



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

Canc: Apr 2021

NSTCNOTE 5216  
N001  
14 Feb 20

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  
MILTON J. SANDS III

Business  
MILTON J. SANDS III  
Rear Admiral, U.S. Navy  
Commander

Donovan D. Phillips  
By direction

Donovan D. Phillips  
Executive Director

MICHAEL B. RILEY  
By direction

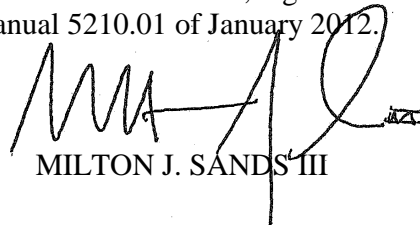
MICHAEL B. RILEY  
Captain, U.S. Navy  
Chief of Staff

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

MICHAEL B. RILEY  
Acting

Donovan D. Phillips  
Acting

4. Records Management: Records created as a result of this notice, regardless of media or format. Must be managed per Secretary of the Navy Manual 5210.01 of January 2012.



MILTON J. SANDS III

Distribution: (NSTCINST 5216. 1B)  
List 1, 2 & 3