DEPARTMENT OF THE NAVY
U.S. NAVAL SUPPORT ACTIVITY
PSC 817 BOX 1
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NAVSUPPACT NAPLES INST 1300.4K
N1
25 MAY 2011

NAVSUPPACT NAPLES INSTRUCTION 1300.4K

From: Commanding Officer, U.S. Naval Support Activity, Naples, Italy

Subj: PROCEDURES FOR PROCESSING SPECIAL REQUESTS AND GUIDELINES FOR COMMUNICATING WITH THE COMMANDING OFFICER

Encl: (1) Special Request Routing Guide

1. Purpose. To establish procedures for the routing of special request and submission of requests for Captain's Mast.

2. Cancellation. NAVSUPPACT NAPLES INST 1300.4J and NAVSUPPACT NAPLES INST 1620.1C

3. Discussion and Procedures.

a. Routing of Special Requests should be accomplished within ten working days and be routed as prescribed in enclosure (1). The action required to accommodate a special request of a service member may not necessarily coincide with the routing of the form. In most instances, action will not be taken until the form is completely routed with a final disposition, and if approved, returned to the individual tasked to execute or oversee the required action.

(1) Enclosure (1) provides the routing path for specific requests. Prior to initiating any action based on a request chit, the cognizant Workcenter Supervisor, Leading Chief Petty Officer and Division Officer will assist the requesting individual in obtaining all required supporting documents and references.

(2) Due to the nature of some special requests, research may be required to provide a proper response. Such requests may include schools, Temporary Additional Duty (TAD) and Navy-wide programs. In these situations, the individual should be informed by their chain of command that processing of the request may take additional time. That time shall be reasonable in nature.

NOTE: The Commanding Officer is the final reviewing authority for all special requests recommended for disapproval.

b. All personnel shall have the right to communicate with the Commanding Officer at a proper time and place. All requests forwarded to higher authority shall be acted upon in a timely manner, and there shall be no obstruction of personal communication between an individual and his/her Commanding Officer.

(1) Mast will normally be held in the Commanding Officer's office unless directed otherwise. The Commanding Officer will decide the day and time for Mast. Scheduling will be coordinated by the Executive Officer or his designee. Personnel desiring to communicate directly with the Commanding Officer at Mast shall submit a Special Requests through the chain-of-command as directed in the enclosure. Each person in the chain of command shall attach to the chit a specific recommendation/report of action taken and any other information they deem applicable to the situation. Requests will state, except where confidentiality is deemed essential by the person submitting the request, the reason for the request and the relief, if any, desired. If the requestor desires to keep the reasons for his/her Mast confidential, such desire will be respected.

(2) It is emphasized, however, that personnel should not start with the Commanding Officer in seeking relief. Any person in the chain-of-command shall, if feasible, afford such relief as may have been requested. Regardless of whether any relief was given, if the individual maintains his/her desire to attend Mast, he/she shall be permitted to do so. The Commanding Officer may put stipulations and/or restrictions on Mast as he deems appropriate. Mast cannot be disapproved at any level lower than the Commanding Officer.

4. Action.

a. All special requests that affect pay, personnel, and career or that require a special waiver must be initiated by the service member via the Program Managers, such as Personnel Support Detachment, Command Career Counselor, and TAD coordinator. Program Managers are to ensure the requisite waiver/screening compliance is observed and properly documents the waiver request.

b. Reviewers with action items, i.e., "1" and/or "7A" shall sign their name and date that they reviewed the request chit. Reviewers listed "for information", i.e., "7I" will provide their initials, title and date the chit in the left margin.

c. Each person submitting a special request chit shall ensure that the request:

(1) is legible and reasonable in nature;

(2) is submitted timely to afford a reasonable processing time;

(3) has the proper documentation attached to it as required by the nature of the request; and

(4) has an explanation, when appropriate, to justify the request and to assist the chain of command in researching and responding to the request.

d. Should an individual need assistance with submitting a special request, they should seek out assistance from their chain-of-command or subject matter experts.

R. B. RABUSE

Distribution:
NAVSUPPACT NAPLES INST 5216.4Y
Lists: I (less 6.14.15.18 only); II
Electronic via NAVSUPPACT Naples Web Site
https://www.cnic.navy.mil/Naples/Departments/Administration/Instructions/index.htm

SPECIAL REQUEST ROUTING MATRIX

Codes: Alpha-numeric order of sequence; "A" take for action upon approval; "I" (for information).
Notes: (1) OCONUS leave request should be routed via the Force Protection Officer.
(2) Any Special Requests which were recommended for disapproval will be forwarded to the Commanding Officer for final disposition.

