



DEPARTMENT OF THE NAVY
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COMTRAWINGSIXINST 1050.1

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COMTRAWING SIX INSTRUCITON 1050.1

Subj: ELECTRONIC LEAVE (E-LEAVE) PROCESSING

Ref: (a) NAVADMIN 103/10
(b) NAVADMIN 252/10
(c) e-Leave Administration User Guide Ver. 1.0, Rev. 1
Dated July 31, 2010

Encl: (1) CLA e-Leave Quick Start and Administration
(2) Reviewer/Approver e-Leave Quick Start
(3) Self-Service User e-Leave Quick Start

1. Purpose. To provide standardized guidance for the administration of e-Leave within Training Wing SIX for Staff and Students.

2. Background. In accordance with reference (a), shore-based implementation of e-Leave will begin in August 2010. Per reference (b), full implementation will be no later than 1 November 2010. The e-Leave request will reside inside the Navy Standard Integrated Personnel System (NSIPS) Electronic Service Record (ESR) application. Therefore, it is imperative that each sailor establish access and routinely view the ESR to become comfortable with the look and feel of the program. Once prepared, the leave request will electronically route through the chain of command for approval. This process will streamline a sailor's request for leave without the paper trail, eliminate delays due to misrouting of the paper copy, automate the Command's Leave Control Log, and ensure that pay entitlements are properly credited without the need to submit any documents to a supporting disbursing office or personnel support detachment (PSD).

3. Action

a. Staff Personnel: Upon implementation, the Wing Command Leave Administrator (CLA) will complete a profile for each Staff personnel assigned to the Wing Unit Identification Codes (UIC) 52814. The profile will identify a Reviewer and Approver for each member. Specific procedures for e-Leave implementation are provided in reference (c).

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b. Student Personnel: Profiles for each Student personnel assigned to UIC 45593 will also be completed upon their check-in from API.

c. Squadron CLAs will complete a profile for personnel permanently assigned to their squadron and assign Reviewers and Approvers.

d. Enclosures (1) through (3) will be used for the e-Leave process.

NOTE FOR STUDENT PERSONNEL: The Leave Control Number assigned to leave papers is generated by the UIC. The Student UIC is assigned to the Wing and the squadrons will be granted access to this UIC. Squadron CLAs will generate profiles, with Reviewers and Approvers, for each student assigned to them. The following procedures will be implemented for student leave:

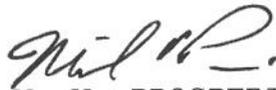
a. Students will submit a leave request via ESR.

b. Student e-leave requests will be processed by squadron reviewers and approvers.

c. Students may check e-leave routing progress via ESR.

d. Check-Out/In via NSIPS ESR.

4. Point of contact: Wing CLA, Gabe Moreno or Cathy Cadotte at TRAWING SIX Admin at (850) 452-3848.


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Distribution:

Electronic only, via TRAWING SIX Website:

<https://www.cnatra.navy.mil/tw6/>

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E-LEAVE Quick Start

Set Up

Command Leave Administrator reference for completing Setting Up and Administration of e-Leave

OBTAIN ACCESS AND PERMISSIONS AS DESIGNATED CLA

Obtain LOD from Command > Obtain a SAAR Request by clicking the [New Users \(NSIPS, ESR, Web Ad Hoc\)](#) link on the NSIPS Home page (ensure CLA is selected) > Deliver LOD to PSD > Access e-Leave when e-mail confirmation from NAM is received.

NAVIGATE E-LEAVE

Use hyperlinks on the e-Leave Administration Home Page to navigate within the system.

Use the lookup icon to select specific search criteria when available, if needed.

SET INITIAL E-LEAVE LEAVE CONTROL NUMBER (LCN)

Click Dept/Div/Duty Setup > Enter a UIC > Click Search > In the Alpha Prefix box, enter the Leave Control Alpha Prefix (Input Source Code) provided on the LOD and in the Leave Authorization Counter, enter 99999 > Click Save > Repeat process for additional UICs.

Note: PSD/CSD Area NAMS should not use LCN ALPHA prefix that start with MZ, SM, or TZ through ZZ.

