



DEPARTMENT OF THE NAVY

COMMANDING OFFICER
HELTRARON TWENTY EIGHT
7180 USS LONG ISLAND STREET SUITE 320
MILTON FL 32570-6101

IN REPLY REFER TO:

HT-28INST 1330.1A
00

JUN 17 2010

HELTRARON TWENTY-EIGHT INSTRUCTION 1330.1A

Subj: PROCEDURES FOR SUBMISSION OF SPECIAL REQUESTS

Ref: (a) U.S. Navy Regulations 1156
(b) NAVMC DIR 1700.23F
(c) MCO 1650.19J

Encl: (1) Routing Table and Approval Authority for Special Requests

1. Purpose. To establish clearly defined procedures concerning special requests.

2. Cancellation. HT-28INST 1330.1.

3. Procedure. NAVPERS Form 1336/3 (Special Request/Authorization) shall be used for special requests. Routing shall be per enclosure (1).

4. Action

a. Special requests shall be acted upon promptly. Requests shall not be held by an endorser pending a future act or decision. If an affirmative recommendation cannot be made promptly, then the request must be forwarded and disapproval recommended, with annotations concerning the reason for disapproval. If appropriate, return the special request to the individual with the suggestion that the request be resubmitted at a future time, or with a specific modification. Should the individual persist in the submission of the request at that time, it shall be forwarded without delay.

b. For submission of a Request Mast or Meritorious Mast special request form, refer to references (b) and (c).

c. Staff Officer personnel shall make a verbal request, except for leave, to the cognizant Department Head. Wingers shall submit routine special requests through the Winger Control Officer in Student Control. Students shall route special requests as depicted in enclosure (1).

d. Enlisted personnel submitting a special request shall:

(1) Ensure all information pertinent to the request is entered in the appropriate sections.

(2) Route as depicted in enclosure (1).

(3) Ensure watch/duty replacements are designated on special request forms submitted after watch bills are promulgated.

(4) Special request chits and leave requests shall be returned to the member within five working days.

e. Final approval authority for a special request is depicted in enclosure (1).

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f. Upon final approval, all special requests involving personnel/pay actions will be routed to the HT-28 Command Personnel Clerk for action. A rough first endorsement must accompany each request for special programs.



M. R. FROST

Distribution:
HT-28INST 5216.1
List I
File

ROUTING TABLE & APPROVAL AUTHORITY FOR SPECIAL REQUESTS									
TYPE OF REQUEST	CCC	LPO	DIV OFF	DEPT HD	ADMIN OFF	CM/C	SKEDS LPO	XO	FINAL APPROVAL
EXCHANGE OF DUTY		X	X				X		SR WATCH OFF
DUTY/WATCH STANDBY		X	X				X		SR WATCH OFF
LEAVE (ENLISTED)		X	X	X		X	X		DEPT HEAD
LEAVE (OFFICER)			X	X				X	XO
LEAVE (STUDENT) (NOTE 1)			X	X					DEPT HEAD
LEAVE (EXCESS)		X	X	X	X	X		X	XO
SPECIAL LIBERTY (1 DAY)		X				X	X		DIV OFF
SPECIAL LIBERTY (2/3 DAYS)		X	X			X	X		DEPT HEAD
SPECIAL LIBERTY (4 DAYS)		X	X	X		X	X	X	CO
OFF DUTY EDUCATION	X	X	X	X	X	X	X		HRM
EXTENSIONS/REENLISTMENT	X	X	X	X	X	X	X	X	CO
REQUEST MAST		X	X	X		X	X	X	XO
MILITARY SCHOOLS	X	X	X	X	X	X	X	X	XO
SPECIAL PAY		X	X	X	X	X	X	X	XO
HOUSE HUNTING TAD		X	X	X	X	X	X	X	XO
RETIREMENT	X	X	X	X	X	X	X	X	CO
SPECIAL PROGRAMS	X	X	X	X	X	X		X	XO
HUMANITARIAN REQUEST	X	X	X	X	X	X	X	X	CO
COMRATS AND SINGLE BAH		X	X	X		X		X	CO NASWF
INTER-DEPARTMENTAL TRANSFER		X	X	X		X		X	XO
TERMINATION OF SHORE DUTY	X	X	X	X	X	X	X	X	CO

NOTE (1) - Student leave papers also need to go through Student Control, Logs & Records, Flight Leaders/Flight Ops and final approval Operations Officer.

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HT-28 ROUTE SHEET

DATE:
10 May, 2010

ORIGINATING DEPT:
ADMIN

CODE:
SSIC:

Procedures for Submission of Special Request

DOCUMENT NAME:
1330.1A

TYPIST:
LT Moore

Due Date:

<u>CODE</u>	<u>A=ACTION I=INFO</u>	<u>DATE</u>	<u>INITIALS</u>	<u>COMMENTS</u>
CO	A	15 JUN 10	MRF	
XO	A	2 JUN	MET	
ADMIN	A	01 JUN 2010	[Signature]	
ASSISTANT ADMIN	A	5/10/10	DB	
ADMIN LEAD	A	6/2/10	DB	

COMMENTS:

DATE MAILED:

MAILED TO:

SERIAL NUMBER:

INITIALS:

ANY MISUSE OR UNAUTHORIZED DISCLOSURE MAY RESULT IN
*****BOTH CIVIL AND CRIMINAL PENALTIES*****