SUBJECT CONTENT	CCC/ESO N16	LPO	LCPO	SWO/WBC	DIVO	DEPT HEADS	SJA N01J	ADMIN N1A	CMDCM N00E	AO N1	XO N01	CO N00	CPC	NOTE
ADVANCEMENT EXAM (W/EP 1 YR TIR WAIVER) E6 ONLY	1, 11A	2	3		4	5		7I	6	8	9	10		
ADVANCEMENT EXAM LDO PURPOSES	1, 11A	2	3		4	5		7I	6	8	9	10		
ADVANCE OHA/MIHA		1	2		3	4		5					6	(8)
ADVANCE PAY/ALLOWANCES		1	2		3	4		5		6	7	8	9A	(1)
APPRENTICESHIP PROGRAM (USMAP)	6A	1	2		3	4			5					
COMMISSIONING PROGRAM	5, 11A	1	2		3	4		7	6	8	9	10		(2)
COMMAND SPONSORED/LOGISTIC	5	1	2		3	4	6*	8	7***	9	10	11	12A	
DISCHARGE REQUEST	5	1	2		3	4	6	8	7	9	10	11		
ERD		1	2		3	4	5	7/11A	6***	8	9	10		
EARLY SEPARATION PRIOR EAOS	1, 11A	2	3		4	5		7	6	8	9	10		
EXTENSION OF TOUR	5***, 10A	1	2		3	4		7	6***	8	9			
EXTENSION OF EAOS	5, 10A	1	2		3	4		7	6	8	9			
HARP DUTY	5, 10A	1	2		3	4		7	6	8	9			
INTERDEPARTMENTAL TRANSFER		1	2		3	4		6	5	7	8			(9)
LATERAL CONVERSION	5, 11A	1	2		3	4		7	6	8	9	10		(10)
LEAVE (Enlisted)		1	2	3	4	5								(3, 14)
LEAVE (Officer)				1	2	3		4		5	6		7A	(14)
LEAVE (ALL OCONUS)(See note)		1	2		3	4								(14, 15)
MARRIAGE REQUEST		1	2		3	4	5	7	6***	8	9	10		
MATERNITY PAY ALLOWANCE		1	2		3	4		5		6	7	8	9A	
MOVING OUT/IN OF CBH		1	2		3	5		6	4	7	8			(4, 5)
NEW ID CARD - LOST/STOLEN		1	2		3	4								(6)
OFF DUTY EDUCATION/TA	5A	1	2		3	4								
OTEIP	1, 11A	2	3		4	5		7	6	8	9	10		
PART TIME JOB		1	2		3	4		6	5***	7	8			
PARTICIPATION IN NON-NAVAL ATHLETIC EVENTS		1	2		3	4		6	5***	7	8	9		
PRD CHANGE	4, 11A	1	2		3	5		7	6	9	9	10		
RATE CONVERSION	4, 11A	1	2		3	5		7	6	8	9	10		
REENLISTMENT/SRB	5, 12A	1	2		3	4	7	8	6	9	10	11		(13)
REINSTATEMENT OF DRIVING PRIVILEGES		1	2		3	4	5**		6***		7	8		

SUBJECT CONTENT	CCC	LPO	LCPO	SWO/WBC	DIVO	DEPT HEADS	N01J	ADMIN	N00E	AO	XO	CO	CPC	NOTE
RETIREMENT/FLEET RESERVE	5, 12A	1	2		3	4	6	8	7***	9	10	11		
REQUEST MAST		1	2		3	4	5	7	6***	8	9	10		(7)
SECOND VEHICLE SHIPMENT		1	2		3	4		6	5***	7	8	9		(12)
SEPARATION LEAVE (E1 - E6)	5	1	2		3	4		7	6	8	9			
SEPARATION LEAVE (E7 & ABOVE)	5	1	2		3	4		6		7	8	9		
SPECIAL PAY		1	2		3	4	5	7	6***	8	9	10		
SPECIAL TRAINING IN CONJUNCTION WITH PCS	5***	1	2		3	4		7	6***	8	9	10		
SPECIAL LIBERTY 24 HR		1	2											
48 HRS		1	2		3	4								
72 HRS		1	2		3	4								
96 HRS		1	2		3	4		6	5***	7	8	9		
SPLIT TOUR	5, 11A	1	2		3	4		7	6	8	9	10		
SWAP DUTY (PCS)	4, 11A	1	2		3	5		7	6	8	9	10		
TAD REQUEST/ORDERS		1	2		3	4		6	5	7	8	9		(11)

*Requires copy of approved NAVPERS 1306/7 PRD extension, copy of service record Page 2 and overseas screening.
**Partial driving reinstatement requires CAAC screening and certificate of completion of remedial driving program. Full driving reinstatement requires CAAC screening and recommendation, proof of compliance with program regulations, certificate of completion of remedial driving program and command endorsement.
*** Enlisted Personnel only.

NOTE: (1) Advance pay requiring CO's approval must have a completed financial counselor screening. CO's approval is required on the following advance pay requests:
(a) All E3 and below,
(b) Over one month pay for E4 and above.
(c) Over 12 months payback for E4 and above.
(2) Applicants must ensure request chit is submitted at least 45 days prior to program deadline submission date.
(3) Approving authority must be an officer or civilian department head.
(4) All personnel desiring to move out of CBH must also complete a financial counselor screening prior to securing economy quarters. See N93 to initiate the process.
(5) Incoming unaccompanied personnel, E4 and below, have priority for assignment to CBH. Those incoming personnel desiring to reside in economy quarters must complete a financial counselor screening. See N93 to initiate the process.
(6) Copy to Security (Pass and I.D. Office). Security must initial original request chit acknowledging receipt of a copy of approved chit. Service member takes original approved request chit containing Security's Pass and I.D office initials to PSD Naples for I.D. card issuance.
(7) Request Mast will normally be held in the Commanding Officer's Office unless directed otherwise. The Commanding Officer will decide the day and time for Request Mast. Scheduling will be coordinated by the Executive Officer or designee. Personnel desiring to communicate directly with the Commanding Officer at Request Mast shall submit a special request chit through their chain of command.
(8) For Advance OHA/MIHA, see N93 (Housing Office) to start necessary paperwork.
(9) After CMDCM reviews all Interdepartmental request, member would need to route request chit to the gaining department.
(10) All lateral request would have to be reviewed by the Professional Development Board after CMDCM reviews.
(11) All TAD Request/Orders will be reviewed by the N5 Department after Department Head reviews request.
(12) See N338, CMVRO, for registration of second vehicle.
(13) Request must be submitted no less than 60 days in advance for regular reelinstment and no less than 90 days in advance if SRB eligible.
(14) Submitted through Navy Standard Integrated Personnel System (NSIPS).
(15) See ATFP coordinator for country clearance and travel advisory.