



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

COMNAVRESFORINST 5216.3E  
N00  
5 Sep 2024

COMNAVRESFOR INSTRUCTION 5216.3E

From: Commander, Navy Reserve Force

Subj: "BY DIRECTION" AUTHORITY

Ref: (a) U.S. NAVY REGULATIONS 1990, Article 0702  
(b) SECNAV M-5216.5 CH-1, Department of the Navy (DON) Correspondence Manual  
(c) OPNAV M-5215.1, Navy Directives Management Program 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. Cancellation. COMNAVRESFORINST 5216.3D.

3. Background. References (a) and (b) authorize the Commander to delegate "By direction" authority to designated staff personnel for signing routine documents within the Department of Defense.

4. Action

a. Personnel assigned to and serving in the staff billets listed in enclosure (1) of this instruction are authorized to sign documents "By direction" in order to facilitate smooth and efficient daily operations on routine matters pertaining to their respective areas of responsibilities. These documents include, but are not limited to, correspondence, instructions, personnel actions, directives, and messages. 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.

(a) Implementation of higher-level guidance and minor changes per reference (c) are acceptable for signature using "By direction" authority.

(b) Substantial changes to policy require Commander's signature.

(2) Deal with those aspects of military justice that cannot or have not been delegated.

(3) Either by law or regulation, require the Commander's signature.

(4) Affect the command's mission or efficiency and are addressed to higher authority.

c. The Deputy Commander may personally sign documents which:

(1) Modify procedures or processes relating to already established policy.

(2) Pertain to military justice for COMNAVRESFOR personnel assigned to Commander, Navy Reserve Forces Command.

5. Additional Requirements. Once official correspondence is signed "By direction", forward to Command Services (N01A) with the exception of sensitive legal documents. N01A will serialize and date all official correspondence and provide the appropriate code a courtesy copy and include the correspondence into the official command files through the Records Management System of record.

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, COMNAVRESFOR 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.



N. S. LACORE

**Releasability and distribution:**

This instruction is cleared for public release and is available electronically only via COMNAVRESFOR Web site, <http://www.public.navy.mil/nrh/Pages/instructions.aspx>

COMNAVRESFOR "BY DIRECTION" LISTING

<u>CODE</u>	<u>BILLET TITLE</u>
N00B	Deputy Commander
N00ED	Executive Director
N00CP	Human Resources
N00EEO	Equal Employment Opportunity
N01	Chief of Staff
N00S/N01A	Deputy Chief of Staff for Command Services/Flag Secretary
N00F/N8	Deputy Chief of Staff for Financial Resources/Comptroller
N002	Inspector General
N00J	Force Judge Advocate