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SUBJ/PAY AND PERSONNEL INFORMATION BULLETIN 25-19//
REF/A/DOC/MILPERSMAN/22JAN2010//
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REF/C/DOC/DODI 1327.06/07 AUGUST 2025//

NARR/REF A IS MILPERSMAN 1050-070 ESTABLISHING SPECIAL LEAVE ACCRUAL GUIDANCE.
REF B IS NAVADMIN 161-23 ANNOUNCING SPECIAL LEAVE ACCRUAL POLICY CHANGES.
REF C IS DEPARTMENT OF DEFENSE INSTRUCTION 1327.06 LEAVE AND LIBERTY POLICY CHANGES.

GENTEXT/REMARKS/1. Pass to commanding officers, executive officers, senior enlisted leaders, administrative officers, personnel officers, command career counselors, Command Pay and Personnel Administrators (CPPAs), and disbursing officers. This message targets personnel, administrative, and disbursing offices, Transaction Service Centers (TSCs), and Regional Support Centers (RSCs) regarding current personnel, pay, and transportation services for both active and reserve personnel.

2. The purpose of this message is to announce command procedures for Fiscal Year 2026 (FY26) Special Leave Accrual (SLA) entitlement described in the following paragraphs.

3. SLA balance as of 31 December 2022. In January 2023 SLA maximum leave cap was reduced from 120 days to 90 days, and members had two fiscal years (vice three) to use the excess leave, otherwise accumulated SLA over 90 days by a qualified service member as of 31 December 2022 would be lost unless used on or before 30 September 2026.

a. For service members who have SLA balance of 90.5 days or more on 31 December 2022:

(1) 120 days cap applies

(2) Original SLA expiration date will stay the same

(3) When balance decreases to 90 days or less, between FY24 and FY26, the 90 days cap applies going forward.

4. SLA balance as of 30 September 2025. In accordance with references (b)

and (c), service members with SLA balance of 90 days or below on 30 September 2025 have an SLA cap of 90 days applied to SLA balance in FY26. Any excess leave above 90 days was forfeited 30 September 2025.

5. Command Action. Reference (a) directs commands to identify SLA eligible members and verify a qualifying condition was met in FY25 for individual members of ships, squadrons, units, etc. It is imperative commands take appropriate action to identify SLA authorized members and provide the required information no later than 31 December 2025. The following procedural guidelines are provided to assist commands:

a. Identify members who qualify for FY26 SLA per policy outlined in references (a) through (c).

b. Excel Spreadsheet. Provide required information regarding qualified members on a properly formatted Excel spreadsheet which can be obtained from the MyNavy Human Resources (HR) CPPA webpage: <https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/PERS-Pay-Support/CPA-Resources/Resources/>.

c. Command Certification. Commands will provide a letter, approved by either first flag officer in chain of command or Commanding Officer (CO), certifying members listed on the submitted spreadsheet are authorized FY26 SLA per conditions outlined in references (a) through (c).

(1) SLA which was earned in a Combat Zone Tax Exclusion may be approved by the CO.

(2) All other SLA must be certified by first flag officer in chain of command.

d. Command submission. Commands should submit both the SLA formatted spreadsheet and the command letter of certification via the following authorized method(s):

(1) Commands serviced by a TSC:

(a) Enterprise Customer Relationship Management (eCRM) System. The primary means for submitting all military personnel, pay, and transportation transactions is via eCRM/Salesforce. Submit requests via eCRM as follows:

(5.1) Request Type: MILPAY

(5.2) Problem Code: Special Leave Accrual

(5.3) Routed to: Human Resources Service Center (HRSC)

(b) Commands unable to submit SLA requests via eCRM due to

operational commitments/bandwidth issues may submit the SLA request to the HRSC by sending via (DoD SAFE) to askmncc(at)navy.mil.

(c) The HRSC will submit the FY26 SLA spreadsheet and command certification letter to Defense Finance Accounting Service (DFAS) via Defense Workload Operations Web System (DWOWS). Only DWOWS submissions from the HRSC/Accounting and Disbursing Station Number (ADSN) will be accepted and processed.

(2) Commands not serviced by a TSC. For commands who process their own personnel and pay transactions such as carriers, sub-tenders, etc., and who have their own ADSN will submit their FY26 SLA spreadsheets directly to DFAS via DWOWS.

6. Sailors should be aware that Leave and Earnings Statements may initially reflect lost leave. After command submits SLA authorization, DFAS will adjust leave balance in excess of 60 days which is authorized to be carried forward.

7. Questions regarding personnel, pay, and transportation transactions should be sent to MyNavy Career Center Human Resources Service Center at 1(833)330-6622 or askmncc(at)navy.mil. Please note, this e-mail is not encrypted, do not send Personally Identifiable Information (PII) to this e-mail address

8. Point of contact regarding this pay and personnel information bulletin is Mr. George Noneaker. He can be reached by phone at 1(901)874-3190 or by email at george.l.noneaker.civ(at)us.navy.mil.

9. Request widest distribution possible.

10. Released by Rear Admiral Kertreck V. Brooks, Commander, MyNavy Career Center.//

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