



**DEPARTMENT OF THE NAVY**  
NAVAL SERVICE TRAINING COMMAND  
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GREAT LAKES, ILLINOIS 60088-2845

NSTCSTAFFINST 5272.1  
N00  
5 Aug 2021

NSTC STAFF INSTRUCTION 5272.1

From: Commander, Naval Service Training Command

Subj: POLICY FOR USE OF THE COMMANDER'S AUTO SIGNATURE PEN

1. Purpose. To establish policy for the use of the auto signature pen on behalf of Commander, Naval Service Training Command (CNSTC).
2. Scope and Applicability. This instruction applies to all correspondence and awards pertaining to military, civilian, contractors, and subordinate commands.
3. Discussion. As part of the duties and responsibilities of CNSTC, an unusually large volume of routine correspondence and awards requires CNSTC's signature with no delegation authorized. Additionally, due to various official travel events and a high optempo daily battle rhythm, the auto signature pen provides a resource for applying CNSTC's approved signature when not physically available. This is not a substitute for the lack of prior planning and consideration of CNSTC's schedule. Established lead times regarding administrative processing should be met when possible.
4. Responsibility. The Flag Secretary is responsible for strict control and use of the auto signature pen device and updating of this instruction.
5. Action. The following guidelines are established concerning utilization of the auto-signature pen:
  - a. All Navy and Marine Corps and civilian awards may be signed upon approval by CNSTC.
  - b. All correspondence to include, but not limited to administrative separations, disenrollments, congressional inquiries, directives, boards, scrolls, etc., may be signed upon approval by CNSTC.
  - c. The Chief of Staff may direct the use of the auto-signature pen to sign routine, CNSTC approved non-operational and non-policy oriented correspondence.
6. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy Manuel 5210.1 of September 2019.

7. Review and Effective Date. Per OPNAVINST 5215.17A, N00 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 5 years after effective date unless reissued or canceled prior to the 5-year anniversary date, or an extension has been granted.

  
JENNIFER S. COUTURE

**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-Directive/>