



DEPARTMENT OF THE NAVY

COMMANDANT OF MIDSHIPMEN
U.S. NAVAL ACADEMY
101 BUCHANAN ROAD
ANNAPOLIS, MARYLAND 21402-5100

COMDTMIDNINST 1050.1
MIDPERS
29 Mar 11

COMMANDANT OF MIDSHIPMEN INSTRUCTION 1050.1

Subj: U. S. NAVAL ACADEMY MIDSHIPMEN ELECTRONIC LEAVE
PROCEDURES

Ref: (a) MILPERSMAN 1050-230

Encl: (1) Midshipmen Electronic Leave Flowchart
(2) Midshipmen Electronic Leave Module Functions

1. Purpose. To establish Midshipmen Electronic Leave procedures using the Midshipmen Information System (MIDS).
2. Background. The MIDS Leave Module:
 - a. standardizes and automates current processes;
 - b. improves the tracking of midshipmen leave requests and approvals;
 - c. improves processing of payments;
 - d. improves leave address accuracy;
 - e. automates notifications of approval/disapproval of leave; and
 - i. provides query functions.
4. Procedures. Midshipmen leave will be processed within MIDS following the guidelines in enclosures (1) and (2).
 - a. If within the Contiguous United States (CONUS), the Company Officer or Senior Enlisted Leader (SEL) will approve Midshipman leave.
 - b. If outside the contiguous United States (OCONUS), the Battalion Officer is the final approval authority.

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(1) OCONUS leave requests shall utilize the International Programs Office OCONUS leave checklist: (<http://intranet.usna.edu/InternationalProgram/index.htm>).

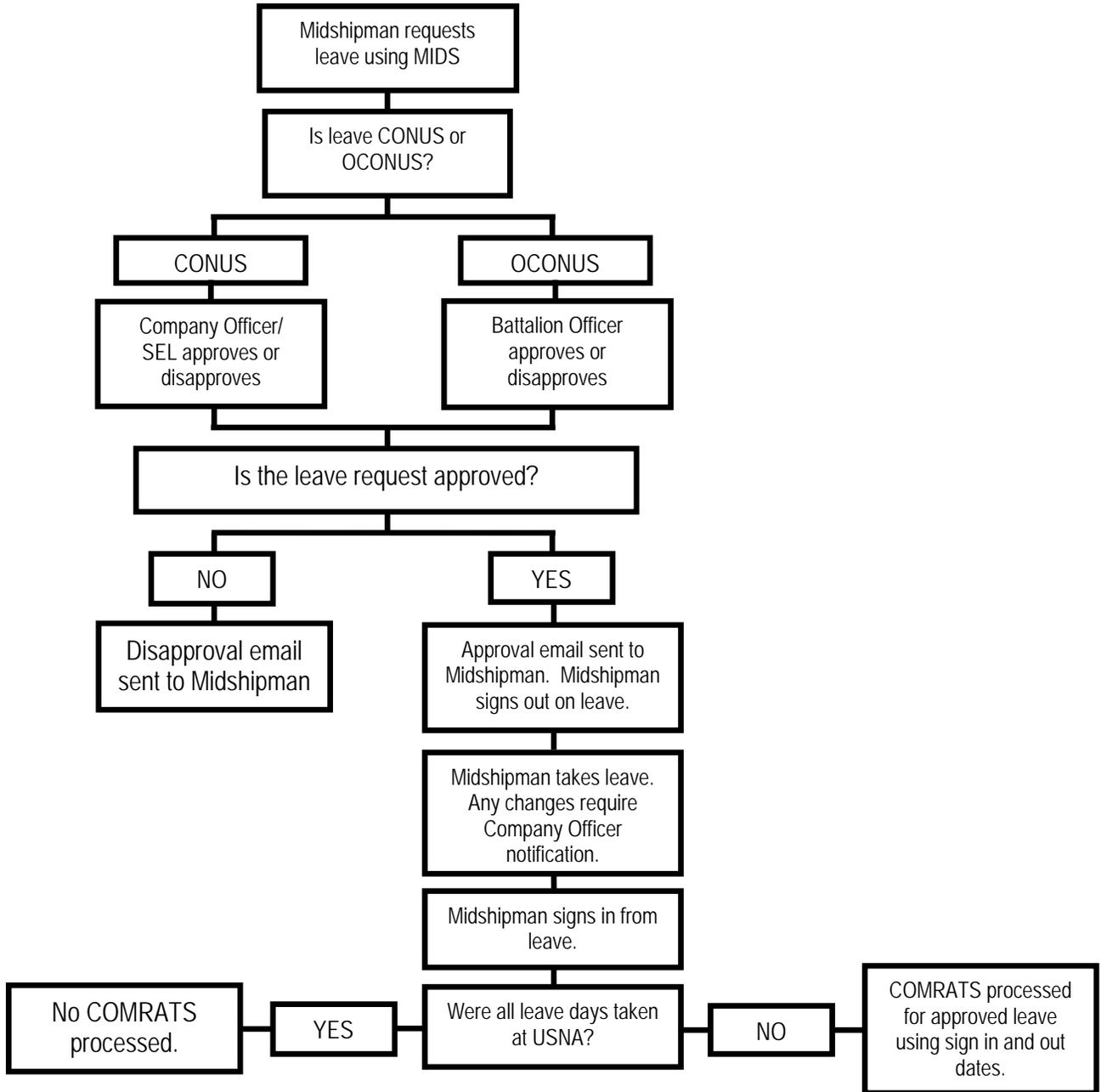
(2) In addition to the above guidelines, OCONUS leave must also be requested via a hard copy NAVCOMPT 3065 form (Leave Request/Authorization). OCONUS leave requests should be submitted at least 60 days prior to the anticipated leave dates. For OCONUS leave, Midshipmen shall report to the International Programs Office prior to Midshipmen Personnel.



