



UNITED STATES MARINE CORPS
LOGISTICS OPERATIONS SCHOOL
MARINE CORPS COMBAT SERVICE SUPPORT SCHOOLS
TRAINING COMMAND
PFC BOX 10441
CAMP LEVINE, NORTH CAROLINA 28341-0441

COURSE TITLE: BASIC MAINTENANCE MANAGEMENT SPECIALIST (BMMS)
COURSE

LESSON DESIGNATOR: B0411-410

LESSON TITLE: NAVAL CORRESPONDANCE

1. OVERVIEW. The purpose of this class is to introduce you to the purpose of this period of instruction is to familiarize you with Naval correspondence. I will accomplish this by covering the standard letter format, and identification symbols.

2. LEARNING OBJECTIVES.

a. TERMINAL LEARNING OBJECTIVE. Given a scenario and maintenance management references, identify in writing the policies and procedures directing the management of Maintenance Administration Policy and Procedures, to maintain an up-to-date maintenance management program. (0411-ADMN-1001)

DOWNGRADE JUSTIFICATION: Due to resource constraints and the amount of required time a downgrade justification is required for the original event task behavior, "Manage Maintenance Administration Policy and Procedures." Students are not provided with a maintenance section to manage maintenance administration policy and procedures. Therefore, the majority of evaluations conducted for this event are knowledge based vice performance. Students are taught the policies and procedures which will enable them to manage maintenance administration policy and procedures at their individual unit.

b. ENABLING LEARNING OBJECTIVES.

_____ (1) Given a scenario and maintenance management references, prepare a standard correspondence letter, per the references. (0411-ADMN-10011)

3. EVALUATION. You will be evaluated on this material by a written and performance based exam on _____.

Naval Correspondence Guidelines

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Naval Correspondence Guidelines:

Navy Correspondence Manual United States. Navy Department. Committee on Correspondence Practices,1951 *Navy Correspondence Manual* United States. Department of the Navy. Committee on Correspondence Practices,1951

Department of the Navy Correspondence Manual Department of the Navy,2010-03-01 The Navy Correspondence Manual is issued to prescribe uniform standards for the management and preparation of correspondence and is applicable to all commands and activities of the Department of the Navy This manual supersedes SECNAVINST 5216 5D and the Secretary of the Navy Writing Guide This manual contains the following chapters Correspondence Management Correspondence Standards and Procedures Electronic Records Facsimile Transmission Services Postal Standards Correspondence Format Multiple Address Letter Endorsements Memorandums Business Letters Executive Correspondence *Correspondence Manual* United States. Navy Department. Administrative Office,1966 **Navy Correspondence Manual** United States. Navy Department. Committee on Correspondence Practices,1949 **Writing Guide for Naval Officers** United States. Bureau of Naval Personnel,1964 **Department of the Navy Correspondence Manual** United States. Office of the Chief of Naval Operations,1972 **Manual of Naval Correspondence** Heiskell Weatherford,1943 **Correspondence Manual** Department of the Navy,2013-07-31 SECNAV Manual M 5216 5 details the uniform standards for the management and preparation of correspondence throughout the Department of the Navy DON **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

Discover tales of courage and bravery in Crafted by is empowering ebook, Stories of Fearlessness: **Naval Correspondence Guidelines** . In a downloadable PDF format (PDF Size: *), this collection inspires and motivates. Download now to witness the indomitable spirit of those who dared to be brave.

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Naval Correspondence Guidelines Introduction

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