



DEPARTMENT OF THE NAVY
COMMANDER NAVY RESERVE FORCES COMMAND
1915 FORRESTAL DRIVE
NORFOLK VA 23551-4615

COMNAVRESFORCOMINST 5216.1J
N01A
24 Jan 2024

COMNAVRESFORCOM INSTRUCTION 5216.1J

From: Commander, Navy Reserve Forces Command

Subj: BY DIRECTION AUTHORITY

Ref: (a) Navy Regulations 1990
(b) SECNAV M-5216.5

Encl: (1) "By direction" Listing

1. Purpose. To revise the authority for staff personnel serving in key positions to sign correspondence "By direction" for Commander, Navy Reserve Forces Command (COMNAVRESFORCOM).

2. Cancellation. COMNAVRESFORCOMINST 5216.1H.

3. 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 the Defense.

4. Action

a. The Executive Director (ED) and the Chief of Staff (COS) will sign correspondence by their titles.

b. Staff assigned to and serving in the billets listed in enclosure (1) 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. All staff assigned must have a designation letter in order to sign "By direction".

c. The Commander must personally sign documents that address the following circumstances, and staff personnel will not sign any official correspondence "By direction" in the following areas:

(1) Correspondence, which establishes policy.

(2) Correspondence addressed to higher authority, which relates to or changes the command's mission.

(3) Correspondence dealing with certain aspects of military justice.

(4) Correspondence, which either by direction or law, requires the commander's signature.

5. Additional Requirements

a. Signature software designed for the commander's signature will only be used by the commander's flag secretary, as approved by the Commander, ED or COS. As with all official correspondence for the command, correspondence using the signature software will be reviewed by COMNAVRESFORCOM Command Services (N01A) prior to being serialized and dated.

b. Once official correspondence is ready for review, forward to N01A for serialization and date, via ETMS2. N01A will review, serialize and date all official correspondence, and return the correspondence back to the code for "By direction" signature. Once correspondence is signed, a copy must be returned to N01A to be include into the official command files.

6. 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.

7. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 of September 2019.

8. Review and Effective Date. Per OPNAVINST 5215.17A, COMNAVRESFORCOM N01A 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.



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Releasability and distribution:

This instruction is cleared for public release and is available electronically only via COMNAVRESFOR Web site at <https://www.navyreserve.navy.mil/Resources/Official-RESFOR-Guidance/Instructions/>

COMNAVRESFORCOM “BY DIRECTION” LISTING

<u>CODE</u>	<u>BILLET TITLE</u>
N01	Chief of Staff
N00ED	Executive Director
N00S	Flag Secretary
N00C	Command Master Chief
N00CP	Director Civilian Human Resources
N00J	Force Judge Advocate
N00GC	General Counsel
N00P	Public Affairs Officer
N01A	Deputy Chief of Staff for Command Services
N01G	Force Chaplain
N1	Deputy Chief of Staff for Manpower and Personnel
N2	Deputy Chief of Staff for Intelligence and Information Operations
N3	Deputy Chief of Staff for Operations
N4	Deputy Chief of Staff for Logistics
N5	Deputy Chief of Staff for Plans and Policy
N6	Deputy Chief of Staff for Information Technology
N7	Deputy Chief of Staff for Education and Training
N9	Deputy Chief of Staff for Medical/Surgeon
FDO	Deputy Chief of Staff Force DATA Office