



DEPARTMENT OF THE NAVY

NAVY RECRUITING COMMAND

5722 INTEGRITY DR.

MILLINGTON, TN 38054-5057

COMNAVCRUITCOMINST 5216.5F (HDQ)

00SD

6 Sep 2011

COMNAVCRUITCOM INSTRUCTION 5216.5F (HEADQUARTERS)

From: Commander, Navy Recruiting Command

Subj: DELEGATION OF SIGNATURE AUTHORITY/ROUTING MATRIX

Ref: (a) SECNAV M-5216.5

Encl: (1) Personnel Delegated Signature Authority at Navy
Recruiting Command
(2) Routing and Signature Matrix

1. Purpose. To delegate signature authority at Navy Recruiting Command Headquarters and provide guidance on the minimum routing requirements for submission of various correspondence.

2. Cancellation. COMNAVCRUITCOMINST 5216.5E.

3. Background. Reference (a) authorizes Commanders/Commanding Officers to delegate signature authority to military and civilian subordinates for the efficient administration of correspondence.

4. Policy. "By direction" authority is only granted per those in receipt of a signed letter granting them such authority. Enclosure (1) is the current list of authorized persons. This authority may not be re-delegated and an individual who does not have "By direction" authority cannot sign correspondence for a person who does.

5. Action

a. The Commander, Navy Recruiting Command, or person "Acting" as the Commander must personally sign all official correspondence addressed to higher authority relating to the mission of the command. Additionally, the Commander, or person "Acting" must personally sign documents that:

(1) Establish policy.

(2) Center on mission changes or efficiency of the command and are addressed to higher authority.

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(3) Deal with certain aspects of military justice. In this case, others may sign only when a staff legal officer determines the commander's signature is not necessary.

(4) Are required by law or regulation.

(5) Deal with disapproval of requests of applicants, criticism, or letters of commendatory or derogatory nature.

(6) Temporary Additional Duty orders for officers.

b. Department Directors and Special Assistants must submit and maintain a list of personnel who have been officially granted "By direction" authority. Report Control Symbol 5216-1 will be utilized and the report will be forwarded by email.

c. The authority to sign "By direction" of the Commander, Navy Recruiting Command is given to a specific person for specific types of correspondence. "By direction" authority may not be re-delegated, even to another person who has "By direction" authority. Personnel who are delegated signature authority shall only sign correspondence that falls within their area of responsibility. **Reliance must be placed on the good judgment and common sense of those in the command that are responsible for proper preparation and signing of the correspondence. Where there is any doubt on whether to sign the correspondence, it should be forwarded for signature to a person higher in the chain of command.** This will help keep those in higher levels informed and show proper courtesy to the recipient of the correspondence.

d. Only properly appointed contracting officers are authorized to sign the following documents:

(1) Purchase Orders (DD 1155)

(2) Delivery Orders (DD 1155)

(3) Requisitions (DD 1348)

e. Enclosure (1) lists personnel delegated signature authority, and the types of correspondence that may be signed "By direction".

f. Enclosure (2) contains the Routing and Signature Matrix for all NAVCRUITCOM personnel actions.

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g. Individuals authorized to sign by direction will indicate "By direction" immediately below their signature and typed name. Authorization is terminated when the individual vacates the identified billet or position to which he/she was assigned. Each individual authorized must be thoroughly familiar with the guidelines contained in this instruction.

6. Reports. Report Control Symbol (RCS) 5216-1 has been assigned and is valid until July 2012.

/s/

E. L. GAY

Distribution:

Electronic only, via

<http://www.cnrc.navy.mil/Publications/directives.htm>

Personnel Designated "By Direction" at Navy Recruiting Command
DIVERSITY (00C)

Rate or Rank	Name (First, MI, Last)	Position/Job Title	Office Code	By Dir to sign (physically or an electronic system, digital signature, etc...)(Be specific)
CDR	Roy NMN Harrison	DIRECTOR, DIVERSITY (SA)	OOC	General Correspondence communicated to Affinity Groups Affinity Group Sponsorship Packages CLO Approval/Selection Letters CLO requests for Commissioning Documents Contingent Field Select Letters

