



DEPARTMENT OF THE NAVY  
COMMANDER NAVY RESERVE FORCES COMMAND  
1915 FORRESTAL DRIVE  
NORFOLK VA 23551-4615

COMNAVRESFORCOMINST 1000.1G  
N01A  
26 Aug 2023

COMNAVRESFORCOM INSTRUCTION 1000.1G

From: Commander, Navy Reserve Forces Command

Subj: ROUTING PROCEDURES FOR PERSONNEL REQUESTS

Ref: (a) OPNAVINST 3120.32D

Encl: (1) Personnel Request Routing Matrix

1. Purpose. To revise regulations and guidance for routing personnel requests for all Commander, Navy Reserve Forces Command staff.
2. Cancellation. COMNAVRESFORCOMINST 1000.1F.
3. Action. Per reference (a), all staff will utilize the routing procedures outlined in enclosure (1) for personnel requests.
  - a. All leave and special request chits will be finalized in 5 business days.
  - b. All items not included in enclosure (1) are to be routed to Command Services.
  - c. Any items in enclosure (1) that are disapproved must be routed to the Commander for final disposition.
4. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 of September 2019.
5. Review and Effective Date. Per OPNAVINST 5215.17A, COMNAVRESFORCOM N01A will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

  
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Releasability and distribution:

This instruction is cleared for public release and is available electronically only via COMNAVRESFOR Web site at <https://www.navyreserve.navy.mil/Resources/Official-RESFOR-Guidance/Instructions/>

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PERSONNEL REQUEST ROUTING MATRIX

	FINACIAL SPECIALIST	LEGAL	CMEO	EWC/ SWO	PFA COORD	MED	LCPO	DEPT SEL	DCOS	CCC	CMD SVCs	CMC	COS	RADM
ADVANCE PAY/SRB (2 MONTHS OR >)	R						R	R	R	R	I	R	A	
AUX SECURITY FORCE				R	R	R	R	R	A			R		
BAH/BAS (NOTE 1)	R						R	R	A		I	R		
COLLATERAL DUTY							R	R	R			A		
DUTY SWAP				A			R	R						
ENLISTED EXAM PARTICIPATION (E6 AND BELOW)		I			R	R	R	R	R	R	I	R	A	
GRIEVANCE REQUEST		I	R				R	R	R		I	R	A	A
HARP DUTY		I		I			R	R	R	R	I	R	A	
ID/CAC CARD (LOST OR STOLEN)		I					R	R	A					
LEAVE (CONVALESCENT)						I	R	R	R		R	I	A	
LEAVE (OCONUS)							R	R	R		R	R	A	
MATERNITY CHITS	R					I	R	R	A		I			
NAVY/MIL SCHOOL					R		R	R	A	I				
NEC							R	R	R	I	I	R	A	
OFFICER PROCUREMENT PROGS/EXAMS					R	R	R	R	R	I	I	R	A	
OFF DUTY CIVILIAN EMPLOYMENT	I	I	I				R	R	R		R	R	R	A
OFF DUTY EDUCATION/TA FORM							R	A						
PCS TRANSFER PKG (E6 AND BELOW)		I		I	R	R	R	R	A	R	R			
PCS TRANSFER PKG (E7 AND ABOVE)		I		I	R	R	R	R	R	R	R	R	A	
REENLISTMENT/ EXTENSION		I			R	R	R	R	R	R	I	R	A	
REINSTATE RANK/GRADE		R					R	R	R	R	I	R	A	
REQUEST MAST		I					R	R	R		R	R	A	
SEPERATION/RETIREMENT LEAVE				I			R	R	R	R	I	R	A	
SPECIAL LIB 24 HRS (1 DAY)				R			R	A						
SPECIAL LIB 48 HRS (2 DAYS)				R			R	R	A					
SPECIAL LIB 72 HRS (3 DAYS)				R			R	R	R		I	R	A	
SPECIAL LIB 96 HRS (4 DAYS)				R			R	R	R		I	R	R	A
NO COST TAD (HOUSE HUNTING)				R			R	R	A		I			
NO COST TAD (SEPERATION/JOB HUNTING)				I			R	R	A		I			
TGPS CLASS				I			R	R	A	R				
VEHICLE PURCHASE LOAN (E4 AND BELOW)	I	I					R	R	A					

NOTE 1: BAH/BAS CHITS MUST BE ROUTED THROUGH NAVAL STATION BEQ AND GALLEY FOR STAMP FOR PERSONNEL RESIDING IN BEQ.

I = INITIALS REQUIRED ON ROUTE SLIP R = RECOMMENDATION SIGNATURE REQUIRED ON REQUEST CHIT A = APPROVING AUTHORITY

Enclosure (1)