

# Direct Access II Absence Request Users Guide

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Also See: Absence Request Frequently Asked Questions:

(<http://www.uscg.mil/ppc/eleave/AbsenceRequestFrequentlyAskedQuestions.pdf>)

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**Leave Requests  
for PHS  
Officers  
Detailed to the  
Coast Guard**

Do not use the Direct Access Absence Request to submit leave transactions for PHS Officers. PHS uses an automated system called Commissioned Officer Leave Tracking System (COLTS). Leave maintenance clerks (LMC) need to become registered users of COLTS by completing the User Registration Form and faxing it to the PHS Liaison, Commandant (CG-1122).

More information can be found in [COMDTINST 1000.11\(series\)](#), [Administration of Public Health Service \(PHS\) Officers Detailed to the Coast Guard](#).

# ABSENCE REQUEST

## Introduction

Absence Request in Direct Access allows a regular or reserve member on active duty to create an electronic Absence Request and submit it to their commanding officer or his/her designee for electronic approval. The commanding officer or his/her designee will approve or deny the Absence Request.

It also allows the Servicing Personal Office (SPO) or administration office to act as proxies, which allows them to enter and approve Absence Requests on behalf of the member and their unit.

## Types of Absences

The following types of absences can be submitted:

### 1. Leave Inside Continental US:

- INCONUS leave is the authorized absence of an individual from a place of duty within the continental U.S., chargeable against such individual in accordance with applicable law.

### 2. Leave Outside Continental US:

- OUTCONUS leave is the authorized absence of an individual from a place of duty outside of the continental U.S., chargeable against such individual in accordance with applicable law.

**Note:** Special liberty and INCONUS/OUTCONUS leave cannot not be combined to permit continuous absence from the duty station. A member may not be on leave, immediately return to liberty status, then immediately resume leave status.

### 3. Sick Leave:

- Sick leave is not chargeable as leave, but all periods will be reported.

### 4. Adoption Leave:

- Adoption leave is the authorized absence of an individual from a place of duty not chargeable against such individual in accordance with applicable law.
- Up to 21 days can be authorized to attend to associated family needs immediately following the adoption of a child.

- Shall be used consecutively and may be used in conjunction with regular INCONUS/OUTCONUS leave.
- In the event that two members of the armed forces who are married to each other adopt a child in a qualifying child adoption, only one such member shall be allowed adoption leave.

5. Paternity Leave:

- Paternity leave is the authorized absence of an individual from a place of duty not chargeable against such individual in accordance with applicable law.
- A married member on active duty, whose wife gives birth to a child, is entitled to 10 days of paternity leave to be used in connection with the birth of the child.
- Paternity leave shall be used consecutively and may be used in conjunction with regular INCONUS/OUTCONUS leave.
- Paternity leave cannot be combined with special liberty to permit continuous absence from duty station.

6. Maternity Leave:

- Maternity leave is the authorized absence of an individual from a place of duty not chargeable against such individual in accordance with applicable law.
- Any female member may be granted up to 30 days cumulative prenatal maternity leave without Headquarters approval.
- Any female member may be granted up to 42 days cumulative postnatal maternity leave without Headquarters approval.

7. Post Deployment Mobilization Respite Absence (PDMRA):

- Reserve members who serve on involuntary mobilization orders for over 12 months within a 72-month period are authorized Post Deployment Mobilization Respite Absence (PDMRA).
- Regular members who are deployed for over 12 months within a 24-month period are authorized Post Deployment Mobilization Respite Absence (PDMRA).
- PDMRA cannot exceed 36 days.
- PDMRA cannot be combined with special liberty.

**VERY IMPORTANT:** All Absence Requests shall not be used for regular leave taken in conjunction with PCS transfer or a separation, which also includes Travel Time or Proceed Time.

## Absence Request Eligibility

The chart provided below represents who is eligible to take the absence, what absences are chargeable against member's leave balance, and what absences a member could have their Discounted Meal rate (DMR) refunded back to them.

Type of Absence	Eligibility	Updates Leave Balance	DMR
Leave Inside Continental US	Regular or Reserve Member on Active Duty	Y	Y
Leave Outside Continental US	Regular or Reserve Member on Active Duty	Y	Y
Sick Leave	Regular or Reserve Member on Active Duty	N	Y
Adoption Leave	Regular Member	N	Y
Paternity Leave	Regular Member	N	Y
Maternity Leave	Regular Member	N	Y
PDMRA	Regular or Reserve Member on Active Duty	N	N

Also See: Absence Request Frequently Asked Questions:

(<http://www.uscg.mil/ppc/leave/AbsenceRequestFrequentlyAskedQuestions.pdf>)

### Leave Requests for PHS Officers Detailed to the Coast Guard

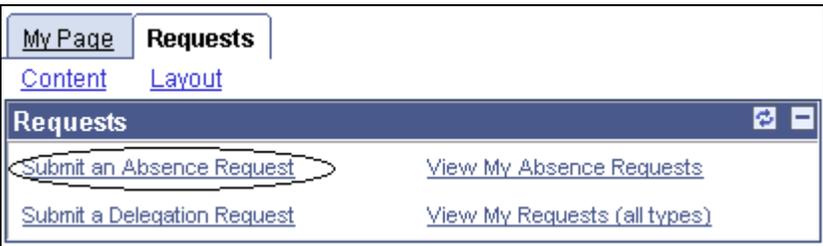
Do not use the Direct Access Absence Request to submit leave transactions for PHS Officers. PHS uses an automated system called Commissioned Officer Leave Tracking System (COLTS). Leave maintenance clerks (LMC) need to become registered users of COLTS by completing the User Registration Form and faxing it to the PHS Liaison, Commandant (CG-1122).

More information can be found in [COMDTINST 1000.11\(series\)](#), [Administration of Public Health Service \(PHS\) Officers Detailed to the Coast Guard](#).

## Member - How to Submit an Absence Request

The member will take the following action to submit an Absence Request in Direct Access:

**Very Important:** Do not submit an electronic Absence Request if the final approving authority for the absence will not be able to approve it because either they are not in Direct Access or cannot do it for some other reason. The leave should be submitted and approved via the Coast Guard Leave Authorization Form (CG-2519) or the Special Request/Authorization Form (NAVPERS 1336/3). Once the leave is approved, it should be forwarded to the SPO/Admin for entry into Direct Access.

