: Sincerely,
Presiding Justice	The Honorable (full name) Presiding Justice (name of the court) (local address)	Dear Mr. (or Madam) Justice: Sincerely,
Judge of a Court	The Honorable (full name) Judge of the (name of court; if a U.S. district court, give district). (local address)	Dear Judge (surname): Sincerely,

Addressee	Letter and Envelope	Salutation and Complimentary Close
Clerk of a Court	Mr. (or Ms.) (full name) Clerk of the (name of court; if a U.S. district court, give district). (local address)	Dear Mr. (or Ms.) (surname): Sincerely,
Attorney	Mr. (or Ms.) (full name) Attorney at Law (local address)	Dear Mr. (or Ms.) (surname): Sincerely,
The Senate		
President pro Tempore of the Senate	The Honorable (full name) President pro Tempore of the Senate United States Senate Washington, DC 20510-0000	Dear Senator (surname): Sincerely,
Committee Chairman, U. S. Senate	The Honorable (full name) Chairman, Committee on (name of committee) United States Senate Washington, DC 20510-0000	Dear Mr. (or Madam) Chairman: Sincerely,
Subcommittee Chairman U. S. Senate	The Honorable (full name) Chairman, Subcommittee on (name of subcommittee) (name of parent committee) United States Senate Washington, DC 20510-0000	Dear Senator (surname): Sincerely, OR Dear Mr. (or Madam) Chairman: Sincerely, (When incoming correspondence is so signed and pertains to subcommittee business)
United States Senator (Washington, DC office)	The Honorable (full name) United States Senate Washington, DC 20510-0000 OR	Dear Senator (surname): Sincerely,
(Away from Washington, DC)	The Honorable (full name) United States Senator (local address)	Dear Senator (surname): Sincerely,
Senator, Majority (or Minority) Leader (Washington, DC office)	The Honorable (full name) Majority (or Minority) Leader United States Senate Washington, DC 20510-0000 OR	Dear Senator (surname): Sincerely,
(Away from Washington, DC)	The Honorable (full name) Majority (or Minority) Leader United States Senate (local address)	Dear Senator (surname): Sincerely,
United States Senator-elect (Washington, DC office)	The Honorable (full name) United States Senator-elect United States Senate Washington, DC 20510-0000 OR	Dear Mr. (or Ms.) (surname): Sincerely,
(Away from Washington, DC)	Mr. (or Ms.) (full name) United States Senator-elect (local address, if given)	Dear Mr. (or Ms.) (surname): Sincerely,

Addressee	Letter and Envelope	Salutation and Complimentary Close
Office of a deceased Senator	Mr. (or Ms.) Secretary's full name, if known) Secretary to the Late Honorable (full name) United States Senate Washington, DC 20510-0000	Dear Mr. (or Ms.) (surname): Sincerely,
Former Senator	The Honorable (full name) (local address)	Dear Senator (surname): Sincerely,
Secretary of the Senate	The Honorable (full name) Secretary of the Senate Washington, DC 20510-0000	Dear Mr. (or Ms.) (surname): Sincerely,
Secretary or Administrative Assistant to a Senator	Mr. (or Ms.) (full name) Secretary/Administrative Assistant to the Honorable (full name) United States Senate Washington, DC 20510-0000	Dear Mr. (or Ms.) (surname): Sincerely,
House of Representatives		
Speaker of the House of Representatives	The Honorable (full name) Speaker of the House of Representatives Washington, DC 20515-0000	Dear Mr. (or Madam) Speaker: Sincerely,
Committee Chairman	The Honorable (full name) Chairman, Committee on (name of committee) House of Representatives Washington, DC 20515-0000	Dear Mr. (or Madam) Chairman: Sincerely,
Subcommittee Chairman	The Honorable (full name) Chairman, Subcommittee on (name of subcommittee) (Name of parent committee) House of Representatives Washington, DC 20515-0000	Dear Mr. (or Ms.) (surname): Sincerely, OR Dear Mr. (or Madam) Chairman: Sincerely, (When incoming correspondence is signed and pertains to subcommittee business)
United States Representative (Washington, DC office)	The Honorable (full name) House of Representatives Washington, DC 20515-0000 OR	Dear Mr. (or Ms.) (surname): Sincerely,
(Away from Washington, DC)	The Honorable (full name) Member, United States House Of Representatives (local address)	Dear Mr. (or Ms.) (surname): Sincerely,
Representative-elect	The Honorable (full name) Representative-elect House of Representatives Washington, DC 20515-0000 OR Mr. (or Ms.) (full name) Representative-elect (local address, if given)	Dear Mr. (or Ms.) (surname): Sincerely,

