



DEPARTMENT OF THE NAVY
NAVAL SERVICE TRAINING COMMAND
2601A PAUL JONES STREET
GREAT LAKES, ILLINOIS 60088-2845

NSTCSTAFFINST 5216.2S
N00
07 Feb 24

NSTC STAFF INSTRUCTION 5216.2S

From: Commander, Naval Service Training Command

Subj: BY DIRECTION, USE OF COMMAND LETTERHEAD, AND MESSAGE RELEASE
AUTHORITY

Ref: (a) SECNAV M 5216.5
(b) NSTCSTAFFINST 5210.1A

1. Purpose. To promulgate the authority, "By direction", message releasing authority, and use of command letterhead to designated personnel assigned to Naval Service Training Command (NSTC) as required by reference (a).
2. Cancellation. NSTCINST 5216.2R.
3. By Direction Authority. Personnel attached to NSTC authorized to sign "By direction" shall be given designation letters signed by Commander, Naval Service Training Command. Authorized personnel are not allowed to further delegate their "By Direction". NSTC personnel authorized to sign "By direction" and to release messages are responsible for:
 - a. Exercising sound judgment in determining when official correspondence should be referred to the Commander, Executive Director, or Chief of Staff for signature.
 - b. Ensuring all official correspondence and messages are correctly prepared using reference (a).
 - c. Ensuring all official correspondence on command letterhead is serialized and dated via reference (a). Serial numbers will be centrally controlled by Flag Administration and issued to departments as needed. Ensure proper records management of signed official correspondence using reference (b)
 - d. Ensuring timeliness, completeness, accuracy, grammatical correctness, spelling, professionalism, and consistency with existing Commander, NSTC policies.
 - e. Ensuring the "From" line is addressed as Commander, Naval Service Training Command. Personnel authorized to sign using their positional title, paragraph six, shall include "By direction" below their signature.

4. Letterhead. The standard size paper for all official letterhead stationery is 8.5 by 11 inches.

a. Authorized Use of Letterhead

(1) Use command letterhead stationery for only official matters of the command.

(2) Do not use letterhead as personal stationery.

(3) Use typed, stamped, computer, or word processor-generated letterhead only.

b. Letterhead Format. The following is the only acceptable header for NSTC letterhead:

DEPARTMENT OF THE NAVY
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5. Authority

a. Authority to sign “By direction” shall be delegated through a delegation letter signed by Commander, Naval Service Training Command (CNSTC). CNSTC can limit the scope of authority to specific subjects or may use broad authority to sign.

b. “By direction” signature is authorized for correspondence dealing with the areas of responsibility of the officials delegated authority, unless specifically excluded herein or by separate correspondence.

c. E-mail correspondence will be subject to the same release authorities as regular hard copy correspondence and message traffic.

6. Positional Title. The below listed positions may sign correspondence by title only as required by their respective areas of responsibility:

N01 Executive Director

N02 Chief of Staff

CD Director of Citizenship Development

N04 Director of Officer Development

N9 NROTC/STA-21 Program Manager and Chief Academic Officer

IG Inspector General

OGC Office of General Counsel

SJA Staff Judge Advocate

7. Exceptions. “By direction” is not authorized under the following circumstances:
- a. Correspondence dealing with command policy, mission, or efficiency;
 - b. Letters of Commendation or Censure;
 - c. Unfavorable or negative replies, unless of a routine, official nature or addressed to persons who have no official function, service obligation, or recoupment obligation within the Department of Defense;
 - d. Matters of controversial nature, such as letters of complaint, disapproval, or requests for services or support and disciplinary actions;
 - e. Correspondence dealing with resource requirements including people (to include personnel letters of endorsement) and funds;
 - f. Congressional correspondence;
 - g. Endorsements on correspondence to any official who is senior to Commander, NSTC;
 - h. Correspondence with family members, attorneys, and other interested parties authorized to communicate on behalf of students enrolled in NSTC programs who have incurred a service/recoupment obligation (exception: N9 may sign correspondence and forms related to debt suspension and waiver actions with DFAS, when appropriate requirements have been met by the obligated former NROTC student).
 - i. Correspondence pertaining to complaints under Article 138, UCMJ, Article 1150, U.S. Navy Regulations, or applications to the Board for Correction of Naval Records.
 - j. Tasking subordinate commands except in execution of NSTC directives (exception: The Executive Director, Chief of Staff, Director of Officer Development, and Flag Secretary are authorized to task subordinate commands and pass them information on behalf of Commander, Naval Service Training Command).
 - k. Executing, recommending, or implementing a course of action different from the one recommended by a Commanding Officer within the NSTC domain.
8. Message release authority is granted to the Executive Director and the Chief of Staff. Messages will be routed to NSTC for review, approval and transmitted by N3/5/7.
9. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 of September 2019.

10. Review and Effective Date. Per OPNAVINST 5215.17A, NSTC will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire 10 years after effective date unless reissued or canceled prior to the 10-year anniversary date, or an extension has been granted.


CRAIG T. MATTINGLY

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via the Department of the Navy Issuance website, <https://www.netc.navy.mil/Commands/Naval-Service-Training-Command/NSTC-Directive/>