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PREPARING AND MANAGING CORRESPONDENCE (PAPERBACK)



Createspace, United States, 2013. Paperback. Book Condition: New. 279 x 216 mm. Language: English . Brand New Book ***** Print on Demand *****.This regulation prescribes Department of the Army (DA) policies, procedures, and standard formats for preparing and processing Army correspondence. The objectives of this regulation are to: - Provide clear instructions for preparing correspondence. - Reduce the cost of preparing correspondence. - Standardize the preparation and dissemination of correspondence. - This regulation covers correspondence in the following forms: -...

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- Authored by Department of the Army
- Released at 2013



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