COMNAVRESFOR INSTRUCTION 5216.3A

From: Commander, Navy Reserve Force

Subj: “BY DIRECTION” AUTHORITY

Ref: (a) U.S. Navy Regulations 1990, Article 0702
     (b) SECNAV M-5216.5, Department of the Navy (DON) Correspondence Manual

Encl: (1) COMNAVRESFOR “By direction” Listing

1. Purpose. To provide a list of personnel authorized by references (a) and (b), to sign routine correspondence “By direction” for Commander, Navy Reserve Force (COMNAVRESFOR).

2. Background. References (a) and (b) authorize the Commander to delegate “By direction” authority to designated staff personnel for signing routine correspondence/official e-mail within the Department of Defense.

3. Action.

   a. Personnel assigned to and serving in the staff billets listed in enclosure (1) of this instruction are authorized to sign correspondence “By direction” in order to facilitate smooth and efficient daily operations on routine matters pertaining to their respective areas of responsibilities. Authorized personnel will be familiar with the provisions contained in reference (b) when exercising "By direction" authority.

   b. The Commander must personally sign documents which:

      (1) Establish policy.

      (2) Center on the command’s mission or efficiency and are addressed to higher authority.

      (3) Deal with certain aspects of military justice.

      (4) Correspondence, which either by law or regulation, requires the Commander’s signature.
4. **Additional Requirements.** Once official correspondence is signed "By direction", forward to Command Services for serialization and date. Command Services (N01A) will serialize and date all official correspondence, provide the appropriate code a courtesy copy and include the correspondence into the official command files through Total Records and Information Management.

5. **Policy.** No other person assigned to or attached to this command is authorized use of "By direction" unless expressly authorized in writing by the Commander.

\[signature\]

L. M. McCOLLUM

Distribution:
Electronic copy via COMNAVRESFOR web site
https://www.navyreserve.navy.mil
### COMNAVRESFOR “BY DIRECTION” LISTING

<table>
<thead>
<tr>
<th>CODE</th>
<th>BILLET TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>N00</td>
<td>Deputy</td>
</tr>
<tr>
<td>N00B</td>
<td>Executive Director</td>
</tr>
<tr>
<td>N01</td>
<td>Chief of Staff</td>
</tr>
<tr>
<td>N8</td>
<td>Deputy Chief of Staff for Financial Resources/Comptroller</td>
</tr>
<tr>
<td>N002</td>
<td>Inspector General</td>
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</tbody>
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Enclosure (1)