

Leave Processing in lieu of Electronic Leave (E-Leave) SOP



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Process Name: Leave Processing in lieu of Electronic Leave (E-Leave)**Document ID: End to End**

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PURPOSE:

This Standard Operating Procedure (SOP) outlines responsibilities and establishes general procedures for situations/circumstances (e.g., separation processing from an overseas location or deployed activity) that require processing of a manual leave request.

Roles and Responsibilities:

- TSC (Transaction Service Center)/Personnel Office Clerk: The role of 'CLERK' as used in this SOP refers to a civilian Clerk, a contractor, or a Personnel Specialist authorized to *create* NSIPS transactions.
- TSC/Personnel Office Supervisor: The role of 'SUPERVISOR' as used in this SOP refers to a civilian Supervisor, designated servicemember, or a Personnel Specialist authorized to *release* NSIPS transactions.
- Note: "If the designated supervisor is not a MILPAY lead/auditor, then a TSC Deputy Disbursing Officer (DDO) will be required to audit NSIPS transactions and supporting documentation impacting military pay PRIOR to releasing them.
- Command Leave Administrator: CLA
- Command Pay and Personnel Administrator (CPPA): Serves as the primary customer service link between command members and the supporting TSC or Regional Support Center(RSC). Duties and responsibilities are defined in MPM 1000-021. The term CPPA identifies personnel assigned the Navy Enlisted Classification (NEC) code of 791F , but for the purposes of this SOP may include Dept/Div Admin representatives (e.g., large afloat commands) who liaise directly with the ship's Personnel Office/TSC.
- Note: Recent and future NSIPS programming releases will continue to expand CPPA roles and capabilities within NSIPS.
- Service Member: A person serving in the Armed Forces who may be eligible for the entitlements listed in this SOP.

- Refer to NAVADMIN 037/22, NAVADMIN 008/23, and forthcoming update to MPM 1050-415 for most current policy wrt the Military Parental Leave Program.
- Electronic Leave (e-Leave): With NSIPS Release 1.4.15.0, the Military Parental Leave Program (MPLP) replaced maternity, parental and adoption leave types. When a service member selects Military Parental Leave Program, e-Leave block 12a will change from Ordinary to blank until one of the three options is selected: Maternity Convalescent Leave (MCL), Primary Caregiver Leave (PCL) or Secondary Caregiver Leave (SCL). PCL and SCL have a sub-selection option: Qualifying Adoption Event (QAE) or Qualifying Birth Event (QBE). When either PCL or SCL is chosen, the member must acknowledge the Warning - Command Pay and Personnel Administrator (CPPA) (32200,268) - CPPAs are required to complete a NAVPERS 1070/613 (Page 13) per MILPERSMAN 1050-415 in NSIPS.
- A new report is now available to Personnel/Pay Clerks and Personnel/Pay Supervisors. The report is located via your logon access in the Navy Standard Integrated Personnel and Pay System (NSIPS) by clicking on Standard Reports, then click on Personnel Reports, and click Use. The new report is called E-Leave Report. Refer to PPIB 12-22 for complete instructions.
- Important Internal Control Action: MMPA verification steps within this SOP reflect important internal control actions that cannot be over-emphasized. This applies to the entire transaction process from its initiation and authorization through the final verification of the proper processing of the transaction in summary records. These particular SOP process steps are built-in management design control activities to ensure that all transactions are properly completed and accurately recorded.
- Protect Personally Identifiable Information (PII)
- All personnel are required to comply with all PII/CUI policy guidance per required annual GMT. For further information, refer to the DON CIO website: <https://www.doncio.navy.mil/>