**Personnel Designated "By Direction" at Navy Recruiting Command
Inspector General (00IG)**

Rate or Rank	Name (First, MI, Last)	Position/Job Title	Office Code	By Dir to sign (physically or an electronic system, digital signature, etc...)(Be specific)
CAPT	K.M. Osborne	Inspector General	00IG	Congressional and Special Inquiries FYI Letters Tasking Letters Closing Letters Complainant Letters Parent Letters DON Risk/Opportunity Assessment (ROA)
Mr.	Hoyt E. Liggins Jr.	Assistant to IG	00IG1	Congressional and Special Inquiries FYI Letters Tasking Letters Closing Letters Complainant Letters & Parent Letters
Mrs.	K. S. Southwell	Congressional & Special Inquiries	00IG3	Congressional and Special Inquiries
Mrs.	M. A. Williams	Congressional and Special Inquiries	00IG31	Congressional and Special Inquiries
NCCM	Walter Lewis Evans	RQAT	DIRECTOR	Basic Enlistment Eligibility Requirements and Program Eligibility Determinations; (i.e. Dependency, Civil/Conduct Offenses - Traffic, Non-Minor traffic, Misconduct, Drug and Alcohol related offenses).
NCCS	Larry Lipson	RQAT	Assistant Director	Basic Enlistment Eligibility Requirements and Program Eligibility Determinations; (i.e. Dependency, Civil/Conduct Offenses - Traffic, Non-Minor traffic, Misconduct, Drug and Alcohol related offenses).

**Personnel Designated "By Direction" at Navy Recruiting Command
Staff Judge Advocate (OOJ)**

Rate or Rank	Name (First, MI, Last)	Position/Job Title	Office Code	By Dir to sign (physically or an electronic system, digital signature, etc...)(Be specific)
LCDR	Aimee M. Cooper	Staff Judge Advocate	00J	Notification Letters Privacy Act Notification Letters Freedom of Information Act responses Line of Duty Investigations Litigation Reports Article 138 correspondence Non-Judicial Punishment Grant of Authority All metric reports to OJAG
LT	Paul A. Richelmi	Deputy, Staff Judge Advocate	00J1	Notification Letters Privacy Act Notification Letters Freedom of Information Act responses Line of Duty Investigations Litigation Reports Article 138 correspondence Non-Judicial Punishment Grant of Authority All metric reports to OJAG

**Personnel Designated "By Direction" at Navy Recruiting Command
Public Affairs (00P)**

Rate or Rank	Name (First, MI, Last)	Position/Job Title	Office Code	By Dir to sign (physically or an electronic system, digital signature, etc...)(Be specific)
CDR	Alvin A. Plexico, Jr.	Public Affairs Officer	00P	By direction to sign physically or by email routine administrative correspondence for public affairs programs.

**Personnel Designated "By Direction" at Navy Recruiting Command
Secretariat Office (00S)**

Rate or Rank	Name (First, MI, Last)	Position/Job Title	Office Code	By Dir to sign (physically or an electronic system, digital signature, etc...)(Be specific)
LT	Brian N. Carroll	Flag Secretary	00FS	<u>Physically Signed:</u> Statement of Service, Special Duty Assignment Pay (SDAP), Page 13s (i.e. Suitability Screenings for Operational Duty), First Endorsements, MWR Letters, BUPERS Access, Designation Letters (PLR Rep.), Request for Name Change, and Request for Single Dislocation Allowance
PSC	Demetria Hollington	Department LCPO	00A	<u>Physically Signed:</u> Statement of Service, Special Duty Assignment Pay (SDAP), Page 13s (i.e. Suitability Screenings for Operational Duty), Request for Name Change, and Request for Single Dislocation Allowance

**Personnel Designated "By Direction" at Navy Recruiting Command
Manpower and Human Resources (N1)**

Rate or Rank	Name (First, MI, Last)	Position/Job Title	Office Code	By Dir to sign (physically or an electronic system, digital signature, etc..)(Be specific)
CDR	Susanne McNinch	Dept Head	N1	Physically signs monthly PSR report; Evals (E6 and below), HQ endorsements for CRF Forced Conversions, CRF Decertifications, Out of Proximity moves, Fault/No-Fault moves, and Incompatibility moves; Civilian Leave Donation program; Notification of Selection for Separation Incentives.
Mr.	Roberto Chang	Deputy N1	N1B	In absence of DH, physically signs monthly PSR report; HQ endorsements for CRF Forced Conversions, CRF Decertifications, Out of Proximity moves, Fault/No-Fault moves, and Incompatibility moves; Civilian Leave Donation program; Notification of Selection for Separation Incentives.
LCDR	Carlton Boatright	N11 Total Force Manpower	N11	Physically signs TFMMS package submissions.
LCDR	Richard E. Thompson	CRF Asst Program Manager	N112B	Physically signs HQ endorsements of CRF Board Packages, staff CRF PRD Extensions and CRF staff placement.

