



COMMAND e-LEAVE SAAR SUBMISSION



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- Who needs?
 - Command leave administrators (CLA'S)
 - Command leave reviewers and approvers
 - Prerequisite
 - Who approves?
 - Where do I find the instructions/help?



SAAR Submission Procedures



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- **FIRST – Prerequisite**
 - CLA's MUST have a Letter of Designation (LOD) on file with the PSD/CSD area NSIPS Access Manager (NAM) prior to submitting your SAAR request.
 - A Template LOD can be found on Navy Knowledge Online (NKO).
 - *“Remember to request all UICs you will need access too, this will be important for associating Reviewers and Approvers to Sailors profiles”*
 - Administration offices should maintain a copy.
 - The Source Code Indicator (SCI) – 2 digit alpha character should be provided on the LOD when returned to CLA
 - **NEXT – SAAR Information/Completion**
 - CLA COMPLETE SAAR
 - on/after 02 August 2010 IAW the CLA Users Guide SAAR Only Chapter 1.1 Guide can be found at Navy Knowledge Online (NKO).
 - *“UICs identified in SAAR must match UICs identified in LOD”*



SAAR Submission Procedures (Cont)



- List your PSD/CSD Area NAM's Name under "Supervisor Details" section of SAAR form (**Contact Your PSD/CSD for the correct Name**)
Follow the example below when completing SAAR request:

Name: Last Name,First Name
(Notice there is **NO SPACE** between the comma and first name)

Email: XXX.XXXXXXX@navy.mil

Phone: XXXXXXXXXX



SAAR Submission Procedures (Cont)



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- Civilian Reviewer/Approver (Civilian or Joint Service) SAARs
 - DO NOT go through the PSD NAM
 - They are “approved” automatically just like ESR Self-Service accounts.
 - The CLA just has to “unlock” their account to use them as a Reviewer or Approver.
 - You must make the e-Leave Administration User Guide (SAAR Only) Chapter 2.2 available to the Civilians or Joint service personnel that will be a Reviewer/Approver within your command in order for them to request access.



SAAR Submission Procedures (Cont)



- If you have any problems with gaining CLA access after 02 August 2010, contact your PSD/CSD for NSIPS access and ask for the NSIPS NAM.
- If you have any problems with Civilian or Joint Service Reviewer or Approver access contact the NSIPS Help Desk at 1-877-589-5991.

