



DEPARTMENT OF THE NAVY
BUREAU OF MEDICINE AND SURGERY
7700 ARLINGTON BOULEVARD
FALLS CHURCH, VA 22042

IN REPLY REFER TO
BUMEDINST 5216.15B
BUMED-M09B3
20 Jun 2014

BUMED INSTRUCTION 5216.15B

From: Chief, Bureau of Medicine and Surgery

Subj: BY DIRECTION SIGNATURE AUTHORITY

Ref: (a) SECNAV Manual M-5216.5 of Mar 2010
(b) BUMEDINST 5430.8A
(c) BUMEDINST 5216.16
(d) SECNAV Manual 5214.1 of Jan 2012

Encl: (1) By Direction Authority Listing

1. Purpose. To delegate “By direction” signature authority per references (a) and (b). This instruction serves to clarify “By direction” authority to specific positions within the Bureau of Medicine and Surgery (BUMED). This is a complete revision and must be read in its entirety.

2. Cancellation. BUMEDINST 5216.15A.

3. Scope. This instruction is applicable to all internal BUMED codes.

4. Background. There are numerous reporting requirements and correspondence initiated within BUMED which require the signature of the Chief, BUMED. Many of these reports and memoranda can be released signed “By direction.” “By direction” signature authority is not automatic. Those positions that are granted “By direction” signature authority are listed in enclosure (1). Additional positions may be granted “By direction” permission by Chief, BUMED and will be issued, under separate correspondence, delineating the specific scope of authority.

5. Policy and Procedures

a. “By direction” authority is delegated for routine correspondence that:

- (1) Does not establish policy.
- (2) Is not addressed to higher authority, unless specifically authorized.
- (3) Does not change Navy Medicine’s and BUMED’s mission.
- (4) Is not negative in tone, especially Congressional replies.

(5) Is not required by law to be signed by Chief, BUMED.

b. Misuse of “By direction” signature authority will result in this authority being rescinded.

6. Action

a. Personnel granted “By direction” signature authority will thoroughly familiarize themselves with the policy and procedures in this instruction and reference (a).

b. Executive and administrative assistants will develop “Read Files” of all correspondence signed “By direction” disseminated on BUMED letterhead. Codes are required to submit weekly reports as outlined in reference (c) to BUMED Secretariat (BUMED-M09B3).

c. “By direction” letters must be printed on BUMED letterhead using the following guidance in preparing the signature line:

(1) Standard naval letter: “By direction”

Name (IN ALL CAPS)
By direction

(2) Standard naval letter: Deputy Chief, Chief of Staff, Deputy Chiefs, and Assistant Deputy Chiefs are the only positions authorized to sign over their own title, on BUMED letterhead, for matters under their cognizance:

Name (IN ALL CAPS)
Title

(3) Business letter: “By direction”

Name (IN ALL CAPS)
Rank, Corps
United States Navy
Title
By direction of the Chief,
Bureau of Medicine and Surgery

(4) Business letter: Deputy Chief, Chief of Staff, Deputy Chiefs, and Assistant Deputy Chiefs only:

Name (IN ALL CAPS)
Rank, Corps
United States Navy
Title

20 Jun 2014

d. Stationery. Use BUMED letterhead when signing “By direction” or when the Deputy Chief, Chief of Staff, Deputy Chiefs, and Assistant Deputy Chiefs sign over their own title.

7. Records. Records created as a result of this instruction, regardless of media and format, shall be managed per SECNAV M-5210.1 of January 2012.

8. Report. Report control symbol BUMED 5216-1 is assigned to the reporting requirement contained in paragraph 6b, per reference (d).



C. FORREST FAISON III
Acting

Distribution is electronic only via the Navy Medicine Web site at:

<https://www.med.navy.mil/directives/Pages/default.aspx>

BY DIRECTION AUTHORITY LISTING

(M00)

M00A	Executive Assistant to Chief, Bureau of Medicine and Surgery
M00A3	Deputy Executive Assistant to Chief, Bureau of Medicine and Surgery
M00C1	Chief, Medical Corps
M00C1A	Deputy Chief, Medical Corps
M00C2	Chief, Dental Corps
M00C2A	Deputy Chief, Dental Corps
M00C3	Director, Nurse Corps
M00C3A	Deputy Director, Nurse Corps
M00C4	Director, Medical Service Corps
M00C4A	Deputy Director, Medical Service Corps
M00C5	Director, Medical Department Enlisted Personnel
M00C5A	Deputy Director, Medical Department Enlisted Personnel
M00D	Special Assistant for Navy Medicine Diversity
M00FMC	Force Master Chief
M00G	Special Assistant for Pastoral Care
M00IG	Medical Inspector General
M00J	Special Assistant for Medical–Legal Affairs
M00L	General Counsel to Chief, Bureau of Medicine and Surgery
M00P	Special Assistant for Communications/Legislative Affairs
M00RP	Special Assistant for Department of the Navy Research Protections

(M09)

M09	Deputy Chief, Bureau of Medicine and Surgery
M09A	Executive Assistant to Deputy Chief, Bureau of Medicine and Surgery
M09CD&I	Director, Capabilities Development, and Integration
M09GHE	Director, Global Health Engagement

(M09B)

M09B	Chief of Staff
M09BB	Assistant Chief of Staff
M09BCMC	Command Master Chief
M09B1	Director for Administration
M09B1B	Deputy Director for Administration
M09B11	Head, Administrative Services
M09B3	Director, Secretariat
M09B4	Director, Visual Information
M09B7	Director, Communications

(M09B continued)

M09B8 Director, Pastoral Care
M09B9 Staff Judge Advocate

(M1)

M1 Deputy Chief, Total Force
M1B Assistant Deputy Chief
M131 Head, Accessions Department
M14 Director, Shore Manpower Requirements

(M2)

M2 Deputy Chief, Medical Research and Development
M2B Assistant Deputy Chief, Medical Research and Development
M23 Director, Navy Human Research Protection
M24 Director, Navy Veterinary Research Protection
M27 Director, Combating Weapons of Mass Destruction

(M3)

M3 Deputy Chief, Medical Operations
M3B Assistant Deputy Chief, Medical Operations
M3B1 Director, Health Care Operations
M3B2 Director, Clinical Operations
M3B21 Head, Risk Management
M3B22B Director, Navy Blood Program
M3B26 Director, Navy Department of Public Health
M3B3 Director, Fleet Programs
M3B31 Head, Undersea Medicine and Radiation
M3B32 Head, Areospace Medicine
M3B33 Head, Surface Medicine
M3B5 Director, Performance Planning and Monitoring
M3B6 Director, Contingency Operations
M3B7 Director, Medical Homeport
M3B8 Director, Clinical Informatics

(M4)

M4 Deputy Chief, Installations and Logistics
M4B Assistant Deputy Chief, Installations and Logistics

(M5)

M5 Deputy Chief, Strategy and Innovations
M5B Assistant Deputy Chief, Strategy and Innovations

(M6)

M6 Deputy Chief, Information Management/Information Technology
M6B Assistant Deputy Chief, Information Management/Information Technology

(M7)

M7 Deputy Chief, Education and Training
M7B Assistant Deputy Chief, Education and Training

(M8)

M8 Deputy Chief, Resources Management/Comptroller
M8B Assistant Deputy Chief, Resource Management/Comptroller
M82 Director, Financial Policy

(M9)

M9 Deputy Chief, Wounded, Ill, and Injured
M9B Assistant Deputy Chief, Wounded, Ill, and Injured
M91 Director, Warrior Lifecycle Management