

24 May 2010

Electronic Leave FAQs

NOTE: Electronic Leave is scheduled for implementation 1 August 2010. E-Leave will be accessed through Electronic Service Record (ESR) via Navy Standard Integrated Personnel System (NSIPS) at <https://nsips.nmci.navy.mil/>.

NAVADMIN 103/10: <http://www.npc.navy.mil/NR/rdonlyres/11D75A18-93F1-4D37-878D-0DDCE6639F98/0/NAV10103.txt>

Navy News: "Navy Announces Plans to 'Can' Paper Leave Chits" - http://www.navy.mil/search/display.asp?story_id=52079

NSIPS Help Desk

Toll Free: 877-589-5991

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Email: NSIPShelpdesk@navy.mil

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- 1. When can I use e-Leave?** E-Leave will come online at <https://nsips.nmci.navy.mil/> on 1 August 2010, except for afloat commands.
- 2. What about e-Leave for afloat commands?** For afloat commands, e-Leave will roll out in phases starting around October 2010. The phase-in process will likely take up to 24 months to update all shipboard NSIPS servers. Afloat Sailors will have access to e-Leave in a "disconnected environment" via the shipboard NSIPS server.
- 3. How will I access e-Leave?** E-Leave access will be through individual ESR self service accounts via NSIPS online at <https://nsips.nmci.navy.mil/>.
- 4. I know of some already using e-Leave. Why can't I use e-Leave now?** E-Leave is currently available only to several commands participating in beta testing.
- 5. Should we request access to NSIPS now to use e-Leave?** Although e-Leave access will not be available until 1 August 2010, all who currently have access to NSIPS should establish an ESR self-service account if not already accomplished. Military personnel must have an active ESR account in NSIPS. Without an ESR self service account, they will not be able to take leave.

For all others, once e-Leave is implemented, the Command Leave Administrator (CLA) will then have the ability to approve and associate new civilian accounts to the appropriate command hierarchy. An implementation message will come out in July providing details of what will be required prior to the 1 August roll out. Letters of Designation (LOD) will be the first action that all CLA will need to complete and provide to their Personnel Support Detachment area NSIPS Access Manager (NAM). An LOD template will be available for all commands to use.

6. Will there be training? Who needs training and who will give the training? Instructor-led training will take place either in the “4 Corners” Norfolk, Jacksonville, San Diego and Seattle in mid-June or July 2010; or “2 Corners” Yokosuka and Naples the first two weeks in August. Further communications will announce when and where training will take place.

Further training material will be posted on Navy Knowledge Online, available through a link in NSIPS. Training will also be available via email or Defense Connect Online. One-page Quick Start user guides will be available for Command Leave Administrator, Reviewers, Approvers and Self-Service.

In addition, 3 NAVADMINs are slated for e-Leave. The first, NAVADMIN 103/10 announced e-Leave, the second will deal with training availability and resources and the third will be the implementation plan. Additional communications will be disseminated through public affairs channels, news articles, Leave and Earning Statement remarks, training, etc.

7. Will e-Leave allow for printing of leave orders to show you are in a leave status? Yes. Print capability will be available for all e-Leave requests and reports, both before and after e-Leave request approval.

8. Can NSIPS be accessed via personal computer from home? Does it have to be CAC computer? Yes, NSIPS can be accessed from home if the personal computer has a Common Access Card reader with the proper certificates. Anyone that has problems accessing from home should contact the NSIPS help desk for support. **NSIPS Help Desk Contact Information: Toll Free: 877-589-5991, Comm: 504-697-5442, DSN: 647-5442**
e-mail: Nsipshelpdesk@navy.mil

9. How do e-Leave requests get routed through the chain of command? Sailors will submit e-Leave requests through their ESR self service accounts in NSIPS. E-Leave requests can also be submitted by CLA in the Sailor’s absence. The chain of command will receive email notifications when an e-Leave request is submitted so they may approve/disapprove and route forward. The system will automatically assign an LCN to approved leave requests and process automatically 24 hours after the initial leave is to start. The CLA and Approver will receive notification if the initial approved request is modified by the member.

10. For those with supervisors in another branch of service, how will that affect the leave approval process? Do I need to get my Air Force O-6 an NSIPS account? After 1 August 2010, Joint Staff service members can request a civilian account as a Reviewer or Approver via the NSIPS homepage under New Users. The CLA will then approve and associate new civilian accounts to the appropriate Sailors command hierarchy. Your command will need to have a CLA established for your UIC in order to establish your command hierarchy and administration setup.

11. Can every supervisor, including civilian personnel overseeing military, get a NSIPS access account to process a request? Civilians can request a civilian account as a CLA, Reviewer or Approver via the NSIPS homepage under New Users.

12. Will all our Admin personnel need to have command access to ESR to be able to track leave program for all our Sailors? Depending on the size of your command, the command can decide how many CLAs they would like to have. E-Leave will have multiple types of standard reports the command can pull from. Emails will be sent to the Reviewers/Approvers when e-Leave requests are submitted.

13. Does NSIPS allow for advance leave? NSIPS will allow a Sailor to request leave in advance. NSIPS will also allow leave requests if the member does not have enough leave on the books. It will be up to the responsible command to see if the member has a soft extension that was not yet made operative.

