28 May 02

MEMORANDUM

From: SEA 09M

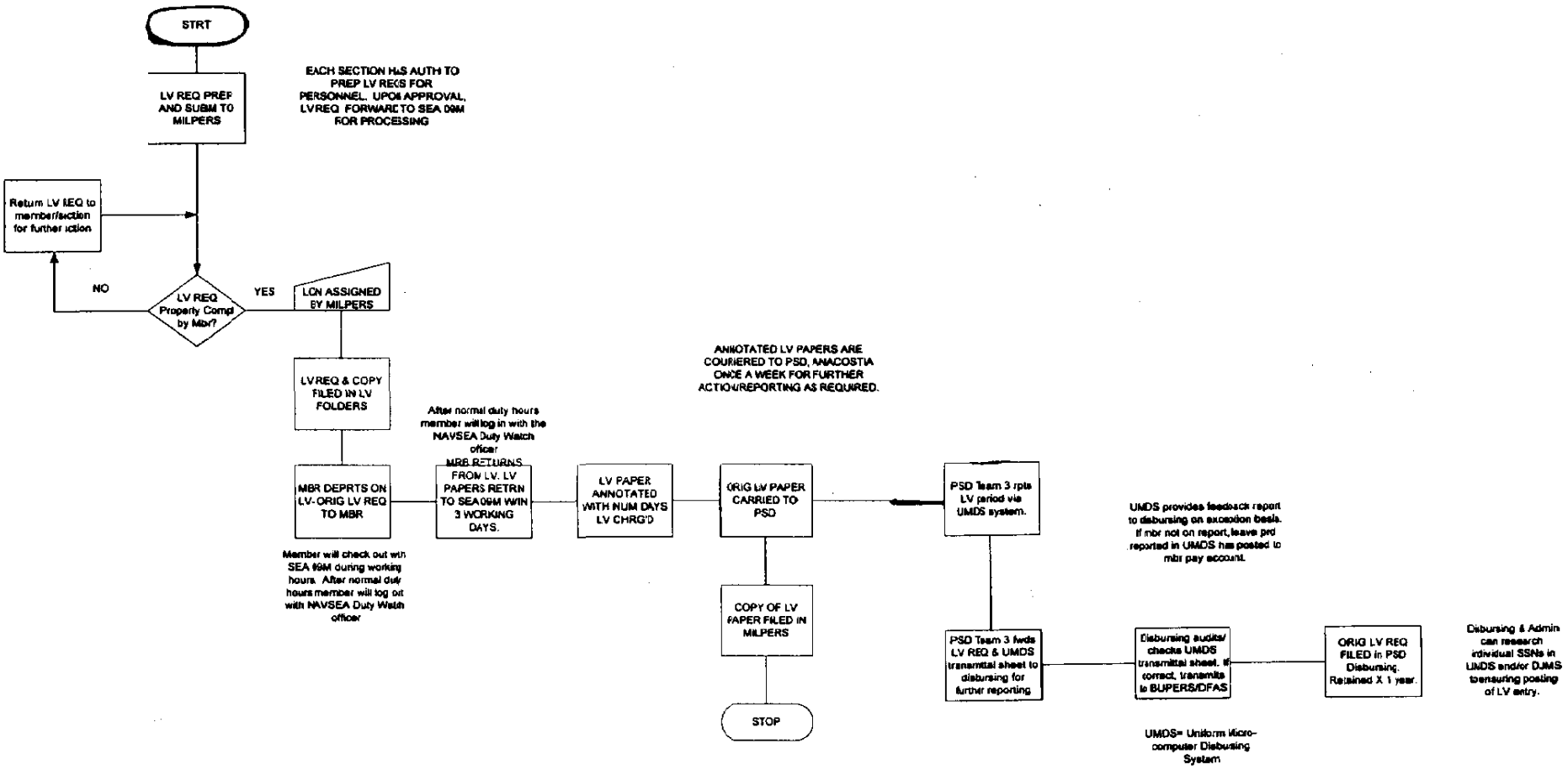
Subj: STANDARD OPERATING PROCEDURES (SOP) FOR PROCESSING MILITARY LEAVE PAPERS

Encl: (1) Leave Process Flow chart
(2) NAVCOMPT 3065 Processing Instructions with Example
(3) Emergency Leave Processing
(4) Foreign Leave Travel Processing & References
(5) Checking Out/In on Leave
(6) MILPERS Articles pertaining to Leave

1. The purpose of this standard operating procedure (SOP) is to provide step-by-step instructions in the processing of leave papers for military personnel assigned to COMNAVSEASYSCOM. Enclosures (1) through (6) contain supplemental information.