Step	Action
1	Log into Direct Access.
2	Click on the Request Link (upper left corner of the portal page).
3	Click on the Submit an Absence Request link. <div data-bbox="289 835 1112 1081" style="border: 1px solid black; padding: 5px; margin: 10px 0;">  <p>The screenshot shows a web interface with a navigation bar containing 'My Page' and 'Requests'. Under 'Requests', there are links for 'Content' and 'Layout'. A dropdown menu titled 'Requests' is open, showing four options: 'Submit an Absence Request' (circled in red), 'View My Absence Requests', 'Submit a Delegation Request', and 'View My Requests (all types)'.</p> </div>
3	Select Absence Type. One of the following absence types must be selected. <ul style="list-style-type: none"> <li>• Leave Outside Continental US</li> <li>• Leave Inside Continental US</li> <li>• Sick Leave</li> <li>• Adoption Leave</li> <li>• Paternity Leave</li> <li>• Maternity Leave</li> <li>• Post Deployment Mobilization Respite Absence (PDMRA)</li> </ul>
4	Enter the first full day of absence within the Begin Date field. <div data-bbox="289 1465 690 1507" style="margin: 10px 0;"> <p>Begin Date: <input type="text" value="03/12/2012"/> </p> </div>

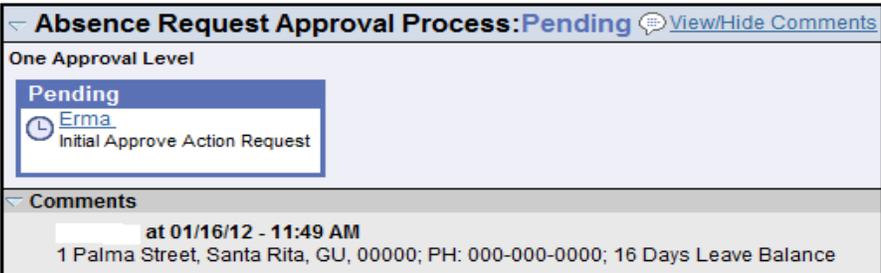
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## Member - How to Submit an Absence Request, Continued

Step	Action
5	<p>Enter the last full day of absence within the End Date field.</p> <p>End Date: <input data-bbox="509 443 649 478" type="text" value="03/16/2012"/> </p> <p><b>Note:</b> The dates entered within the Begin/End Date fields cannot overlap with another Absence Request. If it does, the system will not allow the Absence Request to be submitted.</p>
6	<p>Click the Get Details button. The system will then show the duration of the absence (number of days absence), which is based on what was entered in the absence begin/end dates.</p> <p></p> <p></p> <p><b>Note:</b> If for some reason this button is not pushed, the field will automatically be updated when the user submits the Absence Request.</p>
7	<p>The Absence Request page allows an attachment to be added. If wanting to add an attachment to the Absence Request, click on the Add Attachment link (under Request Documents). If not wanting to add an attachment, skip to Step 12 below.</p>
8	<p>Click the Browse button.</p>
9	<p>Find the attachment and click the Open button.</p>
10	<p>Click the Upload button.</p>
11	<p>The attachment should show under Request Document. The icon just to the left of Request Document may need to be clicked for the attachment to show.</p> <p></p> <p><b>Note:</b> If attachment needs to be removed, click the minus button on the attachment row.</p>

*Continued on next page*

## Member - How to Submit an Absence Request, Continued

Step	Action
12	<p>Enter the following information in the comments block:</p> <ul style="list-style-type: none"> <li>• Absence Address</li> <li>• Phone Number</li> <li>• Regular Leave Balance</li> </ul> <p>Example:</p> <p>Comment: <input type="text" value="1 Palma Street, Santa Rita, GU, 00000; PH: 000-000-0000; 16 Days Leave Balance"/></p>
13	<p>Select the approving official. <b>The approver must be the final approving authority for this requested absence.</b> Make sure the approver's operator ID is correct.</p> <p><b>Note:</b> Make sure the person approving your request is not absence and won't be able to approve it.</p> <p>Approver: <input type="text" value="0000000"/>  Erma</p>
14	<p>Click the Submit Request button.</p> <p>An Absence Request Approval block should display, showing the Absence Request in a pending status, with the approver's name. It should also show in the comments block when the Absence Request was submitted and the information that was in the comments block.</p> <p><b>Absence Request Approval</b></p>  <p>The screenshot shows a web interface for 'Absence Request Approval Process' in a 'Pending' state. It features a 'View/Hide Comments' link. Under 'One Approval Level', there is a 'Pending' status box for 'Erma' with a clock icon and the text 'Initial Approve Action Request'. Below this is a 'Comments' section showing a comment from an unnamed user at 01/16/12 - 11:49 AM, with the text: '1 Palma Street, Santa Rita, GU, 00000; PH: 000-000-0000; 16 Days Leave Balance'.</p>

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## Member - How to Submit an Absence Request, Continued

The system should have sent email notifications to the requester and the approver.

### Example of the E-Mail notification that will be sent to the Requester

From: "UCGPHT5@corio.com" <UCGPHT5@corio.com>  
To: direct.a.user@uscg.mil  
Sent: Wednesday, April 11, 2012 2:58 PM  
Subject: Absence Request Routed for Approval

Your absence request for Paternity Leave has been routed for approval.

Note: If these dates should change, it is your responsibility to notify the appropriate people.

To review and modify your request, log into Direct Access, click the Requests tab, and click the View My Absence Requests link.

**Note:** For units that require interim levels of approval, the requester could forward the email up the chain. (The member would probably want to add the dates they are requesting to the email too.) When the final approver receives the email, they can approve the request. They can do this by logging into DA, selecting requests, and pulling up the requests pending approval...or, they can do it by clicking on the link in the email notification he received (below).

### Example of the E-Mail notification that will be sent to the Approving Official:

From: UCGPHT5@corio.com [mailto:UCGPHT5@corio.com]  
Sent: Tuesday, April 10, 2012 9:13 AM  
To: Bunger, Dale CTR  
Subject: Absence Request

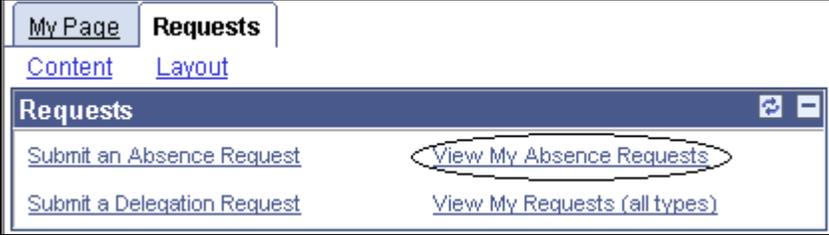
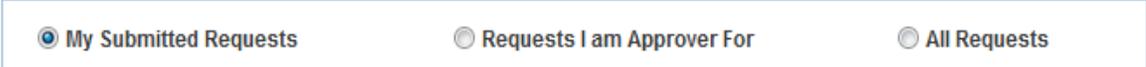
An absence request for Leave - INCONUS has been submitted to you for approval.

Please take action to approve or deny this Absence Request. Click the link below to approve or deny the request:

[https://ep-test.direct-access.us/psp/UCGPPT2/EMPLOYEE/HRMS/c/CG\\_AWE\\_EXT.CG\\_ACTN\\_REQUEST.GBL?Page=CG\\_ACTN\\_REQUEST&Action=U&EMPLID=1202729&EMPL\\_RCD=0&CG\\_CATEGORY=PAYROLL&CG\\_ACTION=ABSENCE\\_REQUEST&OPRID=1098957&SEQ\\_NUM5=8](https://ep-test.direct-access.us/psp/UCGPPT2/EMPLOYEE/HRMS/c/CG_AWE_EXT.CG_ACTN_REQUEST.GBL?Page=CG_ACTN_REQUEST&Action=U&EMPLID=1202729&EMPL_RCD=0&CG_CATEGORY=PAYROLL&CG_ACTION=ABSENCE_REQUEST&OPRID=1098957&SEQ_NUM5=8)

## Member - How to Access a Submitted Absence Request

The View My Absence Requests page allows the member to access all of the Absence Requests they have submitted. The member will follow the steps below to access their Absence Requests.

