



DEPARTMENT OF THE NAVY  
NAVAL DENTAL CENTER SOUTHWEST  
2310 CRAVEN ST.  
SAN DIEGO, CALIFORNIA 92136-5596

NDCSWINST 1330.1  
02PER  
23 March 1999

NAVDENCEN SOUTHWEST INSTRUCTION 1330.1

Subj: SPECIAL REQUEST AUTHORIZATION

Ref: (a) OPNAVINST 3120.32C (SORM) 510.58  
(b) U. S. Navy Regulations 1151  
(c) NAVDENCENDSIEGOINST 1000.1E

Encl: (1) Processing Time Guidelines  
(2) Request Routing Matrix

1. Purpose. This instruction provides guidelines and policies consistent with reference (a) for the processing of Special Request Authorizations in a timely and effective manner. It empowers various levels of the chain-of-command to take quick action on all requests in the best interest of the command mission.

2. Cancellation. NAVDENCENSIEGOINST 1336.1.

3. Background. When special requests fail to progress through the chain of command, the individual is left in a state of anxiety and confusion whether their request will be granted or denied. Additionally, when requests are not timely processed, submission deadlines for special programs are missed, watch schedules must be revised and other inconveniences may be unnecessarily imposed on individuals. Enclosures (1) and (2) provide guidelines for the effective processing of special request chits.

4. Action

a. Applicant

(1) Each individual must legibly complete the appropriate document(s): Special Request Authorization NAVPERS 1336/3, Enlisted Personnel Action Request NAVPERS 1306/7, memorandum, or letter. These documents should be completed in sufficient detail to allow personnel in the chain of command to determine the nature and reason for the request. Amplifying information may be attached to the request.

b. Each echelon in the chain of command shall take prompt action and inform the applicant of the status of their request. Approval and disapproval of special requests is delegated down

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the chain-of-command in accordance with enclosure (2). With the exception of the commanding officer, all disapproved requests will be reviewed by the next higher echelon in the chain of command. A member whose request is disapproved and does not feel that adequate justification has been afforded them can access higher authority per references (b) and (c).



D. D. WOOTER

Dist:  
List I, Case 1, 2

PROCESSING TIMES GUIDELINES

1. The following is a breakdown of the types of requests and normal processing time:

<u>TYPES</u>	<u>PROCESSING</u>
a. Liberty/Exchange of duty	48 hours
b. Request Mast	48 hours (mast to be scheduled with 5 working day)
c. Schools	5 working days
d. Special Pay	24 hours (bonafide emergencies)
e. BAH, Comrats	5 working days
f. Advancement	5 working days
g. Reenlistment	5 working days
h . Other	5 working days

2. Personnel Request within the Chain of Command

a. Special request requiring final action within a branch clinic or department will be processed and returned within 2 working days. In the event final action cannot be accomplished within 2 working days, the member shall be informed of the delay, the reason for the delay, and when final action may be anticipated. If rapid action is required on a special request chit, the member shall hand-carry the chit to those persons whose signatures are required.

REQUEST CHIT ROUTING MATRIX																					
WBC	LPO	LCPO	SEL	SDH	DIR	E&T	ADM	CCC	CCC	CCC	CCC	CCC	CCC	CCC	CCC	CCC	CCC	CCC	CCC	CCC	
	1	2	3A/D																		
1 DAY SPECIAL LIBERTY	1	2	3	4	5A/D																
2 DAYS SPECIAL LIBERTY	1	2	3	4	5																
3 DAYS SPECIAL LIBERTY	1	2	3	4	5																
4 DAYS SPECIAL LIBERTY	1	2	3	4	5																
ADVANCED PAY	1	2	3	4	5		6B														
ADVANCEMENT E1-E3	1	2	3	4	5	6B	7			8A/D											
ADVANCED HOUSING ALLOW	1	2	3	4	5		6B														
CLINIC SWAPS	1	2	3	4	5		7B#			6A/D											
CMD COMMITTEES (ENL)	1	2	3	4	5		6			7										9A/D	
CMD COMMITTEES (OFF)					1																2
COMRATS	1	2	3		4		5B														6A/D
DUTY SWAPS (ENL)		1	2																		
DUTY SWAPS (OFF)					1	2															
EAOS EXTENSION	1	2	3	4	5		6B			5											8
FLEET RESERVE REQUEST		1	2		3					4B											7
LOST ID CARD	1	2	3	4	5A/D																
LATE EXAM	1	2	3		4	5B	6														8A/D
LDRSHIP CONTINUUM COURSE		1	2	3	4A/D	5B															
MATERNITY CLOTHING ALLOW	1	2	3	4	5		6B														7A/D
NAME CHANGE	1	2	3		4		5B														7A/D
PERS ACTION REQ (1650)	1	2	3	4	5					7	6B										8
PRD EXTENSION (ENLISTED)	1	2	3	4	5					7	6B										9
PRD EXTENSION (OFFICER)					1																
REENLISTMENT	1	2	3	4	5		7	6B													2
REQUEST MAST	1	2	3	4	5																8
SPECIAL PAY	1	2	3	4	5		6B														6B
TAP CLASS		1	2	3	4	5															7
TUITION ASST	1	2	3	4	5A/D	6B				5B											

