

## Admin Officer Guide: Personnel Tempo (PERSTEMPO)

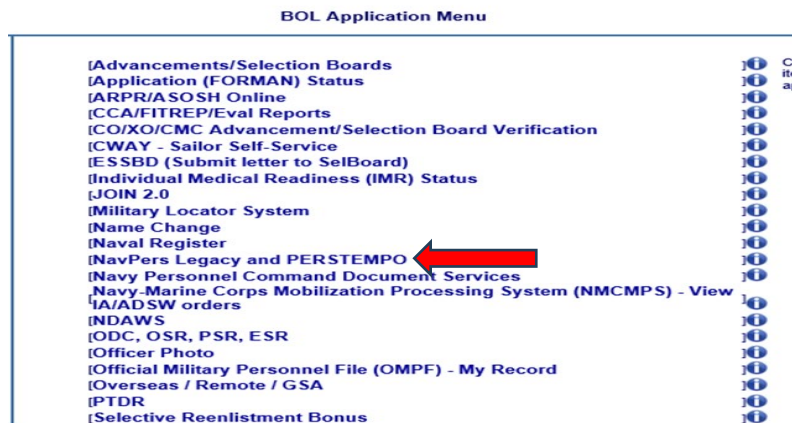
### INTRODUCTION

As an Admin Officer, one of the command level programs you will be responsible for managing is the personnel tempo (PERSTEMPO) program. Per U.S. Code and DoD and DoN Policy, all deployment events and non-deployment events that require Sailors (Officers and Enlisted, both Active and Reserve) to spend off-duty time away from the permanent duty station or homeport is required to be tracked on an individual basis. The PERSTEMPO system is the reporting mechanism for this purpose and tracks and reports the number of days an individual is away from their homeport, permanent duty station, or assigned unit. The Admin Officer is responsible for program oversight, ensuring that PERSTEMPO events are accurately recorded in the PERSTEMPO system. This guide provides an overview and highlights important requirements; however, it is not a substitute for the governing references.

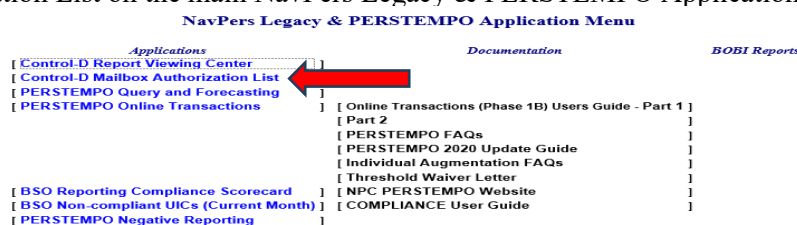
### KEY HIGHLIGHTS

- **PERSTEMPO vs OPTEMPO.** It is important to note and understand the differences between the PERSTEMPO and operating tempo (OPTEMPO) terms. PERSTEMPO refers to tracking deployment and non-deployment events for an individual Sailor and is reported via the PERSTEMPO application; OPTEMPO refers to tracking deployment events at the unit/command level with an emphasis on the operational deployment to dwell time ratio and is reported via the Defense Readiness Reporting System (DRRS). Per OPNAVINST 3000.13E, the maximum unit operational deployment length is seven months (220 days).

- **Where to access the system.** The PERSTEMPO System can be accessed via Bupers Online under the NAVPERS Legacy & PERSTEMPO application menu. Admin Officers are required to have Authorized Navy Owner via WEB access.



Access and permissions for your delegated responsible persons can be granted under the Control-D Mailbox Authorization List on the main NavPers Legacy & PERSTEMPO Application Menu.



- **What to report.** Report all deployment and non-deployment events for the unit or individual(s). Log events on the day of the qualifying event and end the event on the day of return. The measurement of a day when referring to PERSTEMPO does not require 24 hours to be considered a PERSTEMPO day, nor will the day of return be counted as a day away. Example: Member departs permanent duty station or homeport on temporary duty on Thursday afternoon and returns from temporary duty Friday morning, only Thursday is counted for PERSTEMPO tracking purposes. Reporting PERSTEMPO events can be accomplished by opening and closing unit and individual(s) events or by submitting an omitted report.

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## - Categories of PERSTEMPO

- **Deployment Events**

1. **Operations**
2. **Exercises**
3. **Unit Training**
4. **Mission Support and Temporary Duty**
5. **Home Station Training and Local Operating Area of a Ship or Vessel.**

- **Non-deployment Events (Do not count against high deployment thresholds)**

1. **Individual Training.**
2. **Duty in Home Station or Home Port**
3. **Hospitalization in Area of Permanent Duty Station or Home Port**
4. **Disciplinary Event**
5. **Inactive Duty Training**
6. **Muster Duty**
7. **Funeral Honors Duty**

- **Building PERSTEMPO events.** PERSTEMPO events can be generated by selecting PERSTEMPO Online Transactions from the NAVPERS Legacy & PERSTEMPO application menu. Building events is a two-part process, building the transaction followed by releasing the event. The process is not complete until the event has been released.