Step	Action
1	Log into Direct Access.
2	Click on the Request Link (upper left corner of the portal page).
3	<p>Click on the View My Absence Requests link.</p> 
3	<p>The radio button 'My Submitted Requests' should already be clicked. This allows the member to view their Absence Requests.</p> <p>..</p>  <p>The radio button 'Requests I am Approver For' is strictly for approvers who want to view/approve/deny Absence Requests that have been submitted to them. Procedures for the approver are discussed later in this guide.</p> <p>The radio button 'All Requests', allows the approver to see Absence Requests that they have submitted and Absence Requests that have been submitted to them.</p>

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## Member - How to Access a Submitted Absence Request,

Continued

Step	Action
4	<p>The Transaction Status field should be defaulted to 'Pending', which will show all of the Absence Requests that have been submitted on the member that are in a pending status.</p> <p>Transaction Status: <input type="text" value="Pending"/></p> <p>There are 5 statuses to choose from:</p> <ul style="list-style-type: none"> <li>• Pending – Absence Requests that have been submitted but not approved yet.</li> <li>• Approved – Absence Requests that have been approved.</li> <li>• Withdrawn – Absence Requests that were withdrawn by the member prior to it being approved. When this option is selected, the status of the Absence Request will show 'Terminated'.</li> <li>• Denied – Pending and Approved Absence Requests denied by the approver.</li> <li>• All Statuses – All of the above.</li> </ul> <p>If the user wants to select one of the other statuses, click on the drop down and select it.</p> <p>There are two buttons on the page that allows the user to refresh the page or to populate the page.</p> <p><input type="button" value="Populate Grid"/> <input type="button" value="Refresh"/></p> <ul style="list-style-type: none"> <li>• The Populate Grid button populates the grid based on what was selected for the radio button and Transaction Status, and what was entered in the Submission From/Submission To Dates.</li> </ul> <p>Note: the grid allows you to sort the information within it. Just click on any one of the headers and the grid will sort it based off of the header shown.</p> <ul style="list-style-type: none"> <li>• The Refresh button clears the grid and defaults it back to 'My Submitted Requests' and Transaction Status of 'Pending'.</li> </ul>
	<p>The Populate Grid button may need to be pushed to see all of the Absence Requests in a certain status or in all statuses.</p>

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## Member - How to Access a Submitted Absence Request,

Continued

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Step	Action
6	<p>The Submission From Date and Submission To Date fields allow the user to view those Absence Requests that have been submitted within a specified date range. If the user wants to do this, just enter a date range in these fields and click the Populate Grid button.</p> <p><b>Note:</b> The dates specified do not look at the absence Begin and End dates. It only looks at the submission date.</p>
7	<p>Click on the View Details link on the Absence Request row you want to view. A new window will open and the Absence Request page will appear with the information that was submitted on the Absence Request.</p> <p><a href="#">View Details</a></p>
8	<p>Depending on what status the Absence Request is in will determine if the user can update the Absence Request or view it only.</p> <ul style="list-style-type: none"><li>• If the Absence Request is in a pending or denied status, they can change it. This is discussed later in the guide.</li><li>• If the Absence Request is in an approved or terminated status, they can only view it.</li></ul> <p>To view another Absence Request, close the window that brought up the current request and repeat the steps above.</p>

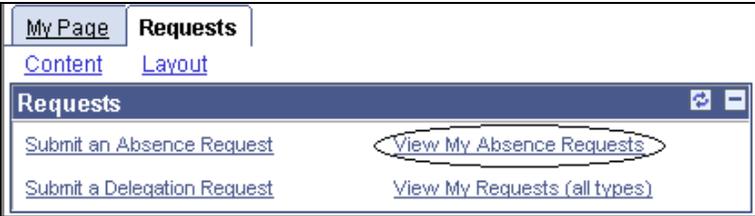
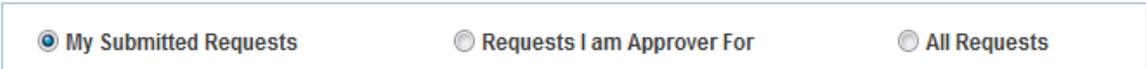
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# Member - How to Change a Pending or Denied Absence Request

The member can make a change to their submitted Absence Request if it's in a pending or denied status.

**Note:** The member will know if their Absence Request has been approved or denied because they would have already received an email notification from the approving official stating such.

The member will follow the steps below to make a change to their pending or denied Absence Request.

Step	Action
1	Log into Direct Access.
2	Click on the Request Link (upper left corner of the portal page).
3	<p>Click on the View My Absence Requests link.</p> 
4	<p>The radio button 'My Submitted Requests' should already be clicked. This allows the member to view their Absence Requests.</p>  <p>The Transaction Status field should be defaulted to 'Pending', which will show all of the Absence Requests that have been submitted on the member that are in a pending status.</p>  <p>If needing to change a denied request, change this field to show Denied and click the Populate Grid button.</p> <p>Click on the View Details link on the Absence Request row that needs to be changed. A new window will open and the Absence Request page will appear with the information that was submitted on the Absence Request.</p>

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## Member - How to Change a Pending or Denied Absence Request, Continued

Step	Action
5	<p>At least one of the following fields will need to be changed:</p> <ul style="list-style-type: none"> <li>• Type of Absence</li> <li>• Begin Date</li> <li>• End Date</li> <li>• Comments – A reason on why the Absence Request is being changed must be annotated within this block.</li> </ul>
6	<p>Click the Resubmit button.</p> <div style="text-align: center; margin: 10px 0;">  </div> <p>If changing a denied Absence Request, an email notification will be sent to the approver.</p> <p><b>Note:</b> The denied request will stay in a denied status and a new Absence Request has been created (will be in a pending status).</p> <p>If changing a pending Absence Request, two email notifications will be sent.</p> <ul style="list-style-type: none"> <li>• Withdraw Notification – An email will be sent to the approver saying that the original Absence Request has been withdrawn.</li> <li>• Submission Notification – An email will be sent to the approver saying that a new Absence Request has been submitted.</li> </ul> <p><b>Note:</b> The original pending Absence Request has been terminated and a new request has been created to show the change (will be in a pending status).</p>

## Member - How to Withdraw a Pending Absence Request

The member can withdraw their submitted Absence Request if it's in a pending status.

**Note:** The member will know if their Absence Request has not been approved or denied because they would have already received an email notification from the approving official stating such.

The member will follow the steps below to withdraw their pending Absence Request.

Step	Action
1	Log into Direct Access.
2	Click on the Request Link (upper left corner of the portal page).
3	Click on the View My Absence Requests link.
4	<p>The radio button 'My Submitted Requests' should already be clicked. This allows the member to view their Absence Requests.</p> <p>..</p> <div data-bbox="289 800 1435 869" style="border: 1px solid #ccc; padding: 5px;"> <input checked="" type="radio"/> My Submitted Requests                <input type="radio"/> Requests I am Approver For                <input type="radio"/> All Requests         </div> <p>The Transaction Status field should be defaulted to 'Pending', which will show all of the Absence Requests that have been submitted on the member that are in a pending status.</p> <p>Transaction Status: <input type="text" value="Pending"/></p> <p>Click on the View Details link on the Absence Request row that needs to be withdrawn. A new window will open and the Absence Request page will appear with the information that was submitted on the Absence Request.</p>

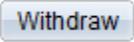
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## Member - How to Withdraw a Pending Absence Request,

Continued

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Step	Action
5	<p data-bbox="289 401 659 432">Click the Withdraw button.</p> <div data-bbox="297 474 431 516"></div> <p data-bbox="289 558 1406 625">A withdraw notification email will be sent to the approver saying that the original Absence Request has been withdrawn.</p> <p data-bbox="289 667 1406 730"><b>Note:</b> The Absence Request will now be in a terminated status on the View My Absence Request page.</p>

### Absence Request – Withdrawn (email to Approver)

-----Original Message-----

From: UCGPHT5@corio.com [mailto:UCGPHT5@corio.com]

Sent: Wednesday, April 11, 2012 4:04 PM

To: Bunger, Dale CTR

Subject: Absence Request Withdrawn

Eric Perez has withdrawn an Absence Request.