14. How does e-Leave work for emergency leave after normal working hours? If the Sailor is not able to access the system to input a request, the CLA can complete the request and approve based on various forms of communication like email, phone or duty log direction. The CLA would be required to make comments to the communicated facts of why they submitted and approved the request in the available comments section.

15. Will Admin personnel be able to view status of leave in the route chain? Everyone will be able to view the status of an e-Leave request by logging in to ESR, then e-Leave > e-Leave Inquiry. There will also be standard reports that the CLA can run as needed.

16. How will leave corrections be handled, such as when a member doesn't take all leave initially requested, or called back early from leave? If Sailors don't take all the requested leave, they have two options. They can go into the system and check themselves in early from leave and the system will automatically correct without CLA intervention; or after the full period has been charged, the CLA can correct the leave via the administration section for CLA access under e-Leave Management.

17. What happens to leave requests submitted prior to 1 August? Any paper leave chit run and approved will still be processed the old way. New e-Leave requests should start about a week after the CLA sets up command profiles, however each command will be different due to varying command size and complexity. Commands may want to use Plan of the Week/Day notices to announce when the command can start using e-Leave.

18. Will leave still be charged in advance of taking it or will it be charged upon return? Leave will be charged 24 hours after the first day of chargeable leave.

19. How can I oversee e-Leave activity for my command? CLAs will be able to pull standard reports to support oversight for UICs managed by that CLA.

20. When submitting e-Leave requests, will we need to assign the leave control number or is that done automatically? The CLA will set up the LCN function in a one-time set up action. Once that is established the system will automatically assign the LCN.

21. Do we get another set of leave control numbers for our command? Each UIC will have its own LCN Alpha Prefix assigned by PSD NAM.

22. Can the chain of command to approve/disapprove individual e-Leave request prior to request forwarding to personnel/admin for Leave Control Number assignment and tracking? E-Leave will have the capability for the chain of command to approve, disapprove, cancel, extend and correct leave at the command level. Once the CLA establishes the command profile, all reporting members will be able to submit e-Leave requests via their NSIPS ESR. LCNs will automatically be assigned electronically and can be tracked via various standard reports at the CLA access level.

23. How will e-Leave requests be processed through DFAS? Do you have step-by-step processing instructions that you can send me? Check the Navy instruction for Leave and Liberty in MILPERSMAN 1050:

<http://www.npc.navy.mil/ReferenceLibrary/MILPERSMAN/1000MilitaryPersonnel/1000General/>

24. Will e-Leave be used for terminal/separating leave and appellate leave? Those types of leave traditionally have tighter control. E-Leave will have the capability to route separation leave requests approval at the command level. We understand the complicity of the issue about overseas separation and terminal leave to be accomplished at CONUS PSDs. Mr. Gary Duncan, Navy Pay and Personnel Support Center (garry.duncan@navy.mil) and Mr. Frank Tokarski, Commander, Navy Installations Command (frank.tokarski@navy.mil), are the best ones to discuss how separation/terminal leave should be processed. Please take the time to contact either one of these e-Leave working group members to discuss your concern so they can be worked into the August implementation timeline.

25. How will e-Learning affect submarine Sailors who have little or no connectivity while at sea? E-Leave representatives from the CNIC and NPPSC representatives mentioned in question 24 will be scheduling future meetings with Submarine Forces to discuss these issues and come up with a game plan for how this will work for Submarine Sailors.

26. My command doesn't run any transactions through NSIPS. Our PSD does it for us. How do we electronically check on the e-Leave if we don't have NSIPS access? Once e-Leave rolls out 1 August, all shore commands will be required to identify a CLA to manage command leave. Your PSD will work with your CLA to provide command system access.

27. I received the "Command Leave Administration Functional Requirements Document" for e-Leave dated 30 Jan 2009, issued by MPTE CIO (PERS-07). Is this brief still good?

Yes. In addition, we are putting together a general PowerPoint presentation that can be used for everyone. If you need a more detailed brief there is one titled "E-Leave" posted on the Navy Personnel Command website at

<http://www.npc.navy.mil/CommandSupport/PayPersSupport/PASS/PERSPAYConferences.htm>.

28. My command is made up of multiple UICs in several different geographic areas that fall under different ADSNs. Currently all leave is routed and Leave Control Numbers

(LCNs) assigned through our central headquarters. Can we use e-Leave to support all of our UICs? E-Leave does not support routing of leave requests across UICs under different ADSNs. However, there are other ways e-Leave can be used in this scenario. For example: The routing of the leave request to headquarters could be eliminated altogether or accomplished outside the application. The LCN would be assigned locally once the leave paper is approved by a Command Leave Administrator (CLA) or other authorized local approver. Headquarters concurrence would be indicated in the comments field of the leave request by the approver. In the case of remote UICs with only one Sailor assigned, their leave request routing to headquarters would also need to be eliminated or accomplished outside the e-Leave application. Then a supporting local activity could provide the CLA support to approve the request for the Sailor and indicate headquarters concurrence in the approver's comments block of the request.