



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

Distribution:

Electronic only, via Navy Directives Website
<http://neds.daps.dla.mil>

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.

(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.