



DEPARTMENT OF THE NAVY
COMMANDER
TRAINING AIR WING FIVE
7480 USS ENTERPRISE STREET SUITE 205
MILTON, FLORIDA 32570-6017

IN REPLY REFER TO

COMTRAWINGFIVEINST 1000.1D
Code N1
7 Dec 07

COMTRAWING FIVE INSTRUCTION 1000.1D

Subj: SPECIAL REQUESTS FOR TRAWING FIVE PERSONNEL

Ref: (a) U.S. Navy Regulations
(b) Naval Military Personnel Manual

Encl: (1) Special Matrix Request

1. Purpose. To provide guidance for the processing of special request chits for all personnel assigned to Training Air Wing FIVE.

2. Cancellation. COMTRAWINGFIVEINST 1000.1C

3. Background. Reference (a) states that all requests from persons in the Naval Service shall be acted upon promptly. Requests shall be forwarded without delay. Requests for special liberty may be submitted per guidelines specified in reference (b). Reasons shall be stated when a request is not approved or recommended.

4. Action. Final approval authority guidelines are directed by enclosure (1). All requests shall be acted upon expeditiously within four days and approved at the lowest level allowed by current directives. Commander, Training Air Wing FIVE is the final disapproval authority for all special requests for Training Air Wing FIVE personnel. Any departmental recommended approved and/or disapproved request shall be routed through the Administration Department for action.


D. P. MALONEY

Distribution:

COMTRAWINGFIVEINST 5216.1P
Lists II(a-o,u-y), III(a-d)

SPECIAL REQUEST MATRIX

| | C O M M O | D E P U T Y C O M M O | C S O | D E P T H E A D | D I V O F F | L P O | C C C | C O / X O N A S | S U P O N A S |
|----------------------------------|-----------------------|---|-------------|--------------------------------------|----------------------------|-------------|-------------|--|-------------------------------------|
| Action Required | | | | | | | | | |
| Advancement | A | X | X | X | X | X | | | |
| Augmentation | A | X | X | X | X | | | | |
| BAQ/Housing | A | X | X | X | X | X | | X | X |
| COMRATS | A | X | X | X | X | X | | | X |
| Leave (NAVCOMPT 3065) (I,II) | | | A | X | X | X | | | |
| Off-Duty Education (TA) | | | A | X | X | X | | | |
| Off-Duty Employment | | | | A | X | X | | | |
| PRD Adjustment/Extension | A | X | X | X | X | X | X | | |
| Request Captain's Mast | A | X | X | X | X | X | | | |
| Retirement/Fleet Reserve (SEPLV) | A | X | X | X | X | X | X | | |
| Separation (to include SEPLV) | A | X | X | X | X | X | X | | |
| Servmart/Supply Request (III) | | | | A | X | X | | | |
| Special Lib (2 Days or <) (IV) | | | | A | X | X | | | |
| Special Lib (3 Days) (V) | | | A | X | X | X | | | |
| Special Lib (4 Days) (VI) | A | X | X | X | X | X | | | |
| Special Program | A | X | X | X | X | X | X | | |
| SRB Installment | A | X | X | X | X | X | | | |
| TAD (cost) (I,VII) | | | A | X | X | X | | | |
| TAD (no cost) (I,VII) | | | A | X | X | X | | | |

NOTES:

- I Department Head Request to CSO.
 II Officer/Enlisted Leave Request to Department Head.
 III Route Approved Request to Supply Technician.
 IV Tuesday through Thursday (not i.c.w. Mon/Fri Holiday). Cannot exceed hours from normal secure to normal muster, e.g., secure at 1600 on Monday and muster aboard NLT 0730 on Wednesday.
 V Same as IV. Cannot exceed 64 hours from normal secure to normal muster.
 VI Cannot exceed 88 hours and must be taken in conjunction with non-holiday weekend.
 VII Route approved request to Administrative Officer.

A = Approval Authority