



DEPARTMENT OF THE NAVY

NAVY RECRUITING DISTRICT NEW YORK
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GARDEN CITY, NY 11530-4858

"MASTER"

NAVCCRUITDISTNYINST 1330.1K
011
17 Jun 11

NAVCCRUITDIST NEW YORK INSTRUCTION 1330.1K

Subj: ROUTING OF SPECIAL REQUEST CHITS ROUTING MATRIX

Ref: (a) U.S. Navy Regulations

Encl: (1) Special Request Chit Routing Matrix

1. Purpose. To establish policy for the submission and control of Special Request Chits.

2. Background. Article 1108 of reference (a), requires that all requests from naval military personnel, addressed to higher authority, be acted on promptly and forwarded without delay.

3. Cancellation. NAVCCRUITDISTNYINST 1330.1H

4. Action. All personnel will ensure compliance with the following procedures.

a. Special Request Chits will be accompanied by the applicable reference (NAVADMIN, MILPERSMAN Articles, Policy/Regulations, etc.) submitted through the chain of command utilizing enclosure (1) as a flow chart, to be received by the Commanding Officer within five working days.

b. The only disapproval authority is the Commanding Officer. Anyone in the chain of command can recommend disapproval but must forward the request for final review by the Commanding Officer. Anyone recommending disapproval will state in writing why approval is not recommended.

c. When a request has been approved/disapproved, copies will be distributed as follows: The original and a copy to the member's Department Head, a copy to the Chief Administrator, and a copy to the Command Pass Coordinator (CPC) and Command Career Counselor (CCC) if it pertains to subject matter requiring official personnel action. A copy of a disapproved request chit will also be provided to the Command Master Chief and the Commanding Officer. Member will receive copy within ten days of submission.

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d. For special request which require submission of a NAVPERS Form 1306/7, if the special request chit is approved, the CCC will process the 1306/7 and get Department Head endorsement if applicable. In the interest of expediency, a NAVPERS 1306/7, with an appropriate endorsement, may be forwarded with the special request chit when approval is anticipated.

e. The Administrative Department will maintain the command special request chit historical file.

f. All routing personnel shall ensure their name and title are legible.


S. M. McNINCH

Distribution List:
NRDNYINST 5216.1F
List I and II

Special Request Routing Matrix

TYPE OF REQUEST	SEC MGR	CA	WCS	LCPO/DI VO	CR	DEPT HEAD	CCC	CMC	XO	CO
ID Card Replacement		*	1	2	3	4		5	6	@
Leave Enlisted (E1-E6)		*	1	2	3	4			@	
Leave CPO		*		1	2	3		4	5	@
Leave Officer		*				1			2	@
Leave Officer (Dept Head)		*							1	@
Leave Outconus	3	*	1	2	4	5		6	7	@
Name Change		*	1	2		3		4	5	@
Commissioning Program			1	2	3	4	5	6	7	@
Reenlistment			1	2	3	4	5	6		@
Reinstatement (after reduction)			1	2	3	4	*	5	6	@
Retirement (Civilian)						1			2	@
Retirement/Fleet Reserve		*		1	2	3	4	5	6	@
Convalescent Leave		*	1	2	3	4		5	6	@
Special Liberty (1 day)			1	@						
Special Liberty (2 day)			1	2		@				
Special Liberty (3 day)			1	2		3			@	
Special Liberty (4 day)			1	2		3			4	@
Pay Issues		3	1	2		4		5	@	
Special Programs			1	2	3	4	5	6	7	@
Tuition Assistance			1	2	3	4	5	6	@	
Extension Request			1	2	3	4	5	6	7	@
PTS Application			1	2	3	4	5			
AFCT/ASVAB			1	2	3	4	5	6	7	8
TAP Class			1	2	3	4	5	6	7	8

LEGEND: * Route through for informational purposes.

@ Final approval authority. (The CO retains disapproval authority for all special request.)