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**Personnel Designated "By Direction" at Navy Recruiting Command
Operations Department (N3)**

Rate or Rank	Name (First, MI, Last)	Position/Job Title	Office Code	By Dir to sign (physically or an electronic system, digital signature, etc...)(Be specific)
CDR	Eric Cheney	Director, OPS	N3	Financial Reports, Msg Release, Enlisted/Officer Exception to Policy Waivers, Non-major Misconduct Civic Offense Waivers, BCNR Approval
MR.	Kenneth Bishop	Deputy Director, OPS	N3B	Financial Reports, Msg Release, Enlisted/Officer Exception to Policy Waivers
CDR	Erik Horner	OPO	N31	Waiver Letters/Exception to Policy, SR Board Representation
LCDR	William Morgan	OCS Accessions	N311	Select Letters, Non-Select Letters (Not Physically/Best Qualified), Inactivity Letters
LCDR	Deldrick Gray	Reserve Accessions	N311B	Select Letters, Non-Select Letters (Not Physically/Best Qualified), Inactivity Letters
CAPT	Diana Meehan	Chaplain	N312	Select Letters, Non-Select Letters (Not Physically/Best Qualified)
ETC	John Vadnais	NUC	N313	Submarine Waivers
LT	Michael Huber	NUC	N313	Submarine Waivers
ETCM	Joseph Gallant	NUC	N313	NUPOC Waivers
LT	Justin Hatton	NUC	N313	Submarine Waivers
CDR	Duane Eggert	Director, Med Programs & Accessions	N314	Select Letters, Non-Select Letters (Not Physically/Best Qualified)
LT	Corbin Reynolds	Deputy, Director, Med Accessions	N314B	Select Letters, Non-Select Letters (Not Physically/Best Qualified), Inactivity Letters
CDR	Melanie O'Brien	EPO	N32	Rescore/Conversion Applications in CIRIMS, Re-Code, DPEP, ASVAB/Line, ECM, OSVET Direct Conversion, NAVET Enlistment, Delayed Entry Med Dependent Waivers, BCNR Approval

Rate or Rank	Name (First, MI, Last)	Position/Job Title	Office Code	By Dir to sign (physically or an electronic system, digital signature, etc..)(Be specific)
NCC	Barbara A. Kessler	Reserve Coordinator	N322	Rescore/Conversion applications/ECM, RE-CODE, DPEP, Enlisted Waivers ASVAB Line, OSVET direct conversion/NAVET Enlistment, Delayed entry medical
NCC	Angela Scott	Waiver Shop	N322	Rescore/Conversion Applications in CIRIMS, Re-Code, DPEP, ASVAB/Line, ECM, OSVET Direct Conversion, NAVET Enlistment, Delayed Entry Medical,
PSC	James Mattingly	Waiver Shop	N322	Rescore/Conversion Applications in CIRIMS, Re-Code, DPEP, ASVAB/Line, ECM, OSVET Direct Conversion, NAVET Enlistment, Delayed Entry Medical
SOCM	Matthew May	Special Program	N322	Program Accession Waivers
EODCM	William Nesbitt	Special Programs	N322	Program Accession Waivers
NDCM	Kenneth Wilmoth	Special Programs	N322	Program Accession Waivers
AWSC	Thomas Wollney	Special Programs	N322	Program Accession Waivers
PSC	Jeremy Johnson	Special Programs	N322	Program Accession Waivers
PSC	Roger Etherington	Special Programs	N322	Program Accession Waivers
CTIC	Steven Barbee	Special Programs	N322	Accession/Security Credit Check Waiver
IT1	Vance Turney	Special Programs	N322	Accession/Security Credit Check Waiver
LT	Nathan Parsell	NSW Prg Mgr	N323	Re-Code and Dependent Waivers
CDR	Tiger Pittman	NUC Officer	N33	NUPOC Reclama Letters, NUPOC Waivers
LCDR	Miguel Macias	Plans/Policy	N35	Command Level Waivers Approval of BCNR Recommendations
MR.	Chris Pond	Plans/Policy	N35	Enlisted Exception to Policy
MR.	Greg Moyer	Plans/Policy	N35	Enlisted Exception to Policy
NCC	Randall Franklin	Plans/Policy	N35	Enlisted Exception to Policy
CAPT	James Caruso	MED Waivers	N3M	MED Waivers - Signed Digitally

**Personnel Designated "By Direction" at Navy Recruiting Command
Supply, Logistics, and Facilities Department (N4)**

Rate or Rank	Name (First, MI, Last)	Position/Job Title	Office Code	By Dir to sign (physically or an electronic system, digital signature, etc...)(Be specific)
Mr.	James D. Blum	Director	N4	
LS1	Nancy Burney	Purchase Card Approving Official	N4111	By Appointment to electronically approve Monthly Purchase Card invoices.
Mr.	Clinton Campbell	Travel Card Agency Program Coordinator	N4112	By Appointment to electronically approve/submit applications for travel cards for newly reported staff members.
Mr.	Charles Atkinson	Lead Defense Travel Administrator	N4113	By Appointment to electronically approve and certify the monthly Centrally Billed Account invoice.
Mr.	Daryl Bing	DIVDIR	N41	By Appointment to authorize expenditure of old equipment to DRMO.

