DEPARTMENT OF THE NAVY
JOINT BASE COMMANDER
JOINT BASE PEARL HARBOR HICKAM
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PEARL HARBOR HI 96860-5102

JBPHHINST 5216.3A
JB00
JUL 16 2013

JOINT BASE PEARL HARBOR-HICKAM INSTRUCTION 5216.3

From: Commander, Joint Base Pearl Harbor-Hickam

Subj: SIGNING OF OFFICIAL CORRESPONDENCE

Ref: (a) SECNAV Manual M-5216.5
(b) BUPERSINST 1610.10C

Encl: (1) Routing Matrix

1. Purpose. To promulgate instructions and a list of personnel authorized to sign official correspondence for Commander, Joint Base Pearl Harbor-Hickam (JBPHH), as authorized by reference (a) and outlined in enclosure (1).

2. Cancellation. NAVSTAPEARLINST 1336.1B

3. Signature Authority

a. Letters concerning policy, commendations or controversial matters shall be signed by the Joint Base Commander (JBC). In general, replies to correspondence signed by the head or higher echelon of the Navy Department; by a comparable authority of another government agency; by a member of the Congress or by Flag or General Officer; shall be signed by the JBC.

b. In the absence of the JBC, the Deputy Joint Base Commander (DJBC) will sign correspondence listed above using the title "Acting".

c. In the absence of the JBC and DJBC the Chief Staff Officer (CSO) will use the title "Acting".

4. "By direction" Signature Authority

a. The following personnel are authorized to sign "By direction" of the JBC on recurring reports and official correspondence of a routine nature pertaining to matters under their cognizance, which carry out details of established policies, decisions, or instructions:

(1) Deputy Joint Base Commander
(2) Chief Staff Officer
(3) Port Operations Officer
(4) Operations Officer
(5) Administrative Officer
(6) Public Works Officer

b. The Food Service Officer is authorized to approve requests for Commuted Rations and requests for Prorated Rations.

5. Authority to Sign Evaluations. Detailed in reference (b). Command delegation of reports on enlisted personnel (E1-E6) are:

Rank	Reporting Senior
All adverse evals (E6 & below)	Chief Staff Officer
E5 and E6	Chief Staff Officer
E1 through E4	Department Heads/OIC

6. Responsibilities. All persons signing correspondence concerning matters under their cognizance must recognize that they represent the Joint Base Commander and must therefore ensure that signed documents are in compliance with command policies.

J. W. JAMES

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ROUTING MATRIX

SEE COMMENTS AND NOTES FOLLOWING MATRIX

TYPE OF REQUEST/ CORRESPONDENCE	DIV LPO	DIV LCPO	DUTY SECTION LEADER/ SWO	DIV OFF	DEPT HD	LEGAL/ ESO	CCC	AO	CMC	CSO	DJBC	JBC	ORG TO
A SCHOOL (SEE NOTE 1)	X	X		X	X	X	X	X	X	A			
ADVANCE PAY/BAH	X	X		X	X			X	X	A			
ASVAB/ASVAB RETEST (SEE NOTE 2)	X	X		X	A								
BAS	X	X		X	A								
CAREER DEVELOPMENT BOARD	X	X			A								
CHANGE SEPARATION LOCATION	X	X		X	X		X	X	X	A			
CAPTAIN MAST	X	X		X	X			X	X	A		A	
COLLOCATION (SEE NOTE 3)	X	X		X	X			X	X	A			
COMMAND SPONSORSHIP (SEE NOTE 4)	X	X		X	X			X	X	A			
COT TRAVEL/LV REQUEST (SEE NOTE 5)	X	X	X	X	X			X	X	A			
DEPT COLLATERAL DUTIES	X	X		X	A								
CROSS RATE	X	X		X	X	X	X	X	X	A			
DISCHARGE/EARLY OUT (SEE NOTE 6)	X	X		X	X		X	X	X	A			
EARLY/LATE EXAM	X	X		X	X	X	X	X	X	A			
EARLY RTN OF FAMILY MEMBERS TO HOME OF RECORD	X	X		X	X			X	X	A			
EXCHANGE OF DUTY	X	X	X	X	A								
HARP DUTY	X	X		X	X		X	X	X	A			
HOME AWAITING ORDERS	X	X	X	X	X		X	X	X	A			
HOUSING (CHANGE OR REMAIN IN) (SEE NOTE 8)	X	X		X	X			X	X	A			
HUMANITARIAN HARDSHIP REASSIGNMENT (SEE NOTE 9)	X	X		X	X		X	X	X	A			
ID CARD REPLACEMENT	X	X		X	A								
JOB/HOUSE HUNTING LEAVE	X	X		X	X			X	X	A			
LEAVE REQUEST (SEE NOTE 10)	X	X		X	A			X	X	A			
MATERNITY ALLOWANCE	X	X		X	X			X	X	A			
NAME CHANGE	X	X		X	A								
NEC REQUEST (SEE NOTE 12)	X	X		X			X		X	A			
OFFICER PROGRAMS (SEE NOTE 16)	X	X		X	X	X	X	X	X	A		A	
PART-TIME EMPLOYMENT	X	X		X	X			X	X	A			
PRD/EAOS EXTENSION	X	X		X	X		X	X	X	A			
RETAKE PRT	X	X		X	X			X	X	X		A	
RETIREMENT/EARLY RETIREMENT/ FLEET RESERVE	X	X		X	X		X		X	A			
SPECIAL LIBERTY (1 DAY)	X	A											
(SEE NOTE 13) (2 DAYS)	X	X	X	X	A								
(3 DAYS)	X	X	X	X	X			X	X	A			
(4 DAYS)	X	X	X	X	X			X	X	X		A	
SPECIAL PROGRAMS (SEE NOTE 14)	X	X		X	X	X	X		X	A			
TLA (SEE NOTE 15)	X	X		X	X			X		A			
TRANSFER PACKAGES	X	X		X	A			X	X	A			
WELCOME ABOARD MESSAGES/LTRS	X	X		X	X		X	X	X	X		A	
EVALUATION/FITREPS:													
E4 AND BELOW	X	X		X	A			X					
E5 AND E6	X	X		X	X			X	X	A			
E7 AND ABOVE	X	X		X	X			X	X	X		A	
ALL ADVERSE EVALS (E6 & Below)	X	X		X	X			X	X	A			