No other action is required.

## Member - If Absence Request is Submitted to Wrong Approving Official

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If an Absence Request is submitted to the wrong approving official, the member may withdraw the pending request and then resubmit a new one. The approving official that shouldn't have received the request will receive a withdraw e-mail notification when the request is withdrawn.

As an alternative to withdrawing the request, the E-Mail notification sent to the *wrong* Approving Official can be forwarded to others in the chain-of-command (for leave approval). The hyperlink in the email can be used by the final approver to access the request in DA and take action to approve or deny it. From then on, only the person who approved or denied the request can access it using the link in the email. (The requester/member can still withdraw approved requests):

### Example of the E-Mail notification that will be sent to the Approving Official:

From: UCGPHT5@corio.com [mailto:UCGPHT5@corio.com]  
Sent: Tuesday, April 10, 2012 9:13 AM  
To: Bunger, Dale CTR  
Subject: Absence Request

An absence request for Leave - INCONUS has been submitted to you for approval.

Please take action to approve or deny this Absence Request. Click the link below to approve or deny the request:

[https://ep-test.direct-access.us/psp/UCGPPT2/EMPLOYEE/HRMS/c/CG\\_AWE\\_EXT.CG\\_ACTN\\_REQUEST.GBL?Page=CG\\_ACTN\\_REQUEST&Action=U&EMPLID=1202729&EMPL\\_RCD=0&CG\\_CATEGORY=PAYROLL&CG\\_ACTION=ABSENCE\\_REQUEST&OPRID=1098957&SEQ\\_NUM5=8](https://ep-test.direct-access.us/psp/UCGPPT2/EMPLOYEE/HRMS/c/CG_AWE_EXT.CG_ACTN_REQUEST.GBL?Page=CG_ACTN_REQUEST&Action=U&EMPLID=1202729&EMPL_RCD=0&CG_CATEGORY=PAYROLL&CG_ACTION=ABSENCE_REQUEST&OPRID=1098957&SEQ_NUM5=8)

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## How to Approve or Deny a Pending Absence Request

The commanding officer or his/her designee will receive an e-mail notification that an Absence Request by the member needs to be approved or denied. If a SPO/Admin clerk entered the Absence Request on behalf of the member, then the SPO/Admin approving official will receive an email notification and will need to approve or deny the request.

**Note:** The approver may also make a change to the Absence Request prior to approving it.

There are 3 ways an approver can access the Absence Request to approve or deny it. They can pull up the Absence Request by:

### 1. Email Notification:

Step	Action
1	Click on the link within the Absence Request notification e-mail.
2	Log into the system and then go to Step 8 on the next page.

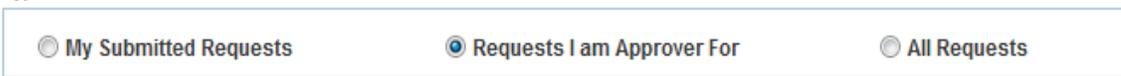
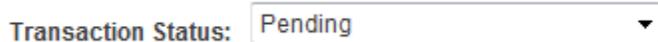
### 2. Logging into the system and using the View My Absence Requests page:

Step	Action
1	Log into Direct Access.
2	Click on the Request Link (upper left corner of the portal page).
3	Click on the View My Absence Requests link. <div data-bbox="289 1207 1122 1444" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> </div>

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# How to Approve or Deny a Pending Absence Request,

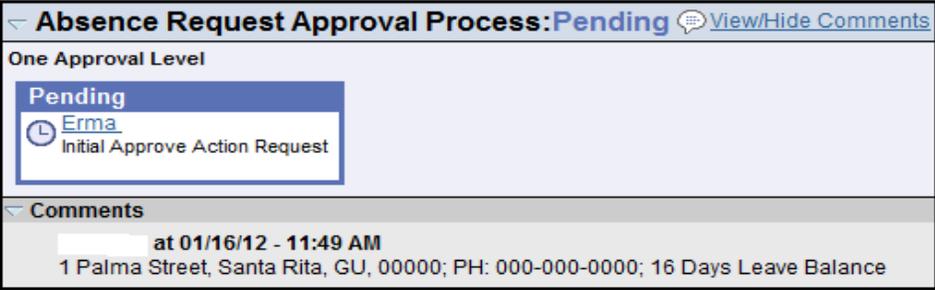
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Step	Action
4	<p>The radio button 'My Submitted Requests' should already be clicked. Change it to "Requests I am Approver For". The radio button 'Requests I am Approver For' is strictly for approvers who want to view/approve/deny/change Absence Requests that have been submitted to them.</p>  <p>The Transaction Status field should be defaulted to 'Pending', which will show all of the Absence Requests that have been submitted to the approver and are in a pending status.</p> 
5	Click the Populate Grid button.
6	<p>If there are many Absence Requests that need to be approved, click the 'Find' link on the grid within the page and enter the member's EMPLID and click OK. This will bring the member's Absence Requests to the top.</p>  <p>Note: the grid allows you to sort the information within it. Just click on any one of the headers and the grid will sort it based off of the header chosen.</p>
7	Click on the Approve/Deny link on the Absence Request row that needs to be approved or denied. A new window will open and the Absence Request page will appear with the information that was submitted on the Absence Request.

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# How to Approve or Deny a Pending Absence Request,

Continued

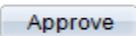
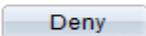
Step	Action
8	<p>Review the data on the page. The following fields should be filled out:</p> <ul style="list-style-type: none"> <li>• Type of Absence</li> <li>• Begin Date</li> <li>• End Date</li> <li>• Approver</li> </ul> <p>If changes are needed to any of the fields above, the approver will need to make the change prior to approving the Absence Request. The approver field cannot be changed.</p>
9	<p>Comments must be entered. If changes were made to the Absence Request or it will be denied, a reason must be entered in the Comments block on why it was changed or denied.</p> <p><b>Note:</b> The comments that were entered by the member will not show up within the Comments block. The member's comments will show up under the Absence Request Approval section (may need to click the View/Hide Comments to have the comments display), as shown below:</p> <p><b>Absence Request Approval</b></p> 

Continued on next page

## How to Approve or Deny a Pending Absence Request,

Continued

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Step	Action
10	<p>Click the 'Approve' or 'Deny' button.</p> <p> </p> <p>The system will then send an email notification to the member letting them know that their Absence Request was either approved or denied.</p> <ul style="list-style-type: none"><li>• If the Absence Request was approved, it will show an Approved status on the View My Absence Page.</li><li>• If the Absence Request was denied, it will show a Denied status on the View My Absence Page.</li></ul>
11	<p>To approve another Absence Request, close the window that brought up the Absence Request and repeat the steps above.</p>

### 3. Logging into the system and using the View My Action Requests page:

Since Absence Request has its own view page, this is not necessary. This page will show different types of action requests that will be brought on-line as more Technology Refresh projects are implemented in the future.

