DEPARTMENT OF THE NAVY
NAVAL EDUCATION AND TRAINING PROFESSIONAL
DEVELOPMENT AND TECHNOLOGY CENTER
6490 SAUFLEY FIELD ROAD
PENSACOLA, FLORIDA 32509-5204

IN REPLY REFER TO

NETPDTCINST 1330.1D
OOE
06 OCT 2003

NETPDTC INSTRUCTION 1330.1D

Subj: **PROCEDURES FOR REQUESTING MAST, DISCRIMINATION COMPLAINTS, ROUTING OF SPECIAL REQUESTS, MERITORIOUS MAST AND COMMANDING OFFICER'S NONJUDICIAL PUNISHMENT**

Ref: (a) OPNAVINST 5354.1E
(b) NETPDTCINST 1050.3A

Encl: (1) Special Request Chain of Command Approving Authority and Disposition

1. **Purpose**. To ensure all personnel attached to NETPDTC are aware of the right to request mast, and to state the policies and procedures concerning discrimination complaints, special request authorization forms, meritorious mast and commanding officer's nonjudicial punishment (NJP).

2. **Cancellation**. NETPDTCINST 1330.1C

3. **Revision**. Since this is a major revision, marginal notations are not annotated. This instruction should be read in its entirely.

4. **Request Mast**

a. Every member of the naval service has the right to communicate with the commanding officer at a properly designated time and place. This right is not to be denied or restricted.

b. Personnel assigned to NETPDTC desiring to request mast will submit a Special Request/Authorization (NAVPERS 1336/3) to the Commanding Officer, via the chain of command. The request must be submitted in sufficient time to enable it to be reviewed by the Commanding Officer prior to the requested date.

5. **Discrimination Complaints**

a. Navy policy is to ensure equal treatment and equal opportunity for all personnel without regard to race, color, religion, gender, age, or national origin, and resolve discrimination complaints promptly and equitably. Discrimination

grievances or complaints should be resolved at the lowest level possible. If the complaint cannot be resolved at the lowest level, members may seek higher level resolution following procedures outlined in paragraph 3 above. Reference (a) details both informal and formal resolution procedures.

b. All personnel are responsible for submitting only legitimate complaints and to exercise caution against immature or reckless charges. Knowingly filing a false complaint is a violation of Uniform Code of Military Justice (UCMJ).

6. **Special Request Authorization Form (NAVPERS 1336/3)**

a. Individuals submitting special requests will:

(1) Submit original and three copies of Special Request/Authorization Form (NAVPERS 1336/3) and list all information pertinent to the requested action.

(2) Submit the request in sufficient time for processing through the chain of command. For leave/liberty requests, refer to reference (b).

(3) The chain of command for routing request is from service member to Leading Chief Petty Officer; Military Division Head/Officer; Department Head; Military Support Office (MSO); Command Master Chief; Executive Officer; and Commanding Officer.

b. The individual's division officer will screen all special requests for completeness and accuracy. Where applicable, supporting comments, recommended endorsements, reasons for disapproval, etc., will be prepared at this time and accompany the request.

c. The approving authority, as listed in enclosure (1), will complete the necessary action on the NAVPERS 1336/3, and forward it to the Military Services Office (MSO), N831B. The MSO will return a copy of the chit to the requester.

d. Requests should be processed through the chain of command within five working days.

7. **Meritorious Mast**. When any person attached to NETPDTC performs in a noteworthy or commendable manner beyond the usual line of duty, or displays exceptional energy, judgement, or initiative, a prompt report will be made to the Commanding Officer via the senior observing the action. The Commanding

Officer will give such report careful consideration at Mast. Should the circumstances warrant, an entry will be made of the facts in the person's service record.

8. **Commanding Officer's Nonjudicial Punishment**

a. A member of NETPDTC placing a person on report for an alleged violation of the Uniform Code of Military Justice will take the following actions:

(1) Prepare a Report and Disposition of Offense(s) (NAVPERS 1627/7). The person submitting the report will complete only the top portion of the front side of the form (through the signature of the person submitting the report) identifying the accused, (i.e., name, rate, SSN, division, etc.), and a brief statement as to the details of the offense, including the time, date and place of occurrence.

