



DEPARTMENT OF THE NAVY

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

NAVCCRUITDISTNYINST 1330.1M
011
22 Jul 16

NAVCRUITDIST NEW YORK INSTRUCTION 1330.1M

Subj: ROUTING OF SPECIAL REQUEST CHITS ROUTING MATRIX

Encl: (1) Special Request Routing Matrix

1. Purpose. To establish policy for the submission and control of Special Request Chits.
2. Background. Navy SORM (OPNAVINST 3120.32D), requires that all requests be addressed to higher authority, be acted on promptly and forwarded without delay within a reasonable amount of time.
3. Cancellation. NAVCRUITDISTNYINST 1330.1L
4. Action. All personnel will ensure compliance with the following procedures per enclosure (1).
 - a. Special Request Chits will be accompanied by the applicable reference (NAVADMIN, MILPERSMAN Articles, Policy/Regulations, etc.) submitted through the chain of command, 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 is required to state why approval is not recommended.
 - c. When a request has been approved/disapproved, the original will go to the member's Department Head.
 - d. All routing personnel shall ensure their name and title are legible and must date the routing matrix to ensure timely routing of the chit per paragraph (a.) above.


J. W. STICHT

Special Request Routing Matrix

TYPE OF REQUEST	SECURIT Y MGR LPO	LCPO/DIV O	CR	DEPT HEAD	CCC	AO	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		1	2		4	3	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			
TGPS Class		1	2	3	4	5		6	7 8

LEGEND: * Route through for informational purposes.

@ Final approval authority.

Enclosure (1)