



DEPARTMENT OF THE NAVY

NAVAL SEA SYSTEMS COMMAND

WASHINGTON, D.C. 20362

Chg 1 - 12/1/88  
Chg 2 - 7/1/88

IN REPLY REFER TO

NAVSEAINST 5216.2B

Ser 09B11/21

30 June 1986

NAVSEA INSTRUCTION 5216.2B

From: Commander, Naval Sea Systems Command

Subj: SIGNATURE AUTHORITY FOR CORRESPONDENCE, DIRECTIVES, AND  
NAVAL MESSAGES

Ref: (a) SECNAVINST 5216.5C (*Correspondence Manual*)

Encl: (1) Delegation of Signature Authority and Releasing Guidance  
(2) Signature Authorization List

1. Purpose

a. To delegate signature authority for release of correspondence, directives and naval messages based on functional title (by "name and title").

b. To authorize redelegation of signature authority for release of correspondence signed "By direction".

c. To provide procedures for recording delegation of signature authority and guidance for its use.

2. Cancellation. NAVSEAINST 5216.2A.

3. Action

a. Managers with "Name and Title" Authority. Redelegate signature authority as desired in accordance with enclosure (1).

b. Administrative Assistants or Officers

(1) Prepare a Signature Authorization List (enclosure (2)); revise the list each time signers are added or deleted. Provide Information Resources Management Branch (SEA 09B11) a copy of the list upon its completion and at each revision.

(2) Provide a list of individuals with "Approving Official" authority for Travel Orders to the Command and Administrative Financial Management Division (SEA 09B4). Provide the Message Handling Unit (SEA 09B3521) a list of individuals who may release naval messages and who may pick-up and deliver messages

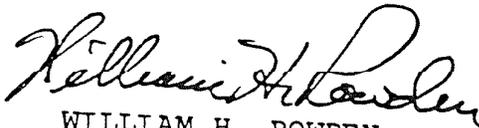
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to the Naval Telecommunications Center (CP 6). Provide a list of those with authority to sign for secret documents to Communications and Control Branch (SEA 09B35).

b. SEA 09B11. Maintain a Command-wide approved Signature Authorization Listing and coordinate annual review.

4. Forms. Form NAVSEA 5210/1 (Rev. 11-85), Signature Authorization List, is available in the Self-Service Storeroom. Previous editions are obsolete.

  
WILLIAM H. ROWDEN

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Program Manager, Information Systems Improvement Program

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SNDL FKP COMNAVSEASYSKOM Shore Activities  
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All Group Directors  
All Divisions  
All Branches

SEA 09B12  
09B352 (200)

DELEGATION OF SIGNATURE AUTHORITY  
AND RELEASING GUIDANCE

1. Signature by the Commander

a. Reserved for Signature by the Commander. The following communications may be released only by the Commander, Vice Commander, Deputy Commander (SEA 03 only), or Deputy Commander for Nuclear Propulsion (SEA 08, for Naval Nuclear Propulsion matters):

(1) Replies to letters for the President of the United States

\* (2) Communications about Freedom of Information Act (FOIA) that deny record requests or that grant requests for records otherwise exempt under FOIA (route via SEA 00L, 00D, and 00BC)

(3) Communications to higher authority that involve changes to the Command's mission or ship completion dates

(4) Communications that establish or affect Command policy, are controversial subjects, or concern cost of new ships and sub-systems

(5) Communications addressed to Cabinet Members, the Secretary or Deputy Secretary of Defense, or the Secretary of a Military Department

(6) Communications addressed personally to or replies to communications signed by: (1) SECNAV, UNSECNAV, ASSTSECNAV, CNO, VCNO, or CMC; (2) representatives of foreign governments when Navy policy is involved; (3) chiefs of independent offices, bureaus, or commands; (4) heads of government agencies; (5) President, INSURV; or (6) Fleet Commanders.