#	Systems:	Description
1.	OMPF	<ul style="list-style-type: none"> · Official Military Personnel File (OMPF) contains electronic images of documents generated throughout the career of every Officer and Enlisted Service Member, Active and Reserve, from time of entry until final separation. · OMPF- My Record View provides the ability to view, download, and print OMPF documents. · Login to OMPF via BUPERS Online (BOL) at https://www.bol.navy.mil using CAC and CAC-enabled computer. · When asked to verify PKI, choose the DoD CA-XX authentication certificate, not the email certificate.
2.	Electronic-Submission (E-Sub)	<ul style="list-style-type: none"> · The Electronic-Submission (E-Sub) application is the system used to submit designated Officer and Enlisted record documents for inclusion into their OMPF. · The E-Sub of record documents for inclusion into the OMPF will be fully implemented through BOL and must be E-Sub compliant. · All Active Duty and Reserve personnel (less IRR) with a BOL account and a CAC-enabled computer will be able to view online the status of all documents electronically submitted or (closed out) by viewing "Official Military Personnel File (OMPF) - My Record", which is accessed via the BOL Application Menu.
3.	NSIPS/ESR	<ul style="list-style-type: none"> · Navy Standard Integrated Personnel System (NSIPS) enables authorized personnel to submit pay and personnel transactions for Officer and Enlisted, Active and Reserve. · The NSIPS Electronic Service Record (ESR) provides a display of an individual's pay and personnel information. · Login to NSIPS and ESR at https://www.nsips.cloud.navy.mil/my.policy using CAC and CAC-enabled computer. · When asked to verify your PKI, choose the DoD CA-XX authentication certificate, not the email certificate.
4.	DJMS MMPA	<ul style="list-style-type: none"> · The Defense Joint Military Pay System (DJMS) Master Military Pay Account (MMPA) is a data base file that contains current and historical data pertaining to a Service Member's pay. All leave and pay activity for Active Duty Service Members is recorded in this file. The individual accounts contain current entitlements, deductions (including allotments), payments, leave balances, collections, status information, and 11 months' history. MMPA enables authorized users to monitor and verify the status of requested pay and personnel actions submitted by the TSC for processing. · MMPA Read Only View enables authorized users to verify the status of requested pay and personnel actions submitted to the TSC for processing. · Login to MMPA via the Multi-Host Internet Access Portal (MIAP) at https://miap.csd.disa.mil/portal.html using CAC and CAC-enabled computer.
5.	DWOWS	<ul style="list-style-type: none"> · Defense Workload Operations Web System (DWOWS) is a web based tracking system used by military pay operations (MILPAYOPS) to track workload for Navy Active Duty and Reserve Service Members.
6.	DMR/DMO	<ul style="list-style-type: none"> · DFAS MilPay Repository (DMR) is a Windows-based relational pay application that interfaces with the Defense Joint Military Pay System (DJMS) to create, audit and submit military pay transactions, and receive feedback from DJMS. It supports the Active and Reserve Components of the Army, Navy, and Air Force at DFAS Central Sites and military installations worldwide. The software suite is organized into Input, Reports, Inquiry, Navy Financial Reporting, Security and System Administration modules. DMR also provides master pay account inquiry capability, reports and query features, transaction results, pay products, management information, customer service tools, an audit trail, expanded edits and pre-filled screens for error rate reduction, and a comprehensive on-line user's manual to support maintenance of military pay accounts and processing of pay transactions.
7.	eCRM	<ul style="list-style-type: none"> · The eCRM Console enables designated command personnel to communicate safely and efficiently with the supporting TSC or TPC via the Internet. Customer commands submit, track, and receive feedback on pay, personnel, and travel related transactions. · The eCRM Console uses secure network protocol to protect Service Members' Personally Identifiable Information (PII) when transferring personnel documents used to update corporate systems. · Login to eCRM at https://navynpc.my.salesforce.mil/ using CAC and CAC-enabled computer.

Online Resources:

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#	Website Sponsor	Title and Link
1	MyNavy HR	Electronic Service Record (ESR)
		https://www.mynavyhr.navy.mil/Career-Management/Records-Management/Electronic-Service-Record-ESR/
	MyNavyHR	Official Military Personnel File (OMPF) My Record
		https://www.mynavyhr.navy.mil/Career-Management/Records-Management/OMPF-My-Record/
3	MyNavyHR	CPPA Resources
		https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPA-Resources/
4	NSIPS	NSIPS
		https://www.nsips.cloud.navy.mil/my.policy
5	NSIPS	NSIPS E-Leave Job Performance Aids (JPA)
		https://www.nsips.cloud.navy.mil/my.policy
6	Defense Finance and Accounting Service (DFAS)	My Pay
		https://mypay.dfas.mil/mypay.aspx

Command Aids and User Guides Available Online:

#	Sponsor	Document Title and Link
1.	DJMS MMPA Guide	Defense Joint Military Pay System (DJMS) Master Military Pay Account (MMPA) Guide
		https://www.milsuite.mil/book/groups/navy-djms-procedures-training-guide
2.	DJMS PTG Part 1, Chapter 2 – Section E	Defense Joint Military Pay System (DJMS) Procedures Training Guide “Authorized Absence”
		https://www.milsuite.mil/book/groups/navy-djms-procedures-training-guide

Help Desks:

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#	Contact Source	Contact Details
1.	NSIPS ESR	<ul style="list-style-type: none"> · NSIPS Help Desk 1-833-637-3669 nesd@nesd-mail.onbmc.mil MyNavy Career Center (MNCC) 1-833-330-MNCC askmncc@navy.mil
2.	OMPF	<ul style="list-style-type: none"> · MyNavy Career Center (MNCC) 1-833-330-MNCC askmncc@navy.mil
3.	eCRM	<ul style="list-style-type: none"> · https://navynpc.my.salesforce.com/eCRMetp@us.navy.mil

Forms:

#	Form #	Title
1.	NAVCOMPT 3065	Leave Request/Authorization https://www.secnav.navy.mil/doni/NFOL/SECNAV/SECNAV%20Forms/SECNAV%207000_8T.pdf