2. All 09M personnel will follow the procedures set forth when processing military leave papers.

M. E. BELEC
CDR USN


STRT
LV REQ PREP AND SUBM TO MILPERS
EACH SECTION HAS AUTH TO PREP LV REQS FOR PERSONNEL. UPON APPROVAL, LVREQ FORWARD TO SEA 09M FOR PROCESSING
Return LV REQ to member/section for further action
NO
LV REQ Properly Compl by Mbr?
YES
LCN ASSIGNED BY MILPERS
LV REQ & COPY FILED IN LV FOLDERS
MBR DEPRTS ON LV-ORIG LV REQ TO MBR
Member will check out with SEA 09M during working hours. After normal duty hours member will log out with NAVSEA Duty Watch officer
After normal duty hours member will log in with the NAVSEA Duty Watch office
MBR RETURNS FROM LV. LV PAPERS RETRN TO SEA09M WITH 3 WORKING DAYS.
LV PAPER ANNOTATED WITH NUM DAYS LV CHRG'D
ANNOTATED LV PAPERS ARE COURIERED TO PSD, ANACOSTIA ONCE A WEEK FOR FURTHER ACTION/REPORTING AS REQUIRED.
ORIG LV PAPER CARRIED TO PSD
COPY OF LV PAPER FILED IN MILPERS
STOP
PSD Team 3 rpts LV period via UMDS system.
UMDS provides feedback report to disbursing on exception basis. If mbr not on report, leave prd reported in UMDS has posted to mbr pay account.
PSD Team 3 fwds LV REQ & UMDS transmittal sheet to disbursing for further reporting
Disbursing audits/ checks UMDS transmittal sheet. If correct, transmits to BUPERS/DFAS
ORIG LV REQ FILED in PSD Disbursing. Retained X 1 year.
Disbursing & Admin can research individual SSNs in UMDS and/or DJMS to ensuring posting of LV entry.
UMDS= Uniform Micro-computer Disbursing System

SEA 09M STANDARD OPERATING PROCEDURES FOR PROCESS OF MILITARY LEAVE
NAVCOMPT FORM 3065 PROCESSING INSTRUCTIONS

REGULAR LEAVE

PRIVACY ACT STATEMENT FOR NAVCOMPT FOR 3065 LEAVE REQUEST/AUTHORIZATION

This statement is provided in compliance with the provision of the Privacy Act of 1974 (PL 93-579) which require that Federal agencies must inform individuals who are requested to furnish information about themselves as to the following facts concerning the information requested.

1. AUTHORITY: Title 10 and 37 USC
2. PRINCIPAL PURPOSE(S) To authorize military leave of absence.
3. ROUTINE USE(S) : To deduct leave taken from member's accrued leave balance. To pay leave rations to enlisted members.
4. MANDATORY OR VOLUNTARY DISCLOSURE: Voluntary. If the member does not request a specific period of leave and furnish his leave address, leave is not granted.

1. The following blocks MUST be completed prior to being accepted by 09M. If the leave request is not filled out properly, please return it, promptly to the service member.

a. Block 1: Date of Request
b. Block 3: Military Member's SSN
c. Block 4: Member's Name
d. Block 10: Type of Leave Requested
e. Block 13: Days Requested
f. Block 14: Date Leave Requested From
g. Block 15: Date Leave Requested To
h. Block 17: Leave Balance
i. Block 19: Leave Address Phone Number
j. Block 20: Leave Address
k. Block 22: SIGNATURE OF Military Member
1. Block 23: Approval of Reviewing Officer (Member's Directorate/Code) and Date

