



DEPARTMENT OF THE NAVY

TRAINING SQUADRON THIRTY-ONE (VT-31)
501 BATAAN STREET SUITE B
CORPUS CHRISTI TX 78419-5249

VT31INST 5402.1Q
ADMIN

15 AUG 2006

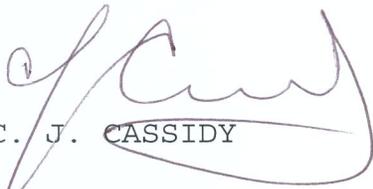
TRAINING SQUADRON THIRTY-ONE INSTRUCTION 5402.1Q

Subj: AUTHORITY TO SIGN "BY DIRECTION"

Ref: (a) Navy Regulations, 1990

1. Purpose. To promulgate a list of positions authorized to sign "By direction" under the provisions of reference (a).
2. Cancellation. VT31INST 5402.1P
3. Policy. The Commanding Officer retains responsibility for all correspondence originating within this command. The Commanding Officer shall sign all official correspondence addressed to higher authority relating to the mission or efficiency of this command and letters of adversity. Letters of adversity are defined as letters of criticism and/or censure. All official correspondence which is required by law or regulation to be signed by the Commanding Officer in the execution of his duties of his office shall be signed by him in his own handwriting. Other than the above, official correspondence may be signed for the Commanding Officer by subordinate officers.
4. Signing "By direction". Pursuant to the guidelines in paragraph three, personnel listed below are authorized to sign correspondence "By direction" in the execution of their offices.

Executive Officer
Administrative Officer


C. J. CASSIDY

Distribution: (VT31INST 5216.1V)
List I