



DEPARTMENT OF THE NAVY
COMMANDER TRAINING AIR WING SIX
390 SAN CARLOS ROAD SUITE C
PENSACOLA, FLORIDA 32508-5509

COMTRAWINGSIXINST 5216.2F
N1
15 Mar 16

COMMANDER, TRAINING AIR WING SIX INSTRUCTION 5216.2F

Subj: AUTHORIZATION TO SIGN "BY DIRECTION"

Ref: (a) SECNAVINST 5216.5D

Encl: (1) Staff billets authorized "By direction" authority

1. Purpose. To set forth policy for Training Air Wing SIX staff members to sign correspondence "By direction."
2. Cancellation. COMTRAWINGINST 5216.2E
3. Discussion. Per reference (a), a commanding officer may delegate signature authority to subordinate military and civilian personnel. However, the commanding officer must personally sign documents that:
 - a. Establish policy.
 - b. Center on the Command's mission or efficiency and are addressed to higher authority.
 - c. Deal with certain aspects of military justice.
 - d. Are required by law or regulations.
4. Action. Personnel listed on enclosure (1) are hereby delegated "By direction" authority to sign all routine official correspondence under their purview.

A handwritten signature in black ink, appearing to read "E. L. Heflin".

EDWARD L. HEFLIN

Distribution:

Electronic only, via TW-6 Website:

<https://www.cnatra.navy.mil/tw6/pubs.asp>

TYPES OF CORRESPONDENCE					
STAFF BILLETS	LETTERS	MESSAGES	NOTICES	DOCUMENTS	NOTES
Chief Staff Officer	X	X	X	X	1, 2, 4, 14
Administrative Officer	X	X	X	X	1, 2, 11, 12, 14
Operations Officer	X	X		X	3
Safety Officer	X	X		X	5
Training Officer	X			X	6
Flight Surgeons	X			X	7
Reserve CC	X	X	X	X	8
Reserve OSO	X	X		X	8, 9
RMS Officer	X			X	10, 11
FITU OIC			X	X	13, 15
FITU AOIC				X	15
FITU OPSO				X	15

NOTES:

- (1) Sign pay documents and other services record entries for both officers and enlisted personnel
- (2) Sign Staff Plan of the Week
- (3) Sign routine documents pertaining to operational readiness
- (4) Delegate authority to sign student (IUT/ATTRITE) Fitness Reports and Counseling Records
- (5) Sign routine documents pertaining to safety
- (6) Sign routine documents pertaining to training matters
- (7) Sign routine medical documentation only
- (8) Sign routine correspondence pertaining to Reserve matters
- (9) Sign pay documents and other service records entries for Naval Reserve personnel
- (10) Sign routine documents pertaining to supply/financial matters
- (11) Sign routine documents pertaining to financial/fiscal matters
- (12) Sign routine documents pertaining to public affairs matters
- (13) Sign notices pertaining to instructor qualifications
- (14) Sign routine documents pertaining to legal matters
- (15) Sign FITU Flight Schedule