

APPENDIX E

**AUBURN UNIVERSITY NROTC
CHIT REQUEST ROUTING**

Chit Classifications

Class I	Class II	Class III	Class IV	Class V
Class Withdrawal	Drill Conflict (Delta Co)	Out of Town	P.T. (Change)	Surgery
Add/Drop Class	Ball Conflict	Reduce Study Hours	Duty/Watch Change	getting married
Less than 14 hours	Request to change Option	Emergency Leave	Supply	getting a tattoo
Exceed 18 hours		P.T. (Absense)	No Shave	other signif event
Change of Major		Light Duty		
		Missing Drill		
		Excused Absence		
Change Request	Special Request Auth.	Special Request Auth.	Special Request Auth.	Special Request Auth.

Routing

Class I	Class II	Class III	Class IV	Class V
Class Advisor (S)	Sqd Leader (I)	Sqd Leader (I)	Sqd Leader (I)	Advisor (I)
XO (S)	Plt Sgt/CPO (I)	Plt Sgt/CPO (I)	Plt Sgt/CPO (I)	XO (I)
CO (AA)	Plt Commander (I)	Plt Commander (S)	Plt Commander (S)	CO (I)
	Co Commander (S)	Co Commander (S)	Co Commander (AA)	
	BN Commander (S)	BN Commander (I)		
	Advisor (S)	Advisor (AA)		
	MOI (S)			
	XO (AA)			

(I)= for info (S) = Signature (AA) = Aproval Authority

To correctly identify the chain of command to address a special request chit, follow the instructions below. Identify the class of the request using the chit classifications box. *For example, an Out of Town chit is considered a Class III.*

Once you have identified the chit Class, match the appropriate Class with its respective Chain of Command. Ex. *An Out of town chit will address the Special Request Authorization (NAVPERS 1336/3 Rev. 9-75) Chit to the following: Squad Leader, Plt Sgt/CPO, Plt Commander, Company C.O., BN Commander, then Advisor.*

Each individual in the routing chain is responsible to forward the request in a prompt manner to the next level. Ensure "no restrictions" or restrictions are listed in the remarks box as appropriate