Addressee	Letter and Envelope	Salutation and Complimentary Close
Office of a deceased Representative	Mr. (or Ms.) (Secretary's full name, if known) Secretary to the Late Honorable (full name) House of Representatives Washington, DC 20515-0000	Dear Mr. (or Ms.) (surname): Sincerely,
Former Representative	The Honorable (full name) (local address)	Dear Mr. (or Ms.) (surname): Sincerely,
Resident Commissioner	The Honorable (full name) Resident Commissioner from (name of area) House of Representatives Washington, DC 20515-0000	Dear Mr. (or Ms.) (surname): Sincerely,
Delegate of the District of Columbia	The Honorable (full name) House of Representatives Washington, DC 20515-0000	Dear Mr. (or Ms.) (surname): Sincerely,
Legislative Agencies		
Comptroller General (Head of the General Accounting Office)	The Honorable (full name) Comptroller General of the United States Washington, DC 20548-0000	Dear Mr. (or Ms.) (surname): Sincerely,
Public Printer (Head of the U.S. Government Printing Office)	The Honorable (full name) U.S. Government Printing Office Washington, DC 20401-0000	Dear Mr. (or Ms.) (surname): Sincerely,
Librarian of Congress	The Honorable (full name) Librarian of Congress Washington, DC 20540-0000	Dear Mr. (or Ms.) (surname): Sincerely,
Executive Departments		
Members of the Cabinet (if addressed as "Secretary")	The Honorable (full name) Secretary of (name of department)* Washington, DC 00000-0000	Dear Mr. (or Madam) Secretary: Sincerely,
Attorney General (Head of the Department of Justice	The Honorable (full name) Attorney General Washington, DC 00000-0000	Dear Mr. (or Madam) Attorney General Sincerely,
Under Secretary of a Department	The Honorable (full name) Under Secretary of (name of department) Washington, DC 00000-0000	Dear Mr. (or Ms.) (surname): Sincerely,
Deputy Secretary of a Department	The Honorable (full name) Deputy Secretary of (name of department) Washington, DC 00000-0000	Dear Mr. (or Ms.) (surname): Sincerely,
Assistant Secretary of a Department	The Honorable (full name) Assistant Secretary of (name of department) Washington, DC 00000-0000	Dear Mr. (or Ms.) (surname): Sincerely,

*Titles for Cabinet Secretaries are: Secretary of Agriculture, Secretary of Commerce, Secretary of Defense, Secretary of Education, Secretary of Energy, Secretary of Health and Human Services, Secretary of Housing and Urban Development, Secretary of Interior, Secretary of Labor, Secretary of State, Secretary of Transportation, and Secretary of the Treasury.