CONFIGURE DEPT/DIV/DUTY SECTION FOR IDENTIFYING COMMAND HIERARCHY

Coordinate with Career Counselors prior to making any changes to pre-established Command hierarchies.

Click Dept/Div/Duty Setup > Enter a UIC > Click Search > Enter the ID and description for each Dept/Div/Duty Section within the UIC > Click +/- to add/delete Dept/Div/Duty Sections, as needed > Click Save > Repeat process for additional UICs.

Note: The delete (-) will only function if there are no members in the Dept/Div or Duty Section.

ASSIGN/EDIT PERSONNEL IN COMMAND HIERARCHY

There are two methods to assign/edit personnel in Command hierarchy: Mass and Single.

To use the mass function: Click **Dept/Div/Shop/Duty Mass Setup** > Enter a UIC > Click **Retrieve** > Enter New Values to Add > Click **Select All** or individually select members > Click **Save** > Repeat process for additional UICs.

To use the single function: Click **Member Dept/Div/Duty Setup** > Enter a UIC > Click **Search** > Select individual personnel link > Enter correct values for Dept/Div/Duty Section > Click **Save**.

ASSIGN/EDIT APPROVER/REVIEWER PRIVILEGES

There is a minimum of 1 Approver and 1 Reviewer. There is a maximum of 5 Approvers and 10 Reviewers. CLA need to establish a procedure for documenting Command Officer's (COs) disapproval of e-Leave requests as only COs can disapprove leave.

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Click **Reviewer/Approver Mass Setup** > Enter in search criteria > Refine search, if needed using Dept/Div/Duty Section fields > Hit the Tab or Enter key > Click the checkbox in the Approver and Reviewer columns > Click **Save** > Repeat process for additional Dept/Div within each UICs.

ASSIGN/EDIT CIVILIAN PROFILES

Civilians can be assigned either an Approver or Reviewer role. Civilians request Reviewer or Approver roles via New Users (NSIPS, ESR, Web Ad Hoc) link on the NSIPS Home page. Civilian requests are routed to and approved by the CLA (CLA role is approved by the NAM). CLA must be created before attempting to create a civilian Reviewer or Approver.

Click **Civilian Profile Mgmt Setup** > Enter in search criteria > Click **Search** > Assign/Edit Civilians as Reviewers/Approvers > Click **Select All** or individually check the checkbox next to appropriate personnel > Click **Save** > Repeat process for additional Dept/Div within each UICs.

E-LEAVE Quick Start

Administration

Command Leave Administrator reference for completing Setting Up and Administration of e-Leave

ASSIGN/EDIT APPROVERS/REVIEWERS/WATCH COORDINATORS TO MULTIPLE SAILORS

Members who are authorized Self Check Out/Check In or are exempt from Duty cannot be set up using Member Profile Mass Setup and must be done individually.

Click **Member Profile Mass Setup** > Enter in search criteria > Click **Search** > Select Reviewers/Approvers > Use +/- to add/delete Reviewers/Approvers and designate Watch Coordinator, as needed > Select a Primary Approver > Click **Select All** or individually check the checkbox next to appropriate personnel > Click **Save** > Repeat process for additional Dept/Div within each UICs.

ASSIGN/EDIT APPROVERS/REVIEWERS TO INDIVIDUAL SAILORS

Click **Member Profile Setup** > Enter in search criteria > Click **Search** > From list, select an individual > In the Member Profile box, select, as appropriate, **Reviewer/Watch Coordinator, Approver, Authorized for Self-Check Out/Check IN, or Exempt from Duty** > Click **Save**.

SUBMIT E-LEAVE REQUESTS FOR MEMBERS

Unless directed, route e-Leave requests through established workflow. When submitting e-Leave Requests, guidance can be found regarding every type of leave available within the MILPERSMAN.

Click **e-Leave Request** > Enter a UIC > Refine search, if needed, using EmpID, Name, Dept, Div fields > Click the appropriate Member > Complete the e-Leave Request Form > Click **Submit e-Leave Request** or **Save for Later** > Verify Reviewer/Approver workflow > Click **Submit e-Leave Request** > Click **No** to route for review approval unless directed to approve.