References



#	Doc ID	Title
1.	DoDI 1327.06 (Series) w/ CH-3	Leave and Liberty Policy and Procedures http://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodi/132706p.pdf
2.	MILPERSMAN 1050 (Series)	Leave and Liberty https://www.mynavyhr.navy.mil/References/MILPERSMAN/
3.	MILPERSMAN 1800 (Series)	Retirements https://www.mynavyhr.navy.mil/References/MILPERSMAN/
4.	MILPERSMAN 1900 (Series)	Separation https://www.mynavyhr.navy.mil/References/MILPERSMAN/
5.	MILPERSMAN 7220-340	Lump-Sum Payment for Accrued Leave https://www.mynavyhr.navy.mil/References/MILPERSMAN/
6.	NAVADMIN 151/18	Military Parental Leave Program https://www.mynavyhr.navy.mil/References/Messages/
7.	NAVADMIN 159/21	Special Leave Accrual for the Navy https://www.mynavyhr.navy.mil/References/Messages/
8.	NAVADMIN 037/22	Increase to Maximum Secondary Caregiver Leave https://www.mynavyhr.navy.mil/References/Messages/
9.	NAVADMIN 008/23	Expansion of the Military Parental Leave Program https://www.mynavyhr.navy.mil/References/Messages/
10.	NPPSCINST 5220.2 (Series)	Standard Management Reports https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/NPPSC/Admin%20Folder/Forms/AllItems.aspx?RootFolder=%2Fsites%2FMyNavyHR%5FMNCC%2FNPPSC%2FAdmin%20Folder%2FDirectives%2FInstructions&FolderCTID=0x0120006B9F26B001351F4EB6073A6A8A77501E
11.	MPA 12/15	Expiration of 75 Day Leave Carry Over Policy https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/PPIBS-MPAS/
12.	MPA 23-22	Special Leave Accrual (SLA) FY 22 End Processing Information https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/PPIBS-MPAS/
13.	PPIB 11-04	E-Leave Process for Sailors Separating at a TPU INCONUS https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/PPIBS-MPAS/
14.	PPIB 12-22	E-Leave Report https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/PPIBS-MPAS/
15.	PPIB 13-09	130901: Separation and E-Leave Issues https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/PPIBS-MPAS/
16.	PPIB 15-03	150101: Expiration of 75 Day Leave Carry-Over Policy https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/PPIBS-MPAS/
17.	PPIB 22-14	MILPERSMAN 1050-090 Leave: Day of Departure/Return Update https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/PPIBS-MPAS/
18.	PPIB 22-24	FY-22 Special Leave Accrual (SLA) https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/PPIBS-MPAS/

SERVICE MEMBER START

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ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
Service Member	1	Process hardcopy NAVCOMPT 3065 Leave Request	<p>Process hardcopy NAVCOMPT 3065, Leave Request/Authorization.</p> <p>This procedure applies to Service Members who transfer to an approved CONUS TPU or other CONUS separation activity (MPM 1910-812) for separation processing from an overseas location or deployed command (MPM 1910-206) that is using the E-Leave application. E-Leave submission for Service Members returning from overseas for separation processing with an open Hostile Fire/Imminent Danger Pay (HF/IDP) entitlement (open FID 23) needs to be processed manually by the separation activity; otherwise, the leave transaction will reject. PPIB 11-04 refers.</p> <p>In addition, this procedure also applies to TSC Afloat customer commands and aircraft carriers until E-Leave is fully implemented for afloat units.</p>
	1.1	Is Service Member separation processing from an overseas location or deployed activity?	<p>Is Service Member separation processing from an overseas location or deployed activity that is using the E-Leave application?</p> <p>If No, go to 1.2.</p> <p>If Yes, go to 1.3.</p>
	1.3	Route request via parent command to separate or retire	<p>Overseas/Deployed Shipboard Service Member routes request via parent command to separate or retire, per local instructions, including requested (intended) separation leave/PTDY, as applicable.</p>
	1.8	Detach from overseas command	<p>Service Member detaches from overseas command.</p>
	1.9	Report to TPU	<p>Service Member reports to TPU for official check-in with Separation package, including NSIPS Separation Travel Orders, for separation processing.</p> <p>If Service Member is drawing HDP/IDP, TPU allows Service Member to submit request for SEPLV via paper NAVCOMPT 3065 and route for approval by CO, TPU.</p> <p>If Service Member is not drawing HDP/IDP, then TPU CLA inputs E-Leave requests on behalf of the Service Member once Service Member has officially reported to TPU UIC and routes E-Leave request for approval.</p>
	1.9.1	Submit request for Separation Leave consistent with NSIPS Separation Travel Orders	<p>Service Member submits request for Separation Leave (hardcopy NAVCOMPT 3065, Leave Request/Authorization) consistent with NSIPS Separation Travel Orders.</p> <p>Hardcopy NAVCOMPT 3065 is routed for approval by Commanding Officer, TPU. Once approved, TPU annotates Leave Control Number (LCN) on NAVCOMPT 3065 and forwards to servicing TSC for processing.</p> <p>Refer to MPM 1050-400, Accrued Leave Creditable upon Retirement, and MPM 1050-120, Separation Leave, as required.</p> <p>Absence on Leave at the Time of Retirement:</p> <ul style="list-style-type: none"> · Per MPM1050-120, Separation Leave, absence on leave at the time of retirement, or transfer to the Fleet Reserve without the necessity of return to the separation site (if desired) should normally be granted when requested to preclude the loss of leave and to minimize accrued leave. · If leave without return to the separation site is desired, the Service Member must actually have retirement or transfer to the Fleet Reserve orders in possession and have completed separation processing prior to departure on leave. The retirement or transfer to the Fleet Reserve date must occur following completion of the authorized leave period. <p>Note: Returning overseas Service Member should provide copy of last leave taken to CPPA/CLA to ensure last leave posted to Service Member's account, if applicable.</p>
	1.9.2	Submit Separation package, to include NSIPS Separation Travel Orders and Leave Request/Authorization to CPPA	<p>Service Member submits Separation package, to include NSIPS Separation Travel Orders and advance copy NAVCOMPT 3065, Leave Request/ Authorization, to CPPA.</p>