Addressee	Letter and Envelope	Salutation and Complimentary Close
Independent Organizations		
Director, Office of Management and Budget	Honorable (full name) Director, Office of Management and Budget Washington, DC 20503-0000	Dear Mr. (or Ms.) (surname): Sincerely,
Head of a Federal Agency, Authority, or Board	The Honorable (full name) (title), (name of agency) Washington, DC 00000-0000	Dear Mr. (or Ms.) (surname): Sincerely,
Head of a major organization within an agency (if appointed by the President)	The Honorable (full name) (title) (organization) (name of agency) Washington, DC 00000-0000	Dear Mr. (or Ms.) (surname): Sincerely,
President of a Commission	The Honorable (full name) President, (name of commission) Washington, DC 00000-0000	Dear Mr. (or Ms.) (surname): Sincerely,
Chairman of a Commission	The Honorable (full name) Chairman, (name of commission) Washington, DC 00000-0000	Dear Mr. (or Madam) Chairman: Sincerely,
Chairman of a Board	The Honorable (full name) Chairman, (name of board) Washington, DC 00000-0000	Dear Mr. (or Madam) Chairman: Sincerely,
Postmaster General	The Honorable (full name) Postmaster General Washington, DC 00000-0000	Dear Mr. (or Madam) Postmaster General Sincerely,
American Missions		
American Ambassador	The Honorable (full name) American Ambassador American Embassy (city), (country)	Sir (or Madam): (formal) Dear Mr. (or Madam) Ambassador: (informal) Sincerely,
American Ambassador (with military rank)	(full rank) (full name) American Ambassador American Embassy (city), (country)	Sir (or Madam): (formal) Dear (rank) (surname): (informal) Sincerely,
American Minister	The Honorable (full name) American Minister (city), (country)	Sir (or Madam): (formal) Dear Mr. (or Madam) Minister: (informal) Sincerely,
American Minister (with military rank)	(full rank) (full name) American Minister (city), (country)	Sir (or Madam): (formal) Dear (rank) (surname): (informal) Sincerely,
Foreign Government Officials		
Foreign Ambassador in the United States	His (or Her) Excellency (full name) Ambassador of (country) (local address) 00000-0000	Excellency: (formal) Dear Mr. (or Madam) Ambassador: (informal) Sincerely,
Foreign Minister in the United States	The Honorable (full name) Minister of (country) (local address) 00000-0000	Sir (or Madam): (formal) Dear Mr. (or Madam) Minister: (informal) Sincerely,

Addressee	Letter and Envelope	Salutation and Complimentary Close
Foreign Charge d'Affaires in the United States	Mr. (or Madam) (full name) Charge d'Affaires of (country) (local address) 00000-0000	Sir (or Madam): (formal) Dear Mr. (or Madam) Charge Affaires: (informal) Sincerely,
State and Local Government		
Governor of State	The Honorable (full name) Governor of (state) (city), (state) 00000-0000	Dear Governor (surname): Sincerely,
Acting Governor of a State	The Honorable (full name) Acting Governor of (state) (city), (state) 00000-0000	Dear Mr. (or Ms.) (surname): Sincerely,
Lieutenant Governor of a State	The Honorable (full name) Lieutenant Governor of (state) (city), (state) 00000-0000	Dear Governor (surname): Sincerely,
Secretary of state of a State	The Honorable (full name) Secretary of state of (state) (city), (state) 00000-0000	Dear Mr. (or Ms.) (surname): Sincerely,
Chief Justice of the Supreme Court of a State	The Honorable (full name) Chief Justice of the Supreme Court of the State of (state) (city), (state) 00000-0000	Dear Mr. (or Madam) Chief Justice: Sincerely,
Attorney General of a State	The Honorable (full name) Attorney General of the State of (state) (city), (state) 00000-0000	Dear Mr. (or Madam) Attorney General Sincerely,
Treasurer, Comptroller, or Auditor of a State	The Honorable (full name) State Treasurer (Comptroller or Auditor) of the State of (state) (city), (state) 00000-0000	Dear Mr. (or Ms.) (surname): Sincerely,
President of the Senate of a State	The Honorable (full name) President of the Senate of the State of (state) (city), (state) 00000-0000	Dear Mr. (or Ms.) (surname): Sincerely,
State Senator	The Honorable (full name) (state) Senate (city), (state) 00000-0000	Dear Mr. (or Ms.) (surname): Sincerely,
State Representative, Assemblyman or Delegate	The Honorable (full name) (state) House of Representatives (Assembly or House of Delegates) (city), (state) 00000-0000	Dear Mr. (or Ms.) (surname): Sincerely,
Mayor	The Honorable (full name) Mayor of (city) (city), (state) 00000-0000	Dear Mayor (surname): Sincerely,