2. If the Leave Request/Authorization is filled out correctly, process the request per the instructions below, Leave requests will be processed DAILY from the leave accordion folder. If the Leave Request/Authorization does not have a Leave Control Number (LCN) in BLOCK 2, follow the instructions contained below.

a. Retrieve the LCN log.
b. Go to the next available LCN.
c. Annotate the requestor's rank and *name in* the LCN log.
d. Record this LCN number in BLOCK 2 of the Leave Request/Authorization.
e. Make a copy of the leave request.
f. Stamp the copy with the FILE stamp.
g. Staple the *Original* and File copies together and file in the accordion folder according to the requestor's last name.

3. When the military member departs on leave, complete the following steps:

a. Pull the Leave Request/Authorization from the accordion folder.

b. Complete Blocks 27a, 27b and 28b on the original and the file copy.

c. Provide the original Leave Request/Authorization to the requestor.

d. Provide a copy of enclosure (4), Departing/Returning from Leave to the requestor.

e. File the FILE copy in the accordion folder by Last Name.

4. Upon return from leave follow the instructions below to ensure proper leave accounting,

a. Member will provide the original Leave Authorization *within 3* working days of return from leave.

b. If the member does not have the original Leave Authorization, the SEA 09M FILE copy will be retrieved from the Leave file accordion folder and used to record the leave period.

5. Ensure the following blocks on the Leave Authorization have been completed:

a. Blocks 27a & b

b. Blocks 28a-c

6. Blocks 29a, 29b and 29c will be completed ONLY if member was granted an extension of leave.

7. To determine the number of days to be charged to the member's leave account, the instructions contained in enclosure (5) are provided. In most cases the date of departure will NOT be charged as a day of leave and the day of return will be charged, however SEA 09M personnel must become familiar with the provisions listed in enclosure (51 before completing blocks 30 and 31 of the Leave Authorization.

8. Prior to submitting the Leave Authorization for final certification, the information contained in blocks 27a, 27b, 28a and 28b will be recorded in the Leave Control Number (LCN) log.

9. Upon determining the number of days to be charged leave, the completed Leave Authorization form will be submitted to the person authorized to sign block 32 as the Certifying Officer.

10. The Certifying Officer will, prior to signing block 33 ensure the Leave Authorization form has been completed.

11. Upon certification, the LCN logbook will be annotated with the date the Leave Authorization is submitted to PSD. The signed Leave Authorization form will be placed in the PSD briefcase for transport to the PSD.

12. A copy of the signed Leave Authorization will be scanned and retained by the SEA 09M office. This scanned copy will be located/retained on the G: drive for further use/reference as required by SEA 09M1 personnel.

Example

LEAVE REQUEST/AUTHORIZATION

NAVCOMPT FORM 3065 (3PT) (REV. 2-1983)

INSTRUCTIONS FOR COMPLETING THIS FORM ARE ON THE REVERSE OF PART 3.

SEE REVERSE FOR PRIVACY ACT STATEMENT

1. DATE OF REQUEST 20 April 2002	2. FOR ADMIN. USE ONLY APPROVAL OF THIS LEAVE IS NOT VALID WITHOUT CONTROL NO.	LEAVE CONTROL NO. To Be Filled in by 09M