NOTE: Obtain status using e-Leave Inquiry>e-Leave Request(s) pending Recommendation/Approval.

APPROVE MEMBER'S E-LEAVE REQUEST

Only approve when directed.

Click **e-Leave Inquiry** > Click **e-Leave Request(s) Pending Recommendation/Approval** > Click **View Details**.

Enter Approver comments describing direction for approving the e-Leave request > Click **Approve**.

CANCEL MEMBER'S APPROVED E-LEAVE PRIOR TO CHECK OUT

A justification for canceling the e-Leave request is mandatory. Once an e-Leave is submitted, any changes require the submitted e-Leave request to be canceled and a new e-Leave request submitted.

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Click **e-Leave Inquiry** > Click **e-Leave Request(s) Pending Check Out** > Click **View Details** > Complete the Reason for Cancellation of e-Leave Request field > Click **Cancel e-Leave Request** > Click **Yes** > View verification.

CHECK MEMBER OUT ON LEAVE

When Checking Out a member, be aware of the relationship between the Working Hours and the Check Out (From/To) Times as these are what calculate the actual number of days of leave charged.

Click **e-Leave Inquiry** > Click **e-Leave Request(s) Pending Check Out** > Click **View Details** > Complete the Check Out box, entering "To" time in the "Local Time" block > Click **Check Out**.

EXTEND MEMBER'S LEAVE BETWEEN CHECK OUT AND CHECK IN

A justification for requesting an extension is mandatory.

Click **e-Leave Extension Request** > Enter search criteria > Click **Search** > Click appropriate e-Leave request > Complete the e-Leave Extension Form, enter in new leave return date, time, and reason for extension > Click **Submit for Approval** > Click **No** unless directed to approve, otherwise, click **Submit for Approval** > View verification.

CHECK MEMBER IN FROM LEAVE

When Checking In, be aware of the relationship between the Working Hours and the Check In (From/To) Times as these are what calculate the actual number of days of leave charged.

Click **e-Leave Inquiry** > Click **e-Leave Request(s) Pending Check In** > Click **View Details** > Click **Check In from Leave** > Complete the Check In box > Click **Check In** > View verification.

NOTE: Verify the number of days that will be charged (indicated at the bottom of the page) is correct prior to submitting.

GENERATE/VIEW E-LEAVE SYSTEM REPORTS

Click **e-Leave Reports** > Click **Add a New Value** > Enter a Run Control ID > Click **Add** > Enter report criteria > Click **Save** > Click **Run** > Click **OK** > Click **Report Manager** > Click **Refresh**, as needed > Click **View** > Click the **PDF file** > Click **Open** or **Save** to see the report > Click **Home** to return to e-Leave Home Page.

GENERATE/VIEW E-LEAVE SYSTEM LOGS

e-Leave Inquiry Log: Click **e-Leave Inquiry Log** > View e-Leave Inquiry Log > Click **View Trans(s)**, where appropriate.

e-Leave Report Log: Click **e-Leave Report Log** > Click **Add a New Value** > Enter a Run Control ID > Click **Add** > Enter report criteria > Click **Save** > Click **Run** > Click **OK** > Click **Report Manager** > Click **Refresh**, as needed > Click **View** > Click the **PDF file** > Click **Open** or **Save** to see the report > Click **Home** to return to e-Leave Home Page.

CORRECT LEAVE TRANSACTIONS AFTER ERRONEOUSLY CHARGED

Click **Manage e-Leave Transactions** > Enter search criteria > Click **Search** > Click appropriate leave transaction > Make changes to correct or cancel reported leave > Click **Save** > Click **OK** > Click **Home** to return to e-Leave Home Page.

NOTE: Do not submit correction on same day Sailor electronically checked in, wait 5 working days before taking any corrective action.

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E-LEAVE Quick Start

Reviewer/Approver

Reviewer/Approver reference for recommending/not recommending/approving/disapproving leave

ACCESS E-LEAVE

Go to <https://nsips.nmci.navy.mil> > Read Security Disclaimer > Click the box stating you agree disclaimer > Click **Agree** > Click **Logon** > Select your Self-Service account > Read Security Disclaimer > Click the box stating you agree to the disclaimer > Click **Logon**.

