



DEPARTMENT OF THE NAVY
OFFICE OF THE SECRETARY
1000 NAVY PENTAGON
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From: Assistant Secretary of the Navy (Manpower and Reserve Affairs)
Assistant Secretary of the Navy (Financial Management and Comptroller)

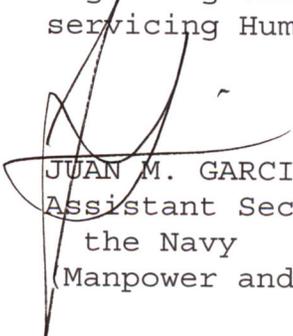
Subj: ELECTRONIC LEAVE AND EARNING STATEMENT (eLES)

Encl: (1) USD(C) memo of 9 Aug 11

1. The Efficiency Task Force selected the electronic Leave and Earning Statement (eLES) as an opportunity for the Defense Finance and Accounting Service (DFAS) to increase savings. The eLES is offered to the Department of the Navy (DON) employees through the myPay system. As of June 2011, approximately 152,000 of the 198,000 DON civilian employees (77 percent) had elected the eLES option. The current use of the eLES by civilian employees generates a savings of over \$1.6 million in annual DFAS bill charges for the DON. An additional \$503 thousand could be saved if the remaining 46,000 civilian employees eliminated the hard copy print and mailing of the LES.
2. The Under Secretary of Defense (Comptroller) issued enclosure (1) directing DFAS to turn off hard copy mailings of LESs to all non-bargaining unit civilians and military members effective September 30, 2011. Therefore, per enclosure (1), LESs for all DON non-bargaining civilian employees and military members will only be provided in electronic format via the myPay website. In the event the electronic standard causes a hardship, individuals retain the ability to turn on hard copy LES delivery by using myPay.
3. As a reminder, DFAS SmartDocs uses email notification (bi-weekly on Wednesday prior to pay Friday) to alert personnel when new pay information is available. In addition, the SmartLES contains embedded links with explanatory text about pay information and/or changes. For these reasons, we strongly encourage all DON employees to register and use the myPay website (<https://mypay.dfas.mil>). Frequently Asked Questions are also available on the myPay website.

Subj: ELECTRONIC LEAVE AND EARNING STATEMENT (eLES)

4. Questions concerning myPay may be addressed to the DFAS Centralized Customer Support Unit at 1-888-332-7411; 0700-1930 Eastern Standard Time, Monday through Friday. Other inquiries regarding this policy may be directed to the employee's servicing Human Resources Office.



JUAN M. GARCIA
Assistant Secretary of
the Navy
(Manpower and Reserve Affairs)



GLADYS J. COMMONS
Assistant Secretary of
the Navy
(Financial Management and
Comptroller)

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UNDER SECRETARY OF DEFENSE
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WASHINGTON DC 20301-1100

COMPTROLLER

MEMORANDUM FOR: SEE DISTRIBUTION

AUG 09 2011

SUBJECT: Electronic Leave and Earning Statement (eLES)

The Efficiency Task Force selected the eLES as an opportunity for the Defense Finance and Accounting Service (DFAS) to increase savings. The eLES is offered to Department of Defense (DoD) employees through the myPay system. As of June 2011, approximately 539K of the 805K DoD civilian employees (67 percent) had elected the eLES. The current use of the eLES by civilian employees generates a savings of over \$6.3 million yearly for the DFAS. An additional \$3.1 million of savings could be generated if the remaining 266K civilian employees eliminated the hard copy print and mailing of the LES. A breakout by Service and Activity is attached.

The Department plans to turn off hard copy mailings of LES's to all non-bargaining unit civilians and all military members effective September 30, 2011. In the event the electronic standard causes a hardship, individuals retain the ability to turn on hard copy LES delivery by using myPay.

My point of contact for this action is Mr. Dennis Eicher. He can be reached at 317-212-4829 or dennis.eicher@dfas.mil.

Robert F. Hale

Attachments:
As stated

Encl (1)



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PPE 6/18/2011

AG/MC	DESCRIPTION	MyPay	Paper	Total	% on MyPay
DD01	Office of the Secretary of Defense	1,135	1,543	2,678	42.38%
DD02	Organization of the Joint Chiefs	194	162	356	54.49%
DD04	Defense Information Systems Agency	3,395	2,925	6,320	53.72%
DD06	Defense Security Cooperation Agency	328	405	733	44.75%
DD07	Defense Logistics Agency	10,788	15,062	25,848	41.73%
DD08	US Court APLS Armed Forces	26	33	59	44.07%
DD09	American Forces Information Service	299	309	608	49.18%
DD10	Defense Contract Audit Agency	3,285	1,451	4,716	69.23%
DD11	National Geospatial-Intelligence Agency	6,325	2,244	8,569	73.81%
DD12	Defense Security Service	447	505	952	46.95%
DD13	Defense Advanced Research Projects	53	108	159	33.33%
DD16	DoDEA	4,478	12,216	16,694	26.82%
DD21	Washington HQ Services	459	555	1,014	45.27%
DD23	Office of Economics Adjustment	24	16	40	60.00%
DD25	Defense Legal Services Agency	127	159	286	44.41%
DD26	DoD IG	1,016	571	1,587	64.02%
DD27	Missile Defense Agency	885	1,381	2,266	39.06%
DD28	Nat'l Security Agency/Central Sec Svc	1	0	1	100.00%
DD29	Defense Technology Security Admin	80	60	140	57.14%
DD34	Defense Commissary Agency	3,337	12,337	15,674	21.29%
DD35	Defense Finance and Accounting Svc	12,123	504	12,627	96.01%
DD48	Defense Human Resources Activity	646	616	1,262	51.19%
DD58	Defense POW/Missing Personnel Office	38	35	73	52.05%
DD60	TRICARE Mgmt Activity	792	908	1,700	46.59%
DD61	Defense Threat Reduction Agency	699	616	1,315	53.16%
DD63	Defense Contract Mgmt Agency	5,071	5,358	10,429	48.62%
DD65	Pentagon Force Protection Agency (PFPA)	595	682	1,277	46.59%
DD69	National Defense University	235	395	630	37.30%
DD74	Defense Technical Information Center	140	90	230	60.87%
AF	AIR FORCE	177,375	8,372	185,747	95.49%
AR	ARMY	152,316	150,220	302,536	50.35%
NV	NAVY	152,277	45,735	198,012	76.90%
	Totals	538,967	265,571	804,538	66.99%