1. **How can I tell if my transactions have been processed successfully?**

After a PERSTEMPO transaction has been processed (see schedule under FAQ #2) an Acknowledgement/Error Report will be available in the PERSTEMPO Report Viewing Center. It is confirmation of the transaction you released into the database. If the PERSTEMPO data you released had no errors, the word “Error” will not appear in the report. If an error has occurred, the word “Error” will appear followed by a brief reason for the error. **NOTE:** If an error has occurred, that transaction will be rejected and a new transaction is required to be submitted.

1. **How often do the On-Line Transactions get updated?**

Transactions submitted prior to 1800 Central Time Monday through Thursday will be updated and available the next business day. Transactions submitted Friday through Sunday will not be posted until 0001 the following Tuesday. These intervals are due to the mainframe process cycle.

1. What Reports are useful in tracking PERSTEMPO for my Command?

**The Alpha Report** – This report gives a two-year history of a command’s PERSTEMPO events. It allows the command to identify if a member’s transactions have been recorded in their individual PERSTEMPO account.

**The Expired Event report** – This report identifies that there are individual open events that need to be closed. This can occur if personnel received from a previous command had an event that was not closed out prior to transfer, or if a command has not accurately tracked its PERSTEMPO account. All transactions that have a Projected End-Date will become an EXPIRED EVENT after 30 days beyond the Projected End-Date. If a Projected End-Date was not entered for an event, it becomes an EXPIRED EVENT after 190 days beyond the Start-Date of the event.

**Prospective Gains Report** – This report assists the gaining command to view prospective gains and identifies if the member has an open PERSTEMPO event.

1. **What happens if I build a message but I do not release it?**

After 7 Days from the time a message is created, the command Control-D Report Viewing Center will have an unreleased message report. This report will be available for viewing until the 21st day from when the message was created. After the 21st day, the system will automatically delete the message.

1. **Does PERSTEMPO only track personnel that deploy with ships?**

No, the system tracks all PERSTEMPO events. If a Service Member, who in an authorized official performance of duties spends a night away from their homeport, regardless of platform or command, it is considered a PERTEMPO event and must be documented as such. PERSTEMPO tracks all Navy personnel Active and Reserve.

1. **What are some of the differences between a Unit Transaction and an Individual Transaction?**

**Unit Transaction** - This is a mass transaction that allows the administrator to select all members of the command at once and then deselect individuals who will not participate in the unit event (e.g. a unit is deploying and the majority of the personnel assigned to that unit will be deploying with the unit).

**Individual Transaction** - This transaction allows the administrator to place a single or multiple individuals on a PERSTEMPO event (e.g. a small group, detachment advance detachment or an individual, such as an IA, assigned to a command are deployed separate from the command).

1. **How is the PERSTEMPO Reporting UIC on the first page of the “Build PERSTEMPO Transaction” used?**

This is the UIC that the individual releasing the Build message is assigned to. The UIC entered in this field determines the location where the build message will go. If you are building and releasing the message then place your On-Board UIC in this box. If you are building the message, and the releaser is assigned to a different On-Board UIC, then place the releaser’s UIC in this box. See the note directly under the PERSTEMPO Reporting UIC field.

1. **When would I use a PMDO (Individual –Omitted PERSTEMPO Event) or a PUDO (UNIT- Omitted PERSTEMPO Event)?**

These transactions should be used if a unit (PUDO) or individual (PMDO) has already completed an event and no previous transaction had been submitted. No further transactions for these events will be required as it will open and close the event with one transaction.

**NOTE**: Transactions of this type cannot be submitted with dates that overlap other events.

1. **I submitted a PUDE (UNIT-End PERSTEMPO Event) or PMDE (Individual–End PERSTEMPO Event) transaction to close out a unit deployment but I submitted an erroneous End-Date. How can I correct this problem?**

This can be corrected by submitting a PUDC (Unit) or PMDC (Individual) transaction. These transactions will allow you to change the event End-Dates.