**Personnel Designated "By Direction" at Navy Recruiting Command
Strategic Plans, Research and Analysis (N5)**

Rate or Rank	Name (First, MI, Last)	Position/Job Title	Office Code	By Dir to sign (physically or an electronic system, digital signature, etc..)(Be specific)
Mr.	Lloyd B. Callis	N5 Director	N5	By direction to sign physically or by email routine administrative correspondence for Strategic Plans, Research and Analysis program.
CAPT	Steven D. Sharer	N5 Deputy Director	N5B	By direction to sign physically or by email routine administrative correspondence for Strategic Plans, Research and Analysis program.

**Personnel Designated "By Direction" at Navy Recruiting Command
Information Technology and Communications (N6)**

Rate or Rank	Name (First, MI, Last)	Position/Job Title	Office Code	By Dir to sign (physically or an electronic system, digital signature, etc...)(Be specific)
CIV	Kevin Sullivan	Director	N6	System Authorization Access Request System Security Authorization Agreement Authority to execute IT budget IT Statements of Work Contractor invoices NMCI funds allocations/execution
CDR	Edward Bosque	Deputy Director	N6B	System Authorization Access Request System Security Authorization Agreement Authority to execute IT budget IT Statements of Work Contractor invoices NMCI funds allocations/execution
LT	Richard Wong	Information Assurance Manager	N64	System Security Authorization Agreements
ITC	Kelly Wilson	Assistant Information Assurance Manager	N64	System Security Authorization Agreement

**Personnel Designated "By Direction" at Navy Recruiting Command
Training and Quality Assurance (N7)**

Rate or Rank	Name (First, MI, Last)	Position/Job Title	Office Code	By Dir to sign (physically or an electronic system, digital signature, etc...)(Be specific)
CAPT	Carol Christman	Director	N7	Report of command assessment
CIV	Kim A Williams	Acting Director	N7B	Report of command assessment
LCDR	Cindy A. Ramsey	Director of Field Training	N71	Report of NRPS Training Assist Training Report

**Personnel Designated "By Direction" at Navy Recruiting Command
Comptroller (N8)**

Rate or Rank	Name (First, MI, Last)	Position/Job Title	Office Code	By Dir to sign (physically or an electronic system, digital signature, etc...)(Be specific)
Mrs.	Karen M. Marcotte	Comptroller	N8	Operating Targets (OPTARs) DON Budgets Funding Documents To certify all NRC financial obligations (OMN, OPN, RDT&E, MPN & RPN) to include vendor's invoices, GSA Form 789 and all other financial documents to pay NRC lawful expenditure of public funds.
Mr.	Sparky O. Fields	Deputy Comptroller	N8B	Operating Targets (OPTARs) DON Budgets Funding Documents Sign/Approve "Funds Available" for processing of interdepartmental procurement requests and funding documents for OMN, OPN, and RDT&E
Ms.	Jacqueline Henry	Supervisor, Budget Formulation	N81	Operating Targets (OPTARs) DON Budgets Funding Documents Sign/Approve "Funds Available" for processing of interdepartmental procurement requests and funding documents for OMN, OPN, and RDT&E
GS-13	Vacant	Supervisor, Budget Execution	N82	Operating Targets (OPTARs) DON Budgets Funding Documents Sign/Approve "Funds Available" for processing of interdepartmental procurement requests and funding documents for OMN, OPN, and RDT&E

Personnel Designated "By Direction" at Navy Recruiting Command
Advertising and Marketing (N9)

Rate or Rank	Name (First, MI, Last)	Position/Job Title	Office Code	By Dir to sign (physically or an electronic system, digital signature, etc...)(Be specific)
CDR	W. Brent Phillips	Director	N9	Authorization to sign for required funds (NAVCRUIT 7130/3) Website Content Approver
Mr.	John Bird	Deputy Director	N9B	Authorization to sign for required funds (NAVCRUIT 7130/3) Website content approver

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Routing and Signature Matrix

- * = Review/verify eligibility/needs initials
 # = Unless Dept Head, then COS, Deputy, or 00 Signs
 P = Personally brief/hand walk for Signature
 S = Final Approval/Signature

