



DEPARTMENT OF THE NAVY

NAVAL AIR STATION OCEANA
1750 TOMCAT BOULEVARD
VIRGINIA BEACH, VIRGINIA 23460-2168

IN REPLY REFER TO:

NASOCEANAINST 1330.1F
00IA

JUL 17 2003

NAS OCEANA INSTRUCTION 1330.1F

Subj: SPECIAL REQUESTS

Ref: (a) OPNAVINST 3120.32C

Encl: (1) Special Request Routing Guide

1. Purpose. To establish command policy and issue guidance regarding special request chits.

2. Cancellation. NASOCEANAINST 1330.1E. Because of numerous changes, paragraph markings have been omitted.

3. Policy

a. Reference (a) provides guidance regarding special requests and request mast. The policy provides for the right of any person to make a special request of their organizational superiors or communicate with the Commanding Officer through a request mast at a proper time and place. This right may not be denied or restricted.

b. Special requests will be forwarded promptly through the chain of command utilizing Special Request/Authorization, NAVPERS 1336/3, to the appropriate level for decision. No person will, through intent or neglect, fail to act on or forward promptly any request or appeal which is their duty to act on or forward. Special requests will be routed, via the chain of command and as outlined in enclosure (1), to the final approving authority within five working days of submission. Individuals in the chop chain will sign and date all requests. If delays occur in routing, the originator of the request will be immediately notified and given a reason and approximate date that a decision concerning the request will be made.

c. Final approving authority for special requests is identified in enclosure (1). Exception is made for requests which department heads recommend disapproval. In those cases, requests will be forwarded to the Commanding Officer, via the Executive Officer and Command Master Chief, for final decision. Department heads will ensure a statement is attached outlining reasons disapproval is recommended.

d. Comments or endorsements concerning special requests will be accurate, to the point and professional in tone. They may be submitted on a separate sheet of paper or attached to the NAVPERS 1336/3.

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3. Action

a. Personnel involved in processing request chits will be familiar with the policy outlined in this instruction.

b. Recommendations for improving policy regarding special requests or routing procedures may be submitted to the Administrative Officer via the Command Master Chief.

c. This instruction supercedes all other correspondence, which grants authority regarding special requests.


T. KEELEY

Distribution:
NASOCEANAINST 5216.1X
List I

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SPECIAL REQUEST CHIT ROUTING GUIDE

<u>TYPE OF REQUEST</u>	<u>REMARKS</u>	<u>DH</u>	<u>CCC</u>	<u>CMC</u>	<u>XO</u>	<u>CO</u>
ACCELERATED ADVANCEMENT	DEPARTMENT HEAD (DH) CERTIFIES COMPLETION OF REQUIREMENTS FOR ADVANCEMENT, PRT STANDARDS, PO INDOC AND COMMAND EVALUATION PER ADVANCEMENT MANUAL (BUPERSINST 1430.16D).	R	R	R	R	A
ADVANCEMENT		A/X				
ADVANCEMENT RECOMMENDATIONS		A/X				
ADVANCE PAY	COMPLETE PSANORVA FORM 7221/13 AND ATTACH COPY OF ORDERS. IF EAOS IS WITHIN TWO YEARS, ATTACH A COPY OF INTENT TO REENLIST OR AGREEMENT TO EXTEND. DH MAY APPROVE PROVIDED SIGNATURE AUTHORITY IS ON FILE AT PERSONNEL SUPPORT ACTIVITY DETACHMENT (PSD) PER PAYPERSMAN ART. 7220-300 AND 7220-310. OTHERWISE, XO APPROVES.	R		R	A	
COMMISSIONING PROGRAMS		R	R/X	R	R	A
BASIC ALLOWANCE FOR HOUSING (BAH) ADVANCE	INCLUDE AMOUNT REQUIRED FOR MOVE ON CHIT AND ATTACH COPY OF LEASE. REQUEST MUST BE RECEIVED BY PSD WITHIN 3 DAYS OF MOVE IN DATE OR 30 DAYS AFTER MOVE IN DATE. DH MAY APPROVE IF SIGNATURE AUTHORITY FOR SPECIAL PAY IS ON FILE AT DISBURSING.	A/X				