1. **Can future dates/events be submitted in PERSTEMPO?**

Future dates can ONLY be entered in the Projected End-Date field **for PMDB/PUDB transactions.**  The system will not allow future dates to be entered for events (e.g. if your ship is scheduled to get underway 01 OCT 06 and you submit a PUDB transaction on 15 SEP 06 with a Start Date of 01 OCT 06, the system will not allow the transaction to be entered).

1. **If I submit an individual PERSTEMPO transaction, does that mean I can only submit one individual per transaction?**

No. If you have more than one person from the same UIC who have the same Start Date and Projected End Date, (or Actual End-Date in the case of a PMDO) you will select “Name” or “SSN” after entering the dates of the event. The system will then display all members assigned to the UIC. Select all members that will be on the event and the system will create one transaction for all members selected.

1. **When I create a transaction, how do I know the transaction’s current status?**

Currently there are two options for the originator to process the transaction for release of the DMRS message:

**Save and Release** – if the originator has release authority, this option will be available once the message has been built. When this option is selected, the system will display “DMRS request has been staged and the transaction has also been released”

**Save** – if the originator selects this option, the system will display “Confirmation” if the message was successfully saved and sent to the “Administer Pending PERSTEMPO DMRS Messages” dashboard.

**NOTE:** Unreleased messages will be expired 21 days after creation. You will receive a report in your UIC mailbox listing unreleased messages more than 7 days old.

1. **I’m CAPT Jones at UIC: 22222, I have full authorization in PERSTEMPO but how do I give my Admin Officer LCDR Smith access to our UIC?**

The following instructions provide the steps to authorize access for personnel:

1. On the “NavPers Legacy & PERSTEMPO Application Menu” select “Application Access Administration”.
2. Select the application to administer (you can only authorize one application at a time)
3. Select the UIC for which you are granting access
4. Select the appropriate selection (Logical group, scanned group or Non-UIC/ Non-Navy personnel) for the Member(s) you wish to authorize and select proceed
5. If you choose from “scanned group” or “Non-UIC/ Non-Navy personnel” select the member you wish to authorize access
6. Select the level of access for the member you have authorized (Build and Release, Build Messages or Not Authorized)

If you need further assistance, please contact the PERSTEMPO Data Team at (901) 874-4717 and click prompt # 1 for assistance.

1. **What are PERSTEMPO category and purpose codes?**

PERSTEMPO category and purpose codes better define and track the type, and purpose for the event that a Member was away from their homeport. This data better assists the DON to identify and understand the PERSTEMPO events for all transactions submitted (start or omitted, which includes PUDB, PMDB, PUDO and PMDO). It requires identification of the PERSTEMPO category of each deployed event and the PERSTEMPO purpose associated with that category.

PERSTEMPO categories codes are defined as follows:

## Figure 3-1: PERSTEMPO Category Codes and Definitions

|  |  |  |
| --- | --- | --- |
| **Code** | **Category** | **Definition** |
| A | Operation | An Operation is defined as a military action or the carrying out of a strategic, tactical, service, training, or administrative military mission; providing support to domestic civil, humanitarian, or counter-drug military mission; the process of carrying on combat, including movement, supply, attack, defense and maneuvers needed to gain the objectives of any battle or campaign. Operations are generally named by the OJCS. |
| **Code** | **Category** | **Definition** |
| B | Exercise | Exercise is defined as support to a named military maneuver or simulated wartime operation involving planning, preparation, and execution carried out for the purpose of training and evaluation. It may be a combined, joint, or single Service exercise, depending on participating organizations. |
| C | Unit training | Unit Training is defined as all or part of a unit accomplishing training objectives at a location other than the permanent duty location. Unit training includes exercises that have not received an official designation. |
| D | Mission support TAD/TDY | Mission Support TAD/TDY is defined as duties that include meetings, conferences, staff visits, staff augmentation, and medical appointments. |
| E | Individual training | Individual Training TAD/TDY is institutional training conducted in a school or training center of a centralized, DoD or single service, training organization. |
| F | Home Station training | Home Station Training is training conducted within the limits of an installation/base. This area has been predetermined and is documented by appropriate authorities. |
| G | Duty in garrison | Duty performed at the permanent location that the member's unit occupies when not committed to an operation.  NOTE: DO NOT USE THIS CODE. NAVY DOES NOT COUNT WATCHSTANDING AS A PERSTEMPO DEPLOYMENT EVENT. |
| H | Hospitalization in area of Permanent Duty Station (PDS)/homeport | Hospitalization is the formal admission to a medical treatment facility. PDS is the homeport of a ship or of a ship-based staff to which member is assigned or attached for duty other than TDY is the PDS for (dependents' transportation, and transportation of HHG, mobile homes, and/or POVs, and geographically-based station allowances. |