COMMENTS:

1. Requests for leave, TAD special liberty, etc., that require a member to be absent on a duty day must be routed through the Senior Watch Officer (E7 through O4) or the Duty Section Leader and Enlisted Watchbill Coordinator (E6 and below).

2. **Only the Commanding Officer may disapprove any special request.**

NOTES:

NOTE 1 - Some sections of the advance pay request are required to be signed by CO. Financial Counseling is also required.

NOTE 2 - ASVAB RETEST. Member must have completed and have documented college/Basic Academic Skills classes in the Math and/or English areas for ASVAB retest. Submit approved special request chit to Command Career Counselor who will verify the member's eligibility and coordinate test with ESO.

NOTE 3 - CO-LOCTION. Submit NAVPERS 1306/7, Personnel Action Request. Also, provide copy of spouse's 1306/7 request.

NOTE 4 - COMMAND SPONSORSHIP. Per MILPERSMAN 1300-170 and Joint Federal Travel Regulations, Vol I, members must provide applicable information for verification by Department Head. For command sponsorship as a result of marriage, the spouse must be on island before the member may submit the request. A copy of the marriage certificate must accompany the member's request. For command sponsorship as a result of birth/adoption, a copy of the birth certificate/adoption decree must be submitted with member's request.

NOTE 5 - COT LEAVE REQUEST. Submit request chit, completing all leave information, phone numbers, total days leave, etc. Do not submit leave chit. Member's original PCS orders accounting data will be utilized for COT travel. Upon completion of COT, file travel claim and submit through CPC.

NOTE 6 - DISCHARGE/EARLY OUT. Request for discharge or early out must be submitted by letter from member per MILPERSMAN 1910 (refer to Separation of Enlisted Personnel).

NOTE 7 - EARLY RETURN OF DEPENDENTS TO HOME OF RECORD. Requests for early return of dependents must be fully substantiated by documentation, e.g., letters from Family Service Center; a Chaplin; a divorce decree; etc. JFTR chapter 5, paragraph U5240-D2e gives a full explanation of what is required. **Request chit not required**. **Letter request by member required.**

NOTE 8 - HOUSING (CHANGE OR REMAIN IN). Member must submit letter to Housing Director (NH) via Joint Base Commander. Letter must state reason/justification to remain in/change of government housing. **Request chit not required**.

NOTE 9 - HUMANITARIAN/HARDSHIP REASSIGNEMNT. Submit letter format in accordance with MILSPERSMAN 1300-500 & 1910-110. **Request chit not required**.

NOTE 10 - LEAVE REQUEST. Submit Leave Request/Authorizations (NAVCOMPT Form 3065) via E-Leave. For enlisted personnel requesting leave in excess of 15 days and any amount of time that will result in a negative balance of greater than seven days, the Chief Staff Officer will have final approval. The CSO will have the final approval for all leave requests for E7 and above. Leave requests that will result in a negative leave balance that is greater than the balance which requester can earn "to EAOS" will not be approved (example: member with zero balance with less than one year until his/her EAOS, request 30 days of leave). Personnel requesting leave in the Philippines or other foreign countries must have an approved Individual Force Protection Plan (IFPP) that covers accompanying family member(s) and passports. Once IFPP is approved, area clearance message will be sent no later than 30 days prior to commencing leave. A local phone number is mandatory for recall in case of emergency. **Request chit not required**.

NOTE 11 - MOVE OFF-BASE AND DRAW ALL ENTITLEMENTS. All requests to MOVE OFF-BASE and/or to receive BAH must be routed through and be initialed by the Bachelor Housing Officer. This chit should read "RESPECTFULLY REQUEST TO MOVE OFF-BASE AND RECEIVE ALL ENTITLEMENTS." This chit covers BAH and BAS. Requests for "Advance" BAH must be submitted separately."

NOTE 12 - Provide copy of NEC request to manpower manager.

NOTE 13 - SPECIAL LIBERTY. If JBC has authorized three or four day liberty as a reenlistment or other benefit, Department Head can sign when member requests to take liberty.

NOTE 14 - SPECIAL PROGRAMS. Submit Enlisted Personnel Action Request (NAVPERS 1306/7) for special programs. **Request chit not required**.

NOTE 15 - TLA (ARRIVAL/DEPARTURE WAIVERS). Submit letter request to Housing. **Request chit not required**.

NOTE 16 - OFFICER PROGRAMS. Upon approval of the member's request chit by the CSO, the member will submit an officer program package **with a copy of the approved request chit**. The CO will endorse the member's package.