### **Example of an Approved Absence Request Notification E-Mail that will be sent to the member:**

```
----- Forwarded Message -----
From: "UCGPHT5@corio.com" <UCGPHT5@corio.com>
To: direct.a.user@uscg.mil
Sent: Wednesday, April 11, 2012 3:10 PM
Subject: Absence Request Approved

Your absence request for Paternity Leave has been approved.

Note: If the absence dates should change, it is your responsibility to notify the appropriate people.
```

---

*Continued on next page*

## How to Approve or Deny a Pending Absence Request,

Continued

**Example of a Denied Absence Request Notification E-Mail that will be sent to the member:**

----- Forwarded Message -----  
From: "UCGPHT5@corio.com" <UCGPHT5@corio.com>  
To: [direct.a.user@uscg.mil](mailto:direct.a.user@uscg.mil)  
Sent: Wednesday, April 11, 2012 3:13 PM  
Subject: Absence Request Denied

Your absence request for Leave - OUTCONUS has been denied.

To review and modify your request, log into Direct Access, click the Requests tab, and click the View My Absence Requests link.

## How to Change/Deny an Approved Absence Request

There will be instances when the member's approved Absence Request will need to be changed or denied. Only the commanding officer or his/her designee may change or deny an approved Absence Request and only if the Absence Request has not processed (been updated within the Vacation Request page in Direct Access I, Version 8.0). The Absence Request will be processed the day after the member's Absence Request End Date.

*Example: Member's approved Absence Request has an absence begin date of 12 March 2012 and an end date of 16 March 2012. Duration of absence is 5 days. Today's date is 15 March 2012 and the member decides to return on this date. Since the member's absence end date has not passed yet, the Commanding officer or his/her designee can go into the Absence Request and change the dates.*

The Absence Request will be not be updateable after the absence end date has occurred and only the SPO/Admin will be able to make the change to the absence period in Direct Access.

*Example: Member's approved Absence Request has an absence begin date of 12 March 2012 and an end date of 16 March 2012. Duration of absence is 5 days. Today's date is 19 March 2012 and it is determined that the member returned on 15 March 2012 vice 16 March 2012. Since the member's absence end date has passed already and the Absence Request is locked down due to it already being processed, the SPO/Admin will need to make the changes in Direct Access.*

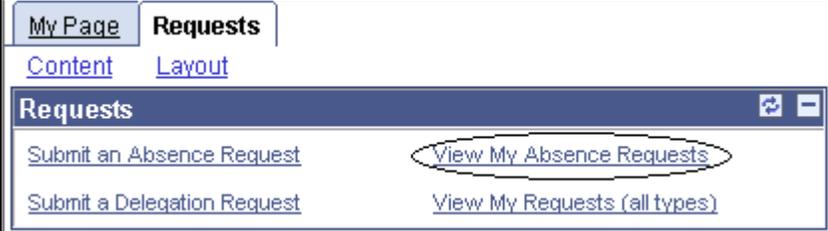
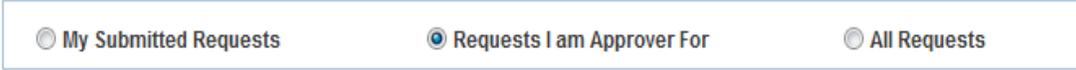
### **Change/Denial needed on or before Absence Request has Processed – Commanding officer or his/her designee OR SPO/Admin Auditor:**

Step	Action
1	The member notifies the commanding officer or his/her designee that their Absence Request needs to be withdrawn or changed and what the change should be. Notification will be by e-mail, phone, or in person. <b>OR</b> The commanding officer or his/her designee decides they want to deny the approved Absence Request.
2	The commanding officer or his/her designee will log into Direct Access.
3	Click on the Request Link (upper left corner of the portal page).

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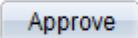
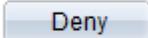
*Continued on next page*

## How to Change/Deny an Approved Absence Request, Continued

Step	Action
4	<p>Click on the View My Absence Requests link.</p>  <p>The screenshot shows a navigation menu with 'My Page' and 'Requests' tabs. Under 'Requests', there are links for 'Submit an Absence Request', 'Submit a Delegation Request', 'View My Absence Requests' (circled in red), and 'View My Requests (all types)'.</p>
5	<p>The radio button 'My Submitted Requests' should already be clicked. Change it to "Requests I am Approver For".</p>  <p>The screenshot shows three radio button options: 'My Submitted Requests', 'Requests I am Approver For' (which is selected), and 'All Requests'.</p>
	<p>The Transaction Status field should be defaulted to 'Pending'. Change it to 'Approved'. This will show all the Absence Requests that are in an approved status.</p>  <p>The screenshot shows a dropdown menu labeled 'Transaction Status:' with 'Approved' selected.</p>
6	<p>Click the Populate Grid button.</p>
7	<p>If there are many Absence Requests in an approved status, click the 'Find' link on the grid within the page and enter the member's EMPLID and click OK. This will bring the member's Absence Requests to the top.</p>  <p>The screenshot shows a toolbar with 'Customize', 'Find' (circled in red), 'First', '1 of 1', and 'Last' buttons.</p> <p>Note: the grid allows you to sort the information within it. Just click on any one of the headers and the grid will sort it based off of the header chosen.</p>
8	<p>Click on the View Details link on the Absence Request row that needs to be changed. A new window will open and the Absence Request page will appear with the information that was submitted on the Absence Request.</p>

*Continued on next page*

## How to Change/Deny an Approved Absence Request, Continued

Step	Action
9	If making a change, make the necessary changes to the Absence Request.
10	In the Comments field enter the reason for the change or denial.
11	<ul style="list-style-type: none"> <li data-bbox="337 443 1073 478">• If a change was made, click the 'Approve' button.</li> </ul> <div data-bbox="784 531 922 569" style="text-align: center;">  </div> <p data-bbox="380 600 1427 743">The system will then send an email notification to the member letting them know that their Absence Request was approved. The Absence Request will remain in an Approved status on the View My Absence Requests page.</p> <ul style="list-style-type: none"> <li data-bbox="337 785 1273 821">• If the Absence Request is being denied, click the 'Deny' button.</li> </ul> <div data-bbox="784 873 932 911" style="text-align: center;">  </div> <p data-bbox="380 936 1427 1041">The system will then send an email notification to the member letting them know that their Absence Request was denied. The Absence Request will show a Denied status on the View My Absence Requests page.</p> <p data-bbox="285 1079 1260 1115"><u>Absence Request – Change to Approved Request (email to member)</u></p>
<p data-bbox="285 1125 1016 1245">From: "UCGPHT5@corio.com" &lt;UCGPHT5@corio.com&gt;            To: <a href="mailto:direct.a.user@uscg.mil">direct.a.user@uscg.mil</a>; <a href="mailto:direct.a.user@uscg.mil">direct.a.user@uscg.mil</a>            Sent: Wednesday, April 11, 2012 3:13 PM            Subject: Absence Request Change</p> <p data-bbox="285 1276 1338 1335">The dates on your approved absence request for Paternity Leave have been changed.</p> <p data-bbox="285 1371 1382 1430">To review your request, log into Direct Access, click the Requests tab, and click the View My Absence Requests link.</p>	
<p data-bbox="285 1440 1382 1476"><u>Absence Request – Approved Request Changed to Denied (email to member)</u></p> <p data-bbox="285 1482 943 1602">From: "UCGPHT5@corio.com" &lt;UCGPHT5@corio.com&gt;            To: <a href="mailto:direct.a.user@uscg.mil">direct.a.user@uscg.mil</a>            Sent: Wednesday, April 11, 2012 3:23 PM            Subject: Absence Request Denied</p> <p data-bbox="285 1633 1409 1669">Your previously approved absence request for Paternity Leave has been denied.</p> <p data-bbox="285 1703 1409 1761">To review and modify your request, log into Direct Access, click the Requests tab, and click the View My Absence Requests link.</p>	