|  |  |  |
| --- | --- | --- |
| I | Disciplinary event | Discipline is the confinement of Armed Forces members where they are restricted from performing normal duties. |
| J | Inactive duty training | Inactive Duty Training (IDT) is training performed under orders by a member of a Reserve Component not on active duty or active duty for training not performed at the permanent training site. IDT consists of regularly scheduled unit training assemblies, additional training assemblies, periods of appropriate duty or equivalent training, and any special additional duties authorized for Reserve component personnel.  NOTE: DO NOT USE THIS CODE. NAVY DOES NOT COUNT ANY IDT AS A PERSTEMPO DEPLOYMENT EVENT. |
| K | Muster duty | Muster Duty is the personnel status accounting of members attached to a Reserve command.  NOTE: DO NOT USE THIS CODE. NAVY DOES NOT COUNT MUSTER DUTY AS A PERSTEMPO DEPLOYMENT EVENT. |
| **Code** | **Category** | **Definition** |
| L | Funeral honors duty | Funeral Honors Duty is performed by Reserve Component members to render military honors to deceased Armed Forces members. |
| Z | Unknown | Any category that does not meet the definition of any other category noted above. |

Certain PERSTEMPO purposes further define the type of deployment. If the PERSTEMPO Category is assigned a code of “A”, “B” or “C”, a specific further definition is identified via the use of the PERSTEMPO purpose code. For all other PERSTEMPO categories, a PERSTEMPO purpose code of “Z” for “Unknown” is used. PERSTEMPO purposes are defined as follows:

## Figure 3-2: PERSTEMPO Purpose Code (if PERSTEMPO Category = “A”)

|  |  |  |
| --- | --- | --- |
| **Code** | **Purpose** | **Definition** |
| A | Contingency operation | Contingency Operations are designated by the Secretary of Defense as operations in which members of the Armed Forces are or may become involved in military actions, operations, or hostilities against an enemy of the United States or against an opposing force. |
| B | National Emergency | A National Emergency is a condition declared by the President or the Congress that authorizes certain emergency actions be undertaken in the national interest. |
| C | War | War is an armed conflict between the Armed Forces of two or more states or coalitions, involved in large-scale sustained combat operations to achieve national strategies/objectives or  protect national interests. This would only apply to operations that have been declared "war" by the Congress of the United States |
|  |
| D | Counter-drug operation | A Counter Drug operation is a military action taken to detect, monitor, and counter the production, trafficking, and use of illegal drugs. |
| E | Law enforcement operation | A Law Enforcement Operation supports law enforcement authorities to counter international criminal activities (terrorism, narcotics trafficking, slavery, and piracy), and to suppress domestic rebellion in foreign countries. |
| F | U. S. domestic civil operation | US Domestic Civil operations include those activities and measures taken by the Department of Defense to foster mutual assistance and support between the Department of Defense and any civil government agency in planning, preparing for, or applying resources for border patrol augmentation, and in response to the consequences of civil emergencies or attacks, including national security emergencies. |

