



DEPARTMENT OF THE NAVY

TRAINING SQUADRON THIRTY-ONE (VT-31)
501 BATAAN STREET SUITE B
CORPUS CHRISTI TX 78419-5249

VT31INST 1000.2K

Code 00

11 OCT 2005

TRAINING SQUADRON THIRTY-ONE INSTRUCTION 1000.2K

Subj: PROCESSING OF SPECIAL REQUESTS OF ENLISTED PERSONNEL

Ref: (a) U.S. Navy Regulations 1990, Article 1156

Encl: (1) Special Request Routing Matrix

1. Purpose. To establish policy and set forth procedures for the submission and processing of special requests of enlisted personnel.

2. Cancellation. VT31INST 1000.2J

3. Policy. It is the policy of the Commanding Officer to give due consideration to all special requests of enlisted personnel. Authority to act upon special requests as the approving authority is delegated as set forth in reference (a).

4. Procedure. The following procedures shall be followed for the submission and processing of special requests:

a. Submission and routing of requests. Special requests shall be prepared on NAVPERS 1336/3.

b. Review and forwarding of requests. All requests shall be forwarded to the approving authority via the chain of command as indicated in enclosure (1). All officers and enlisted personnel are required to act upon such requests shall do so expeditiously (no later than one working day) and indicate the date the special request was signed. Requests of an emergency nature shall be acted upon immediately and shall normally be hand-carried through the chain of command by the originator.

c. Disapproved requests. Requests on which disapproval is recommended shall be forwarded to the Commanding Officer with notations indicating the reason for disapproval.

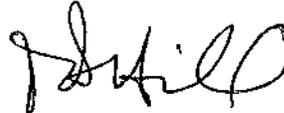
d. Request chits on enlisted personnel approved/disapproved will be returned to the Administration Department for distribution.

5. Responsibilities

a. Personnel submitting special requests shall be responsible for the accuracy of statements and information given in such requests.

b. Cognizant officers and enlisted personnel shall investigate the facts upon which requests are based and prepare comments and recommendations on which further action may be used.

c. Reviewing officers shall be responsible for appropriate forwarding and disposition of special request forms upon completion of their required action.



P. D. HILL

Distribution: (VT31INST 5216.1V)
List I

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<u>REQUEST</u>	<u>W/B</u>	<u>DEPTHEAD</u>	<u>XO</u>	<u>CO</u>
Change of Rate (Note 1)		1	A	
COMRATS/BAQ		1	2	A
CO's Request Mast		1	2	A
Cross Country		A		
Exchange of Duty	1	A		
Extension		1	2	A
Fleet Reserve		1	A	
Hardship/HUMS TRF		1	2	A
Leave Request (Note 2)	1	A	A	
PRD Changes		1	A	
Reenlistment		1	2	A
Special Liberty (Note 3)	1	A	A	
Special Pay/ADV Pay (Note 2)		1	A	
Special Programs (SCORE/LDO, etc)		1	2	A
TAD Request (School, HARP Duty House Hunting)	1	2	A	

*Numbers indicate order of review in chain of command and "A" indicates approving authority.

Note 1: Change of rate chits must have base ESO chop.

Note 2: Not to exceed 21 days or include negative leave.

Note 3: Approval for 24 hour special liberty will not be in conjunction with weekend liberty. A 96 hour special liberty approval authority will be the XO or CO.

Note 4: Special Pay/Advance Pay request must have the Pass Liaison Representative chop the request. In addition, the member must be counseled by the Command Financial Specialist.

Explanation:

W/B	- Watch Bill Coordinator	XO	- Executive Officer
DEPT HD	- Department Head	CO	- Commanding Officer