## Change needed after Absence Request has Processed – SPO/Admin

Step	Action
1	The member notifies the commanding officer or his/her designee that their Absence Request needs to be changed and what the change should be.
2	The unit will send correspondence to their SPO/Admin requesting the absence be corrected or deleted. The request will include the following: <ul data-bbox="386 562 1349 747" style="list-style-type: none"><li>• Member's Name.</li><li>• Member's EMPLID.</li><li>• Original Absence Request Begin and End dates.</li><li>• The necessary change needed to the original submitted Absence Request.</li></ul>
3	The SPO/Admin will then follow the procedures outlined in the PPC SPO Manual, Part III, Chapter 7, Page III-7-9.

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## Approver - How to Delegate approval authority to Another Approver

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There will be instances where an approving official will delegate another approving official to approve/deny Absence Requests that are forwarded to them. Procedures on this are discussed in [How to Delegate Approval Authority to Another Approver \(PDF User Guide\)](#).

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## Proxy - Absence Requests Submitted/Approved by SPO/Admin

There will be instances when the member cannot submit an Absence Request in Direct Access.

- Member is unable to do it because they don't have access to the system.
- Member is able to do it but the person that approves their absences is not in the system or is unable to do it for other reasons.

In these instances, the leave should be submitted and approved via the Coast Guard Leave Authorization Form (CG-2519) or the Special Request/Authorization Form (NAVPERS 1336/3). Once the leave is approved, it should be forwarded to the SPO/Admin for entry into Direct Access.

The SPO/Admin will take the following action to enter and approve the Absence Request in Direct Access:

**Note:** In order to access the Absence Request page, a SPO/Admin user must have the CGHRS or CGFIELDADM role assigned to them. If the user doesn't have either one of these roles but needs access to proxy an absence request then they must submit a Direct Access User Authorization Form, CG-7421B, requesting the 'Absence Request Initial Proxy' role be assigned to them.

Step	Action
1	Log into Direct Access.
2	<p>Click on the Proxy – Submit Absence Request link within the Servicing Personnel Office shortcut menu.</p>  <p><b>Note:</b> To add this page to your favorites, click the Add to My Links (top right of page) and click the Save button.</p>
3	Enter the member's EMPLID in the Empl ID field.
4	Enter the member's Employee Record Number in the Empl Record field.

*Continued on next page*

## Proxy - Absence Requests Submitted/Approved by SPO/Admin, Continued

Step	Action
5	<p>Click the Add button. The Absence Request page should appear. Verify the member's name on the page to ensure the correct member was pulled up.</p> <p>REMEMBER; DO NOT INPUT LEAVE TAKEN IN CONJUNCTION WITH A PCS OR SEPARATION USING ABSENCE REQUEST -- THIS LEAVE IS RECORDED ON THE ENDORSEMENT ON ORDERS (L68C TRANSACTION) OR IN THE SEPARATION COMPONENT.</p> <p>EXCEPTION: LEAVE TAKEN IN CONJUNCTION WITH A DISCHARGE FROM ACTIVE DUTY <b><u>IS</u></b> ENTERED IN THE ABSENCE REQUEST!</p>
	<p>Select the type of Absence member took or will be taking.</p> <ul style="list-style-type: none"> <li>• Leave Outside Continental US</li> <li>• Leave Inside Continental US</li> <li>• Sick Leave</li> <li>• Adoption Leave</li> <li>• Paternity Leave</li> <li>• Maternity Leave</li> <li>• Post Deployment Mobilization Respite Absence (PDMRA)</li> </ul>
6	<p>Enter the first full day of absence within the Begin Date field.</p> <p>Begin Date: <input type="text" value="03/12/2012"/> </p>
7	<p>Enter the last full day of absence within the End Date field.</p> <p>End Date: <input type="text" value="03/16/2012"/> </p> <p><b>Note:</b> The dates entered within the Begin/End Date fields cannot overlap with another Absence Request. If it does, the system will not allow the Absence Request to be submitted.</p>

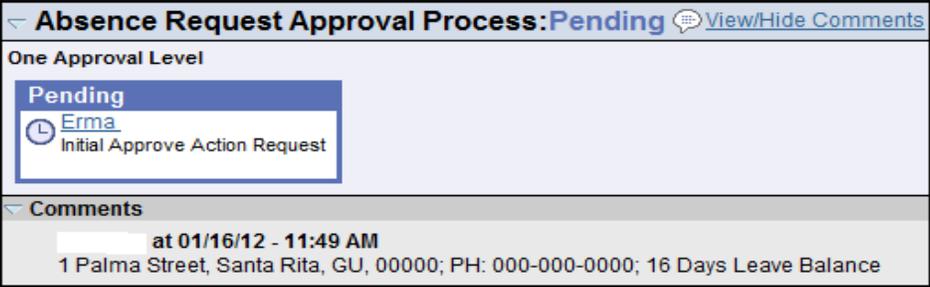
*Continued on next page*

## Proxy - Absence Requests Submitted/Approved by SPO/Admin, Continued

Step	Action
8	<p>Click the Get Details button. The system will then show the duration of the absence (number of days absence), which is based on what was entered in the absence begin/end dates.</p>  <p><b>Note:</b> If for some reason this button is not pushed, the field will automatically be updated when the user submits the Absence Request.</p>
9	<p>The Absence Request page allows an attachment to be added. If wanting to add the supporting documentation from the member/unit to the Absence Request, scan the document into the system and then click on the Add Attachment link (under Request Documents). If not wanting to add an attachment, skip to Step 14 below.</p>
10	<p>Click the Browse button.</p>
11	<p>Find the attachment and click the Open button.</p>
12	<p>Click the Upload button.</p>
13	<p>The attachment should show under Request Document. The icon just to the left of Request Document may need to be clicked for the attachment to show.</p>  <p><b>Note:</b> If attachment needs to be removed, click the minus button on the attachment row.</p>
14	<p>Enter reason why Absence Request is being entered by the SPO.</p>

*Continued on next page*

## Proxy - Absence Requests Submitted/Approved by SPO/Admin, Continued

Step	Action
15	<p>Select the approving official. The approver should be a SPO supervisor (CGHRSUP role). Make sure the approver's operator ID is correct.</p> <p><b>Note:</b> Make sure the person approving the request is not absence and won't be able to approve it.</p> <p>Approver: <input data-bbox="462 640 901 682" type="text" value="0000000"/>  Erma</p>
16	<p>Click the Submit Request button.</p> <p>An Absence Request Approval block should display, showing the Absence Request in a pending status, with the approver's name. It should also show in the comments block when the Absence Request was submitted and the information that was in the comments block.</p> <p><b>Absence Request Approval</b></p> 
17	<p>To add another Absence Request, click on the My Links drop down field and select Action Request Add (discussed in Step 2 above). This will allow the user to go from one member to the next.</p>

*Continued on next page*

## Proxy - Absence Requests Submitted/Approved by SPO/Admin, Continued

The system should have sent an email notification to the approver.

