



DEPARTMENT OF THE NAVY
FLEET AVIATION SPECIALIZED OPERATIONAL
TRAINING GROUP PACIFIC FLEET
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NAS NORTH ISLAND
SAN DIEGO, CALIFORNIA 92135-7068

FASOTRAGRUPACINST 1336.1H
N008

JUN 07 2001

FASOTRAGRUPAC INSTRUCTION 1336.1H

Subj: ROUTING OF SPECIAL REQUEST/AUTHORIZATION

Ref: (a) U.S. Navy Regulations, 1990 (Article 1156)
(b) OPNAVINST 3120.32C

Encl: (1) Special Request Chit Routing Guide

1. Purpose. To prescribe policies, procedures and guidance for the standardization of the routing of Special Request/Authorization (NAVPERS 1336/3), hereafter referred to as request chits.
2. Cancellation. FASOTRAGRUPACINST 1336.1G
3. Scope. This instruction is applicable to all personnel assigned to, or undergoing training at FASOTRAGRUPAC Headquarters, NAS North Island.
4. Discussion. Per references (a) and (b), all Naval personnel shall have their request chits forwarded without delay. Request chits for intra-command matters are expected to be returned to the requesting member within three working days from the date of submission. A request chit for Commanding Officer's Request Mast will be returned to the requesting member within one working day after submission. Inter-command request chits (BAQ/COMRATS) could possibly take as long as, but not more than, five working days to process. Supervisors, middle managers, and division officers are reminded to handle each request chit as expeditiously as possible. Those request chits that require urgent action should be handcarried by the member through the chain of command.
5. Routing. Routing of all request chits shall be handled as outlined in enclosure (1). Should the processing of unusual request chits cause any confusion regarding the desired routing, the Administrative Officer shall be contacted for guidance.


F. M. GALLIE

Distribution:
FASOTRAGRUPACINST 5216.2V
List A

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SPECIAL REQUEST CHIT ROUTING GUIDE

	OTHER				ADMIN				FINAL			
	CHOPS	LPO	LCPO	DO	DH	SUPPORT	CCC	CMC	XO	CO	DESTINATION	
LEAVE 19 DAYS OR LESS	SWO/ EWBC	1	2	3	4	*					LEAVE YN	
20 DAYS OR MORE AND/OR NEGATIVE LEAVE BALANCE	SWO/ EWBC	1	2	3	4	*			5	D	LEAVE YN	
SPECIAL LIBERTY LESS THAN 48 HOURS (24 HOURS FOR STUDENTS)		1	2	3	4	*					CALL SERVICE MEMBER	
72 OR 96 HOURS (48 HOURS FOR STUDENT)		1	2	3	4	*			5	6	CALL SERVICE MEMBER	
BAQ/BAH	FINAN -CIAL SPEC	1	2	3	4	*			5	6	NAS BILLETING, THEN PSD	
COMRATS (AUTOMATIC FOR STUDENTS)		1	2	3	4	*			5	6	PSD	
ADVANCE PAYMENT CERTI- FICATE/AUTHORIZATION (12/24 MONTH REPAY)			1	2	3	*			4	5	CALL SERVICE MEMBER THEN PSD	
REENLISTMENT CHIT	MEDI- CAL PRT COORD		1	2	3				4	5	TO CCC	

*FOR LOGGING IN PURPOSE: NUMERICAL - STAFF ALPHABETICAL - STUDENT

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	OTHER				ADMIN				FINAL			
	CHOPS	LPO	LCPO	DO	DH	SUPPORT	CCC	CMC	XO	CO	DESTINATION	
SPECIAL CAREER DUTY (N/A FOR STUDENTS)		1	2	3	4	*	5	6	7	8	TO CCC	
SPECIAL ACCESSION PROGRAMS		1	2	3	4	*	5	6	7	8	TO NAVY CAMPUS	
TUITION ASSISTANCE		1	2	3	4	*	5	6	7	8		
ID CARD	RPT LOSS TO BASE SECUR- RITY	1	2	3	4	*	5	6	7	8	CALL SERVICE MEMBER THEN TO PSD	
WATCH DUTY EXCHANGE/STANDBY (N/A FOR STUDENTS)	SWO/ EWBC	BETWEEN MEMBERS EXCHANGING DUTY										
REQUEST MAST		1	2	3	4	*	5	6	7	8	FASO LEGAL OFFICER	

*FOR LOGGING IN PURPOSE: NUMERICAL - STAFF ALPHABETIC - STUDENT