STOP

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
<p>CLA</p>	<p>1</p>	<p>Process hardcopy NAVCOMPT 3065 Leave Request</p>	<p>Process hardcopy NAVCOMPT 3065, Leave Request/Authorization.</p> <p>This procedure applies to Service Members who transfer to an approved CONUS TPU or other CONUS separation activity (MPM 1910-812) for separation processing from an overseas location or deployed command (MPM 1910-206) that is using the E-Leave application. E-Leave submission for Service Members returning from overseas for separation processing with an open Hostile Fire/Imminent Danger Pay (HF/IDP) entitlement (open FID 23) needs to be processed manually by the separation activity; otherwise, the leave transaction will reject. PPIB 11-04 refers.</p> <p>In addition, this procedure also applies to TSC Afloat customer commands and aircraft carriers until E-Leave is fully implemented for afloat units.</p>
	<p>1.4</p>	<p>Review and verify separation request and leave request</p>	<p>CLA reviews and verifies separation request and Leave Request/Authorization (NAVCOMPT 3065) request.</p>
	<p>1.5</p>	<p>Submit separation request and leave request to servicing overseas TSC</p>	<p>CLA submits separation request and leave request to servicing overseas TSC.</p>

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
CLERK	1	Process hardcopy NAVCOMPT 3065 Leave Request	<p>Process hardcopy NAVCOMPT 3065. Leave Request/Authorization.</p> <p>This procedure applies to Service Members who transfer to an approved CONUS TPU or other CONUS separation activity (MPM 1910-812) for separation processing from an overseas location or deployed command (MPM 1910-206) that is using the E-Leave application. E-Leave submission for Service Members returning from overseas for separation processing with an open Hostile Fire/Imminent Danger Pay (HF/IDP) entitlement (open FID 23) needs to be processed manually by the separation activity; otherwise, the leave transaction will reject. PPIB 11-04 refers.</p> <p>In addition, this procedure also applies to TSC Afloat customer commands and aircraft carriers until E-Leave is fully implemented for afloat units.</p>
	1.6	Review and verify separation request and leave request	<p>Overseas TSC Clerk reviews and verifies separation request and leave request.</p> <p>Important Internal Control Action: MMPA verification steps within this SOP reflect important internal control actions that cannot be over-emphasized. This applies to the entire transaction process from its initiation and authorization through the final verification of the proper processing of the transaction in summary records. These particular SOP process steps are built-in management design control activities to ensure that all transactions are properly completed and accurately recorded.</p> <p>Clerk verifies MMPA for leave balance and HF/IDP entitlements.</p>
	1.7	Prepare NSIPS Separation Travel Orders	<p>Overseas TSC Clerk prepares NSIPS Separation Travel Orders.</p> <p>Once prepared, clerk prints a copy of orders.</p>
	1.13	Verify Service Member's MMPA for leave balance and HDP/IDP entitlements	<p>Verify Service Member's MMPA for leave balance and HF/IDP entitlements.</p> <p>Important Internal Control Action: MMPA verification steps within this SOP reflect important internal control actions that cannot be over-emphasized. This applies to the entire transaction process from its initiation and authorization through the final verification of the proper processing of the transaction in summary records. These particular SOP process steps are built-in management design control activities to ensure that all transactions are properly completed and accurately recorded.</p> <p>Upon arrival/reporting to TPU, clerk validates number of days Separation Leave/PTDY requested (as approved on NSIPS Separation Travel Orders) and verifies leave balance and HF/IDP entitlement in MMPA.</p>
	1.13.1	Verify NAVCOMPT 3065 is complete and accurate	<p>Clerk verifies NAVCOMPT 3065 (Leave Request/Authorization) is complete and accurate.</p> <p>Verify name, leave control number (LCN), type of leave, and block 23 (approval).</p> <p>Clerk corrects the leave request, if required, and informs CPPA/CLA.</p>
	1.13.2	Is Service Member drawing HDP/IDP?	<p>Is Service Member drawing Hazardous Duty Pay/Imminent Danger Pay (HDP/IDP)?</p> <p>Does Service Member have an open FID 23?</p> <p>If Yes, go to Step 1.14.</p> <p>If No, go to Step 1.13.3.</p>
	1.13.3	Return leave request to CPPA and direct CPPA/CLA to submit leave request via E-Leave	<p>Clerk returns leave request to CPPA and directs CPPA/CLA to submit leave request via E-Leave.</p>
	1.14	Create archive file	<p>Clerk creates archive file.</p> <p>Stamp NAVCOMPT 3065 (Leave Request/Authorization), if required. Need a date received if document is not received via eCRM.</p> <p>Important Update: Transaction Service Centers (TSCs) are no longer required to archive KSDs in DON TRACKER RM. Retain documents shall be archived in enterprise Customer Relations Management (eCRM) System and NP2, as an interim solution, until approval of a MyNavy HR solution for permanent archiving of KSDs is determined. In short for Retain File KSDs, eCRM is an approved document storage (archive) application for cases submitted within that application and DON TRACKER RM for cases submitted via TOPS.</p> <p>Go to 5.</p>