SUBJECT	N1	HRO	ESO	CCC	Cognizant Code	Dept Head	CMC	Secretariat	FLAG SEC	EA	COS	Deputy	CNRC
Advance Leave Rations						S		*					
Advance Pay (1-12 Months repay)						1	2	*			S		
Advance Pay (13-24 months repay)						1	2	*			S		
Alternate Work Schedule						# S							
Annual Leave (Civilian)						# S							
Board Precept (RCAP)	P				N1				*		*	*	S
Commissioning Scrolls					N3	1		2	3	4	5	S	S
Contracting Operating Officer (COR) Letter					N4	1		2	3		4		S
Command Operations Report					00S	1		* 2	3		S		
Conversion Package (CRF/PTS)			*	P		1	2	*			S		
CSB/REDUX Request			*	P		1	2	*			S		
Court Leave (Civilian)		*				# S							
Designation Letters						1	2	* 3			S		
Delivery of Appointment						1		* 2			S		
DFC Request					JAG	1		* 2	3		4	5	S
EAOS Extension (Enlisted)				P		1	2	*			S		
Extension on PRD (Enlisted)				P		1	2	*			S		
Evaluation Ext Letter (E6)						1		2	3		S		

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SUBJECT	N1	HRO	ESO	CCC	Cognizant Code	Dept Head	CMC	Secretariat	FLAG SEC	EA	COS	Deputy	CNRC
CPO Eval or Officer Fitrep Ext Letter						1		2	3		4		S
Flag Review (Medical)						1		* 2	3	4	5	S	S
Graduate Education Voucher			P			1	S #						
Hometown Recruiting (HARP)	*			*		S	*	*					
House Hunting TAD (PCS Orders)				P		S #	*						
HUMS Request						1	2	P			S		
ID Card Replacement						S	*	*					
Leave Donor Program Civilian	S												
Leave Enlisted						S							
Leave Officer (Dept Head)											S		
Leave Officer (Below DH)						S							
Leave Without Pay					N12	S #							
Messages (unsuitable/Suitable/ Welcome Aboard)						2	*	P			S		
Name Change	P					2	*	P			S		
NJP Appeal (Hand Delivered)	*				JAG	1	2	*	*		*	*	S
Non-Medical Assessment						1		*			S		
NLDP Waiver			P			1	2	3	4		5	S	S

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SUBJECT	N1	HRO	ESO	CCC	Cognizant Code	Dept Head	CMC	Secretariat	FLAG SEC	EA	COS	Deputy	CNRC
Off-Duty Employment						S	*						
Officer Programs				*		1	2	* 3	4		S		
PRD Adjustment (Officer)	*					1		2	* 3		S		S #
Point Papers (Outside of Command)						1		2	3	4	5	6	S
PTDY (House/Job Hunting)				P		1	2	* 3	4		S		
Quarterly Naval Reactors Letter					N3	1		2	3		5	6	S
Quicklook Report					N5	1		2	3		S	S	S
Reenlistment				P		1	2	*			S		
Reenlistment Certificates				P		2	3	*			S		
Reinstatement (After Reduction)			*	*	JAG	1	2	*			S		
Request mast					JAG	1	2		3	4	5	6	S
Retirement (Civilian)					N12	*							
Retirement/Fleet Reserve				P		1	2	*			S		
CRF Select/Non-Select Letters	1					2		3	4		5		S
Sick Leave						S #							
Special Liberty (1 Day)						S		*					
Special Liberty (2 Day)						S		*					

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SUBJECT	N1	HRO	ESO	CCC	Cognizant Code	Dept Head	CMC	Secretariat	FLAG SEC	EA	COS	Deputy	CNRC
Special Liberty (3 Day)						S		*					
Special Liberty (4 Day)						1	2	*			S		
Special Pay	P					1	2	P			S		
Special Programs (TRANSMAN)	*			P		1	2	P			S		
STA-21 Packages				P		1	2	P 3	4		S		
TAP Class				*		S	*	*					
Survey (New Sailor/Quick Poll)					N5				*	*	*	*	S
TDRL Request	*			P		1	*				S		
Training Courses					N12	S							
Tuition Assistance/Off-duty Education			1			S							
Tuition Assistance Waiver			P			S							
Unqualified Resignation Letter	*					1		2	3		4	5	S
Voluntary Retirement Request (Officer)	*					1		2	3		4	5	

NOTES:

The number to the right of the "Subject" block identifies the order that the correspondence moves up the chain of command.

Duration of routing for special requests from submission to approval/disapproval should not exceed five working days.