### Example of the E-Mail notification that will be forwarded to the Approving Official:

-----Original Message-----

From: UCGPHT5@corio.com [mailto:UCGPHT5@corio.com]

Sent: Tuesday, April 10, 2012 9:13 AM

To: Bunger, Dale CTR

Subject: Absence Request

An absence request for Leave - INCONUS has been submitted to you for approval.

Please take action to approve or deny this Absence Request. Click the link below to approve or deny the request:

[https://ep-test.direct-](https://ep-test.direct-access.us/psp/UCGPPT2/EMPLOYEE/HRMS/c/CG_AWE_EXT.CG_ACTN_REQUEST.GBL?Page=CG_ACTN_REQUEST&Action=U&EMPLID=1202729&EMPL_RCD=0&CG_CATEGORY=PAYROLL&CG_ACTION=ABSENCE_REQUEST&OPRID=1098957&SEQ_NUM5=8)

[access.us/psp/UCGPPT2/EMPLOYEE/HRMS/c/CG\\_AWE\\_EXT.CG\\_ACTN\\_REQUEST.GBL?Page=CG\\_ACTN\\_REQUEST&Action=U&EMPLID=1202729&EMPL\\_RCD=0&CG\\_CATEGORY=PAYROLL&CG\\_ACTION=ABSENCE\\_REQUEST&OPRID=1098957&SEQ\\_NUM5=8](https://ep-test.direct-access.us/psp/UCGPPT2/EMPLOYEE/HRMS/c/CG_AWE_EXT.CG_ACTN_REQUEST.GBL?Page=CG_ACTN_REQUEST&Action=U&EMPLID=1202729&EMPL_RCD=0&CG_CATEGORY=PAYROLL&CG_ACTION=ABSENCE_REQUEST&OPRID=1098957&SEQ_NUM5=8)

---

## Proxy – View/Change/Withdraw Absence Request

The proxy that submitted the Absence Request may view all Absence Request they've submitted. They also can make changes to a pending Absence Request or withdraw it.

The proxy can view all absence requests they've submitted on behalf of the member from the View My Absence Requests page. They can also make changes to pending requests or withdraw them from this page.

Step	Action
1	Log into Direct Access.
2	Click on the Request Link (upper left corner of the portal page).
3	Click on the View My Absence Requests link.
4	<p>The radio button 'My Submitted Requests' should already be clicked. This allows the proxy to view their Absence Requests and ones they've submitted on behalf of the member.</p> <p>..</p> <div data-bbox="289 848 1435 919" style="border: 1px solid #ccc; padding: 5px;"> <input checked="" type="radio"/> My Submitted Requests                <input type="radio"/> Requests I am Approver For                <input type="radio"/> All Requests         </div> <p>The Transaction Status field should be defaulted to 'Pending', which will show all of the Absence Requests that have been submitted that are in a pending status. If wanting to view other type of statuses, change it to the desired status and click the Populate Grid button.</p> <p>Transaction Status: <input type="text" value="Pending"/></p> <p>Note: the grid allows you to sort the information within it. Just click on any one of the headers and the grid will sort it based off of the header chosen.</p> <p>Click on the View Details link on the Absence Request row that needs to be viewed or changed. A new window will open and the Absence Request page will appear with the information that was submitted on the Absence Request.</p>

*Continued on next page*

## Proxy – View/Change/Withdraw Absence Request, Continued

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Step	Action
5	<p>If not viewing the request and a change is needed, at least one of the following fields will need to be changed:</p> <ul style="list-style-type: none"><li>• Type of Absence</li><li>• Begin Date</li><li>• End Date</li><li>• Comments – A reason on why the Absence Request is being changed must be annotated within this block.</li></ul> <p>If wanting to withdraw the request, click the Withdraw button. No further action is required.</p> <p>If just viewing, close the window that brought up the Absence Request when done viewing.</p>
6	<p>Click the Resubmit button.</p> <p></p> <p>Two email notifications will be sent.</p> <ul style="list-style-type: none"><li>• Withdraw Notification – An email will be sent to the approver saying that the original Absence Request has been withdrawn.</li><li>• Submission Notification – An email will be sent to the approver saying that an Absence Request has been submitted.</li></ul> <p><b>Note:</b> The original Absence Request that was changed will now show in a terminated status on the View My Absence Page. The changed one (basically a new request) will show pending.</p>

---

## **Approving a Pending Absence Request Submitted by the Proxy**

The approving official at the SPO/Admin office will now need to approve the request. They will follow the procedures outlined in section 'HOW TO APPROVE OR DENY A PENDING ABSENCE REQUEST' of this guide.

If the approving official at the SPO/Admin office needs to make a change to the Absence Request, they will follow the procedures outlined in section 'HOW TO CHANGE/DENY AN APPROVED ABSENCE REQUEST' of this guide.

Note: The Absence Request process is programmed to send an email notification to the requester when the request is approved or denied. Most likely the absence has already been approved and taken by the member and the SPO is just entering/approving the request into the system. In this instance, the member will need to understand that they will receive an email notification when the SPO approves or denies the request even though they've already taken the absence.

---

## Absence Request Statuses

Once an Absence Request is submitted it will always be in one of the following statuses:

Status	Description	User	In this Status, the user
Pending	Has been submitted by requester but has not been approved yet	Requester	<b>Can change</b> details and then resubmit. The original request will be terminated and a new request will be submitted with the changes. <b>Can withdraw</b> the request. Request status changes to Terminated.
		Approver	<b>Can change</b> the details and approve. Request status changes to Approved.
			<b>Can deny</b> the request. Request status changes to Denied.
		Terminated	Has been withdrawn by the requester
		Approver	<b>Can view</b> the details, comments, and approver, but cannot make any changes to it.
Approved	Has been approved by the approver but not processed	Requester	<b>Can view</b> the details, comments, and approver, but cannot make any changes to it.
		Approver	<b>Can change</b> the details and approve. Request status remains Approved. <b>Can deny</b> the request (will need to provide comments on why). Request status changes to Denied.
		Has processed in Direct Access, 8.0	None
Denied	A pending request has been denied by the approver	Requester	<b>Can change</b> details and then resubmit. The original request will be terminated and a new request will be submitted with the changes.
		Approver	<b>Can view</b> the details, comments, and approver, but cannot make any changes to it.