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
CLERK	2	Receive and process NAVCOMPT 3065	Receive and process NAVCOMPT 3065 (Leave Request/Authorization).
	2.3	Is NAVCOMPT 3065 complete and accurate?	Is NAVCOMPT 3065 (Leave Request/Authorization) complete and accurate? Verify name, leave control number (LCN), type of leave, and block 23 (approval). If No, go to 2.4. If Yes, go to 2.6.
	2.4	Send NAVCOMPT 3065 to CLA via eCRM	Clerk sends NAVCOMPT 3065 (Leave Request/Authorization) to CLA via eCRM. Notify supervisor if required.
	2.5	Receive corrected NAVCOMPT 3065 from CPPA/CLA via eCRM	Clerk receives corrected NAVCOMPT 3065 (Leave Request/Authorization) from CPPA/CLA via eCRM. Go back to 2.3.
	2.6	Create archive file	Clerk creates archive file. Stamp NAVCOMPT 3065 (Leave Request/Authorization), if required. Need a date received if document is not received via eCRM. Important Update: Transaction Service Centers (TSCs) are no longer required to archive KSDs in DON TRACKER RM. Retain documents shall be archived in enterprise Customer Relations Management (eCRM) System and NP2, as an interim solution, until approval of a MyNavy HR solution for permanent archiving of KSDs is determined. In short for Retain File KSDs, eCRM is an approved document storage (archive) application for cases submitted within that application and DON TRACKER RM for cases submitted via TOPS.
	2.7	Review NAVCOMPT 3065 for duplicates	Clerk reviews NAVCOMPT 3065 (Leave Request/Authorization) for duplicates.
	2.7.1	Is NAVCOMPT 3065 a duplicate?	Is NAVCOMPT 3065 (Leave Request/Authorization) a duplicate? · Verify FID SB (Leave) to ensure leave is not a duplicate or correction and there are no overlaps in dates. · Verify FID NB (Leave Suspense) to ensure future leave has not been processed and there are no duplicates, corrections, or overlaps. If Yes, go to 2.7.2. If No, go to 3.
	2.7.2	Notify supervisor and CPPA/CLA	Clerk notifies supervisor and CPPA/CLA.
	2.7.3	Destroy NAVCOMPT 3065	Clerk destroys NAVCOMPT 3065 (Leave Request/Authorization).
	2.7.4	Close eCRM case	Clerk closes eCRM case. Go to Stop.

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
CLERK	3	Is Leave Chargeable, Non-chargeable or Cancellation/Correction?	Is Leave Chargeable, Non-chargeable or Cancellation/Correction? If Chargeable and Ordinary leave, go to 4. If Chargeable and Separation/Retirement, go to 5. If Non-chargeable, go to 6. If Cancellation/Correction, go to 7.
	4	Process ordinary/emergency leave	Process ordinary/emergency leave.
	4.1	Are two or more Service Members being processed?	Are two or more Service Members being processed? If Yes, go to 4.2. If No, go to 4.3.
	4.2	Process "Mass Leave Create" in NSIPS	Clerk processes "Mass Leave Create" in NSIPS. Mass leave can be processed for between 2 and 50 Service Members. Go to 8.
	4.3	Create ordinary (annual) leave transaction in NSIPS	Clerk creates ordinary (annual) leave transaction in NSIPS. For ordinary leave, process SB01 (Start Leave) on the day leave begins. Login to NSIPS: Leave ADMIN > Leave > Use > Leave Create. Enter Service Member's SSN. <ul style="list-style-type: none"> · Enter Absence (A-Ordinary), then select Start · Enter Begin Date, Stop Date, Days Granted, and Authorization Number (LCN) Leave that spans across hard EAOS with a pending Extension in the system requires two separate leave papers so that Service Member does not go into Excess Leave Status. Leave that spans fiscal years must be posted as two separate types of leave. This action is necessary to prevent Service Member from losing leave at the end of FY if Service Member is entitled to special leave accrual. <ul style="list-style-type: none"> · First period: Type 'A' through 30 September · Final period: Type 'P' through separation date Go to 8.
	5	Process separation/retirement leave	Process separation/retirement leave.
	5.1	Verify that FID 23 is closed in MMPA and that Service Member is not authorized OHA/OCOLA	Clerk verifies that FID 23 is closed in MMPA and that Service Member is not authorized OHA/OCOLA. Important Internal Control Action: MMPA verification steps within this SOP reflect important internal control actions that cannot be over-emphasized. This applies to the entire transaction process from its initiation and authorization through the final verification of the proper processing of the transaction in summary records. These particular SOP process steps are built-in management design control activities to ensure that all transactions are properly completed and accurately recorded. Login to NSIPS: <ul style="list-style-type: none"> · Check MMPA JJAA FID 23 to determine if HF/IDP has closed · Check MMPA JJAA FIDS 43/46 to determine if Service Member is authorized OHA/OCOLA NSIPS will not allow processing of separation leave in a hazardous duty/hostile fire zone. If FID 23 is not closed, separation leave will need to be processed as ordinary (annual) leave versus separation leave. Likewise, if the Service Member is authorized to separate or retire overseas and is entitled to OHA/OCOLA, then processing separation leave will terminate OHA/OCOLA, so the separation leave will need to be processed as ordinary (annual) leave.
	5.2	Is MMPA line 23 open or is Service Member authorized OHA/OCOLA?	Is MMPA line 23 open or is Service Member authorized OHA/OCOLA? If Yes, go 4.3 (process separation leave as annual leave). If No, go to 5.3.
	5.3	Create separation leave transaction in NSIPS	Clerk creates separation leave transaction in NSIPS. SB01 leave start transaction can be initiated up to 30 days prior to the separation leave start date. Login to NSIPS: Leave ADMIN > Leave > Use > Leave Create. Enter Service Member's SSN. <ul style="list-style-type: none"> · Enter Absence Type (A-Ordinary), then select Start · Enter Begin Date, Days Granted, and Authorization Number (LCN) Leave that spans fiscal years may require posting as two separate leave transactions so Service Member does not go into Excess Leave Status: <ul style="list-style-type: none"> · First period: Type 'A' through 30 September · Final period: Type 'P' through separation date Go to 8.