(7) Negative replies or communications commending or criticizing actions or recommendations of CNO (or higher authority); heads of bureaus, offices and commands; Force and Type Commanders; or non-governmental personnel, associations, companies, or corporations

(8) Transmittals of communications forwarded for release by SECNAV, UNSECNAV, ASSTSECNAV, CNO, VCNO, or CMC

b. Format for Signature by the Commander. Only the Commander, NAVSEA may sign by name alone, since his title appears in the "From" line of standard-format Navy documents. Officials designated to

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Enclosure (1)

serve as Acting Commander sign with name only and add the word "Acting" on the next line. For example:

Naval Letters  
JOHN DOE

JOHN DOE  
Acting

Business-Style Letters  
JOHN DOE  
Vice Admiral, USN  
Commander

JOHN DOE  
Rear Admiral, USN  
Acting Commander

2. Delegation

a. Delegation for Name and Title. Signature authority to release correspondence and naval messages by "name and title" is delegated by the Commander, NAVSEA to the officials listed below. Officials in positions marked by an asterisk are authorized to redelegate signature authority in accordance with terms in paragraph 3.

Vice Commander\*  
Deputy Commander\*  
Deputy Commanders for\*  
Assistant Deputy Commanders  
NAVSEA Inspector General  
Executive Assistant to the  
Commander\*

Chief Engineer of the Navy\*  
Executive Directors  
Program Directors\*  
NAVSEA Designated Program  
Managers\*  
Contracting Officers  
Security Managers  
*Director of Ocean Engineering\**

b. Format for Name and Title. Signature blocks on Naval letters will include the signer's name and title; business-style letters will include name, rank and title. Those acting for such officials will use name, the word "Acting" and title. Sign memoranda with name only, since the signer's name and office code or functional title appear in the "From" line. For example:

Naval Letters  
JOHN DOE  
Inspector General

or  
JOHN DOE  
Acting Inspector General

Business-Style Letters  
JOHN DOE  
Captain, USN  
Inspector General

or  
JOHN DOE  
Captain, USN  
Acting Inspector General

c. Delegation for Directives. The Commander, Vice Commander, or Deputy Commander (SEA 03 only) will release all directives that establish, change, define, or paraphrase overall NAVSEA policy. Deputy Commanders for, Assistant Deputy Commanders and Program Directors may release directives that provide information or guidance or that require action on plans and programs under their designated functions. The Security Manager may release only documentation that pertains to security classification guidance. The NAVSEA Inspector General may release directives pertaining to inspection scheduling and related matters. When functional responsibilities cross directorate boundaries, the directive will be released by SEA 09/03. Directives are signed by name and title; for example:

JOHN DOE  
Vice Commander

JOHN DOE  
Deputy Commander  
Surface Ships Directorate

3. Authority to Redelegate

a. Redelegation for "By direction". Redelegation to positions other than those listed in paragraph 2a is to be limited to ensure that authority is extended only as required to meet NAVSEA's legitimate needs. Officials who delegate authority may limit it to specific documents, addressees, subjects, classification levels, or any other categories by checking appropriate blocks on the Signature Authorization List.

(D)

b. Format for "By direction". The term "By direction" does not appear on messages or memoranda. Signature blocks on naval letters will include the term "By direction" beneath the signatures and names. The final line in the business-style sample may be omitted if recipients will be unaware of its implications or on routine business letters when no official position or commitment is made. Sign memoranda with name only, since the signer's name and office code or functional title appear in the "From" line. For example:

Naval Letters  
JOHN DOE  
By direction

Business-Style Letters  
JOHN DOE  
Commander, USN  
Director, Maintenance  
Management Division  
By direction of the Commander

c. Redelegation for Naval Messages. The naval message is used only when information is of an urgent nature and must be transmitted rapidly. Authority to release naval messages to forces afloat is hereby delegated to officials listed in paragraph 2a; authority for all other officials will be designated by memorandum from the cognizant Deputy Commander, the Vice Commander, or the Chief Engineer.

(A)

After working hours messages (including those to forces afloat) may be released by the NAVSEA Watch Officer if the message cannot be delayed until the next working day.

