

SPECIAL REQUEST (Midshipman) [1] (Use ballpoint pen or type)

To:	From:	Alpha Number		
LT Diaz, USN, 19th Company Officer [2]	[3]	[4]		
VIA:	Class Year	Company	Room Number	Rank
CHAIN OF COMMAND [9]	[5]	19 [6]	[7]	[8]
REF	SQPR	CQPR	Perf. Grade	Conduct Grade
(a) COMDTMIDNINST 5400.6V CH-2 (06 AUG 19) [10]	[11]	[12]	[13]	[14]
[15]				

I Respectfully Request (Type): (Specify)

Weekend Liberty: [1] Dining Out: [17] Leave: [18] Other: [19]

Address (Care of): [20] (Street, P.O. Box, RFD) [21] (City) [22] (State) [23] (Zip Code) [24] (Phone)

Remarks or Reasons (If "DINING OUT," state with whom and relationship: "OTHER," explain)

I respectfully request permission to attend _____ on Sunday mornings for their _____ service for the duration of the semester. I will travel to and from the service with an Upperclass. With liberty not authorized on Sunday's for Plebes, I will immediately return to the yard following the completion of the service. Attending this service greatly benefits my spiritual health and I would greatly appreciate the opportunity to attend throughout the semester. [25]

I am not in a duty status on the dates requested. [26]

Signature (Midshipman) [27]	Date [28]	Beginning (Time & Date) [29]	Ending (Time & Date) N/A [30]	
CHAIN-OF-COMMAND	DATE	CoC'S INITIALS RECOMMEND	CoC'S INITIALS RECOMMEND	
		YES	NO	
Squad Leader [31]			Admin	
Platoon Commander [32]			MIDN ENS Namala, USN	
Company XO			Chain-of-Command Comments:	
MIDN LTJG Klock, USN				
Company Commander				
MIDN LT Stork, USN				
	DATE	APPROVED		DISAPPROVED
SEL				
YNC Mark, USN				
Company Officer				
LT Diaz, USN				
[33]				
		Departed (Time & Date)	Returned (Time & Date)	
		Signature (CDO, MOOW, OOW)	Signature (CDO, MOOW, OOW)	

[1] Title of Document is LASTDDMMYY

Download this example chit and then re-upload it as a new google doc

[2] Your chit should go "To" the final approval authority for your request:
Rank Last Name, USN/USMC, Billet

[3] Your info:
Last Name, First Name M.I.

[4] Enter your Alpha Code

[5] Enter your Class Year

[6] Enter your Company

[7] Enter your Room Number

[8] Enter your Rank

[9] Enter in applicable VIA: people other than your CoC

[10] Enter in applicable references

[11] Enter your SQPR, 6wk, or 12wk grades - which ever is most recent

[12] Enter in your CQPR

[13] Enter your last Performance Grade

[14] Enter your last Conduct Grade

[15] Enter in applicable references

[16] Place an 'X' here if you are requesting Weekend Liberty

[17] Place an 'X' here if you are requesting a Dining Out

[18] Place an 'X' here if you are requesting Leave

[19] Enter what any other reason for your request

[20] Enter the Street, P.O. Box, etc, of where you will be staying, if applicable

[21] Enter the City of where you will be staying, if applicable

[22] Enter the State of where you will be staying, if applicable

[23] Enter the Zip Code of where you will be staying, if applicable

[24] Enter a good, working phone
number in which to reach you

[25] Enter in your remarks/comments.
The text will automatically wrap to the next line. If you need more space, drag the line down from the left-hand column (right below the '16')

[26] Enter your duty status.

If you are in a duty status, you must include a copy of your duty swap chits.

[27] Electronically sign the document here by typing in your initials

[28] Enter the date you submit your chit in the following format:

DDMMYY

[29] Enter the date and time you are requesting you chit to start:

TTTT DDMMYY

[30] Enter the date and time you are requesting you chit to start:

TTTT DDMMYY

[31] Enter your Squad Leader's Name

[32] Enter your Platoon Commander's Name

[33] Add and Remove names as necessary