



DEPARTMENT OF THE NAVY

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

Canc: Jan 2024

NSTCNOTE 5216

N00

26 Dec 23

NSTC NOTICE 5216

From: Commander, Naval Service Training Command

Subj: CORRESPONDENCE-REQUIRING SIGNATURE OF COMMANDER, NAVAL SERVICE TRAINING COMMAND

1. Purpose. To promulgate notification of Commander, Naval Service Training Command proper signature block to be used on correspondence.

2. Action. Correspondence requiring signature shall be prepared as follows:

Official	Business
C. T. MATTINGLY	CRAIG T. MATTINGLY
	Rear Admiral, U.S. Navy
	Commander

C. M. STALLING	C. M. STALLINGS
By direction	Executive Director

B. E. COWER	BRENT E. COWER
By direction	Captain, U.S. Navy
	Chief of Staff

3. Signature block for the Chief of Staff and the Executive Director in their capacity as acting CNSTC:

B. E. COWER	C. M. STALLINGS
Acting	Acting

4. 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.


C. T. MATTINGLY

Releasability and distribution: This instruction is cleared for public release and is available electronically only via Department of the Navy Issuances Web site,
<https://www.netc.navy.mil/Commands/Naval-Service-Training-Command/NSTC-Directives/>