- To build an event, select Build PERSTEMPO DMRS Messages and from the dropdown menu, select the type of transaction. The dropdown menu will allow you to select unit or individual events to begin a PERSTEMPO event, end a PERSTEMPO event, cancel an event, change an event, or submit an omitted event. Next, you will input either the UIC or SSN and select continue. The next screen will allow you to enter the event dates followed by the PERSTEMPO Type (Deployed or Non-deployed event), the applicable PERSTEMPO Category and the Category Purpose, then select continue. Next, you will select the event participants. Unit level events are required to be submitted when more than 50% of the command are going on the event and for unit event submissions, you will select the names of those who are not participating. For individual events, you will select the names of those that are attending the event. The final step is to select the UIC that the PERSTEMPO under which the event will occur. Step-by-step guidance on creating PERSTEMPO events can be found in the PERSTEMPO Guide in the reference section.
- There are two ways to release PERSTEMPO events. You can release a PERSTEMPO event during the verification section when building an event by selecting save and release. You can also release a message under the Administer Pending PERSTEMPO DMRS Messages.

Timeout: 15 min

**Build PERSTEMPO Events via DMRS Messages Online**

Select an Individual or Unit Transaction type:

-- AND PROVIDE --

UIC:  - Or - SSN:

NOTE: Singular and Multiple Individual Transactions may be constructed using the UIC of the personnel affected except for the following event types: PMDC.  
Select the affected personnel from the UIC personnel selection after providing required date parameters on the next page.

PERSTEMPO Reporting UIC:

If the releaser of these events is in a different UIC than the builder of these events, you MUST change the reporting UIC to match the onboard UIC of the releasing individual.

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[Click here to view a UIC's deployment status](#)  
[Click here to view a UIC or member's event\(s\)](#)

**PERSTEMPO Waivers.** Individuals who exceed the PERSTEMPO thresholds of 220 days deployed in a 365-day period or 400 days deployed in a 730-day period require a PERSTEMPO waiver.

- PERSTEMPO waivers must be requested 30 days in advance of the individual(s) exceeding one of the thresholds. Multiple individuals can be included on a single waiver request.
- Waivers must be submitted to and approved by the first flag officer, general officer, or Senior Executive Service appointee in the chain of command.
- Copies of the approver waiver should be forwarded to the PERSTEMPO help desk at [perstempohd@navy.mil](mailto:perstempohd@navy.mil) and retained by the command for three years.

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- **Expired events.** PERSTEMPO events that are opened without a projected end date or 30 days have passed since the events projected end date will reflect as expired events in the system. Expired events need to be addressed upon appearing on the expired events report.

- **Useful PERSTEMPO reports.** PERSTEMPO reports can be accessed under the Control-D Report Viewing Center located on the application menu. The following reports are useful for Admin Officers to manage the PERSTEMPO program: P-Alpha Report, P-CHRONO 365 Day Report, P-CHRONO 730 Day Report, and P-EXPIRED EVENTS.

- **Hardship Duty Pay – TEMPO (HDP-T).** Sailors on a deployment event over 220 consecutive days to a non-US territory are entitled to HDP-T effective on the 221<sup>st</sup> consecutive day. Deployment events in CONUS or to a U.S. territory are not eligible for HDP-T. The pay entitlement is \$16.50 per day over the 220 consecutive day threshold, with a max entitlement of \$495 pay per month. PERSTEMPO is the system used to determine HDP-T eligibility. Under the PERSTEMPO Query and Forecasting application, the required HDP-T certification report can be generated and forwarded to the servicing Transaction Service Center or stand-alone Personnel Accounting Support for pay processing. Signing the certification “By direction” is authorized. Verification and the accuracy of PERSTEMPO reporting is vital to ensuring HDP-T eligibility.

- **PERSTEMPO Compliance.** Admin Officers will need to ensure PERSTEMPO compliance by the last day of each month; this is also usually tracked at the TYCOM and ISIC levels. Compliance refers to a command that has submitted a PERSTEMPO event(s) or certified there were no PERSTEMPO events. To certify and account for your command having no PERSTEMPO events to report, select “PERSTEMPO Negative Reporting” on the NAVPERS Legacy & PERSTEMPO application menu. Compliance also includes the adjudication of any Expired Events.

- **PERSTEMPO Helpdesk and technical support.** For additional assistance or for any technical questions, you can contact the PERSTEMPO Data Team Customer Service at Comm: 901-874-4717, Option 1; DSN: 882-4717 (option one) or Email: perstempohd@navy.mil.

## CLOSING

As the Admin Officer, your engagement and oversight will be crucial to your command’s successful PERSTEMPO program. While the Commanding Officer or Officer in Charge will retain overall responsibility for accuracy and timeliness of PERSTEMPO reporting, they will rely on your expertise to ensure compliance. Remember this is a routine admin function with high visibility tracking and statutory requirements.

## REFERENCES

OPNAVINST 3000.13E Navy Personnel Tempo and Operating Tempo Program  
<https://www.secnav.navy.mil/doni/Directives/03000%20Naval%20Operations%20and%20Readiness/03-00%20General%20Operations%20and%20Readiness%20Support/3000.13E.pdf>

MILPERSMAN 7220-075 Guidelines for Hardship Duty Pay – TEMPO (HDP-T)  
[https://www.mynavyhr.navy.mil/Portals/55/Reference/MILPERSMAN/7000/7220-075.pdf?ver=JPBOFMglISENI3wYJJGS\\_aw%3d%3d](https://www.mynavyhr.navy.mil/Portals/55/Reference/MILPERSMAN/7000/7220-075.pdf?ver=JPBOFMglISENI3wYJJGS_aw%3d%3d)

PERSTEMPO Guide  
[https://www.mynavyhr.navy.mil/Support-Services/PERSTEMPO/PERSTEMPO-Publications/PERSTEMPO Guide \(July 2017\)](https://www.mynavyhr.navy.mil/Support-Services/PERSTEMPO/PERSTEMPO-Publications/PERSTEMPO-Guide-(July-2017))