Addressee	Letter and Envelope	Salutation and Complimentary Close
Ecclesiastical Organizations		
Roman Catholic Church		
Cardinal	His Eminence (Christian name) Cardinal (surname) Archbishop of (Archdiocese) (local address) 00000-0000	Your Eminence: (formal) Dear Cardinal (surname): (informal) Sincerely,
Archbishop	The Most Reverend (full name) Archbishop of (Archdiocese) (local address) 00000-0000	Your Excellency: (formal) Dear Archbishop (surname): (informal) Sincerely,
Bishop	The Most Reverend (full name) Bishop of (diocese) (local address) 00000-0000	Your Excellency: (formal) Dear Bishop (surname): (informal) Sincerely,
Monsignor	The Reverend Monsignor (full name) (local address) 00000-0000	Reverend Monsignor: (formal) Dear Monsignor (surname): (informal) Sincerely,
Priest	The Reverend (full name) (initials of the order, if any, after name) (local address) 00000-0000	Reverend Father: (formal) Dear Father (surname): (informal) Sincerely,
Superior of a Sisterhood	The Reverend Mother Superior (name of institution) (local address) 00000-0000	Dear Reverend Mother: (formal) Dear Mother (name): (informal) Sincerely,
Sister	Sister (full name) (name of organization) (local address) 00000-0000	Dear Sister (full name): Sincerely,
Superior of a Brotherhood	Brother (name) Superior of (institution) (local address) 00000-0000	Dear Brother: Sincerely,
Member of a Brotherhood	Brother (full name) (name of organization) (local address) 00000-0000	Dear Brother (full name): Sincerely,
Anglican/Episcopal Church		
Bishop	The Right Reverend (full name) (local address) 00000-0000	Right Reverend: (formal) Dear Bishop (surname): (informal) Sincerely,
Archdeacon	The Venerable (full name) Archdeacon of (name) (local address) 00000-0000	Venerable Sir (or Madam): (formal) Dear Archdeacon (surname): (informal) Sincerely,
Dean	The Very Reverend (full name) Dean of (church) (local address) 00000-0000	Very Reverend: (formal) Dear Dean (surname): (informal) Sincerely,
Canon	The Very Reverend (full name) Canon of (church) (local address) 00000-0000	Very Reverend: (formal) Dear Canon (surname): (informal) Sincerely,

Addressee	Letter and Envelope	Salutation and Complimentary Close
Rector	The Reverend (full name) The Rector of (name) (local address) 00000-0000	Reverend: (formal) Dear (Dr., Mr., or Ms.) (surname): (informal) Sincerely,
Clergy of Other Denominations		
Methodist Bishop	The Reverend (full name) Methodist Bishop (local address) 00000-0000	Reverend: (formal) Dear Bishop (surname): (informal) Sincerely,
Mormon Elder	Elder (or Brother) (full name) Church of Jesus Christ of Latter Day Saints (local address) 00000-0000	Dear Elder (surname): Sincerely,
Presbyterian Moderator	The Moderator of (name) (local address) 00000-0000 OR The Reverend (full name) Moderator of (name) (local address) 00000-0000	Dear Reverend: (formal) Dear (Dr., Mr., or Ms.) (surname): (informal) Sincerely,
Rabbi	Rabbi (full name) (local address) 00000-0000	Dear Rabbi (surname): or Sincerely,
Seventh-Day Adventist Elder	Elder (full name) General Conference of Seventh-day Adventists (local address) 00000-0000	Dear Elder (surname): Sincerely,
Minister, Pastor or Rector (with doctorate)	The Reverend (full name) (title, name of church) (local address) 00000-0000	Dear Dr. (surname): Sincerely,
Minister, Pastor or Rector (without doctorate)	The Reverend (full name) (title, name of church) (local address) 00000-0000	Dear Reverend: (surname):
Eastern Orthodox Archbishop/ Metropolitan	His Eminence (Christian Name) Archbishop of (city) (local address) 00000-0000	Your Eminence: (formal) Dear Archbishop (surname) Sincerely,
Eastern Orthodox Bishop	The Right Reverend (Christian name) Bishop of (city) (local address) 00000-0000	Your Grace: (formal) Dear Bishop: (informal) Sincerely,
Eastern Orthodox Priest	The Reverend (name) (local address) 00000-0000	Dear Reverend Father: (formal) Dear Father (Christian name): (informal) Sincerely,
Educational Institutions		
President of a College or University	Dr. (full name) President, (name of institution) (local address) 00000-0000	Dear Dr. (surname): Sincerely,
Dean of a University or College	Dean (full name) School of (name) (name of institution) (local address) 00000-0000	Dear Dr. (surname): ("Dear Dean" if without doctoral degree) Sincerely,
Professor	Professor (full name) Department of (name) (name of institution) (local address) 00000-0000	Dear Dr. (surname): ("Dear Professor" if without doctoral degree) Sincerely