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
CLERK	6	Process non-chargeable leave transaction	Process non-chargeable leave transaction, e.g., absence to obtain a legal marriage, convalescent, paternity, or adoption leave, etc.
	6.1	Is leave authorized?	<p>Is leave authorized?</p> <p>Do authorized leave days coincide with leave days requested on NAVCOMPT 3065 (Leave Request/Authorization) in accordance with appropriate MILPERSMAN Articles?</p> <ul style="list-style-type: none"> · Convalescent Leave MPM 1050-180 · Convalescent Leave (Currently being revised. Refer to DODI 1327.06/15JAN2021 and DTM 23-001: attachment 3, subpara 2a for guidance) · Paternity Leave Program MPM 1050-415 · Parental Leave Program (Currently being revised. Refer to DTM 23-001 and NAVADMIN 008/23 for guidance) · Administrative Absence to Obtain a Legal Marriage MPM 1050-440 <p>Verify supporting documentation is included.</p> <p>If No, go to 6.2. If Yes, go to 6.3.</p>
	6.2	Notify supervisor	Clerk notifies supervisor.
	6.3	Hold NAVCOMPT 3065 until the day Service Member returns from leave	Clerk holds NAVCOMPT 3065 (Leave Request/Authorization) until the day Service Member returns from leave.
	6.4	Create non-chargeable leave transaction in NSIPS	<p>Clerk creates non-chargeable leave transaction in NSIPS, if required.</p> <p>Refer to NAVADMIN 037/22, NAVADMIN 008/23 and forthcoming update to MPM 1050-415 for most current policy wrt the Military Parental Leave Program.</p> <p>Entitlements outlined in the MPLP are retroactive to December 26, 2016. Members are advised to contact their local pay/finance office for further guidance of qualifications and processing.</p> <p>The Navy Procedures Training Guide Part 1: Basic and Special Pay, Chapter 2: Basic Pay, Grade Change, Enlistment, Reenlistment, Extension and Absence, Section E: Authorized Absence provides updated non-chargeable leave types which pertain to the MPLP. Maternity/convalescent leave will be reported as leave type (F) and primary/secondary caregiver leave will be report as leave type (T).</p> <p>Non-chargeable leave can only be processed after the end date of the leave as a leave report (SB03). NSIPS will not allow leave transaction (SB03) to be created until leave has been fully executed.</p> <p>Login to NSIPS: Leave ADMIN > Leave > Use > Leave Create. Enter Service Member's SSN.</p> <ul style="list-style-type: none"> · Enter Absence Type · Enter Begin Date, Stop Date, Days Granted, and Authorization Number (LCN) <p>Note: It is important to enter appropriate Leave Type so that leave is charged correctly, e.g., PL for paternity leave. If correct Leave Type is not selected, Service Member's pay account will be adversely impacted.</p> <p>Go to 8.</p>
	7	Process cancellation/correction leave	Process cancellation/correction leave.
	7.1	Does NAVCOMPT 3065 include approved cancellation/correction letter?	<p>Does NAVCOMPT 3065 (Leave Request/Authorization) include approved cancellation/correction letter?</p> <p>If No, go to 7.2. If Yes, go to 7.3.</p>

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
CLERK	7.2	Contact CLA to obtain the approved cancellation/correction letter	Clerk contacts CLA to obtain the approved cancellation/correction letter.
	7.3	Does leave require correction or cancellation?	Does leave require correction or cancellation? If Correction, go to 7.4. If Cancellation, go to 7.5.
	7.4	Process SB05 transaction in NSIPS	Clerk processes SB05 (Correct Leave) transaction in NSIPS. Go to 8.
	7.5	Was leave charged?	Was leave charged? Important Internal Control Action: MMPA verification steps within this SOP reflect important internal control actions that cannot be over-emphasized. This applies to the entire transaction process from its initiation and authorization through the final verification of the proper processing of the transaction in summary records. These particular SOP process steps are built-in management design control activities to ensure that all transactions are properly completed and accurately recorded. Check MMPA. If No, Go To Stop. If Yes, go to 7.6.
	7.6	Process SB06 transaction in NSIPS	Clerk processes SB06 (Cancel Leave) transaction in NSIPS.
	8	Complete processing of leave transaction	Complete processing of leave transaction.
	8.1	Mark eCRM case "For Review"	Clerk marks eCRM case "For Review" by supervisor.
	8.3	Verify the leave transaction posted	Clerk verifies the leave transaction posted. Verify leave posted in MMPA JJAA, as required. Check MMPA JJAA after one update cycle, but wait two update cycles before taking corrective action.
	8.4	Did leave post?	Did leave transaction post? Important Internal Control Action: MMPA verification steps within this SOP reflect important internal control actions that cannot be over-emphasized. This applies to the entire transaction process from its initiation and authorization through the final verification of the proper processing of the transaction in summary records. These particular SOP process steps are built-in management design control activities to ensure that all transactions are properly completed and accurately recorded. Check MMPA JJAA to determine if leave posted. Verify FIDS NB (Leave Suspense) and SB (Leave) update. If No, go to 8.5. If Yes, go to 8.6.
	8.5	Determine reason for the posting delay	Clerk and supervisor determine the reason for the posting delay. <ol style="list-style-type: none"> 1. Research error codes to determine the cause of transaction failure 2. Check message status inquiry in NSIPS for error code <ul style="list-style-type: none"> · If error is correctable, clerk corrects and resubmits leave transaction to supervisor for audit and release · If error is not correctable, supervisor submits trouble ticket to Defense Finance and Accounting Service (DFAS) Go to 8.4.
	8.6	Archive copy of leave transaction for Retain File	Clerk archives copy of leave transaction for Retain File. Important Update: Transaction Service Centers (TSCs) are no longer required to archive KSDs in DON TRACKER RM. Retain documents shall be archived in enterprise Customer Relations Management (eCRM) System and NP2, as an interim solution, until approval of a MyNavy HR solution for permanent archiving of KSDs is determined. In short for Retain File KSDs, eCRM is an approved document storage (archive) application for cases submitted within that application and DON TRACKER RM for cases submitted via TOPS.