Enclosure (1)

<u>TYPE OF REQUEST</u>	<u>REMARKS</u>	<u>DH</u>	<u>CCC</u>	<u>CMC</u>	<u>XO</u>	<u>CO</u>
BAH	REQUEST FOR BAH MAY BE INCLUDED ON SINGLE REQUEST PROVIDED IT IS INITIAL REQUEST. ATTACH COPY OF LEASE OR INTENT TO LEASE. FOR E-3 AND BELOW SINGLE BAQ, ATTACH FINANCIAL STATEMENT. (BILLETING OFFICER IS APPROVING AUTHORITY).	R/X				
BASIC ALLOWANCE FOR SUBSISTENCE	ATTACH DOCUMENTATION INDICATING MBR ELIGIBLE FOR BAH. (REGIONAL SUPPLY OFFICER IS APPROVING AUTHORITY).	R/X				
BASIC SKILLS COURSE	PROCESS PER NASOCEANAINST 1500.2E AND ATTACH NAVY COLLEGE LEARNING CENTER APPLICATION. CO APPROVES WAIVERS.	A/X				
CHANGE OF RATING/CONVERSION	PROCESS PER OPNAVINST 1160.5C, MILPERSMAN 1440-010 AND BUPERSINST 1430.16D.	R	R/X	R	A	
CURTAINMENT OF DUTY FOR FURTHER TRANSFER (FFT)	PROVIDE REASONING/JUSTIFICATION.	R	R/X	R	R	A
EARLY SEPARATION		R	R/X	R	R	A
EXCHANGE OF DUTY (SWAP)	ATTACH COMPLETE INFO CONCERNING INDIVIDUAL WITH WHOM SWAP IS REQUESTED.	R	R/X	R	R	A

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<u>TYPE OF REQUEST</u>	<u>REMARKS</u>	<u>DH</u>	<u>CCC</u>	<u>CMC</u>	<u>XO</u>	<u>CO</u>
EXTENSION OF PRD		R	R/X	R	A	
FAMILY CARE COMPLIANCE	ATTACH COPIES OF POWER OF ATTORNEY AND OTHER IDENTIFIED DOCUMENTS.	R	A/X			
NONCOMPLIANCE	ATTACH PG 13 COUNSELING CHIT; MBR HAS 60 DAYS TO COMPLY FROM DATE OF PG 13. LEGAL TAKE FOR ACTION	R	R	R	R	A
HARP DUTY ENLISTED	DEPT COMPLETE AND ATTACH REQUIRED INFORMATION PER BUPERSINST 1150.1.	A	R/X			
OFFICER		R			A/X	
BLUEJACKET		R	R/X	R	A	
HIGH YEAR TENURE WAIVER	REQUIRES BUPERS APPROVAL WITH CO'S ENDORSEMENT.	R	R/X	R	R	A
HOME AWAITING ORDERS		R	R/X	R	R	A
HUMANITARIAN TRANSFER/SEPARATION	DEPT PREPARE LTR REQUEST AND PROCESS PER ENLTRANSMAN, CHAP 18.	R	R/X	R	R	A
ID CARD (LOST/STOLEN)	ATTACH MBR'S STATEMENT INDICATING PLACE LOST/STOLEN, WHAT ACTION WAS TAKEN TO RECOVER CARD AND NUMBER OF TIMES CARD LOST/STOLEN.	A/X				

