



DEPARTMENT OF THE NAVY
CHIEF OF NAVAL AIR TRAINING
250 LEXINGTON BLVD SUITE 102
CORPUS CHRISTI TX 78419-5041

CNATRASTAFFINST 5402.1B

N1

21 Jun 13

CNATRA STAFF INSTRUCTION 5402.1B

Subj: BY DIRECTION SIGNATURE AND MESSAGE RELEASE AUTHORITY

Ref: (a) OPNAVINST 5215.17
(b) OPNAVINST 5239.1C
(c) SECNAV M-5216.5

1. Purpose. To establish procedures for the signing of official correspondence and messages generated by Chief of Naval Air Training (CNATRA). The use of "CNATRA" in this instruction is considered to be the Admiral.

2. Cancellation. CNATRASTAFFINST 5402.1A

3. Scope. Once CNATRA approves specific decisions, plans, orders, or establishes policy, the Chief of Staff (COS) is authorized to issue, in the name of CNATRA, orders as necessary to carry out the decision, plan, order, or policy.

4. Authority. Authority delegated herein is subject to the limitations of U.S. Navy Regulations, pertinent directives from higher authority, and the following instructions.

a. The authority delegated by this instruction pertains to the regularly assigned incumbent of the billet or position names. Such authority to sign correspondence may not be further delegated, nor may a temporarily assigned relief, without approval of CNATRA or COS, exercise such authority.

b. Correspondence may be signed using an encrypted electronic signature in the handwriting of the person authorized to sign; use of facsimile stamps for signing "By direction" is not authorized. This restriction does not preclude the signing or authentication of copies, by properly authorized persons, when the original has been signed.

c. The authority to sign pertains only to routine matters under the cognizance of the person (billet or position) authorized. In the absence of any person authorized to sign, correspondence will be passed "up" to the next higher officer

having cognizance. The signing by an individual not assigned cognizance of the subject matter is not authorized.

d. All replies to congressional mail and requests from the Navy Department for information to be used in replies to congressional mail will be submitted to CNATRA or the COS for signature.

e. Correspondence concerning matters of a policy nature and matters of an unusual nature will be submitted to CNATRA for signature. This correspondence will include such matters as recommendations for construction work, statements of policy on personnel matters, and change in allowance or complement, etc.

f. As a general rule, replies to and endorsements on letters personally signed by a flag/general officer or a higher ranking public official should be submitted to CNATRA for signature. This same rule applies to letters originated by CNATRA, when it may be expected that the letter will come to personal attention of such officer or official.

g. Correspondence concerning requests for Department of the Navy records shall be honored with expeditious handling and prompt retrieval and review of the requested records. As a general rule, the command has 20 working days to respond to the requester regarding the Freedom of Information Act request per SECNAVINST 5720.42 series. All such requests should be coordinated with the Freedom of Information Act Officer, Code 00DA.

h. All correspondence of a commendatory or derogatory nature (including endorsements on such correspondence) will be submitted to CNATRA for signature.

5. Messages. Delegation for the release of messages has been delegated down to the departmental Assistant Chief of Staff (ACOS), Special Assistant or Deputy Assistant Chief of Staff.

6. Instructions and Notices

a. Instructions and Notices will be prepared and staffed per references (a) and (b). Instructions are directives which prescribe or establish policy, organization, conduct, methods or procedures; requires action or sets forth information essential

to the effective administration or operation of the command; or contains authority or information that must be published formally. As such, CNATRA or the COS will sign all instructions or notices. A change transmittal to an instruction that only changes administrative aspects of an instruction can be signed by the ACOS of the department which has ownership of the instruction. CNATRA must sign general regulations which impose punitive sanctions for their violation.

b. Directive type notices that publish information from higher authority may be signed by the COS. Notices involving policy will be submitted to CNATRA for signature.

7. Designation Letters. Designation letters can be signed by the departmental ACOS that the individual is responsible to, except those that are required in writing to be signed by CNATRA (i.e. Security Manager Designations, Information Assurance Manager (IAM) and Information Assurance Officer (IAO)).

8. Delegation of Authority. The COS is authorized to sign official correspondence originated by the command and will sign such correspondence as "Chief of Staff." The Chief of Staff is the only authorized individual to sign by billet title.

9. By direction Authority. Incumbents of the following billets/positions are authorized to sign "By direction" for actions involving routine matters. Routine matters shall be construed as standard reports required by higher authority on a periodic basis, information items, and status reports requested by other organizations. Correspondence that changes or establishes Chief of Naval Air Training policies shall be signed by CNATRA or COS. By direction authority granted to personnel below the ACOS level shall be exercised only within the assigned individual's area of responsibility.

Command Duty Officer (CDO) and Staff Duty Officer (SDO)

Counsel (00D)

Safety (00X)

Public Affairs Officer (00P)

Reserve Component (00R)

Operational Support Officer (00R1)

ACOS for Manpower and Administrative Services (N1)

Administrative Officer/Security Manager (N11)

ACOS for Operations, Plans and Requirements (N3)

Primary Government Flight Representative (GFR) (N33)

Naval Aviator Production Officer (N35)

Requirements Officer (N38)

ACOS for Aviation Maintenance/Contract Logistics (N4)

Deputy ACOS for Aviation Maintenance/Contract Logistics (N4A)

Contract Administrator/ACO (N41)

ACOS for Information Systems (N6)

IT Director (N61)

ACOS for Training (N7)

Deputy ACOS for Training (N7A)

ACOS for Resource Management (N8)

Deputy ACOS for Resource Management (N8A)

10. Procedures for Preparing Outgoing Correspondence

a. All correspondence will be prepared and staffed per reference (c).

b. Outgoing correspondence will be originated under the appropriate title: Chief of Naval Air Training.

c. Addresser's and addressee's titles will not be abbreviated nor will acronyms be used.

d. All addresser's and addressee's titles with a two digit number will be spelled out as single digits in all capital letters. For example, 86 will be spelled out as EIGHT SIX.

e. All correspondence being routed for CNATRA or COS signature will be routed through SharePoint.

f. All "By direction" correspondence requiring serial numbers will be delivered to the Administrative Department for serialization, dating and filing. The Administrative Department will serialize the original "By direction" letter and return it to the originator. Mailing to the addressee and all "copy to" files will be accomplished by originating department. The only exception is for the Legal Department, i.e., information not privy to general viewing. In that instance the Legal Department will contact the Administrative Office and get a serial number and a form will be entered into the command files stating the serial number, date, and department. To receive a copy or view such document contact "Legal Department."

11. Distribution

a. Originators of correspondence, directives, and publications are responsible for ensuring copies are sent to all external and internal addressees.

b. Originators are also responsible for ensuring that revisions or cancellations are sent to all addressees included in the previous listing.

12. Outgoing Classified Correspondence. All outgoing classified correspondence will be forwarded for review by the Security Manager prior to signature, to ensure compliance with classification and declassification regulations.

C. HOLLINGSWORTH
Chief of Staff

Distribution:
CNATRA Website
SharePoint