3. SSN 012 34 5678	4. NAME (Last, First, MI) Sailor, I. M.	5. PAY GRADE Ens

6. SHIP/STATION COMNAVSEASYSCOM	7. DEPT/DIV 00	8. DUTY SECTION	9. DUTY PHONE (202) 781-5555

10. TYPE LEAVE

- [XX] REGULAR
- [ ] SICK
- [ ] EMERGENCY
- [ ] SEPARATION
- [ ] RETIREMENT
- [ ] OTHER

FOR USE OUTUS ONLY

11a. Leaving Area of PERMDUTYSTA [ ] YES [ ] NO

11b. Taking Leave INCONUS [ ] YES [ ] NO

12. MODE OF TRAVEL

- [ ] AIR
- [ ] BUS
- [XX] CAR
- [ ] TRAIN

13. DAYS REQUESTED 3	14. FROM (Hour, Date) (YYYYMMDD) 1630 2002Apr25	15. TO (Hour, Date) (YYYYMMDD) 0730 2002Apr29

16. NORMAL WORKING HOURS
DAY OF DEPARTURE:
FROM: 0700 TO: 1600
DAY OF RETURN:
FROM: 0700 TO: 1600

17. LEAVE BALANCE 30 DAYS AS OF 1 April 02	18. LEAVE USED THIS FY None	19. LEAVE PHONE 505 523-1345

20. LEAVE ADDRESS
1500 Having Fun St
Wonderful City, VA 21456

21. RATION STATUS (Enlisted)
[ ] COMMUTED RATIONS (COMRATS)
[ ] Meal Pass No. ____
Entitled to EDF meals except during periods of leave

I CERTIFY THAT I HAVE SUFFICIENT FUNDS TO COVER THE COST OF ROUND TRIP TRAVEL. I UNDERSTAND THAT SHOULD ANY PORTION OF THIS LEAVE, IF APPROVED, RESULT IN MY TAKING MORE LEAVE THAN I CAN EARN ON MY CURRENT UNEXTENDED ENLISTMENT OR CURRENT ACTIVE DUTY OBLIGATION, MY PAY WILL BE CHECKED FOR SUCH EXCESS LEAVE.

22. SIGNATURE OF APPLICANT
I. M. Sailor 20 Apr 02

RECOMMENDED			DATE
[ ] YES	[ ] NO		
[ ] YES	[ ] NO		
[ ] YES	[ ] NO		
[ ] YES	[ ] NO		

23. APPROVED	DISAPPROVED	REVIEWING OFFICER'S NAME AND SIGNATURE	DATE
[XX]	[ ]	I. R. Incharge	20 Apr 02

24. COMMENTS/REMARKS

25. SHIP OR STATION (Including telegraphic address)	26. REPORT ON EXPIRATION OF LEAVE TO (If other than block 25)
Individual / Watch Officer / 09M	Completes

DEPARTED ON LEAVE		RETURNED FROM LEAVE		GRANTED EXTENSION OF LEAVE ENDING ENDING	
27a. HOUR	27b. DATE (YYYYMMDD)	28a. HOUR	28b. DATE(YYYYMMDD)	29a. HOUR	29b. DATE (YYYYMMDD)
27c. OOD'S SIGNATURE		28c. OOD'S SIGNATURE		29c. AUTHORIZING OFFICER'S SIGNATURE	

IN CONSIDERATION OF THE MEMBER'S COMPLETION OF A FULL WORKDAY (AS DEFINED IN MILPERSMAN, NAVPERS 15560) ON THE DAYS OF DEPARTURE AND RETURN, THE INCLUSIVE DAYS SHOWN ARE CORRECT AND PROPER FOR CHARGING AS LEAVE.	30. INCLUSIVE LEAVE PERIOD TO BE CHARGED 09M	FIRST: (YY) (MM) (DD)	LAST: (YY) (MM) (DD)	31. NO. OF DAYS

CERTIFY THAT THE ABOVE CORRECT AND PROPER TO THE BEST OF MY KNOWLEDGE.	32. CERTIFYING OFFICER'S TYPED NAME/RANK/TITLE 09M	33. CERTIFYING OFFICER'S SIGNATURE 09M

FORWARD THIS COPY TO PERSONNEL OFFICE VIA COMMAND ONLY ON COMPLETION OF LEAVE.

S/N 0104-LF-703-0656 **PART 1**

Example

SEA 09M STANDARD OPERATING PROCEDURES FOR PROCESS OF MILITARY LEAVE
NAVCOMPT FORM 3065 PROCESSING INSTRUCTIONS

EMERGENCY LEAVE

1. If time permits, follow the procedures for Regular Leave.

2. If emergency leave must be taken "AFTER" normal working hours, follow the following procedures:

a. Using NAVCOMPT FORM 3066 (LEAVE REQUEST/AUTHORIZATION), the following blocks **MUST** be completed by the Watch Officer, individual or unit representative.

