

Absence Request Frequently Asked Questions (FAQs)

- 1. What exactly is “Absence Request” and how does it work?** In essence Absence Request is an electronic means of requesting leave using “Direct Access Action Request” functionality. The member enters a leave request in Direct Access and routes the request for approval. Once the member’s request is approved, the application will hold the request until the end date (return date) of the leave request and then will automatically charge the leave and update the member’s LES. For a member initiated Absence Request there is no SPO action needed to charge the leave. In short, Absence Request simplifies the overall leave transaction process.
- 2. What is the purpose of this change?** A recent DHS Office of Inspector General (OIG) report showed the Coast Guard took 30 to 90 days to document completed military leave transactions. These delays cause inaccuracies to the Coast Guard’s “Unfunded Leave Liability” statement. An Unfunded Leave Liability is the amount of accrued leave the military member may sell which may impact future Coast Guard budgets for which Congress has not yet appropriated funds – hence the term “Unfunded.” In the past, such reports have prevented DHS and Coast Guard from being in compliance with audit requirements. The new Absence Request functionality will resolve this deficiency by standardizing the leave request process across the entire Coast Guard.
- 3. Does the Absence Request in DA eliminate the need for the CG-2519 (Leave Authorization)?** If you have access to Direct Access to submit your leave request and your supervisor has access to approve it, then yes – the CG-2519 can be eliminated. If, however, circumstances warrant the submission of leave by Proxy (SPO), then your unit will need to send the SPO/Admin the CG-2519 or some other paper or electronic documentation to account for an absence request and its approval.
- 4. When will Absence Request be available in Direct Access?** The scheduled go-live is 26 March. Any future changes to this date can be found via the Announcements area of the MyPortalDirect home page, the DA online help (<http://www.uscg.mil/ppc/ps>) or the Absence Request launch page (<http://www.uscg.mil/ppc/eleave>).
- 5. Who can approve my absence request?** In order to provide maximum flexibility, leave approving officials will not need additional permissions in Direct Access. New user access forms will not be required. Commands should review their existing local policies for granting of leave, and if necessary, establish written policy designating leave approving officials. Designations can be by name or by position (e.g. “The Operations Officer is the leave approving official for all personnel assigned to the operations department”). The implementation of the DA Absence Request does not change any existing policies for the granting of leave or any other authorized absences.
- 6. Will the Absence Request process handle multiple levels of approval?** The DA Absence Request automates the official approval of the members leave. Units may employ local methods (electronic or paper-based) to capture intermediate approvals if desired. To facilitate this, DA Absence Request includes the ability to add scanned or electronic supporting documents to the request. For example, if local policy requires a duty coordinator to sign off on all leave chits, the member could email a request for leave to the duty coordinator. The duty coordinators reply to the email can be printed to a file (using print to PDF capability) and uploaded to the Absence Request where it would be available for review by the leave approving official.
- 7. How will I know whether my request has been approved?** You will receive an email from Direct Access indicating your request has been approved (or denied) once your approver has taken action on your request.

8. **If I or my supervisor have limited or no access to a computer or Direct Access, how will I submit my Absence Request?** There will be instances when the member cannot submit an Absence Request in DA or their leave approving official is not a DA user (personnel assigned to other agencies, limited connectivity for cutters underway, etc.). In these instances, leave shall be submitted and approved via the Coast Guard Leave Authorization Form (CG-2519). Once the leave is approved, the CG-2519 is to be forwarded to the SPO for entry into Direct Access IAW ALSPO (A/12).
9. **Do SPO users need to submit new DA user authorization forms in order to gain the Proxy role?** Members with the CGHRS or CGFIELDADM roles will automatically be given the Proxy role for Absence Request. If there are members who need the Proxy role for absence request but do not need the CGHRS or CGFIELDADM roles, they can request the Proxy role by completing the CG-7421B (DA User Access Authorization) and writing in "Absence Request proxy".
10. **Will my leave balance be managed in Direct Access?** No, your leave balance will still be managed in our current pay system – JUMPS - until Global Pay is implemented. You should still review your leave balance in View My Pay Check or your LES before submitting leave.
11. **How do I change my absence request after it has been approved?** Changes to approved Absence Requests that need to be made after the last day of the approved leave (return date) will have to be processed by the SPO. Leave approving officials can make changes to approved requests (withdraw/cancel the request, extend or reduce the number days) anytime up to the last day of the approved request. Once that date passes, the leave is charged via JUMPS and requires SPO intervention.
12. **Will there be a report by which I can track the absence requests from my unit?** Yes, the absence request report will allow you to view absence requests in any status by deptid or by emplid.
13. **Will absence approving officials have the ability to delegate their absence approval authority in their absence?** Yes. For detailed instructions for assigning a delegate, visit the links in the Announcements area of the MyPortalDirect home page, the DA online help (<http://www.uscg.mil/ppc/ps>) or the Absence Request launch page (<http://www.uscg.mil/ppc/eleave>).
14. **Will the DA Absence request be used for recording ALL types of leave?** The DA Absence Request will be used for reporting all leave EXCEPT leave taken in conjunction with a PCS transfer , RELAD, separation, or retirement. Leave in conjunction with PCS & separation will still be requested by members using Form CG-2000 (PCS Departing/Separation Worksheet), and input into DA by the SPO using the endorsement on orders or separation transaction. Leave in conjunction with a discharge will be input via DA Absence Request. SPOs need to be cognizant of reporting terminal leave on the Statement of Intent (SOI). The SOI is very important in discharge cases because it enables JUMPS to handle the leave prior to the Absence Request transaction processing in JUMPS.
15. **Will I be able to submit an absence request that was dated in the past?** Yes. Absence requests can be entered for dates in the past.
16. **Will future dated leave that was approved prior to the DA Absence request implementation need to be resubmitted? I don't see it in my list of pending or approved requests.** No. Leave that was already approved and entered into our current system does not need to be entered again. It will not be loaded into DA Absence Request so you won't see it in your list of approved requests – but it will process in the pay system and be reflected on your LES.
17. **Do I request sick leave via the DA Absence Request?** Yes, sick, adoption, maternity, and paternity are among the leave types that are to be entered via DA Absence Request. Inconus and

outconus regular leave, and Post Deployment Military Respite Absence request will also be requested via DA Absence Request. Refer to FAQ #14 for types of leave that should **not** be submitted DA Absence Request.

18. **What dates do I use on my Absence Request? Do I include the days that liberty is granted and expired like I do on my leave chit?** When requesting absence in DA, you will enter your first full day of leave as the begin date and your last full day of leave as your end date. Example: You want to request leave from May 1 – May 5, and liberty is granted on April 3^{0th} at 1600 and expires at 0700 on May 6th. Your absence request will be for May 1 – 5 only.

19. **Leave impacts several entitlements and this currently happens automatically. Will this change?** No. All entitlement impacts will continue to be automatic (eg.. DMR credits, auto-stop of COLA for leave over 30 days, etc.)