User Registration Guide

Issues can be addressed to:

LeaveWeb PMO, SAF/FMF (AFFSO) via

AFAOC Help Desk – AFFSO Systems (LeaveWeb): SAF/FM Self Service Portal

Or by calling DSN 787-3117/COMM 937-257-3117

Introduction

LeaveWeb requires every user accessing the website application to have a Common Access Card (CAC) and a CAC reader.

==Every user is required to register and create their own account. Upon clicking Register, your EDIPI is linked to your account via your CAC.==

For Active Duty Air and Space Force members, your prepopulated self-registration profile information and available leave information is pulled from the Leave Balance Listing (LBL) that is generated each month from the Defense Joint Military Pay System (DJMS). You will be prompted when accessing LeaveWeb for the first time to verify that your profile information is accurate, or you can modify the data if needed.

For all other users, your profile information will be prepopulated for data we gain via Okta Authentication upon accessing self-registration and you can modify the data as needed. Your profile must be completed before members can select you as their supervisor and submit leave requests for your approval.

==It is crucial for all users of LeaveWeb to have accurate profile information at all times, as your profile controls how all leaves flow through the application and what privileges will be available based on your organization.==

LeaveWeb also has a Mobile App. To register and gain access to the mobile app, registration via the website application is required first. Once you have created your website account and log in, all mobile app instructions are located in the Help Contents on the left sidebar.

Access LeaveWeb and Complete Self Registration

1. Navigate to https://leave.af.mil and click the **Register** button under the New Users section.

Active Duty Air Force, Active Duty Space Force, Air National Guard, and Air Force Reservists will be required to enter and validate their SSN is accurate to interface appropriately with DJMS.

The LeaveWeb Self Registration screen displays with your prepopulated data available.

2. Verify or complete the following fields:

Note: * Indicates a field that is required for Active Duty Air and Space Force only

Field	Description
SSN*	SSN must be entered correctly twice and verified. **Note:** We are beginning to gather AFR and ANG SSNs to prepare for their leave submittal ability within LeaveWeb.
First Name	Verify that your first name is correct.
Middle Initial	(Optional) Enter your middle initial.
Last Name	Verify your last name is correct.
Email	Verify or enter your email address.
Retype Email	Verify that the email address added in this field is the same as the email field above.
Phone	Verify or enter your phone number.
Section	(Optional) Enables you to further define your profile information.
Service	Verify that your Service is correct.
Rank	Verify or enter your Rank. The list of available ranks is dependent upon the selection you make for your branch of service.
Role (DAF users only)	Click to select your LeaveWeb role. See [Appendix A: LeaveWeb Roles and Privileges](#) for a complete description of the available roles.

DD2875	Signed DD2875	Unsigned DD2875
	1. Click the 🔍 magnifying glass icon to browse to your DD2875. 2. Upload your DD2875.	1. Click Blank DD2875 and save it to your computer. 2. Complete Type of Request, Part I and Part II, then sign. 3. Forward to your supervisor and security manager for signature. 4. Once the DD2875 is returned to you, upload it to LeaveWeb.

Field	Description
MAJCOM	Verify or select your MAJCOM.
Base	Verify or select your Base.
Unit	Verify or select your Unit.
Supervisor*	Select your Supervisor. Go to step 4 to select a new supervisor.
Note: Currently ANG and AFR do not use LeaveWeb to process their leave; they use the AF Form 988 and process leaves manually in DJMS–RC. If they are on Active Duty Orders, then they have an Active Duty base finance responsible for their pay and leave and they fall under that base for LeaveWeb.	

3. To select a supervisor, select your supervisor's name from the drop-down list or do the following to search for a supervisor:

   a. Click the 🔍 **magnifying glass** icon that is located next to the Supervisor field. The Supervisor Search screen displays.

b. Enter your supervisor's First and/or Last name.

c. Click **Search**. A list of individuals who match the search criteria displays.

d. Click **Select** to select your supervisor from the list. Your supervisor's name is saved to your LeaveWeb user profile.

Note: If you do not see your supervisor's name in the drop-down list or search results, verify that they have completed the LeaveWeb Self Registration process.
Their name will NOT display in LeaveWeb until their registration is complete. All Active Duty Air and Space Force member's are required to have a supervisor listed on their profile. This supervisor is prepopulated on all leave requests submitted in LeaveWeb.