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INTERDEPARTMENTAL TRANSFER	BOTH DEPARTMENTS MUST AGREE.	A/X		R		
LEAVE						
REGULAR		A/X				
CONVALESCENT	ENSURE MEDICAL CENTER RECOMMENDATION ATTACHED. LEAVE CHITS WITHOUT MEDICAL CENTER RECOMMENDATION WILL BE CHARGED AS REGULAR LEAVE.	A/X				
SEPARATION/RETIREMENT	ENSURE MEMBER PROVIDES PSD WITH SIGNED COPY OF CHIT IMMEDIATELY UPON APPROVAL.	A/X				
ADMINISTRATIVE	LEGAL MUST MAKE RECOMMENDATION.	R/X		R	R	A
DEPARTMENT HEADS					A	
LIBERTY						
3 DAY OR LESS	PROCESS PER MILPERSMAN 1050-290.	A/X				
4 DAY	NORMALLY APPROVED IN CASES OF REENLISTMENT, SOY, SOQ, HOLIDAY, ETC. IF OTHER, PROVIDE JUSTIFICATION.	R/X		R	R	A
NATIONAL APPRENTICESHIP PROGRAM		R/X		R	A	
NAVY ENLISTED CLASSIFICATION (NEC)	DEPARTMENT COMPLETE FORM 1221 PER NEC MANUAL. ATTACH SCHOOL COMPLETION CERTIFICATE/COPY OF APPLICABLE PG 4. PROVIDE PSD PERSONNEL ACCOUNTING COPY OF APPROVED REQUESTS.	A/X				

<u>TYPE OF REQUEST</u>	<u>REMARKS</u>	<u>DH</u>	<u>CCC</u>	<u>CMC</u>	<u>XO</u>	<u>CO</u>
OFF-DUTY EMPLOYMENT	APPROVAL BASED UPON NO CONFLICT OF INTEREST, EMPLOYMENT AT REPUTABLE ESTABLISHMENT AND ON A NOT-TO-INTERFERE WITH NORMAL WORK HOURS OR DUTY BASIS.	A/X				
OVERSEAS/ISOLATED DUTY SCREENING	DEPARTMENT ENSURE COMPLETED WORKSHEET IS PROVIDED PER ENLTRANSMAN, CHAPTER 4.	R/X	R	R	A	
PREGNANCY CLOTHING ALLOWANCE	ATTACH DOCTOR'S STATEMENT AND SIGNED/WITNESSED PAGE 13.	A/X				
PRIORITY HOUSING	PROVIDE JUSTIFICATION (NOTE: NEED HOUSING OFFICER'S RECOMMENDATION PRIOR TO APPROVAL).	R		R/X	R	A
RECRUITING DUTY SCREENING	DEPARTMENT COMPLETE SCREEN WORKSHEET PRIOR TO ROUTING.	R	R/X	R	A	
REENLISTMENT	PROCESS IN ADVANCE TO ENSURE CCC RECEIVES 30 DAYS PRIOR TO REENLISTMENT DATE. ENSURE PHYSICALLY FIT CHIT ATTACHED.	A	R/X			
REENSTATEMENT	LEGAL HAS ACTION ON CHIT.	R	R	R	R	A
RETIREMENT TEMPORARY EARLY RETIREMENT AUTHORITY (TERA)/FLEET RESERVE)	DEPARTMENT COMPLETE AND ATTACH WORKSHEET PER DMRSMAN SEC 12. ENSURE WORKSHEET CONTAINS NAME AND TELEPHONE NUMBER OF PREPARER.	R	R/X	R	R	A

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REQUEST MAST	ATTACH STATEMENT OUTLINING CIRCUMSTANCES.	R		R/X	R	A
SELECTIVE REENLISTMENT BONUS (SRB) ADVANCE	ATTACH COPY OF MOST RECENT LES AND WORKSHEET PER OPNAVINST 1160.6A.	A	R/X			
TEMPORARY ADDITIONAL DUTY PERMISSIVE TEMPORARY DUTY (PTDY)/RESIDENCE HUNTING	FOR PTDY REQUESTS, ONLY INVOLUNTARY SEPS, RETIREEES, FLEET RESERVE AND SPECIAL SEPARATION BENEFIT (SSB) / VOLUNTARY SEPARATION INCENTIVE (VSI) PERSONNEL ELIGIBLE. ENSURE COPY OF ORDERS ATTACHED. FOR RESIDENCE HUNTING, REFER TO MILPERSMAN 1050.	A/X				
ENLISTED						
OFFICER		R/X			A	

KEY CODES
 R = REVIEW AND MAKE RECOMMENDATIONS
 A = APPROVING AUTHORITY
 X = OFFICE TAKING ACTION/ENSURING DISTRIBUTION OF REQUEST