4. Reserved for Signature by Designated Officials or Alternates. The following types of communications may be signed only by designated officials or alternates:

<u>Category</u>	<u>Releasing Official</u>
Allocation of civilian personnel ceiling for individual NAVSEA shore activities	Cognizant DEPCOM
Congressional and Legislative	SEA 00/09 or OOD
Contractual	SEA 02 (or designated agents)
Financial	SEA 01 (or designated agents)
Security Classification Guides	SEA 09B2
Shipbuilding, Conversion and Repair for Departments of Commerce, Defense and Navy	SEA 90

5. Level of Release. Signature authority permits the signer to release only communications that relate to the completion of assigned functions described in the NAVSEA Organizational Manual. Refer communications that involve more than one functional area of responsibility or other releasing considerations to higher echelons. If a reply is negative (or if there is doubt whether a reply is negative) it should be signed at the Deputy Commander level. "Negative" replies include outright denials, replies that indicate inability or unwillingness to comply with suggested action or to respond to requested action, and replies that request waivers to or exceptions from required action. Communications should be released by the lowest practicable echelon. The releasing level shall be based on good judgment and guidelines provided in this enclosure. (1)

6. Other Signature Authority. Signature authority for specific functions such as time and attendance, overtime, travel and awards is explained in directives covering those subjects. This instruction does NOT supersede those requirements; however, blocks have been included for these items on the Signature Authorization List for convenience in maintaining a complete record of signature authority.

7. Termination and Limitations.

a. Signature authority may be terminated anytime by the granting official and is automatically cancelled when an individual is detached from NAVSEA or transfers to another position.

b. Officials who delegate signature authority may limit that authority by listing specific documents in the spaces marked "Other" on the Signature Authorization List.

9. Signature Authorization List. A certified Signature Authorization List provides a complete record of officials who have signature authority within a given directorate or office. Form NAVSEA 5210/1 (Rev. 11-85) will be completed by each directorate or staff office. Lower echelons may maintain lists for their groups if convenience dictates. The list includes officials delegated "name and title" authority as well as those redelegated "By direction" authority. The delegating official shall indicate which categories of documents may be signed by each official to whom signature authority is delegated by checking appropriate blocks on the form. Sample signatures are not required. The completed list must be certified by the delegating official, who must also initial additions or deletions. The original list is retained for office use; copies must be forwarded as required in paragraph 4 of the basic instruction.

10. Nuclear Propulsion Matters. Matters under the cognizance of the Deputy Commander for Nuclear Propulsion (SEA 08) shall be referred to his office and handled as he desires.



## DELEGATION OF SIGNATURE AUTHORITY AND RELEASING GUIDANCE

1. The following Communications are reserved for release by the Commander, Vice Commander, Deputy Commander (SEA 03 only), or Deputy Commander for Nuclear Propulsion (NAVSEA 08, for Naval Nuclear Propulsion Matters):

- a. Replies to letters for the President of the United States
- b. Communications involving Freedom of Information Act (FOIA) that deny record requests or grant a request for records otherwise exempt under FOIA (route via SEA 00L, 00D, and 00BC)
- c. Communications to higher authority that involve changes to the Command's mission
- d. Communications that establish or affect Command policy or are controversial subjects
- e. Communications addressed to Cabinet Members, the Secretary or Deputy Secretary of Defense, or the Secretary of a Military Department
- f. Communications addressed personally to or replies to communications signed by:
  - (1) SECNAV, UNSECNAV, ASSTSECNAV, CNO, VCNO, CMC
  - (2) Representatives of Foreign Governments when Navy policy involved
  - (3) Chiefs of Independent Offices, Bureaus, or Commands
  - (4) Heads of Government Agencies
  - (5) PRESINSURV
  - (6) Fleet Commanders
- g. Negative replies or communications commending or criticizing actions or recommendations of:
  - (1) CNO or higher authority
  - (2) Heads of Bureaus, Offices, and Commands
  - (3) Force and Type Commanders
  - (4) Non-Governmental personnel, Associations, Companies, or Corporations
- h. Transmittals of communications forwarded for release by SECNAV, UNSECNAV, ASSTSECNAV, CNO, VCNO, or CMC.

2. The following communications are reserved for release by designated officials or alternates:

CATEGORY	RELEASING OFFICIAL
(1) Allocation of civilian personnel ceiling for individual NAVSEA shore activities	Cognizant DEPCOM
(2) Congressional and Legislative	SEA 00/09/03 or 00D
(3) Contractual	SEA 02 (or designated agents)
(4) Financial	SEA 01 (or designated agents)
(5) Negative replies (other than those reserved for the Commander and Vice Commander	Deputy Commanders
(6) Security Classification Guides (Instructions and Notices)	SEA 09B2
(7) Shipbuilding, Conversion, and Repair for Department of Commerce, Defense and Navy	SEA 90
(8) Naval Nuclear Propulsion Matters	SEA 08 (or designated agents)