



E-Leave to Begin at Shore Commands

The Navy announced the implementation of its new Electronic Leave (E-Leave) system in a message July 27.

According to NAVADMIN 252/10 all shore commands will use E-Leave to request, track and manage leave once their Command Leave Administrator (CLA) completes initial setup within the Navy Standard Integrated Personnel System (NSIPS) application.

The Navy requires all PSDs, CSDs and shore commands to be fully using E-Leave by Oct. 31. Sailors, reviewers and approvers can access E-Leave through NSIPS at <https://nsips.nmci.navy.mil>.

The Navy originally announced plans to phase-out the traditional paper chit leave in NAVADMIN 103/10, replacing it with the new E-Leave system. E-Leave allows Sailors to electronically route leave chits through the chain of command for approval.

Afloat implementation for ships with NSIPS servers onboard is planned to start in October and run approximately 24 months as ships' NSIPS servers receive appropriate software updates. A separate message will provide further instruction for afloat commands.

CLAs will have the capability to manage E-Leave transactions to include correction and cancellation. E-Leave will automatically check-out Sailors on leave 24 hours after initial start date and will automatically check-in Sailors 72 hours after the return date. CLA or ESR self-service users will also have the ability to request an extension.

CLAs at each command will be accountable for all leave transactions processed via E-Leave. For CLA access contact the local NSIPS access manager.

Sailors who have not yet established their web ESR Self-Service access can do so at <https://nsips.nmci.navy.mil>. Afloat Sailors with NSIPS Server onboard will also need to establish an Afloat ESR account each time they report to a new afloat command. It is now mandatory for all active-duty and Reserve personnel to establish and maintain an ESR Self-Service account as the Navy phases out paper service records. An E-Leave User Guide, training presentations and additional resources can be accessed via the Navy Knowledge Online website. Refer to NAVADMIN 188/10 which gives specific direction on how to get to these materials.

For more information, access NAVADMIN 252/10 via the Navy Personnel Command website at www.npc.navy.mil and click on Messages.

