



## DEPARTMENT OF THE NAVY

COMMANDING OFFICER  
TRARON EIGHT SIX  
390 SAN CARLOS RD SUITE G  
PENSACOLA FLORIDA 32508-5503

IN REPLY REFER TO:

TRARONEIGHTSIXINST 1330.2M

N1

APR 10 2013

TRARON EIGHT SIX INSTRUCTION 1330.2M

Subj: PROCEDURES FOR SUBMISSION OF SPECIAL REQUESTS

Ref: (a) U. S. Navy Regulations, 1990  
(b) OPNAVINST 3120.32D  
(c) MILPERSMAN 1050-280

Encl: (1) Routing of Special Requests

1. Purpose. To promulgate requirements and procedures for the submission and processing of special request chits. This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. TRARONEIGHTSIXINST 1330.2L

3. Discussion

a. References (a) and (b) require that all personnel be afforded the opportunity to make requests, reports or statements directly to the Commanding Officer. The references also require all requests from Navy and Marine Corps personnel be acted upon promptly and forwarded without delay. All request chits are to reach the final approving authority within a reasonable timeframe, ensuring the member can accomplish the intended request.

b. Failure to meet all eligibility requirements of a program requested is not to be the sole reason for disapproval. When the individual is particularly deserving, the request should be endorsed favorably with any qualification deficiencies pointed out and requests for waivers initiated.

c. All recommendations for disapproval of a request will be in writing and attached to the chit. All disapproved chits will be reviewed by the Executive Officer and communicated to the originator.

4. Action

a. Enclosure (1) will be used to ensure special request chits are routed properly.

b. Personnel submitting a special request/authorization (NAVPERS 1336/3) shall ensure all appropriate blanks are filled in, paying particular attention to the nature of the request. Refer to reference (c) when requesting special liberty.

c. In the event of a negative recommendation, the requestor will be notified immediately. The request will then be routed expeditiously to the next individual in the chain of command. Negative recommendations do not constitute cancellation of the request and in no way extend the time limits involved. Negative recommendations must be in writing and attached to the request form.

d. Department Heads are responsible for ensuring pertinent information regarding the request is included on the chit and all qualifications and waivers required have been thoroughly researched before the request is routed further.



G. B. C. CAULEY

Distribution: (TRARONEIGHTSIXINST 5216.6J)

List I

ROUTING OF SPECIAL REQUESTS

| <u>TYPE OF REQUEST</u>      | <u>PA</u> | <u>SWO</u> | <u>SCO</u> | <u>DH</u> | <u>OPS</u> | <u>AO</u> | <u>XO</u> | <u>CO</u> |
|-----------------------------|-----------|------------|------------|-----------|------------|-----------|-----------|-----------|
| ID CARD (LOST OR STOLEN)    | S         |            | S          | X         |            | X         | X         | A         |
| SPECIAL LIBERTY             | S         | X          | S/A        | O/A 24HR  | X          | X         | A/48-72HR | A/96HR    |
| SPECIAL PAY                 | S         |            | S          | X         |            | X         | X         | A         |
| REQUEST MAST                |           |            | S          | X         |            | X         | X         | A         |
| HOUSE HUNTING (NO-COST TAD) |           | X          | S/A        |           |            | X         | X         |           |
| HARP DUTY (OFFICER)         |           | O          |            | O         | O          | O         | A         |           |
| HARP DUTY (STUDENT)         | S         | S          | A          |           | S          |           |           |           |
| SCHOOL REQUEST*             |           | O          |            | O         | O          | O         | O         | A         |
| OFF BASE EMPLOYMENT*        |           | O          |            | O         |            | O         | O         | A         |

NOTE:

ROUTE IN ORDER - LEFT TO RIGHT

X = APPLIES TO ALL

O = STAFF OFFICERS

S = STUDENT OFFICERS

A = APPROVING AUTHORITY

\* = NOT AUTHORIZED FOR STUDENTS

24/48/72 HOUR LIBERTY CANNOT INVOLVE A WEEKEND

96 HOUR LIBERTY MUST ENCOMPASS A WEEKEND