



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

NSTCINST 5216.2G  
N004  
4 Dec 12

NSTC INSTRUCTION 5216.2G

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

Ref: (a) SECNAVINST 5216.5D  
(b) NTP 3 (J)

1. Purpose. To delegate "By direction", message releasing authority, and use of command letterhead to designated personnel assigned to Naval Service Training Command (NSTC) as required by references (a) and (b).
2. Cancellation. NSTCINST 5216.2F.
3. Summary of Changes. This instruction has been administratively revised and should be reviewed in its entirety.
4. Responsibilities. 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 or Chief of Staff for signature.
  - b. Ensuring all official correspondence and messages are correctly prepared using references (a) and (b).
  - c. Ensuring all official correspondence on command letterhead is serialized and dated via Flag Administration.
  - 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 7 below.

5. Letterhead. The standard size paper for all official letterhead stationery is 8 ½ 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**

6. Authority

a. "By direction" authority is granted to:

<u>Code</u>	<u>Title</u>
N01	Chief of Staff
N001	Executive Assistant/Flag Secretary
N003	Protocol Officer
N004	Administrative Officer/Security Manager
N1	Director of Manpower
N3/5/7	Director of Operations, Analysis, and Requirements
N4/6	Director of Logistics and Command Information
N8	Comptroller
N9	Director of Learning Strategies

CD Director of Citizenship Development (CD)  
CD1 Deputy Director of Citizenship Development  
OD Director of Officer Development (OD)  
ODA Deputy Director of Officer Development (OD)  
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  
RLSO CO Staff Judge Advocate  
RLSO XO Assistant 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.

d. Message releasing authority is granted to the Chief of Staff and Executive Assistant/Flag Secretary.

7. Positional Title. The below listed positions may sign correspondence by title only as required by their respective areas of responsibility.

N01	Chief of Staff
CD	Director of Citizenship Development
OD	Director of Officer Development
ODA	Director of Military Operations, Officer Development
IG	Inspector General
OGC	Office of General Counsel
SJA CO	Staff Judge Advocate

8. 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 Chief of Staff and Executive Assistant/Flag Secretary are authorized to task subordinate commands and pass them information on my behalf).

k. Executing, recommending, or implementing a course of action different from the one recommended by a Commanding Officer within the NSTC domain.



DEE L. MEWBOURNE

Distribution: (NSTCINST 5216.1B)  
List 3 & 4