



DEPARTMENT OF THE NAVY

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

NSTCINST 5216.2L
N00
25 Mar 16

NSTC INSTRUCTION 5216.2L

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

Ref: (a) SECNAVINST 5216.5D

1. Purpose. To delegate 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 5216.2K.

3. By Direction Authority. 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, Deputy 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 the Flag Administration Office.

d. Ensuring timeliness, completeness, accuracy, grammatical correctness, spelling, professionalism, and consistency with existing Commander, NSTC policies.

e. Ensuring the "From" line is addressed from "Commander, Naval Service Training Command" with the exception of those authorized to sign using their position as indicated in paragraph 6 below.

4. Letterhead. The standard size paper for all official letterhead stationary 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
NAVAL SERVICE TRAINING COMMAND
2601A PAUL JONES STREET
GREAT LAKES, ILLINOIS 60088-2845

5. Authority

a. "By direction" authority is granted to:

<u>Code</u>	<u>Title</u>
N01	Deputy Commander
N02	Executive Director
N03	Chief of Staff
N001	Flag Secretary
N003	Protocol Officer
N004	Administrative Officer/Security Manager
N1	Manpower
N3	Planning and Program Requirements
N4	Logistics
N5	Strategy
N6	Information Technology
N7	Training

N8	Comptroller
I/CPI	Innovation
CD	Director of Citizenship Development (CD)
CD1	Deputy Director of Citizenship Development
OD	Director of Officer Development (OD)
ODA	Deputy Director of Officer Development
ODM	USMC Liaison
OD1	Head of OD Nuclear Power Selection
OD2	Head of OD Selection/Placement
OD2A	Head of OD Medical Programs
OD3	Head of OD Professional Development
OD4	Head of OD Student Operations
OD5	Head of OD Unit Operations
IG	Inspector General
OGC	Office of General Counsel
SJA	NSTC Staff Judge Advocate

b. "By direction" signature is authorized for correspondence dealing with the areas of responsibility of the officials in paragraph a, unless specifically excluded herein or by separate correspondence.

c. E-mail and facsimile correspondence will be subject to the same release authorities as regular flat paper 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	Deputy Commander
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N02	Executive Director
N03	Chief of Staff
CD	Director of Citizenship Development
OD	Director of Officer Development
ODA	Deputy Director of Officer Development
IG	Inspector General
OGC	Office of General Counsel
SJA	NSTC 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;

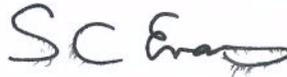
h. Correspondence with family members, attorneys, and other interested parties authorized to communicate on behalf of students enrolled in NSTC programs who have incurred a service/recoupment obligation.

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 Deputy Commander, Executive Director, Chief of Staff, and Executive Assistant/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 Deputy Commander, Chief of Staff, and Executive Assistant/Flag Secretary.



S. C. EVANS

Distribution: (NSTCINST 5216.1B)
List 3 & 4