



DEPARTMENT OF THE NAVY

NAVAL TRAINING CENTER
2601A PAUL JONES ST
GREAT LAKES, ILLINOIS 60088-2845

NTCGLAKESINST 1336.1C
N32
27 Jul 01

NTC GREAT LAKES (SIMPLEX) INSTRUCTION 1336.1C

From: Commander, Naval Training Center, Great Lakes

Subj: PROCESSING OF SPECIAL REQUEST CHITS FOR ENLISTED
PERSONNEL

Ref: (a) U.S. Navy Regulations, Article 1156

Encl: (1) Special Request Chit Routing Matrix

1. Purpose. To establish and promulgate policy and procedures for submitting and processing special request chits for enlisted personnel.

2. Cancellation. NTCGLAKESINST 1336.1B. This instruction has been substantially revised and should be reviewed in its entirety.

3. Background. Reference (a) establishes procedures for the prompt forwarding of special request chits. Enclosure (1) delegates approval authority for most special requests, serving to increase efficiency and empower all levels of the chain of command. The nature of the request will normally determine the processing time required within the command; however, a maximum of three workdays is a reasonable period for a request to be acted upon and the requestor notified of final command action.

4. Policy. Each level in the special request processing path may recommend approval or disapproval as the individual situation warrants; however, all requests must be forwarded to the final approving authority regardless of the recommendation. In all cases, requests recommended for disapproval shall be forwarded to the COS, Base Operations for final disposition.

5. Procedures

a. Personnel submitting special requests are responsible for the accuracy and completeness of statements and information given in their request.

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b. Personnel submitting requests of an emergent nature, shall, when possible, hand carry the request through to the final approval authority.

c. All supervisory personnel acting on requests shall do so expeditiously. In the absence of extenuating circumstances, requests shall be acted upon and forwarded to the next action level within 24 hours of receipt. Any recommendation for disapproval shall include sufficient justification.

d. Cognizant supervisory personnel will investigate the facts on which requests are based upon prior to making a recommendation. The Command Master Chief (Simplex), Command Financial Specialist, Command Fitness Coordinator, Command Career Counselor and Staff Judge Advocate will each ensure requests on which they make recommendations are thoroughly reviewed, and each level of the chain of command made aware of all matters pertaining to the request.

e. The Administrative Officer shall receive all special requests forwarded for COS, Base Operations or Assistant Chief of Staff, Base Operations approval/disapproval. The Administrative Department shall maintain a log of all special requests received and their final disposition.



D. R. O'BRIEN

Chief of Staff, Operations

Distribution:

NTCGLAKESINST 5216.5M

List I

REQUEST	Dept Career Couns.	Dept Fin. Couns.	Duty Sect Leader	Command Fitness Coord	Div PLR	Div LCPO	Div Off	Asst Dept Head	Dept Head	CCC	CMC	Admin Office	ACOS BOS	COS BOS
A & C School NTC Funded	1					2	3	4	5	6		7	8	9
Accelerated SRB	1					2	3	4	5					
Adv Pay, BAH, Pay to Date		1				2	3	4	5			6	7	
COMRATS					1	2	3	4	5			6	7	
Chow Pass Replacement					1	2								
Early Separation	1					2	3	4	5	6		7	8	9
Exchange of Duty			1			2								
Extension of Enlistment	1					2	3	4	5	6	7	8	9	
Fleet Reserve/Retirement	1					2	3	4	5	6	7	8	9	10
Harp Duty	1					2	3	4	5					
Home Awaiting Orders						1	2	3	4			5	6	
HUM Reassignment/Discharge	1	2				3	4	5	6	7	8	9	10	11
ID Card Replacement					1	2								
Late Exam	1					2	3	4	5			6		
Leave			1			2	3	4	5					
Leave (E6 and below) (Retirement/ Separation)			1			2	3	4	5					

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Leave (E7 and above) (Retirement/ Separation)			1			2	3	4	5			6	7	8
Maternity Clothing					1	2	3	4	5					
NAVPERs 1306 Not listed elsewhere	1					2	3	4	5	6	7	8	9	
Off-duty Employment						1	2	4	5		3			
PRD Adjustment	1					2	3	4	5	6	7	8	9	
Request Mast						1	2	3	4		5	6	7	8
Single BAH		1				2	3	4	5			7	8	
Special Programs	1					2	3	4	5	6	7	8	9	
Reenlistment	1			2		3	4	5	6	7	8	9	10	11
Special Liberty 24hrs						1								
Special Liberty 48hrs						1	2							
Special Liberty 72hrs						1	2	3	4					
Special Liberty 96hrs						1	2	3	4			5	6	7
TAD Orders (Cost)						1	2	3	4			5	6	7
TAD Orders (No Cost)						1	2	3	4					

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TAD Orders (Job &/or House Hunting)	1					2	3	4	5					
Tuition Assistance						1	2	3	4					
Waiver/ Remission of Indebtedness		1				2	3	4	5		6	7	8	9