



DEPARTMENT OF THE NAVY
NAVY RECRUITING DISTRICT RICHMOND
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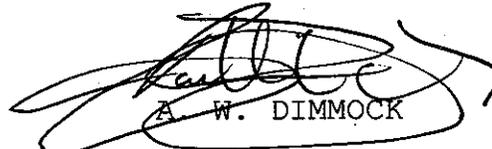
NRDRICHINST 1306.1A
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10 Dec 13

NAVCUITDIST RICHMOND INSTRUCTION 1306.1

Subj: NRD RICHMOND SPECIAL REQUEST ROUTING MATRIX

Encl: (1) Special Request Routing Matrix

1. Purpose. To provide guidance on the minimum routing requirements for submission of special requests for all personnel attached to Navy Recruiting District Richmond.
2. Action. All personnel will adhere to the provisions provided in enclosure (1) when submitting special requests.


A. W. DIMMOCK

Distribution:
NRDISTRICHINST 5216.1
List I, II (Case A and B), III

10 Dec 13

Special Request Routing Matrix

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

Commanding Officer, NRD Richmond has final approval/disapproval authority on requests recommending disapproval.

The number to the right of the Type of Request block identifies the order that the Special Request moves up the chain of command.

* = Review/verify eligibility/needs initials

@ = Final Approval

TYPE OF REQUEST	ADMIN	HRO	ESO	CCC	LPO/LCPO	DIV LCPO/ DIVO	CR / ACR	DEPT HEAD AOP / OPS	COMMAND MASTER CHIEF	XO	CO
Captain's Mast	*				1	2	3	4	5	6	@
Advance Annual Leave (Civilian)					1		2	3		@	
Advance Leave Rations					1	2	3	4	5	@	
Advance Pay (1-12 months repay)					1	2	3	4	5	@	
Advance Pay (13-24 months repay)					1	2	3	4	5	6	@
Alternate Work Schedule					1	2	3	@			
Annual Leave (Civilian)								1		@	
Change in Rate	*		*	*	1	2	3	4	5	6	@
Court Leave (Civilian)		*						1		@	
EAOS Extension	*			*	1	2	3	4	5	6	@
Extension on PRD	*			*	1	2	3	4	5	6	@
Hometown Recruiting (HARP)	*			*	1	2	3	@	*		
House Hunting TAD	*			*	1	2	3	4	5	@	
ID Card Replacement	*				1	2	3	4	5	@	
Leave Donor Program (Civilian)	@	*			1		2	3			
Leave E6 and Below (14 days or less) (see note 1)					1	2	3	@			
Leave E7 and E9 (all enlisted 15 days or more) (see note 1)					1	2	3	4	5	@	
Leave Officer								1		1	@
Leave Without Pay (Civilian)		1						1		2	@

Enclosure (1)

TYPE OF REQUEST	ADMIN	HRO	ESO	CCC	WCS	DIV LCPO/ DIVO	CR / ACR	DEPT HEAD AOPS/ OPS	COMMAND MASTER CHIEF	XO	CO
Name Change	*				1	2	3	4	5	@	
Officer Programs	*			*	1	2	3	4	5	6	@
PTDY(separation house/job hunting)	*			*	1	2	3	4	5	@	
Reenlistment	*			*	1	2	3	4	5	6	@
Reinstatement (after reduction)	*			*	1	2	3	4	5	6	@
Request Mast					1	2	3	4	5	6	@
Retirement (Civilian)		@						1		2	@
Retirement/Fleet Reserve	*			*	1	2	3	4	5	6	@
Special Liberty (1 day)					1	@					
Special Liberty (2 day)					1	2	3	@			
Special Liberty (3 day) (note 2)					1	2	3	4	5	@	
Special Liberty (4 day) (note 3)					1	2	3	4	5	6	@
Special Pay	*				1	2	3	4	5	6	@
Special Program (TRANSMAN)	*			*	1	2	3	4	5	6	@
TAP Class				*	1	2	3	4	5	@	
Training Courses				*	1	2	3	4	5	@	
NO COST MOVE REQUEST	*				1	2	3	4	5	6	@
COST MOVE REQUEST (PERS 402)	*				1	2	3	4	5	6	@

The number to the right of the "Type of Request" block identifies the order that the special request moves up the chain of command.

Note 1: Approval of convalescent leave can only be approved for the time period approved by the Commanding Officer (upon advice of attending physician).

Note 2: 3-day special liberty is a liberty period designed to give the servicemember 3 full days absence from work, usually beginning at the end of normal working hours on a given day and expiring with the start of normal working hours on the 4th day, e.g. from Monday evening until Friday morning.

Note 3: 4-Day Special liberty will be taken in conjunction with weekend liberty.

Enclosure (1)