B. P. O'DONNELL
By direction

Distribution:
Non-Mids (Electronically)

MIDSHIPMEN ELECTRONIC LEAVE FLOWCHART



MIDSHIPMEN ELECTRONIC LEAVE MODULE FUNCTIONS

1. Enter

a. Used by Midshipmen to request leave, enter leave addresses, and view approved leave.

b. Regular leave, emergency leave, and sick leave can be requested.

c. Multiple leave addresses can be entered.

2. Approve

a. Used by Battalion Officers, Company Officers, and SELs to approve leave requests.

b. Battalion Officers may only approve OCONUS leave after Company Officer/SEL approval has been entered.

c. Company Officers and SELs can enter and change leave on behalf of a Midshipman.

3. Sign Out/Sign In

a. Used by Company Officers/SELs and 1/C Midshipmen to sign out and sign in Midshipmen.

b. Timestamp is entered for both signing out and in. Signing in/out in the same day is considered liberty and is not permitted within the system.

c. Only Company Officers/SELs may alter the date/timestamp. 1/C Midshipmen are not authorized to alter the date/timestamp.

d. 1/C Midshipmen may not sign themselves out or in.

4. Query Approved Leave. Available to all Commandant Staff personnel to view midshipmen on approved leave.

5. Query Statistics. Used by Midshipmen Personnel and Food Services Division to query the number of Midshipmen present on the yard at any given time and the number of Midshipmen on leave, Movement Orders, and Summer Training.

6. Maintain

a. Used by Midshipmen Personnel Office to maintain or view Midshipmen leave information.

b. Allows Midshipmen Personnel Office to approve leave on behalf of Midshipman chain of command.

7. Maintain Leave Periods and Commuted Rations (COMRATS) Rates. Used by Midshipmen Personnel Office to maintain authorized leave periods and COMRATS rates.

8. Generate COMRATS File. Used by Midshipmen Personnel Office to calculate COMRATS and create a disbursing file.