OFFICIAL CORRESPONDENCE ROUTING COVER SHEET

	Date In	Date Out	Initials
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

MAINT ADMIN TRK #: _____ DATE: _____

ORIG: _____ DEPT/DIV: _____

SUBJECT: _____

FRCSW ADMIN TRK #: _____ RCVD DATE: _____

DISC RTN DT: _____ COMPL TRN DT: _____

MAIL OUT DATE: (IF APP): _____

COMMENTS:

A=APPROVING AUTHORITY **S**=SCREEN REQUEST USING INITIALS **1-8**=SIGNATURE REQUIRED **R/A**=RETAIN/ACTION	SECTION LEADER	BEQ MANAGER	CFS	DIVISION CC	SWO	SEWBC	SUPERVISOR	DIV LPO	BCPO	DIV LCPO	DIVO	CCC	SEAOPDET COORDINATO	MMCPO	MAINT ADMIN /TRAVEL	AMO	MO/DEPT HEAD	ADMIN	CMC	XO	CO	NOTES	ADDITIONAL COMMENTS
BAH Requested		S	S				S	1	S	2	3				S	S	5A	S	4			1	
BUDS,IA/GSA, Instructor Duty	S						S	1	S	2	3		S(4)	S	S	S	4	S	S	5	6A		
Career Programs				1			S	2	S	3	4	7 R/A			S	S	6A	S	5			3	
Command Awards							S	S	S	S	S			S	S	S	1	S	S	S	2A	2	
CO Mast/Grievance							S	S	S	1	2			S	S	S	3	S	4	5	6A	13	
Family Care Plan							S	S	S	S	S				S	S	2A		1			11	
Leave - E-1 thru E-6 <19 days	1						S	2	S	3	4A		S(4)									6,8, 14	
Leave-E1 thru E6 >19 days & Overseas	1						S	2	S	3	4		S(4)			S	5A		S(6)	S(6)	A(6)	6,8	
Leave - CPO					1					2	3			4		S	6A		5		A(6)	6,8	
Leave - Officers					1											S	2			3A	A(6)	6,8	
Convalescent, IA/GSA, Basket Leave	S						S	1	S	2	3		S(4)		S	S	4A	S R/A				12	
Special Liberty (1 Day)	S						1	2	S	3A			S(4)										
Special Liberty (2 Days)	S						1	2	S	3	4A		S(4)										
Special Liberty (3 Days)	S						1	2	S	3	4		S(4)		S	S	5A						
Special Liberty (4 Days)	S						1	2	S	3	4		S(4)		S	S	5	S	S	6	7A		
TEMADD - HARP	S						S	1	S	2	3	7 R/A	S(4)	S	S	S	4	S	S	5	6A	10	
TEMADD - Residence, Job Hunting	S						S	1	S	2	3		S(4)		S	S	4A	R/A				7	
TEMADD - Medical/Travel	S						S	1	S	2	3		S(4)		S	S	4A	R/A					
TEMADD - School	S						S	1	S	2	3		S(4)	S(5)	S	S	4A	R/A	S(5)			5	
Duty Swap	S					3A	S	1	S	2													
Replacement ID Card							S	1	S	2	3A											9	
Statement of Service							S	S	S	S	S				S	1A							
1306				S			S	S	S	S	S	S				S	1A						
Mexico Liberty (ALL)							1	2	S	3	4			5		S	7A	S	6			8	
Transfer Information sheet							S	S	S	S	1					S	3A	S	2				

NOTES

1. Command Financial Specialist (CFS) shall perform a financial worksheet for E4 and Below BAH requests, Operational/Overseas and Special Program Suitability.
2. Command Master Chief (CMC) screens all BJOQ, JSOQ, SOQ, JSOY, SOY, and CAP packages. MMCPO and CMC screen all Maintenance Department E-7 and E-8 evaluations and EOT awards.
3. To include, but not limited to: Reenlistment, PRD/EAOS Adjustment, HYT Waiver, PTS, AAP, USMAP, G2HK, Discharge/Separation, Fleet Reserve/Retirement, FTS/Rating Conversation, Shore Duty Curtailment, Spouse Co-location, Commissioning/Officer/Special Programs, Split Tour / Swap, Hardship/HUMS, CDB, Etc.
4. For SEAOPDET personnel only.
5. CPO TEMADD request will be routed to MMCPO and CMC.
6. All Leave OCONUS must be approved by CO.
7. House hunting for enlisted personnel approved by Maintenance Officer.
8. All foreign travel to areas greater than or equal to THREATCON Bravo requires Force Protection Officer Approval and Force Protection Training. Mexico travel requires completion of Level II Anti-Terrorism/Force Protection training.
9. Report lost ID card to security within 24 hours. Request for replacement ID card must be approved by the Division Officer to obtain replacement.
10. Upon CO approval, HARP requests go to CCC for action.
11. Family Care Package will be reviewed by FCP Program Manager prior to CCC routing.
12. Maintenance Officer will approve convalescent leave. Approved request will be forwarded to MILADMIN for processing at PSD.
13. Grievance must be routed through CMEO.
14. Maintenance Officer approves separation leave Maintenance Personnel.

PRIVACY ACT STATEMENT

This statement is provided in compliance with the provision of the Privacy Act Statement of 1974 (PL 93-579) which requires that federal agencies must inform individuals who are requested to furnish information about themselves as to the following: 1. AUTHORITY: 5 USC 301 Department Regulations, 2. PRINCIPAL PURPOSE: To identify military personnel, 3. DISCLOSURE: The information provided is entirely voluntary. Failure to provide the information requested may result in incomplete information on military personnel.