



▶ ELECTRONIC LEAVE REQUESTS

Emtec Federal develops an automated process for personnel leave requests

A division of the DOD consisting of ten major commands needed to upgrade and streamline the military leave request, approval, and tracking process for hundreds of thousands of personnel stationed around the world.

Situation: The Paper-Based Process

The client had a leave process that was inefficient, time consuming and costly. It created internal control issues, and did not effectively utilize trained professionals—having them complete redundant and low-level tasks.

The leave process had been paper-based, consisting of a three-part form. Once a member completed the form, it was submitted to their supervisor for approval/rejection. Once approved, the request would be sent to the unit leave monitor to assign it a number and record it into a unit leave log.

Once the request was approved, the unit leave monitor sent the 1st part of the form to a financial administrator, where they would key the leave request into a DOS-based program and then transfer to military pay system (2nd and 3rd sent to the member and supervisor).

The finance department would receive a report from the pay system the next day. This printed report would be sent to each unit leave office, where the unit leave monitors would manually reconcile each leave log entry.

Once leave was taken, the process would be repeated to return the member to active duty. If any changes or cancellations occurred during the original request period, unit leave monitors would be informed, the leave log updated, and the whole process would start over.

Solution: An On-line Process

Emtec Federal created a fully-automated leave request, approval, and tracking process. The result is a cost-

effective, scalable application that allows members to electronically submit their leave requests securely to their unit leave monitor, forward to finance administrators, and the military pay system. Manual signatures were replaced with member IDs and secure passwords.

The application also sends daily e-mail to members on leave reminding them to electronically sign in after their leave is over saving administrators time tracking down and reminding members.

Technology

Originally built on Microsoft Windows 2000 server and SQL server 2000 foundation, the system has been upgraded to Microsoft Windows 2003 server and SQL server 2005. The ASP application was developed in Visual Interdev 6.0, using a mix of Visual Basic Script, JavaScript, and HTML. All data is stored in a SQL Server 2005 database and pages utilize Internet Information Server. The application supports standard web browsers and requires no other client software.

Benefits

This on-line application, helped the DOD division streamline their leave process, reducing staff hours by 75% and saving \$34 million annually. The error rate has dropped significantly, resulting in fewer rejected leave requests caused by key-entry mistakes, saving the DOD hundreds of thousands of dollars. System administration and maintenance costs are minimal, as the on-line system has 99.99% uptime and can be accessed remotely.

About Emtec Federal

Established in 1964, Emtec Federal is a systems integrator that provides IT services and products to the federal government. Our market leading value-based management methods, coupled with best-in-class IT technology, application development services and strategic IT consulting, address a wide range of specific client needs, as well as support broader IT transformation initiatives. Emtec Federal's service capabilities span the United States and US installations around the globe.

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