## E-Mail Notifications

E-Mail notification will occur for the following instances:

User	Action	E-Mail Notification Sent To
Requester / Proxy	Submits an Absence Request to Approver	Approver / Delegated Approver
	Makes change to their pending Absence Request	
	Withdraws their pending Absence Request	
	Makes change to their denied Absence Request	
Approver / Delegated Approver	Approves Absence Request	Requester
	Denies Absence Request	
	Makes changes to an Approved Absence Request that has not processed yet	
	Denies an Approved Absence Request that has not processed yet	

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## How To Create the Monitor Absence Request Report

A report was created to allow the unit to monitor their members' electronic absences. This report will allow the unit to do the following:

1. Review Absence Requests on a specified member.
2. Review Absence Requests on all members' assigned to the unit.
3. Review Absence Requests that are in a specified status.
  - All Statuses
  - Pending
  - Approved
  - Denied
  - Withdrawn
4. Review Absence Requests for all statuses.
5. Review Absence Requests for a specified period.

Users with the following roles can create this report in Direct Access:

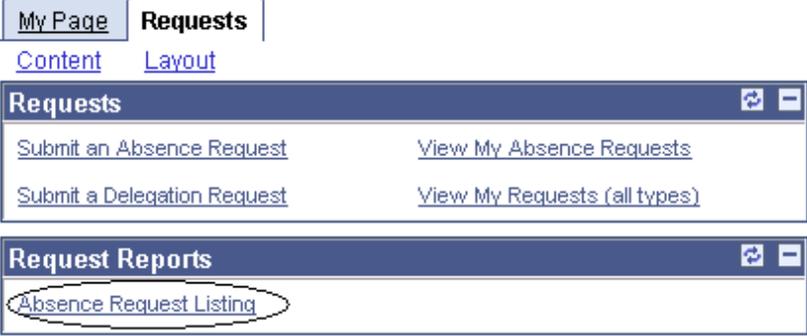
- Command User - CGSSCMD
- Field Admin User - CGFIELDADM
- SPO Clerk - CGHRS
- SPO Auditor - CGHRSUP
- PPC Clerk - CGHRSIC
- PPC Auditor - CGHRSICSUP
- Global Workforce Inquiry System - CGGWIS

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*Continued on next page*

## How To Create the Monitor Absence Request Report, Continued

The report is called Absence Request Listing and the query name is CG\_GP\_ABSENCE\_REQUEST. Follow the steps below to create the file.

Step	Action
1	Log into Direct Access.
2	Click on the Requests link (top left of home page).
3	<p>Click on the Absence Request Listing link within the Request Reports pagelet.</p>  <p>Note: The report can also be accessed via the following path: Human Resources &gt; Human Resource Reports &gt; Workflow Reports &gt; Absence Request Listing</p>
4	<p>The prompt page will appear. Enter the following:</p> <ul style="list-style-type: none"> <li>• An EMPLID (to pull up the member only) or Department ID (to pull up all members assigned to the department); and</li> <li>• A Date Range; and</li> <li>• Request Status (to only show those in a certain status (pending, approved, denied, or withdrawn) or to show all statuses).</li> </ul> 

*Continued on next page*

## How To Create the Monitor Absence Request Report, Continued

Step	Action
5	Click the Review Results button. The results should display on the page.
6	To download the results click on the Excel Spreadsheet link.
7	Save the report to a local folder.

The report contains the following data, which is sorted by member's last name, first name, and EMPLID:

Field Name	Field Description
Last Name	Member's Last Name
First Name	Member's First Name
EMPLID	Member's EMPLID
Rank	Member's Rank
Component	The Component the Member is in
Department	Member's Department Name
Request Status	The status of the Absence Request
Absence Type	The type of Absence Member Selected
Submission Date	Date the request was submitted
Begin Date	Date the Absence Began
End Date	Date the Absence Ended
Duration (Days)	The duration of the Absence Request
Approver EMPLID	Approver's EMPLID
Approver Last Name	Approver's Last Name
Approver First Name	Approver's First Name
Approver Component	The Component the Approver is in
Approver Rank	Approver's Rank
Approver Department	Approver's Department Name
Requester EMPLID	The Person that Submitted the Request  <b>Note:</b> Requester could be either the member or the person that submitted the Absence Request on their behalf (which would be the SPO/Admin).
Requester Last Name	The Last Name of the Person that Submitted the Request
Requester First Name	The First Name of the Person that Submitted the Request
Requester Component	The Component the Person is in that Submitted the Request
Requester Rank	The Rank of the Person that Submitted the Request
Requester Department	The Department Name of the Person that Submitted the Request

*Continued on next page*

## How To Create the Monitor Absence Request Report, Continued

The data is based on the following:

- The member's and proxy's data on the report is based on what the information was at the time the Absence Request was submitted.
  - The approver's data is based on what the information was at the time the Absence Request was approved or denied.
-

**PRIVACY ACT STATEMENT**

The authority to request this information is contained in 5 USC 301, Departmental Regulations. The principal purpose of the information is to enable you to make known your desire for one of the four items listed or for some other special consideration or authorization. The information will be used to assist officials and employees of the U.S. Coast Guard in determining your eligibility for and approving or disapproving the special consideration or authorization being requested. Completion of the form is mandatory; failure to provide required information may result in delay in response to or disapproval of your request.

<b>NAME</b> <i>(Last, first, middle initial)</i>		<b>RATE</b>	<b>EMPID</b>
<b>SHIP OR STATION</b>			<b>DATE OF REQUEST</b>
<b>DEPARTMENT / DIVISION / WARD</b>		<b>DUTY SECTION / GROUP</b>	
<b>NATURE OF REQUEST</b>			
<input type="checkbox"/> LEAVE <input type="checkbox"/> SPECIAL LIBERTY <input type="checkbox"/> SPECIAL PAY <input type="checkbox"/> COMMUTED RATIONS <input type="checkbox"/> OTHER <i>(Below)</i>			
<b>NO. DAYS REQUEST</b>	<b>FROM</b> <i>(Date and time)</i>	<b>TO</b> <i>(Date and time)</i>	
<b>DISTANCE</b> <i>(Miles)</i>	<b>MODE OF TRAVEL</b>		
	<input type="checkbox"/> AIR <input type="checkbox"/> TRAIN <input type="checkbox"/> BUS <input type="checkbox"/> CAR		
<b>LEAVE ADDRESS</b> <i>(Street, box or route no., City, State, Zip Code)</i>			<b>TELEPHONE NUMBER</b>

**REASON FOR REQUEST**

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**SIGNATURE OF APPLICANT:**

**I AM ELIGIBLE AND OBLIGATE MYSELF TO PERFORM ALL DUTIES OF PERSON MAKING APPLICATION -**

<b>SIGNATURE OF STANDBY</b>	<b>DUTY STATION</b>
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**PERSONNEL OFFICE**

<b>EARNED LEAVE</b>	<b>LEAVE THIS FISCAL YEAR</b>	<b>DATE LAST PAID</b>
<b>DAYS AS OF:</b>		

<b>RECOMMENDED APPROVAL</b>	<b>SIGNATURE AND RANK/RATE / TITLE / DATE</b>
<input type="checkbox"/> YES <input type="checkbox"/> NO	
<input type="checkbox"/> YES <input type="checkbox"/> NO	
<input type="checkbox"/> YES <input type="checkbox"/> NO	
<input type="checkbox"/> YES <input type="checkbox"/> NO	
<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED	

**REASON FOR DISAPPROVAL**

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**LOG OUT AND IN WITH OOD** *(When required)*

<b>OUT</b> <i>(Hour and date)</i>	<b>INITIALS OOD</b>	<b>IN</b> <i>(Hour and date)</i>	<b>INITIALS OOD</b>
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**HITCHHIKING IS PROHIBITED**