



DEPARTMENT OF DEFENSE
WASHINGTON HEADQUARTERS SERVICES
1155 DEFENSE PENTAGON
WASHINGTON, DC 20301-1155



April 7, 2011

MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: Military Leave Guidance for Military Personnel

Military Service members assigned to the Office of the Secretary of Defense, have a responsibility to follow the correct military leave rules and regulations. It has recently come to our attention that our military and civilian personnel may not be aware of how each military department processes leave requests. We need to ensure everyone is following the correct military leave rules and regulations.

As a result, we've put together a quick reference guide to processing military leaves (attached). This guidance applies to Service members of the Army, Air Force, Navy and Marine Corps in both active and reserve components assigned to the Office of the Secretary of Defense.

We need your assistance with ensuring all leave requests are properly staffed and processed with this office in order to properly account for our military personnel. Please ensure you have the proper control mechanisms in place that support effective leave management. Thank you in advance for your support.

Kevin B. Driscoll
Assistant Director, Military Personnel

Attachment:
As stated



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Military Leave Guidance for Military Personnel Supported by OSD MILPERS

This guidance applies to Service Members of the Army, Air Force, Navy and Marines in both active and reserve components assigned to the Office of the Secretary of Defense, Defense Agencies and Defense Activities

1. Army

a. Service members are required to turn in their request for leave no later than 72 hours prior to scheduled leave in order for proper processing. Leave requests turned in late or after the fact (turned in 25 days after the end date) must include a letter of lateness signed by a supervisor explaining why the leave request form is late.

b. Leave turn-in timelines:

1. Ordinary leave and passes must be turned in 10 days prior to the scheduled leave date.
2. PTDY leave must be submitted 15 days prior to the start date.
3. Terminal, PCS and OCONUS leave must be submitted 30 days prior to the start date.

c. Requests for OCONUS leave must include a DA 31, DA 4187 and an AT Level I certificate. The request for OCONUS leave must be processed 30 days prior to scheduled leave departure date.

d. The Point of contact for leaves and passes is SSG Cody Krikstan, (cody.krikstan@whs.mil), (703) 697-1886. The Army Regulation governing leave and passes is AR 600-8-10.

2. Air Force

a. Upon in processing Air Force personnel, MILPERS will set up their leave web account.

b. Member will go to AF Portal/leave web site to access their account, submit and return from leave.

c. Convalescent, PTDY, overseas leave must be submitted on hard-copy AF Form 988. A doctor's stamp or letter must accompany the Convalescent leave request. The supervisor must sign in the "remarks" section and the MILPERS unit commander will sign in the "supervisor" section.

d. Upon return from leave that was submitted on hard-copy Form 988, member must contact MILPERS to close out the leave, or sign in to Leave Web (if inputted while on leave). Leave must begin and end in the local area.

- e. Passes will not be input into leave web. Rater or the person approving the pass can sign a memo and keep in member's local file.
- f. If member is already on leave and needs to extend he/she must contact their supervisor for approval. Rater or member will contact MILPERS and notify us of the change.
- g. All leave requests must be submitted 30 days before member departs for leave. Member cannot depart for leave without a leave number.
- h. Special Leave Accrual (SLA) policy for the FY is usually sent the beginning of September. Paternity leave is a PTDY for up to 10 days that must be approved by the MILPERS unit commander in MILPERS.
- i. Point of contact for any questions is the Air Force Service Desk at osdairforcemilpers@whs.mil or 703-697-5272. The regulation that governs Air Force Leave is AFI 36-3003, Leave Web Guidance.

3. Marines

- a. All Marine Corps leaves requests are submitted via Marine Online (MOL) (<https://tfas.mol.usmc.mil>).
- b. All leave request should be appropriately approved by the Marine's chain of command and forwarded to the SGT Vanhoozer (adam.vanhoozer@whs.mil), or YN1 White (lorraine.white@whs.mil), if SGT Vanhoozer is unavailable.
- c. If MOL is not working please send an email to SGT Vanhoozer or YN1 White and we will process your leave ASAP.
- d. Marines are able to check themselves out on leave and in off of leave. This action is not completed by MILPERS unless the Marine is having MOL issues.
- e. All special liberty and permissive TDY are completed via MOL. Mileage is based off of your CO's guidance.
- d. Point of contact for any questions is the Marine Corps Service Desk at 703-695-5430. The Marine Corps Regulation governing leaves and liberty is MCO 1050.3.

4. Navy

- a. As of November 1, 2010, the E-leave program is mandatory for all Navy shore Commands per NAVADMIN 252/10 and all Navy Personnel must establish their Electronic Service Record (ESR) accounts per NAVADMIN 043/09. The member will request leave

through their ESR. The member's chain of command is responsible for approving leave within the agency using the E-leave NSIPS account.

(1) Every Navy member is required to have at least one reviewer and one approver and can have up to 10 reviewers and five approvers.

(2) The reviewer and approver can be the same person. If the member has a civilian or another branch of service personnel approving their leave, then the civilian/other branch personnel will be required to get a civilian account in NSIPS.

(3) If it is another Navy member that is in the same Unit Identification Code (UIC), then all the Navy Service Desk needs is RANK/NAME and who they will be reviewing and/or approving.

(4) The Navy E-leave Spreadsheet will allow you to list all Navy members and their Reviewers/Approvers.

(5) If there are certain reviewers/approvers for different personnel, please put the Navy member's last name in parenthesis next to the reviewers/ approvers information.

(6) Training can be located on the Navy Knowledge Online (NKO) website and there is access to obtain a guest account.

(7) Active Duty for Special Work (ADSW) and Mobilized (MOB) reservists will use the e-leave system.

(8) Per the Reserve Center at Andrews AFB, Inactive Duty for Training (IDT) personnel do not accumulate leave and will therefore not take leave.

(9) Active Duty for Training (ADT) personnel are allowed to take leave as long as their orders are for more than 30 days. They will submit the leave request to the Navy Service Desk using NAVCOMPT 3065. Navy Service Desk will forward the request for processing by the Reserve Section at PSD Washington.

(10) Due to the unique set up of agencies, the Navy Service Desk will not approve leave unless the Navy member does not have an assigned reviewer/approver added to their profile due to the reviewer/approver account not set up. The Navy Service Desk can approve the leave as long as they receive a memorandum on letter head from the agency requesting the approval of leave. The memorandum should contain the leave dates, leave address, leave phone number, a point of contact and a justification as to why the reviewer/approver did not set up their accounts. The reasoning for this is that the Navy Service Desk does not want to be held accountable for the agencies Navy personnel going on leave at the same time leaving no standby to cover their duties.

(11) The Navy member is responsible for checking out/in on leave through their ESR. If they do not take the whole period and do check out/in, the leave will be charged according to the check out/in time and dates.

(12) If the member puts in for leave but does not take the entire period or forgets to check out/in and has already been charged, a memorandum from the agency requesting a correction to the member's leave account should be submitted to the Navy Service Desk. The memorandum should state the time/date of the commencement of leave and the time/date the leave ended.

(13) The agency should inform the Navy Service Desk of any changes in reviewers/approvers for Navy members.

b. Point of Contact for any questions is the Navy Service Desk, (osdnavymilpers@whs.mil), at 703-692-3898. The Navy Regulation governing leaves and passes is NAVADMIN 252/10 and NAVADMIN 043/09.