



UNITED STATES MARINE CORPS
11TH MARINES
BOX 555503
CAMP PENDLETON, CA 92055-5503

5000
CO

MAR 02 2021

REGIMENTAL POLICY LETTER 3-21

From: Commanding Officer

To: Commanding Officer, Headquarters Battery, 11th Marines
Commanding Officer, 1st Battalion, 11th Marines
Commanding Officer, 2d Battalion, 11th Marines
Commanding Officer, 3d Battalion, 11th Marines
Commanding Officer, 5th Battalion, 11th Marines

Subj: CORRESPONDENCE FORMATING FOR 11TH MARINES

Ref: (a) SECNAV M-5216.5
(b) Government Printing Officer (GPO) Style Manual 2016
(c) MCO 5216.20B

Encl: (1) Standard Letter Format from SECNAV M-5216.5
(2) Digital template, no auto-formatting (available from unit S-1)
(3) Common writing mistakes from MCO 5216.20B: Supplement to Department of the Navy Correspondence Manual

1. In June 2015, SECNAV M-5216.5 was updated. To ensure compliance to the regulations and ensure unification across the regiment, this policy letter is being implemented.

2. Paragraph 20 of Chapter 1 refers to Typeface. Per the order, "For text use 10 to 12 point font size. Times New Roman...is the preferred font style...for official correspondence."

a. For purposes of the unit, "official correspondence" is designated as any item requiring signature by the chain of command, or distributed to other commodities for action (i.e. LOI), or will be routed out of this unit for higher headquarters endorsement.

3. Title of 11th Marines. 11th Marine Regiment is, by historic documentation, entitled, "11th Marines" and should be referred to in all correspondence as such.

4. The enclosure provides an example of a basic letter format, the most common formatting utilized across the Marine Corps for correspondence. A digital template, free of formatting, is available from your unit S1.

5. The point of contact in this matter is Captain Sydnee S. Percival, regimental adjutant, at (760) 725-3279 or sydnee.percival@usmc.mil.


D. J. SKUCE



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

SSIC
Code/Ser 001
Date

%

From: Activity head, name of activity, location when
needed

To: Title, name of activity (Code), location when needed

Via: (1) Title, name of activity (Code), location when needed
(2) Same as Via (1) above

%

Subj: NORMAL WORD ORDER WITH ALL LETTERS
CAPITALIZED AND NO PUNCTUATION

%

Ref: (a) Communication or document that bears
directly on the subject at hand

%

Encl: (1) Title of Material – enclosed with letter
(2) Title of Material (sep cover) – not enclosed with letter

%

1. This example shows the first page of a two-page standard letter.
Included are many of the elements that might appear on a standard letter.

%

2. Start the "From:" line on the second line below the date line. The
date may be typed or stamped.

%

3. Arrange paragraphs as shown in figure 7-8.

%

a. Do not start a paragraph at the bottom of the page unless at least
two lines of text will remain on that page and at least two lines of text
will carry over to the next page.

%

b. Do not number the first page, number only succeeding pages.

- Space
% - Hard Return

FIGURE 7-1. STANDARD LETTER – FIRST PAGE

Subj: REPEAT THE SUBJECT EXACTLY AS IT IS WRITTEN ON
THE FIRST PAGE OF THE LETTER

%

c. The second and succeeding pages of a standard letter look like this:

%

(1) Start typing on the sixth line (1-inch top margin). Repeat the subject line.

%

(2) Continue the text on the second line below the subject line.

%

4. "Copy to" addressees appear on all copies. "Blind copy to" addressees, as well as the identity of the writer and typist, appear on internal copies only.

5. A standard letter uses no complimentary close.

%

%

%

NAME OF SIGNER

By direction

%

Copy to:

SNDL number and/or short title of information addressee

SNDL number and/or short title of second information addressee

· - Space
% - Hard Return

FIGURE 7-2. STANDARD LETTER – SECOND PAGE



UNITED STATES MARINE CORPS
11TH MARINES
BOX 555503
CAMP PENDLETON, CA 92055-5503

SSIC
Code/Section
2 Aug 18

From: Commanding Officer
To: Distribution List
Via: (1) Regimental Staff
(2) Battalion Staff

Subj: DIGITAL TEMPLATE FOR USE

Ref: (a) As Needed
(b) As Needed

Encl: (1) As Needed
(2) As Needed

1. Line one.
2. Line two.
 - a. Additional line, as needed. 5 spaces in.
 - b. Additional line, as needed. 5 spaces in.
3. Line three.
 - a. Additional line, as needed. 5 spaces in.
 - (1) Additional line, as needed. 10 spaces in.
 - (a) 15 spaces in.
 1. 20 spaces in.
 - a. 25 spaces in.
4. This concludes the most basic formatting aspects. Nothing on this document is auto-formatted.

F. M. LAST

Enclosure (2)

Common Writing Mistakes

The following rules for writing are found in ref (c):

- The word “Marine” is always capitalized.
- Code names given to operations, exercises, geographic areas, or activities will have the first letter of all proper names capitalized but will not be written entirely in capitals.
 - (e.g., Exercise Bold Eagle, Ocean Venture)
- The titles of military units are capitalized only when the complete title of a specific unit is given.
 - (e.g., 1st Marine Regiment)
 - (e.g., Report to all the regiments)
- When the specific, formal billet title is used without qualifying adjectives, the title is not capitalized.
 - (e.g., Commanding General, 1st Marine Division)
 - (e.g. He was the commanding general of the 1st Marine Division)
- The use of all capitals for military abbreviations is largely a result of necessity and will not be followed in correspondence unless the abbreviation is made up entirely of the initial letters of major words.
 - (e.g., HQMC, USMC , MedEvac, CG 1st MarDiv, 7th Mar, COMMARFORPAC)
- All acronyms will be introduced upon first usage by including the complete terms for which they stand, and will be used consistently thereafter in lieu of the full term. Acronyms will not be given unless they are used more than once throughout the correspondence.
- Abbreviations for the months: Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec.
- Please note that military units are expressed in numbers at all times unless they begin in a sentence
 - (e.g. 2d Marine Aircraft Wing; if starting a sentence, it would read: Second Marine Aircraft Wing)
- The use of 2d, 3d, 22d (do not use 2nd, 3rd, or 22nd)
- Full military grades will be used in correspondence (Ex: General, Sergeant, First Lieutenant)
- The writer should be wary of beginning sentences with words such as “however,” “moreover,” and “meanwhile.” Use these connectors within the sentence immediately following the word(s) to which they refer. Use the active over the passive voice; the positive over the negative statement.