4. Click **Register** and you will now be logged into the LeaveWeb application.

Appendix A   LeaveWeb Roles and Privileges

The following are user roles/privileges available within LeaveWeb. All special privileges (those above the Basic User/Supervisor level) require a completed and approved DD Form 2875. (GSeries Orders for Commander privilege can be supplied in lieu of a DD2875 for only Active Duty Officers, if preferred.)

LeaveWeb Roles and Privileges	
ROLE	**PRIVILEGES**
Air Force Bot (Internal LeaveWeb PMO only)	Enables the user to do the following: - Process the daily files and update leave balances - Monitor and work unreconciled and rejected leaves - Ability to Manually Reconcile and Resubmit to JDC - Access to all features listed below
Air Force Admin (Internal LeaveWeb PMO only)	Enables the user to do the following: - Monitor all MAJCOMs from AFIMSC level and below - Approve privilege requests for all levels - Edit users and error codes - Inactivate/Reactivate user accounts - Approve Own Leave checkbox control - Access to all features listed below
AFIMSC/AFAFO Admin	Enables the user to do the following within assigned MAJCOMs: - Monitor all Bases and leaves within assigned MAJCOMs - Edit users at the AFIMSC level and below - Add/monitor/edit Bases, CSSs, and Units - Review the site statistics, such as percentage of unreconciled leave - Review the Leave Audit (AF 1486) for special action and travel leaves (AL and TL) - Review the Commander Leave Audit (AF 1486) - Inactivate/Reactivate user accounts at the AFIMSC level and below
Base Admin/Finance	Enables the user to do the following within assigned Base: - Edit users and leave balances at the Base level and below - Add/monitor/edit CSSs and Units - Create leave requests on behalf of other users (even higher roles) - Monitor and work DJMS rejected leaves - Monitor and work unreconciled leaves - Monitor and work 100% Leave Validation - Monitor and work DTS TDY Not Charged leaves - Authorize special action and travel leaves (AL and TL) (even higher roles) - Review the site statistics, such as percentage of unreconciled leave - Review the Leave Audit (AF 1486) for special action and travel leaves (AL and TL) - Inactivate/Reactivate user accounts at the Base level and below **NOTE**: If a Base Admin/Finance member is assigned to AFFSC, the user has a modified and read only role, but they do have the ability to create and authorize travel (AL: B, M and Y) leave types for all members AF wide, even higher roles.
CSS Admin/Authorize	Enables the user to do the following within assigned CSS: - Edit users at the CSS level and below - Add/monitor/edit Units - Add comments to the Commander Leave Audit (AF 1486) - Creates leave requests on behalf of other users (even higher roles) - Authorize leave (even higher roles) - Review the site statistics, such as percentage of unreconciled leave - Inactivate/Reactivate user accounts at the CSS level and below
Unit Admin	Enables the user to do the following within assigned Unit: - Create leave requests on behalf of other users at the Unit level and below - Edit users at the Unit level and below - Monitor the status of Unit level leave requests

	- Review the site statistics, such as percentage of unreconciled leave - Add comments to the Commander Leave Audit (AF 1486) - Inactivate/Reactivate user accounts at the Unit level and below
Unit Commander	Enables the user to do the following within assigned Unit/s: - Monitor Unit level leave requests - Approve leave requiring CC approval, such as Emergency or Convalescent leave, leave requests that exceed available leave balance, and all OS leaves - Review the site statistics, such as percentage of unreconciled leave - Comment on and sign the Commander Leave Audit (AF 1486)
Unit Designee	Enables the user to do the following within assigned Unit/s: - Monitor the status of Unit level leave requests - Approve any leave that a Unit Commander can approve, such as Emergency or Convalescent leave, leave requests that exceed available leave balance, and all OS leaves **Note**: If the Designee is enlisted, they can only approve leave requests for other enlisted users. - Review the site statistics, such as percentage of unreconciled leave - Comment on and sign the Commander Leave Audit (AF 1486)
Basic User/Supervisor	Enables a Basic User to do the following: - Request leave - Return from leave Enables a Supervisor to do the following for their Subordinates: - Approve/deny leave requests for user's that have listed them as their Supervisor or as a Backup Approver on a leave request