CHRO TRAINING ANNOUNCEMENT: NAVAL CORRESPONDENCE COURSE

COURSE: NAVAL CORRESPONDENCE COURSE

DATE: 30 September 2019
TIME: 0800 - 1400
PLACE: MCCS Computer Lab, Building 5966, Camp Foster
COST: No Cost
SEATS: Limited to 16 seats

COURSE DESCRIPTION:
Department of Navy prescribes uniform standards for the management and preparation of proper correspondence in all situations. Learn the correct policies and procedures for the preparation of Naval Correspondence in this newly revised and updated course. This self-paced course easily guides you through the necessary requisites while explaining some of the standards The Department of the Navy (DON) requires, for writing and formatting quality correspondence. Emphasis is placed on formatting standard letters and endorsements. Upon completion of this course, participants will be able to choose the appropriate format for Naval correspondence.

OBJECTIVES:
Upon completion, students will be able to:
-Create correspondence following standard letter format; and
-Locate the reference sites for Standard Subject Identification Codes, abbreviations & acronyms, and English usage & style.

ELIGIBILITY / ENROLLMENT / PRIORITY:
This course is open to USMC Appropriated Fund (APF) civilian employees, USMC MLC employees and USMC active duty military personnel. Priority for this training is as follows:

Priority 1 - USMC APF (GS/WG/WS) civilian employees
Priority 2 - USMC MLC employees
Priority 3 - USMC active duty military personnel

PREREQUISITES: Basic knowledge and skills of MS Word. Minimum level of LPL-1 (LAD-2) or equivalent for MLCs.

Nomination must be preapproved by attendee's supervisor. Submit nominations to CHRO Workforce Development Unit via e-mail at mcbbutlerchrotraining@usmc.mil no later than 24 September 2019.

Nomination must include:
 - Nominee's name:
 - Nominee's grade:
 - Nominee's position title:
 - Nominee's organization/section name:
 - Nominee's duty phone:
 - Nominee's e-mail address:
 - Priority based on eligibility (indicate (1), (2), or (3))
 - Please prioritize the nominee list if more than one

(*NOTE: SF-182 form is not required for enrollment)