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# DEPARTMENT OF THE NAVY

## CORRESPONDENCE

## MANUAL



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# Usmc Correspondance Manual

**Heiskell Weatherford**



## **Usmc Correspondance Manual:**

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

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

HQMC Supplement to the Department of the Navy (DON) Correspondence Manual United States. Marine Corps,1992

**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 **Manual of Naval Correspondence** Heiskell Weatherford,1943 Correspondence Manual United States. Navy Department,1966 *Marine Corps Manual* United States. Marine Corps,1940 Manuals Combined: USN/USMC Commander's Quick Reference Legal Handbook 2015, 2012 and 2009 Editions And The USMC Senior Enlisted Leader Smart Packet (2016) , Sample text NCIS REPORTING AND MILITARY JUSTICE INVESTIGATIONS REFERENCES a MCM RCM 303 b JAGMAN Chapter II c SECNAVINST 5430 107 series d SECNAVINST 1752 4A series e DODI 6495 02 COMMAND INQUIRY Suspected offenses may come to command attention in a variety of ways e g shore patrol civil law enforcement or phone call etc The commanding officer CO must conduct some form of inquiry into reported offenses that may be tried by court martial per reference a The degree of inquiry will depend on the nature validity and seriousness of the complaint See reference b MANDATORY REFERRAL TO NCIS Reference c mandates that certain incidents be referred to NCIS whether occurring on or off base and regardless of civilian investigation involvement These incidents include Actual suspected or alleged major criminal offenses punishable under the Uniform Code of Military Justice UCMJ by more than 1 year of confinement Non combat deaths when the cause of death is not medically attributable to disease or natural causes Fires or explosions of unknown origin affecting Department of the Navy DON property or property under DON control Theft or loss of ordnance or controlled substances Disappearance of a command member All instances of suspected fraud against the government within DON e g theft of government property bribery false claims for pay etc actual or suspected acts of espionage terrorism sabotage assassination and actual suspected or attempted defection of DON personnel Internal security incidents such as loss compromise or suspected compromise of classified information and national security cases and Suspected sex related offenses as defined under Articles 120 and 125 of the UCMJ WHEN NCIS DECLINES TO INVESTIGATE NCIS may at its discretion decline to conduct or continue any investigation but shall expeditiously inform the effected command A command may then request assistance from the local base security department or appropriate authority or pursue a command

investigation pursuant to reference a **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 Marine Corps Gazette, 1920 **HQMC Supplement to the DON Correspondence Manual** United States. Marine Corps, 1975 Correspondence Manual and Transcribers' Handbook Leslie Llewellyn Lewis, Marilyn French, 1960 Seaman United States. Navy, 1971 **Dental Administration** U.S. Naval Dental School, 1964

**Personnel and general administration** United States. Marine Corps, 1949 United States Marine Corps - The Basic School - Warrant Officer Basic Course Materials, Over 2 200 total pages WARRANT OFFICER BASIC COURSE WOBC 1 18 INFORMATION Congratulations on your selection as a Warrant Officer of Marines You are about to embark upon a truly remarkable journey as an officer of Marines That journey begins with your successful completion of the Warrant Officer Basic Course WOBC at The Basic School TBS in Quantico Virginia Warrant Officers and Title 10 Warrant Officer WO is an appointed rank vice a commissioned one Chief Warrant Officers Marine Gunners and Recruiting Officers are commissioned All Chief Warrant Officers and Warrant Officers must successfully complete the WOBC in order to retain their appointment or commission Title 10 U S C Section 1165 states THE SECRETARY OF THE NAVY HAS THE AUTHORITY TO TERMINATE THE REGULAR APPOINTMENT OF ANY PERMANENT REGULAR WO AT ANY TIME WITHIN THREE YEARS AFTER THE DATE WHEN THE OFFICER ACCEPTED HIS ORIGINAL PERMANENT APPOINTMENT A MARINE WHOSE APPOINTMENT IS TERMINATED MAY UPON HIS REQUEST AND AT THE DISCRETION OF THE SECRETARY OF THE NAVY BE ENLISTED IN A GRADE NOT LOWER THAN THAT HELD IMMEDIATELY PRIOR TO APPOINTMENT THEREFORE THE FIRST THREE YEARS AS A WO IS A PROBATIONARY PERIOD AND THE APPOINTMENT TO WO WILL BE TERMINATED IF A MARINE DOES NOT COMPLETE THE REQUIREMENTS OF THE WOBC WOBC MISSION STATEMENT Train and educate newly appointed warrant officers in the high standards of professional knowledge esprit de corps and leadership required to transition from enlisted Marine to officer with particular emphasis on the duties responsibilities and warfighting skills required of a provisional rifle platoon commander The Warrant Officer Basic Course The WOBC is an eighteen week course that focuses on the transition from enlisted Marine to Marine officer TBS and the WOBC focus on five horizontal themes that define expectations of all Marine Officers 1 a man woman of exemplary character 2 devoted to leading Marines 24 7 3 able to decide communicate and act in the fog of war 4 a Warfighter who embraces the Corps warrior ethos and 5 mentally strong and physically tough The universal concept that Marine Officers must be able to assess situations weigh the pros and cons of various decisions make a decision develop a plan communicate that plan effectively and supervise its execution is stressed and exercised throughout the course The course will teach the science and art required for service of Marine Officers with an emphasis on decision making throughout Provisional infantry and planning subjects are together used as the means or vehicle to teach and evaluate this process Since all students are evaluated on leadership as Marine Officers physical mental

and emotional stress are incorporated throughout the course in order to evaluate the ability to lead in chaotic and stressful environments. Some individuals will be pushed close to their failing point but the WOBC is designed to give students an opportunity to display positive leadership qualities in the face of adversity. The WOBC is not a check in the block. It is a course designed to provide students with the learning experiences necessary to effectively transition to service as a Marine Officer. Students who do not successfully complete the course face a variety of administrative actions including repetition of the course, recycle to a six-month lieutenant Basic Officer Course, revocation of appointment or separation from the service. The WOBC curriculum is an academically rigorous provisional infantry and staff planning based program of instruction. POI which consists of approximately 935 hours of formal instruction. The POI includes classroom instruction, field exercises, sand table exercises, and discussion groups. Classroom instruction is designed around the flipped classroom model.

*Publications Stocked by the Marine Corps (indexed by Distribution).*, 2001      *Communications Yeoman 3* United States. Bureau of Naval Personnel, 1965      **Correspondence Manual** United States. Navy Department. Administrative Office, 1966      *Yeoman 3 & 2* United States. Bureau of Naval Personnel, 1959

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