SUPERVISOR START

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ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
Supervisor	1	Process hardcopy NAVCOMPT 3065 Leave Request	<p>Process hardcopy NAVCOMPT 3065, Leave Request/Authorization.</p> <p>This procedure applies to Service Members who transfer to an approved CONUS TPU or other CONUS separation activity (MPM 1910-812) for separation processing from an overseas location or deployed command (MPM 1910-206) that is using the E-Leave application. E-Leave submission for Service Members returning from overseas for separation processing with an open Hostile Fire/Imminent Danger Pay (HF/IDP) entitlement (open FID 23) needs to be processed manually by the separation activity; otherwise, the leave transaction will reject. PPIB 11-04 refers.</p> <p>In addition, this procedure also applies to TSC Afloat customer commands and aircraft carriers until E-Leave is fully implemented for afloat units.</p>
	1.11	Receive NAVCOMPT 3065 from CPPA/CLA via eCRM	Supervisor receives NAVCOMPT 3065 (Leave Request/Authorization) from CPPA/Command Leave Administrator (CLA) via eCRM.
	1.12	Dispatch NAVCOMPT 3065 to clerk via eCRM	Supervisor dispatches NAVCOMPT 3065 (Leave Request/Authorization) to clerk via eCRM.
	2	Receive and process NAVCOMPT 3065	Receive and process NAVCOMPT 3065 (Leave Request/Authorization).
	2.1	Receive NAVCOMPT 3065 from CLA ia eCRM	Supervisor receives NAVCOMPT 3065 (Leave Request/Authorization) from Command Leave Administrator (CLA) via eCRM.
	2.2	Dispatch NAVCOMPT 3065 to clerk via eCRM	Supervisor dispatches NAVCOMPT 3065 (Leave Request/Authorization) to clerk via eCRM.

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SUPERVISOR CONTINUED

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ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
SUPERVISOR	3	Is Leave Chargeable, Non-chargeable or Cancellation/Correction?	Is Leave Chargeable, Non-chargeable or Cancellation/Correction? If Chargeable and Ordinary leave, go to 4. If Chargeable and Separation/Retirement, go to 5. If Non-chargeable, go to 6. If Cancellation/Correction, go to 7.
	4	Process ordinary/emergency leave	Process ordinary/emergency leave.
	5	Process separation/retirement leave	Process separation/retirement leave.
	6	Process non-chargeable leave transaction	Process non-chargeable leave transaction, e.g., absence to obtain a legal marriage, convalescent, paternity, or adoption leave, etc.
	7	Process cancellation/correction leave	Process cancellation/correction leave.
	8	Complete processing of leave transaction	Complete processing of leave transaction.
	8.2	Audit and release leave transaction in NSIPS	Supervisor audits and releases leave transaction in NSIPS.
	8.5	Determine reason for the posting delay	Clerk and supervisor determine the reason for the posting delay. <ol style="list-style-type: none"> 1. Research error codes to determine the cause of transaction failure 2. Check message status inquiry in NSIPS for error code <ul style="list-style-type: none"> · If error is correctable, clerk corrects and resubmits leave transaction to supervisor for audit and release · If error is not correctable, supervisor submits trouble ticket to Defense Finance and Accounting Service (DFAS)
	8.7	Close out eCRM case	Supervisor closes out eCRM case.

STOP

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
	1	Process hardcopy NAVCOMPT 3065 Leave Request	<p>Process hardcopy NAVCOMPT 3065, Leave Request/Authorization.</p> <p>This procedure applies to Service Members who transfer to an approved CONUS TPU or other CONUS separation activity (MPM 1910-812) for separation processing from an overseas location or deployed command (MPM 1910-206) that is using the E-Leave application. E-Leave submission for Service Members returning from overseas for separation processing with an open Hostile Fire/Imminent Danger Pay (HF/IDP) entitlement (open FID 23) needs to be processed manually by the separation activity; otherwise, the leave transaction will reject. PPIB 11-04 refers.</p> <p>In addition, this procedure also applies to TSC Afloat customer commands and aircraft carriers until E-Leave is fully implemented for afloat units.</p>
CPPA	1.2	Forward NAVCOMPT 3065 (Leave Request/Authorization) to TSC	<p>CPPA (CLA) forwards approved NAVCOMPT 3065 (Leave Request/ Authorization) to TSC via eCRM.</p> <p>Effective 19 August 2022 only Commands (excluding surface ships, DESRON and PHIBRON staffs) with an approved Exception to Policy (ETP) will be authorized to utilize Transaction Online Processing System (TOPS) for temporary submission of pay, personnel, and transportation transactions. TOPS transactions submitted without an approved ETP will be marked as “completed” without action and CPPAs will be directed to submit the transaction via enterprise Customer Relations Management (eCRM) or alternatively, request an ETP for temporary use of TOPS. Heretofore, the primary means for submitting pay, personnel, and transportation transactions is via Salesforce/eCRM. Refer to Ops Alert 006/22 for procedures to request an ETP and use TOPS with an approved ETP. All of the NPPSC e-mail Ops Alerts are archived at: https://flankspeed.sharepoint-mil.us.mcas.gov.us/sites/MyNavyHR_MNCC/NPPSC/NPPSC%20OPS%20ALERTS/Forms/AllItems.aspx</p> <p>In an initiative to reduce the use of SSN, all DoD personnel shall reduce or eliminate the use of SSN wherever possible. This includes the use of the SSN in any form, including, but not limited to, truncated, masked, partially masked, encrypted, or disguised SSN.</p> <p>Effective 01 Dec 2021, all personnel and pay documents that trigger pay entitlements must comply with the new file naming convention in local document retention system. The new file naming structure is:</p> <ul style="list-style-type: none"> · Last Name, then space · First Name, then space · Name of Entitlement · Example: DOE JON LEAVE <p>Go to 2.</p>

