



DEPARTMENT OF THE NAVY

NAVAL TRAINING CENTER
2601A PAUL JONES ST
GREAT LAKES, ILLINOIS 60088-2845

NTCGLAKESINST 5216.6J

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15 Mar 02

NTC GREAT LAKES INSTRUCTION 5216.6J

From: Commander, Naval Training Center, Great Lakes

Subj: BY DIRECTION AND MESSAGE RELEASING AUTHORITY

Ref: (a) SECNAVINST 5216.5C
(b) NTP 3 (I)
(c) SECNAVINST 12510.9

1. Purpose. To delegate "By direction" and message releasing authority to designated personnel assigned to Naval Training Center (NTC) as required by references (a) through (c).

2. Cancellation. NTCGLAKESINST 5216.6H.

3. Responsibilities. All headquarters staff members authorized to sign "By direction" and to release messages are responsible for:

a. Exercising sound judgment in determining when correspondence should be referred to the Commander or Deputy Commander for signature.

b. Ensuring all correspondence and messages are correctly prepared using references (a) and (b).

c. Ensuring timeliness, completeness, accuracy, professionalism, and consistency with existing CNTC policies. This includes responsibility for correct grammatical structure and spelling.

(1) Per reference (c), you are delegated classification authority to classify civilian positions for "Management to Payroll."

(2) You are responsible for ensuring positions are fully analyzed, evaluated, and classified per published standards and established classification principles and policies. Prior to effecting a classification decision, an advisory classification opinion may be obtained in writing as to the title, series, and

grade level from the servicing HRO Classification staff as you determine necessary.

(3) This authority is subject to revocation, it must be exercised carefully. Any of the following would be reasons for revoking this authority:

(a) Improper application of position classification standards.

(b) Inconsistent classification.

(c) Inefficient or uneconomical use of resources.

(d) Auditor/evaluation recommendations.

(e) Failure to follow highest and/or activity level direction.

(4) Prior to receiving this authority you must successfully complete a training program conducted by HRO Pensacola Great Lakes.

4. Authority

a. "By direction" and message releasing authority is hereby granted to:

<u>Code</u>	<u>Title</u>
01	Deputy Commander
002	Executive Assistant
004	Financial Manager
PAO	Public Affairs Officer
SJA	Staff Judge Advocate
OGC	Counsel
CEV	Command Evaluation
ENV	Director, Environmental Department
MGT	Director, Management Services

N2	Dean of Training/CIO
N23	Training Evaluation
N3	Director, Religious Ministries

b. This authority is extended to correspondence and messages dealing with their areas of responsibility, unless specifically excluded herein or by separate correspondence.

c. E-mail and fax correspondence will be subject to the same release authorities as regular flat paper correspondence and message traffic.

5. Deputy Commander. The Deputy Commander is granted the authority to sign correspondence dealing with command policy, mission, or efficiency. "By direction" and message releasing authority is granted as required.

6. Exceptions. "By direction" and message releasing authority is not granted to Department Heads or Special Assistants under the following circumstances:

a. Correspondence dealing with command policy, mission, or efficiency.

b. Letters of commendation or censure.

c. Unfavorable/negative replies.

d. Matters of controversial nature such as letters of complaint, disapprovals, or requests for services or support and disciplinary actions.

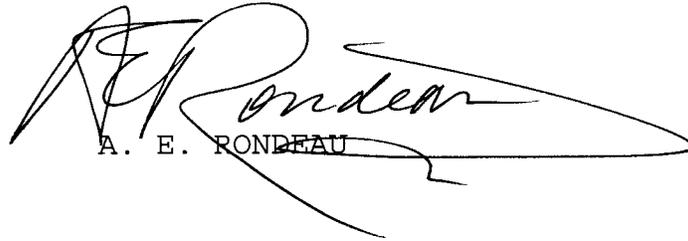
e. Correspondence dealing with resource requirements including people and funds.

f. Congressional correspondence.

g. Endorsements on correspondence to higher authority.

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h. Tasking subordinate commands except in execution of CNTC directives (exception: The Executive Assistant is authorized to task subordinate commands and pass them information on my behalf).



A. E. RONDEAU

Distribution:
NTCGLAKESINST 5216.5M
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