(2) Submit the NAVPERS 1626/7 to the legal officer.

b. Upon receipt of the NAVPERS 1626/7, the legal officer will be provided a name of a preliminary inquiry officer by the Executive Officer. The legal officer will provide the case file to the preliminary inquiry officer. In addition, the legal officer will advise the accused of the alleged offense(s).

c. Before interviewing the accused, the preliminary inquiry officer will advise him/her of his/her rights under Article 31, UCMJ. The designated officer will conduct an impartial investigation into the alleged offense(s), interview witnesses, take statements where applicable, obtain division officer's comments concerning the accused's performance and complete the reverse side of the NAVPERS 1626/7 with comments and recommendations. When completed, return the NAVPERS 1626/7 to the legal officer.

d. The legal officer will inform the accused of his/her rights pertaining to NJP and schedule an appointment with the Naval Legal Service Office, if necessary.

e. The legal officer will record the results of the nonjudicial punishment. The legal officer will notify the witnesses, chain of command and the master-at-arms of the time and place of the NJP hearing.

f. If the accused is awarded punishment, the legal officer will notify PERSUPPDET NAS Pensacola of the NJP results so that

proper service record entries may be made, make appropriate entries in the unit punishment book and reflect the NJP results in the Plan of the Week.

g. Forms. NAVPERS 1336/3 (S/N 0106-LF-063-8633) and NAVPERS 1626/7 (S/N 0106-LF-016-2636) may be obtained from local SERVMART.

J. MAITNER
By direction

Distribution: (NETPDTCINST 5216.1G)
List I & II

Web Access: MAIN INDEX
https://www.netpdtc.cnet.navy.mil/index.cfm/fuseaction/directive.home/index.cfm

SPECIAL REQUEST CHAIN OF COMMAND APPROVING AUTHORITY AND DISPOSITION

TYPE REQUEST	WATCHBILL COORDINATOR	DIV OFF	DEPT HEAD	CMC	EXECUTIVE OFFICER	COMMANDING OFFICER
Advance Pay (PCS Transfer)		R	R	R	A	Note 1
All Discharges (Except EAOS)	R	R	R	R	R	A
BAH/BAS	A			R		Note 1
Change in Rating *		R	R	R	A	Note 1
Attendance at Civilian Educational Institutions during working hours	R	R	R	R	A	Note 1
Extension of enlistment *		R	R	R	A	Note 1
Fleet Reserve *		R	R	R	R	A
Guard III *		R	R	R	R	A
Humantarian Request *		R	R	R	R	A
No-cost TAD/Job-House Hunting		R	R	R	A	Note 1
Off duty employment		R	R	R	A	Note 1
Officer Programs *		R	R	R	R	A
PRD (Extensions/Terminations)		R	R	R	A	Note 1
Reenlistments *		R	R	R	A	Note 1
Replaced/New ID Card		R	A	R		Note 1
Request Mast		R	R	R	R	A
Retirement *		R	R	R	R	A
School Programs *		R	R	R	R	A
Score Conversion *		R	R	R	R	A

SPECIAL REQUEST CHAIN OF COMMAND APPROVING AUTHORITY AND DISPOSITION (CONT'D)

TYPE REQUEST	WATCHBILL COORDINATOR	DIV OFF	DEPT HEAD	CMC	EXECUTIVE OFFICER	COMMANDING OFFICER
Special Pay		R	R	R	A	Note 1
Special Programs *		R	R	R	R	A
TAD		R	R	R	R	A
24 hours or less special liberty		A				Note 1
Three day special liberty		R	R	R	A	Note 1
Four day special liberty		R	R	R	R	A
Tuition Assistance after working hours		R	A	R		Note 1

* Initiated with the Code's Career Counselor, then forwarded through chain-of-command for approval

R - Recommendations/Comments
A - Approval Authority

Note 1 - In all cases, the Commanding Officer is the final **disapproving** authority. Any special request that is not granted approval by the cognizant approving level will be forwarded to the Commanding Officer with appropriate recommended blocks marked (in the latter case, the "no" box would be marked) for final determination.