

MILPERSMAN 1050-100

LEAVE: CHECK-IN/CHECK-OUT PROCEDURES

Responsible Office	PERS-22	Phone:	DSN	882-2231
			COM	901-874-2231
NAVPERSCOM CUSTOMER SERVICE CENTER		Phone: Toll Free	1-866-U ASK NPC	

References	(a) DoD Instruction 1327.06 of 16 June 2009 (b) Navy Standard Integrated Personnel System (NSIPS), Operations and Maintenance, E-Leave User Guide of 19 November 2012 (c) NAVADMIN 252/10
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1. Policy

a. Per reference (a), Service members must check out on leave and check in upon return to their commands.

b. Per reference (b), the Navy Standard Integrated Personnel System (NSIPS) Electronic Service Record (ESR) Electronic Leave (e-Leave) Program contains an automatic check-out and check-in system that charges leave based on the approved dates within the system. A self-service function exists that allows Service members to manually check-in and check-out on leave.

c. The self-service function allows members to adjust their leave dates in cases where Service members check out late from approved leave start date or check in early from approved return date. This gives Service members the ability to correct their own leave without the support of the command leave administrator (CLA).

2. Processing Leave Authorization

a. Service member requests leave in NSIPS ESR e-Leave. Once approved, no further action is necessary unless the Service member must adjust the leave dates or cancel the leave request prior to the approved leave dates.

b. Service member prints an approved copy of his or her leave paper 3 days prior to leave commencement from the ESR self-service account in NSIPS.

c. NSIPS ESR e-Leave will automatically charge leave based on the approved dates within the system. If a Service member checks out later or returns earlier than approved, the Service member can use NSIPS ESR e-Leave to adjust the dates of leave without CLA intervention. In all other cases, corrections can be made by the CLA.

d. NSIPS ESR e-Leave will process transactions to Defense Finance and Accounting Service (DFAS) 24 hours after the first day of chargeable leave.

4. Commanding Officer Responsibility and Authority

a. The commanding officer is responsible for proper compliance with leave policies and regulations. Commanding officers must

(1) designate each CLA in writing and each CLA letter must contain unit identification codes (UICs) to which the CLA will need access.

(2) ensure each CLA submits OPNAV 5239/14 System Authorization Access Request Navy (SAAR-N) to the personnel support detachment/customer service desk (PERSUPP DET/CSD) NSIPS access manager (NAM) with the signed Letter of Designation to authorize administrative access to NSIPS ESR e-Leave. Afloat NSIPS capable ships will submit OPNAV 5239/14 via NSIPS Web afloat to ship access manager for CLA access approval.

(3) Send a copy of the CLA Letter of Designation to the servicing PERSUPP DET/CSD NAM.

(4) Ensure the command's administration office maintains a copy of the CLA Letter of Designation on file and verifies system access annually.

(5) Establish command specific leave and liberty policies and include specific information for checking out on leave and checking in off leave.

(6) Use the reports that exist within the NSIPS ESR e-Leave Program to monitor compliance with leave policies. Commanding officers can track CLA and individual Sailor actions, as well as any changes made to leave requests, for accountability purposes. Any changes to individual leave requests should be justified in comments section of the e-Leave request.

5. Non-e-Leave commands refer to reference (c) for guidance on implementing e-Leave. Commands not on e-Leave will continue to process leave requests per their command's leave and liberty policy until e-Leave implementation is complete.