



1 ①

2

3

4

DEPARTMENT OF THE NAVY ②  
 NAME OF ACTIVITY  
 ADDRESS  
 CITY, STATE ZIP + 4

1 %

2

SSIC  
 Code/Serial  
 Date

} ③

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, location 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 hand } ⑦

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.

1 %

2

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 "End:" lines.

**Note:**

- AN ASTERISK (\*) INDICATES A SINGLE BLANK SPACE.
- % A PERCENT SIGN (%) INDICATES A SINGLE BLANK LINE.

⑩  
 Minimum  
 of 1"

# Naval Correspondence Quick Reference Guide

**Julia Schneider**



## Naval Correspondence Quick Reference Guide:

**The Naval Institute Guide to Naval Writing, 4th Edition** Christopher E Crane, Estate of Robert E Shenk, 2024-06-01  
With updates to every chapter this new fourth edition serves as the premier guide to professional writing for the naval services. Authored by a naval officer who taught English at two service academies, the book is widely used by officers, enlisted men and women, and civilians in both the Navy and Marine Corps. Shenk provides sound practical advice on all common naval writing assignments across digital and print platforms. Fully revised, the book reflects the changing landscape of professional communication in general and changes in naval culture in the last decade across the fleet, making it an essential guide.

*Newly Commissioned Naval Officer's Guide* Samantha Ann O'Neil, 2025-01-14 Fully revised, this third edition of *Newly Commissioned Naval Officer's Guide* continues to be an essential resource for those making the pivotal transition from midshipmen and officer candidates to newly commissioned naval officers from all service communities. Chapters address the principles of basic leadership, naval policy, service etiquette, and personal and professional administration. With new insights from those who have recently made this transition, this book serves as a gateway to the many digital and print assets available to newly commissioned officers. It underscores continued preparation, repetition, action, leadership, accountability, and focus on the job at hand as lifelong career fundamentals. A brief history of the U.S. Navy is included, as well as sample communications and helpful hints, making this volume an important source of advice and information for young leaders who by their service make a difference in the U.S. Navy, the nation, and the world.

**Naval Correspondence Manual** United States. Navy Department. Committee on Correspondence Practices, 1951  
**Naval Correspondence Manual** United States. Department of the Navy. Committee on Correspondence Practices, 1951  
**HQMC Supplement to the Department of the Navy (DON) Correspondence Manual** United States. Marine Corps, 1992  
*Navy Counselors Handbook* Howard S. Lowry, 1985  
Single Subject Training Manual II (administration and Management) of Navy Counselor 1 & C Training Course, 1981  
*Writing guide* Marine Corps Historical Center (U.S.), 2004  
Naval Airborne Ordnance United States. Bureau of Naval Personnel, 1965  
*Manuals Combined: U.S. Navy Journalist Basic, Journalist Advanced And Journalist 3 & 2 Training Publications*, Over 1,300 total pages

To the young man or woman choosing a Navy career field, whether for one enlistment or for 30 years, the journalist rating offers endless avenues for an imaginative yet mature thinker. Many of the duties and responsibilities of the journalist rank among Americans' favorite hobbies and pastimes, such as writing, broadcasting, and photography. The Navy journalist learns and practices a distinguished profession and becomes an official representative of the Navy in public affairs matters. The first enlisted specialists to work full time in the field of Navy journalism were Naval Reserve personnel selected during the early years of World War II. They were designated Specialist X Naval Correspondents. In 1948, under a major overhaul affecting almost every enlisted rating, the journalist JO rating was established.

**MAJOR TASKS AND RESPONSIBILITIES LEARNING OBJECTIVE** Identify the major tasks and responsibilities of

the Navy journalist the personal traits required for one to best perform the duties of the rating the applicable NECs and the purpose of the JO 3 2 training manual TRAMAN In our democratic society government depends on the consent of the governed This important principle means that in the long run the United States government does only what the people want it to do Therefore we can have a Navy only if the people know and understand the importance of the Navy and support it The Navy like the other services depends on this country's citizens for the four key tools of its trade personnel money materials and the authority to carry out its mission As a Navy journalist your main function will be to make the facts about your Navy available to the Navy's three main publics the people at your ship or station Navy people in general and the people of the United States as a whole

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## **Table of Contents Naval Correspondence Quick Reference Guide**

1. Understanding the eBook Naval Correspondence Quick Reference Guide
  - The Rise of Digital Reading Naval Correspondence Quick Reference Guide
  - Advantages of eBooks Over Traditional Books
2. Identifying Naval Correspondence Quick Reference Guide
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Naval Correspondence Quick Reference Guide
  - User-Friendly Interface
4. Exploring eBook Recommendations from Naval Correspondence Quick Reference Guide
  - Personalized Recommendations
  - Naval Correspondence Quick Reference Guide User Reviews and Ratings
  - Naval Correspondence Quick Reference Guide and Bestseller Lists
5. Accessing Naval Correspondence Quick Reference Guide Free and Paid eBooks
  - Naval Correspondence Quick Reference Guide Public Domain eBooks
  - Naval Correspondence Quick Reference Guide eBook Subscription Services
  - Naval Correspondence Quick Reference Guide Budget-Friendly Options
6. Navigating Naval Correspondence Quick Reference Guide eBook Formats
  - ePub, PDF, MOBI, and More
  - Naval Correspondence Quick Reference Guide Compatibility with Devices
  - Naval Correspondence Quick Reference Guide Enhanced eBook Features
7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Naval Correspondence Quick Reference Guide
  - Highlighting and Note-Taking Naval Correspondence Quick Reference Guide
  - Interactive Elements Naval Correspondence Quick Reference Guide
8. Staying Engaged with Naval Correspondence Quick Reference Guide

- Joining Online Reading Communities
- Participating in Virtual Book Clubs
- Following Authors and Publishers Naval Correspondence Quick Reference Guide
- 9. Balancing eBooks and Physical Books Naval Correspondence Quick Reference Guide
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Naval Correspondence Quick Reference Guide
- 10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
- 11. Cultivating a Reading Routine Naval Correspondence Quick Reference Guide
  - Setting Reading Goals Naval Correspondence Quick Reference Guide
  - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Naval Correspondence Quick Reference Guide
  - Fact-Checking eBook Content of Naval Correspondence Quick Reference Guide
  - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
  - Utilizing eBooks for Skill Development
  - Exploring Educational eBooks
- 14. Embracing eBook Trends
  - Integration of Multimedia Elements
  - Interactive and Gamified eBooks

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