



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

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



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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.

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Naval Correspondence Manual United States. Navy Department. Committee on Correspondence Practices, 1951
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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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