Addressee	Letter and Envelope	Salutation and Complimentary Close
Other Addressees		
An Unmarried Woman	Ms. (or Miss) (full name) (local address) 00000 -0000	Dear Ms. (or Miss) (surname): Sincerely,
A Married Woman or Widow	Ms. (or Mrs.) (husband's full name) (local address) 00000-0000	Dear Ms. (or Mrs.) (surname): Sincerely,
Two or More Unmarried Women	Mses. (surname) and (surname) (local address) 00000-0000 OR Ms. (or Miss) (full name) and Ms. (or Miss) (full name) (local address) 00000-0000	Ladies (or Mesdames): OR Dear Msess. (or Misses) (surname) and (surname): Sincerely,
Two or More Men	Messrs. (surname) and (surname) (local address) 0000-0000 OR Mr. (full name) and Mr. (full name) (local address) 00000-0000	Gentlemen: OR Dear Mr. (surname) and Mr. (surname): Sincerely,

APPENDIX C

STATIONERY REQUIREMENTS

LETTERHEAD STATIONERY

1. Preprinted Letterhead

a. Printing. Preprinted letterhead may be produced by letterpress, or offset lithography, whichever is more economical. Embossing or engraving processes, including thermographic processes are prohibited unless approved by the local Document Automation and Production Service (DAPS).

b. Seal. All "official" letterhead stationery of the Department of the Navy shall bear a 1 inch in diameter seal of the Department of Defense 1/2 inch from the upper left and top edge of the sheet.

c. Other Emblematic Devices. Other seals, emblems, insignia, decorative, or emblematic devices shall not be incorporated.

d. Preprinted Letterhead Language, Typography, and Printing. All components of the Department of the Navy and Headquarters United States Marine Corps shall comply with the following. (Other Marine Corps activities refer to Marine Corps Publications and Printing Regulations, MCO P5600.31G.)

(1) First Line. DEPARTMENT OF THE NAVY centered horizontally 5/8 of an inch from the top edge of the sheet in 10 to 12 point type. Try to match the following font styles: Copperplate BT, Copperplate 32, Univers 55 (Roman) or Helvetica Roman.

(2) Individual Activity Name. Six to nine point matching font.

(3) Address and Zone Improvement Plan (ZIP) Code. Six-point capital letters. Center horizontally. Do not use building numbers as part of the street address. Include the 4 digit add-on as part of the zip code, i.e., 17055-0791.

(4) Leading. (space between lines) should be 13 points.

(5) Spacing. The bottom of the printing shall be 1 and 1/16 inches from the top of the trimmed sheet.

(6) Color of Ink. Blue, Pantone Matching System (PMS) 288 or equivalent. Black ink is an acceptable substitute but shall not be used for letterhead to be signed by the senior officials identified in the following paragraph.

(7) Paper Stock. Letterhead stationery and continuation sheets for the Secretary or Deputy Secretary of Defense; the Secretary, Deputy Secretary, and Assistant Secretaries of the Navy; the Chief and Vice Chief of Naval Operations; and the Commandant and Assistant Commandant of the Marine Corps are not to exceed 20-pound basis weight (per 1000 sheets) 100 Percent White Bond, JCP G80; all other official letterhead stationery is not to exceed 20-pound basis weight (per l000 sheets) 25 Percent White Bond, JCP G40.

(8) Trim Size. Eight and 1/2 inches by 11 inches.

2. Computer Generated Letterhead is an acceptable substitute for preprinted letterhead. The format standards and specifications for preprinted letterhead shall be applied to computer generated letterhead to the extent practicable. The following font and format guidance will assist in maintaining professional looking letterhead within the Department of the Navy.

a. Font. Recommended fonts for computer generated letterhead are Times New Roman, Century Schoolbook, Courier New, Helvetica or Univers (10 point bold for the DEPARTMENT OF THE NAVY line and 8 point for the address lines). Try to match the layouts shown.

b. Spacing. The first line of the letterhead shall be centered on the fourth line from the top of the page

3. Optional Features

a. The phrase IN REPLY REFER TO may be printed in 5 point capital letters.

b. Markings to indicate address area for window envelopes.

c. Fold markings to indicate business letter folds.

d. A 1/2 point rule, 1 1/2 picas (approximately 3/4 inch long) placed 1 1/2 inches from the bottom.

e. Slogans, when approved by the Office of the Secretary of the Navy, printed in the bottom margin approximately 1/2 inch from the bottom of the page.

