



DEPARTMENT OF THE NAVY  
COMMANDER  
NAVAL EDUCATION AND TRAINING COMMAND  
250 DALLAS STREET  
PENSACOLA, FLORIDA 32508-5220

NETCSTAFFINST 5216.1G  
N04  
1 Oct 2024

NETC STAFF INSTRUCTION 5216.1G

From: Commander, Naval Education and Training Command

Subj: SIGNATURE AND MESSAGE RELEASE AUTHORITY

Ref: (a) SECNAV M-5216.5 of June 2015  
(b) NETCSTAFFINST 2300.1F

Encl: (1) Naval Education and Training Command Common Requests  
Routing Matrix

1. Purpose. To delineate signature authority for correspondence, directives, messages, and other documents per references (a) and (b).
2. Cancellation. NETCSTAFFINST 5216.1F.
3. Background. Ensuring the appropriate signature level for all correspondence, directives, messages, and other documents is the responsibility of all command personnel.
4. Action. Although it is impossible to cover all cases, the following general guidelines are provided.
  - a. Commander, Naval Education and Training Command (NETC) normally signs documents:
    - (1) Required by law or regulation.
    - (2) Concerning command mission or efficiency and addressed to higher authority.
    - (3) Establishing policy.
    - (4) Dealing with certain aspects of military justice.
    - (5) Concerning organizational and fiscal matters of consequence.
    - (6) Involving Letters of Commendation.

(7) Forwarding endorsements on commendations and award recommendations.

(8) Expressing pleasure and appreciation.

(9) Involving disciplinary and condemnatory communications.

(10) Addressed to flag officers, congressional members, and other high-ranking officials, such as correspondence, messages, and action and information memorandums.

(11) Involving orders or leave of absence for echelon 3 commanders.

(12) Including "Top Secret" and "Personal For" messages.

b. In the absence of the commander, the executive director or the chief of staff (COS) will sign all correspondence normally signed by the commander.

c. The COS normally signs:

(1) Documents that do not require the commander's signature as detailed above.

(2) NETC directives.

(3) All officer and enlisted evaluations for those assistant chiefs of staff (ACOS) or special assistants (SA) who are not an O-6 or GS-15 or above.

d. Authority is delegated to staff personnel listed below to sign correspondence "By direction" and release messages of a routine nature that fall within their areas of responsibility and do not direct action; involve a change to policy; or approve operations, plans, or orders. All correspondence signed "By direction" will be serialized and a copy will be forwarded to the Administrative Department (N04) for retention.

(1) The flag secretary (Flag Sec) and administrative officer may sign general correspondence pertaining to their subject areas of responsibility and release routine message

readdressals and messages pertaining to address indicating groups, collective address designators, and general communications matters.

(2) The NETC N3 Administrative Officer and Senior Enlisted Academy Director may sign correspondence pertaining to their position that is administrative in nature (e.g., statement of service, name changes, lost identification cards, etc.).

(3) ACOSs and SAs may sign general correspondence pertaining to their subject area of responsibility and conduct mid-term counseling for O-5 and below. O-6 and GS-15 or above ACOSs may also sign the following:

(a) Fitness reports for O-5 and below.

(b) Evaluations for E-5 and below.

(4) Other personnel, as designated in writing by the commander, may sign "By direction." The authorization must include an outline of the types of documents involved.

e. Outside of normal working hours, and in the absence of the person having cognizance over a matter requiring transmittal of a message, the staff duty officer is authorized to release urgent messages that cannot be delayed until normal working hours with the concurrence of the COS.

f. See enclosure (1) for common military request routing matrix.

5. Signature Machine. The flag secretary is responsible for the operation and security of the automatic signature machine. It shall be used with extreme care and only for signing documents that have been approved by the commander.

6. Records Management


a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy Assistant for Administration, Directives and Records Management Division portal page at

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<https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager.

7. Review and Effective Date. Per OPNAVINST 5215.17A, NETC will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 (Review of Instruction). This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

  
C. COLLINS JR.  
Chief of Staff

Releasability and distribution:

This instruction is cleared for public release and is available electronically on the NETC public web site ([www.netc.navy.mil](http://www.netc.navy.mil)) or by e-mail at [netc-directives@us.navy.mil](mailto:netc-directives@us.navy.mil).

NAVAL EDUCATION AND TRAINING COMMAND COMMON REQUESTS ROUTING  
MATRIX

TYPE OF REQUEST	NOTE	APPROVAL
ADVANCE PAY/BAH	1	COS/CO
BAH REQUEST		ACOS/SA
CO-LOCATION		COS
COMMAND COLLATERAL DUTY ASSIGNMENTS		COS
COMMISSIONING PROGRAM	2	COS/CO
DOD SKILLBRIDGE		COS/CO
EARLY SEPARATION		COS/CO
EXTEND EAOS/PRD		COS/CO
FLEET RESERVE / RETIREMENT	2, 4	COS
HARP DUTY		COS
JOB/HOUSE HUNTING - PTDY (20-DAYS)		ACOS/SA
HOUSE HUNTING - PTDY (9 DAYS PCS)		ACOS/SA
HYT WAIVER		COS/CO
LEAVE, REG/EMERG (ENLISTED)		ACOS/SA
LEAVE, REG/EMERG (OFFICER)		ACOS/SA
LEAVE, REG/EMERG DD/SA		COS
LEAVE, CONVALESCENT		COS
LEAVE, OVERSEAS, SEPARATION, OR GREATER THAN 30 DAYS	3	COS
LOST CAC		ADMIN
MATERNITY CLOTHING ALLOWANCE		COS
NEC CHANGE		COS
OFF-DUTY EDUCATION/TA		CCC/SEA
OFF-DUTY EMPLOYMENT	1	COS
OVERSEAS SCREENING		COS
RATE CONVERSION	2	COS
REENLISTMENT	2	COS
SCHOOL REQUEST ("A", "C", PROFESSIONAL DEVELOPMENT)	2	COS
SPECIAL LIBERTY (1 DAY)		ACOS/SA
SPECIAL LIBERTY (2 DAY)		ACOS/SA
SPECIAL LIBERTY (3 DAY)		FLAG SEC/XO
SPECIAL LIBERTY (4 DAY)		COS/CO
SPECIAL PAY	1	COS
SPECIAL PROGRAMS	2	COS/CO
TAD (COST)		COS
TAD (NO COST)		ACOS/SA
TRANSITION-GPS	2	CCC

- Notes:
- (1) Must be reviewed by command financial counselor for E-4 and below.
  - (2) Must be reviewed by command career counselor (CCC). Copy to CCC upon approval/disapproval.
  - (3) Must be reviewed by security manager and ATO for overseas travel.
  - (4) Coordinate with admin and submit via Navy Standard Integrated Personnel System with CCC assistance.