|  |  |  |
| --- | --- | --- |
| **Code** | **Purpose** | **Definition** |
| G | Humanitarian operation | A Humanitarian operation is conducted to relieve or reduce the results of natural or manmade disasters or other endemic conditions such as human pain, disease, hunger, or privation that might present a serious threat to life or that can result in great damage to or loss of property. Assistance provided under these provisions can include:   1. Medical, dental, and veterinary care provided in rural areas of a country; 2. Construction of rudimentary surface transportation systems; 3. Well drilling and construction of basic sanitation facilities; 4. Rudimentary construction and repair of public facilities. |
| H | Peacekeeping operation | A Peace Keeping operation is a military action, undertaken with the consent of all major disputing parties, designed to monitor and facilitate implementation of an agreement (such as a cease-fire or truce) and support diplomatic efforts to reach a long-term political settlement. |
| I | Surveillance operation | Surveillance is the systematic observation of aerospace, surface, or subsurface areas, places, persons, or things, by visual, auditory, electronic, photographic, or other means. |
| O | Forward presence | Forward Presence is the visible posture of US forces and infrastructure strategically positioned in or near key regions around the globe, to contribute to the stability, continuity, and flexibility that protects US interests. |
| P | Hospitalization | Hospitalization is the formal admission to a medical treatment facility. |
| Z | Unknown | Any purpose that does not meet the definition of any other purpose noted above. |

For example, any units beginning a PERSTEMPO deployment event in connection with Operation Enduring Freedom would utilize a category code of “A” and a purpose code of “A”.

## Figure 3-3: PERSTEMPO Purpose Code (if PERSTEMPO Category = “B”)

|  |  |  |
| --- | --- | --- |
| **Code** | **Purpose** | **Definition** |
| J | Joint or combined exercise | A Joint/Combined exercise is a military maneuver or simulated wartime operation involving planning, preparation, and execution. It is carried out for the purpose of training and evaluation. A joint exercise involves more than one US Armed Force. A combined exercise involves one or more US Armed Forces and one or more allies. |
| **Code** | **Category** | **Definition** |
| K | Service exercise | Service exercise is defined as a single Armed Force's military maneuver or simulated wartime operation involving planning, preparation, and execution carried out for the purpose of training and evaluation. |
| L | NATO  exercise | A NATO Exercise is a combined military maneuver or simulated wartime operation conducted by forces of two or more allied NATO nations acting together for the accomplishment of a single mission. |
| P | Hospitalization | Hospitalization is the formal admission to a medical treatment facility. |
| Z | Unknown | Any purpose that does not meet the definition of any other purpose noted above. |

***Figure 3-4: PERSTEMPO Purpose Code (if PERSTEMPO Category = “C”)***

|  |  |  |
| --- | --- | --- |
| **Code** | **Purpose** | **Definition** |
| M | Unit training at a combined training center | Combined Training Center is the location where one or more Services conduct training to meet specific training requirements, test new methodologies, and receive independent training evaluations. |
| N | Unit training at a designated training area | The Designated Training Area is the location where training is conducted within the limits of an installation/base/local operating area of a ship or vessel. This area has been predetermined and is documented by appropriate authorities. |
| P | Hospitalization | Hospitalization is the formal admission to a medical treatment facility. |
| Z | Unknown | Any purpose that does not meet the definition of any other purpose noted above. |

***Figure 3-5: PERSTEMPO Purpose Code (if PERSTEMPO Category = Any other)***

|  |  |  |
| --- | --- | --- |
| **Code** | **Purpose** | **Definition** |
| Z | Unknown | Any purpose that does not meet the definition of any other purpose noted above. |

1. **What can the Query and Forecasting Tool do for us?**

The Query and Forecasting Tool management package contains tools for the CO or Unit PERSTEMPO coordinator to use as follows:

PERSTEMPO Data Queries – allow the authorized user to query events for their Unit(s), Members and outstanding expired events for the UIC(s) under their cognizance.

HDP-T Queries – allow the authorized user to query Management, Certification and Pay Data for their Unit(s) and personnel.

Forecast Queries – allow the Unit to see what their PERSTEMPO for Members assigned will look like during and after future events based on current data entered into PERSTEMPO.

1. **We do not have anyone from our UIC predefined as an authorized owner/administrator. How do we get access into the PERSTEMPO system?**

Contact the PERSTEMPO Data Team at [perstempohd@navy.mil](mailto:mill_legacyhelpdesk@navy.mil) for assistance or call the PERSTEMPO Help Desk at Toll Free 1-800-951-6289 option # 1, Commercial 901-874-4717 option # 1 or DSN 882-4717 option # 1.