4. Letterhead Envelopes and Mailing Labels shall conform to United States Postal Standards (USPS) and Navy Official Mail Management, OPNAVINST 5218.7B.

a. First Line. Navy activities and Headquarters, Marine Corps shall print DEPARTMENT OF THE NAVY horizontally 3/8 inch from the top and from the left margin in 10 point capital letters. (Other Marine Corps activities refer to Marine Corps Publications and Printing Regulations, MCO P5600.31G.)

b. Individual Activity Name. Use 6 point capital letters.

c. OFFICIAL BUSINESS is printed two lines below the last line of address text in 6 point capital letters.

d. Ancillary Services Endorsement. Endorsements such as "Forwarding Service Requested" or "Return Service Requested" are optional. When added to the envelope or label it should be placed two lines below the OFFICIAL BUSINESS phrase in 6 point capital letters.

e. Leading. Should be 13-points between each line. Center 3 pica hairline rules 6 points apart under DEPARTMENT OF THE NAVY and above OFFICIAL BUSINESS.

f. Borders, markings, slogans, or designs shall not be imprinted or affixed.

g. Label size shall be no smaller than 5 inches by 3 inches. Margins for marginally punched labels may be adjusted as required to allow necessary edge punching.

h. Colors of Ink. Labels shall be printed in black. Envelopes shall be printed in either black or blue (PMS 288 or equivalent).

5. Letterhead Examples

DEPARTMENT OF THE NAVY
OFFICE OF THE SECRETARY
1000 NAVY PENTAGON
WASHINGTON, DC 20350-1000

DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, DC 20350-2000

IN REPLY REFER TO

DEPARTMENT OF THE NAVY
HEADQUARTERS, UNITED STATES MARINE CORPS
2 NAVY ANNEX
WASHINGTON, DC 20380-1775

UNITED STATES MARINE CORPS
COMMUNICATIONS COMPANY
HEADQUARTERS BATTALION
CAMP PENDLETON, CA 92055-5006

APPENDIX D

FORMS AND ENVELOPES

1. The following forms are available through normal Navy supply channels (see NAVSUP P2002):

FORM	STOCK NUMBER	UI	QTY
OF 41 Routing and Transmittal Slip	0107-LF-000-4100	PD	100
OPNAV 5211/7 Correspondence/Document Control Card	0107-LF-052-1137	PG	100
OPNAV 5216/125 Correspondence Acknowledgement	0107-LF-052-2225	PG	50
OPNAV 5216/139 Correspondence Signal Tab	0107-LF-778-8091	PD	50
OPNAV 5216/144A DON Memo (8-1/2 x 11)	0107-LF-052-2320	PD	100
OPNAV 5216/144B DON Memo (8-1/2 x 5-1/2)	0107-LF-052-2322	PD	100
OPNAV 5216/158 Routine Reply, Endorsement, Transmittal or Information Sheet	0107-LF-052-1691	PD	100

2. The following forms are available from the Federal Supply System through normal supply channels:

FORM	STOCK NUMBER	UI	QTY
SF 63 Memorandum of Call	7540-00-634-4018	PG	20 pads of 100 sheets
SF 65A U.S. Government Messenger Envelope (4-1/8 x 9-1/2)	7540-00-117-8424	BX	200
SF 65B U.S. Government Messenger Envelope (9-1/2 x 12)	7540-00-222-3467	BX	250
SF 65C U.S. Government Messenger Envelope (12 x 16)	7540-00-222-3468	BX	250
OF 99 Fax Transmittal	7540-01-317-7368	PD	50

3. The following envelopes are available from GSA:

ENVELOPE	STYLE NO.	UI	QTY
Plain, white, #10 (4-1/8 x 9-1/2)	192	BX	500
Plain, brown (8-1/2 x 11-1/2)	68	BX	500
Plain, brown (12 x 9-1/2)	84	BX	500
Plain, brown (16 x 12)	104	BX	500

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