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
CPPA	1.9.3	Review and verify Separation package to include leave request	<p>CPPA reviews and verifies Separation package and Leave Request/Authorization (NAVCOMPT 3065).</p> <p>Verify name, leave control number (LCN), type of leave, and block 23 (approval).</p> <p>As part of separation leave request processing, CPPA determines the following Service Member elections and information that could impact separation leave accounting, as applicable:</p> <ul style="list-style-type: none"> · Copy of last leave taken to ensure last leave posted to Service Member's account, if applicable. · Election of Assignment Incentive Pay (AIP) in lieu of Post Mobilization Respite Administrative Absence Days and NAVPERS 1070/613 (Administrative Remarks) or Electronic Service Record (ESR) documentation of AIP election confirming AIP election prior to earning Post Mobilization Respite Administrative Absence Days. This will determine the Reservist's eligibility for Administrative Absence Days, or AIP, or a combination of both. The Reservist's election will impact the separation date calculation, DD214 accuracy, and separation leave request/authorization. · Identify Reservist electing to carry over leave (refer to NAVADMIN 163/12, as required). · Number of Reservist leave periods taken while mobilized and dates the leave was taken. In some instances, Reservist leave is uncharged, which results in inaccurate Navy Standard Integrated Personnel System (NSIPS) Format Identifiers (FIDS) SB (Leave) and BR (Leave Balance). This impacts the separation date calculation, DD214 accuracy, and separation leave request/authorization. · Identify Reservists authorized paternity leave. MPM 1050-430 (Paternity Leave) authorizes ten days of paternity leave within 365 days of birth. Paternity leave eligibility needs to be determined to avoid DD214 and separation leave request/authorization rework. <p>Note: Service Members desiring leave carry over will sign a NAVPERS 1070/613 documenting leave carried over at their servicing Transaction Service Center (TSC) or Personnel Office at time of separation from an Active Duty period.</p>

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
CPPA	1.10	Forward Separation package, to include NSIPS Separation Travel Orders and Leave Request/ Authorization to TSC	<p>CPPA forwards Separation package, to include NSIPS Separation Travel Orders and Leave Request/Authorization, to TSC via eCRM.</p> <p>Effective 19 August 2022 only Commands (excluding surface ships, DESRON and PHIBRON staffs) with an approved Exception to Policy (ETP) will be authorized to utilize Transaction Online Processing System (TOPS) for temporary submission of pay, personnel, and transportation transactions. TOPS transactions submitted without an approved ETP will be marked as “completed” without action and CPPAs will be directed to submit the transaction via enterprise Customer Relations Management (eCRM) or alternatively, request an ETP for temporary use of TOPS. Heretofore, the primary means for submitting pay, personnel, and transportation transactions is via Salesforce/eCRM. Refer to Ops Alert 006/22 for procedures to request an ETP and use TOPS with an approved ETP. All of the NPPSC e-mail Ops Alerts are archived at:</p> <p>https://flankspeed.sharepoint-mil.us.mcas.gov.us/sites/MyNavyHR_MNCC/NPPSC/NPPSC%20OPS%20ALERTS/Forms/AllItems.aspx</p> <p>In an initiative to reduce the use of SSN, all DoD personnel shall reduce or eliminate the use of SSN wherever possible. This includes the use of the SSN in any form, including, but not limited to, truncated, masked, partially masked, encrypted, or disguised SSN.</p> <p>Effective 01 Dec 2021, all personnel and pay documents that trigger pay entitlements must comply with the new file naming convention in local document retention system. The new file naming structure is:</p> <ul style="list-style-type: none"> · Last Name, then space · First Name, then space · Name of Entitlement · Example: DOE JON LEAVE

COMMAND LEADERSHIP START

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ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
Command Leadership	1	Process hardcopy NAVCOMPT 3065 Leave Request	<p>Process hardcopy NAVCOMPT 3065, Leave Request/Authorization.</p> <p>This procedure applies to Service Members who transfer to an approved CONUS TPU or other CONUS separation activity (MPM 1910-812) for separation processing from an overseas location or deployed command (MPM 1910-206) that is using the E-Leave application. E-Leave submission for Service Members returning from overseas for separation processing with an open Hostile Fire/Imminent Danger Pay (HF/IDP) entitlement (open FID 23) needs to be processed manually by the separation activity; otherwise, the leave transaction will reject. PPIB 11-04 refers.</p> <p>In addition, this procedure also applies to TSC Afloat customer commands and aircraft carriers until E-Leave is fully implemented for afloat units.</p>

STOP