REVIEWER

A Reviewer can Recommend or Not Recommend approval of an e-Leave request. If the Reviewer does Not Recommend approve, a justification is required.

REVIEW E-LEAVE REQUESTS AND PROVIDE RECOMMENDATION FOR APPROVAL/DISAPPROVAL

Click **e-Leave** > Click **e-Leave Inquiry** > Select appropriate leave request to review.

Review leave request > Click **Recommended** or **Not Recommended** > Click **Submit**.

APPROVER

An Approver can Approve or Disapprove an e-Leave request, however if the e-Leave request is disapproved then documentation on the CO's concurrence is required.

APPROVE/DISAPPROVE E-LEAVE REQUESTS IN ACCORDANCE WITH COMMAND POLICY

Click **e-Leave** > Click **e-Leave Inquiry** > Select appropriate leave request to review.

Review leave request > Click **Approve** or **Disapprove**> Click **Submit**.

Note: Documentation of the CO's disapproval of the leave is required prior to selecting Disapprove.

E-LEAVE Quick Start

Self-Service User

Self-Service User reference for using the e-Leave System

ACCESS E-LEAVE

Go to <https://nsips.nmci.navy.mil> > Read Security Disclaimer > Click the box stating you agree disclaimer > Click **Agree** > Click **Logon** > Select your Self-Service account > Read Security Disclaimer > Click the box stating you agree to the disclaimer > Click **Logon**.

NAVIGATE E-LEAVE

Use hyperlinks on the e-Leave Administration Home Page to navigate within the system.

Use the lookup icon to select specific search criteria when available, if needed.

SELECT THE CORRECT LEAVE TYPE FOR AN E-LEAVE REQUEST

When submitting an e-Leave Request, guidance can be found regarding every type of leave available within the MILPERSMAN.

Click e-Leave > Click e-Leave Request > In the Leave Request Information section, 12. Type of Leave field, click the lookup icon and select type of leave requesting.

SUBMIT AN E-LEAVE REQUEST

Once an e-Leave is submitted, any changes require the submitted e-Leave request to be canceled and a new e-Leave request submitted.

Click e-Leave > Click e-Leave Request > Complete the e-Leave Request Form > Verify approval workflow > Check box certifying sufficient funds are available to cover the leave cost > Click Submit for Approval.

Repeat process for additional UICs.

VIEW PENDING E-LEAVE REQUESTS STATUS

Click **e-Leave** > Click **e-Leave Inquiry**.

PRINT AN E-LEAVE REQUEST

Click **e-Leave** > Click **e-Leave Inquiry** > Click **View Details** for appropriate e-Leave request > Click **Print**.

CANCEL AN APPROVED E-LEAVE REQUEST PRIOR TO CHECK OUT

A justification for canceling the e-Leave request is mandatory.

Click **e-Leave** > Click **e-Leave Inquiry** > Click **View Details** for appropriate e-Leave request > In the Reason for Cancellation of e-Leave Request field, type reason for canceling the e-Leave request > Click **Cancel e-Leave Request** > Click **Yes** to verify you want to cancel the e-Leave request.

CHECK OUT ON LEAVE

When Checking Out, be aware of the relationship between the Working Hours and the Check Out (From/To) Times as these are what calculate the actual number of days of leave charged.

Click **e-Leave** > Click **e-Leave Check Out/Check In** > Click **Check Out** for appropriate e-Leave request > Complete the Check Out Box > Click **Submit Check Out Request**.

REQUEST LEAVE EXTENSION

A justification for requesting an extension is mandatory.

Click **e-Leave** > Click **e-Leave Extension Request(s)** > Click **Request Extension** for the appropriate e-Leave request > Complete the Leave Extension section New Leave Return Date and New Leave Return Time fields > Type a reason for the extension request in the Reason for Leave Extension Request box > Click **Submit for Approval**.

CHECK IN FROM LEAVE

When Checking In, be aware of the relationship between the Working Hours and the Check In (From/To) Times as these are what calculate the actual number of days of leave charged.

Click **e-Leave** > Click **e-Leave Check Out/Check In** > Click **Check In** for appropriate e-Leave request > Complete the Check In box > Click **Submit Check In Request**.