a. Block 1: Date of Request
b. Block 3: Military Member's SSN
c. Block 4: Member's Name
d. Block 10: Type of Leave Requested
e. Block 14: Date Leave Requested From
f. Block 15: Date Leave Requested To
h. Block 19: Leave Address Phone Number
j. Block 20: Leave Address
k. Block 22: SIGNATURE OF Military Member, if possible

* Blocks 13, 17 and 23 not required for Emergency leave, after hours.

b. If possible, provide the individual a copy of leave papers.

c. Next working day, the Watch Officer is to provide 09M with a copy of all "emergency" leave papers.

d. 09M will process leave papers like "regular" leave.

SEA 09M STANDARD OPERATING PROCEDURES
FOREIGN LEAVE PROCESSING

Ref: (a) BUPERSINST 1050.11G
(b) MILPERSMAN 1050-250
(c) CINCLANTFLT ALLLANT msg 031405Z May 02

SEA 09M personnel must be familiar with the requirements of references (a) thru (c). The following procedures are provided to assist in the processing of leave request to a foreign country.

Navy personnel may visit any place outside the United States without obtaining permission from the COMNAVPERSCOM (PERS-454C), except those countries and places specified in BUPERSINST 1050.11G. The responsibility for obtaining travel information and for complying with the laws of the countries and/or places to be visited rests with the prospective traveler. Members planning to travel with family members should be aware that the requirements for civilians are not necessarily the same as those for military personnel.

1. Special attention should be noted to the time periods required to process requests to visit countries listed in reference (a). Some of the requirements are:

a. Authorization to visit certain countries must be obtained from PERS 454C. Refer to reference (a).

b. Personnel performing travel in or thru NATO countries must have an executed copy of NAVEURGEN 1320/2, Armed Forces Leave Orders. Refer to references (a) and (b).

c. All personnel traveling abroad must received Antiterrorist Force Protection Awareness (AFPT) brief before traveling. Contact SEA 09T to schedule briefing. Refer to reference (c).

2. 09M personnel will ensure blocks 20 and 24 are completed with pertinent information:

a. Block 20 - Leave Address: Document travel itinerary including hotel phone numbers, dates, and transportation information.

b. Block 24 - Comments/Remarks: Document completion of a command sponsored area specific update.

3. 09M personnel will complete NAEURGEN 1320/2, Armed Forces Leave Orders and attach to NAVCOMPT 3065 (Leave Request).

4. All passport/visa requirements and medical updates/immunizations are the responsibility of the traveler. Failure to obtain the required passport/visa and/or medical updates may delay or deny the member the requested leave period.

Note: Foreign leave shall not be granted to a member who is in a disciplinary status, is under investigation for a criminal charge or security violation, or is considered not to be creditable representative of the Navy.

DEPARTING AND RETURNING OF LEAVE

ALL MILITARY PERSONNEL ARE REMINDED OF THE FOLLOWING REQUIREMENTS CONCERNING LEAVE:

YOU MUST CHECK OUT/IN WITH THE OFFICER OF THE WATCH AFTER NORMAL WORKING HOURS (1600-0730) @ 202.781.3889 OR DURING NORMAL WORKING HOURS (0730-1600) WITH MILPERS OFFICE @ 202.781.1730.

ANY CHANGE TO THE ORIGINAL LEAVE AUTHORIZATION MUST BE AUTHORIZED BY YOUR IMMEDIATE SUPERVISOR AND MUST BE REPORTED TO MILPERS OFFICE IMMEDIATELY.

CANCELLATION OF LEAVE MUST ALSO BE REPORTED IMMEDIATELY.

AFTER RETURNING FROM LEAVE YOU MUST COMPLETE BLOCKS 27 AND 28 OF LEAVE AUTHORIZATION AND RETURN IT TO MILPERS OFFICE (BLDG 197 4E 4357) WITHIN FIVE DAYS FOR FURTHER PROCESSING.

FAILURE TO COMPLY WITH THE ABOVE REQUIREMENTS MAY CAUSE THAT ADDITIONAL LEAVE BE CHARGE TO YOUR LEAVE ACCOUNT.