1. **Our former Commanding Officer is still showing up as an owner on our UIC Authorization List and she was transferred to another unit over a month ago. How do I remove her from the list?**

Prior to contacting the PERSTEMPO Help Desk for assistance, please ensure that your former CO has been properly transferred from your activity (loss event has been submitted and acknowledged). If it appears that this has occurred, contact the PERSTEMPO Data Team [perstempohd@navy.mil](mailto:mill_legacyhelpdesk@navy.mil) for assistance.

1. **Our new Commanding Officer has been aboard for four months and still isn’t showing as an owner of our UIC. How do I add him as an owner?**

There are potentially two reasons why the new CO is not showing as an owner: the gain entry you submitted may have not been accepted into the corporate master files, or your new CO is not assigned to your UIC. Prior to contacting the PERSTEMPO Help Desk for assistance, please ensure that your new CO has been gained to your activity. If it appears all of this has occurred, you can contact the PERSTEMPO Data Team at [perstempohd@navy.mil](mailto:mill_legacyhelpdesk@navy.mil) for assistance.

1. **What are the biggest problems regarding unit PERSTEMPO data and how can my unit help?**

One major concern is the accuracy of PERSTEMPO data. It is recognized that the management and tracking of PERSTEMPO deployment data is a huge undertaking for many units. The PERSTEMPO program does provide Navy leadership with new capabilities to better manage individual deployment as well as better balance unit readiness issues and the quality of service for Sailors. Specifically, each unit submitting PERSTEMPO data via DMRS messages will receive feedback reports, error reports, and status reports in their BUPERS ONLINE (BOL) UIC Control-D mailbox, and these reports should be verified to ensure accuracy. To ensure Navy leadership makes the best possible decisions regarding operational schedules, assignment & distribution and other personnel management issues, accuracy of PERSTEMPO data is essential.

Another problem often brought to our attention is that individuals are detached from sea duty units with an open PERSTEMPO event and the detaching command does NOT close the event upon the member’s detachment. Verifying and correcting a Sailor’s PERSTEMPO status should be an integral part of the separation or PCS transfer process. Units who receive a Sailor from another command with an open PERSTEMPO event on file should handle this as they would a member reporting without a transfer evaluation/fitness report: contact the previous command to resolve the discrepancy.

1. **Does the Projected End Date field in many of the PERSTEMPO Events still require me to submit a stop-event transaction when the Sailor returns from deployment?**

Yes, the PERSTEMPO system does NOT automatically end an event on the projected end date. The PERSTEMPO event remains active until the unit submits a PMDE TAC to end his PERSTEMPO event.

1. **Why does my session time out while I am building a PERSTEMPO transaction?**

To help prevent unauthorized access of your account by an attacker, a session timeout is required for all BOL Web Applications.

1. **What actions can I take to prevent my session from timing out while building my transaction?**

If you are working on a large transaction, you can keep the session from timing out by clicking on the crew page numbers at the bottom of the crew list. Alternatively, you can partially build the crew list and modify it before saving it. If you have release access, you can partially build the crew list, save it and modify it. See instructions for this action below:

(1) Create a transaction and select a few Sailor’s that were absent from the event. **Select** “Click HERE to Save” (**Do Not select** “Click HERE to Save and Release” as this will not allow you to modify the transaction) and proceed to the final screen in the Building portion of the transaction (it will display CONFIRMATION when the transaction has been staged).

(2) Select the Home button and then select Administer Pending PERSTEMPO.

(3) Select the modify icon to adjust the transaction you just created.

(4) The transaction can now be modified and your system should remain active.

If this does not solve your issue, please contact the PERSTEMPO Help Desk by calling Toll Free 1-800- 901-951-6289 option # 1, Commercial 901-874-4717 option # 1 or DSN 882-4717 option # 1 or via email at [perstempohd@navy.mil](mailto:perstempohd@navy.mil).