



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, DC 20350-2000

OPNAVINST 3000.13D
N00
14 Mar 2014

OPNAV INSTRUCTION 3000.13D

From: Chief of Naval Operations

Subj: NAVY PERSONNEL TEMPO AND OPERATING TEMPO PROGRAM

Ref: (a) 10 U.S.C. §991
(b) DepSecDef National Security Waiver of 8 Oct 2001
(c) Office of the Secretary of Defense - 2012 Guidance for the Employment of the Force (NOTAL)
(d) DoD Instruction 1336.07 of 28 July 2009
(e) USD (P&R) Memorandum, Revised Mobilization/Demobilization Personnel and Pay Policy for Reserve Component Members Ordered to Active Duty in Response to the World Trade Center and Pentagon Attacks - Section 1, 15 March 2007
(f) 37 U.S.C. §436
(g) DoD 7000.14-R, DoD Financial Management Regulation of September 2010
(h) OPNAVINST 5440.77B

Encl: (1) Navy PERSTEMPO Program
(2) Navy OPTEMPO Program
(3) Standard Definitions for Navy PERSTEMPO and OPTEMPO Program

1. Purpose

a. To issue policy, procedures and reporting requirements regarding personnel tempo (PERSTEMPO) of individual Sailors and for operating tempo (OPTEMPO) of deployable units.

b. Following is a summary of changes to this revision:

(1) Update terminology and definitions to comply with current Federal Law, per reference (a).

(2) In addition to unit tempo control levels, consolidate and incorporate limits for individual tempo.

(3) Delineate the three specific control levels that define unit tempo: operational deployment length, dwell, and cumulative days deployed.

2. Cancellation. OPNAVINST 3000.13C and NAVADMINS 255/00, 068/01, 268/01, 031/02, 084/04, 348/06, and 335/12.

3. Discussion

a. The Navy PERSTEMPO Program tracks and establishes procedures to manage how much individual Sailors are deployed. It is designed to comply with the requirements of references (a) through (h) and to balance operational requirements with Sailor quality of life. As described in enclosure (1), reference (b) currently suspends the deployment limits applied by reference (a), but does not suspend reference (a) reporting requirements.

b. The Navy OPTEMPO Program tracks and establishes procedures to manage how often units are deployed and for how long. It is designed to comply with the requirements of reference (c) and to balance units' maintenance, material readiness, and training with operational requirements. Navy leadership has determined that in order to meet global force management (GFM) presence requirements and maintain stability in training and maintenance, Navy must plan for carrier strike groups (CSG) and certain other units to conduct deployments of approximately 8 months in length. The revised OPTEMPO control levels delineated in enclosure (2) reflect this situation.

c. The Navy PERSTEMPO and OPTEMPO Programs will both be reassessed in the event that reference (b) is rescinded. This instruction will be revised as required by the cancellation of reference (b) and any subsequent Secretary of Defense (SecDef) guidance.

d. As depicted in figure 1, three lines of effort support the PERSTEMPO and OPTEMPO programs: defined deployment and scheduling parameters; a system of reporting; and inputs to inform force structure development and resultant program objective memoranda (POM).

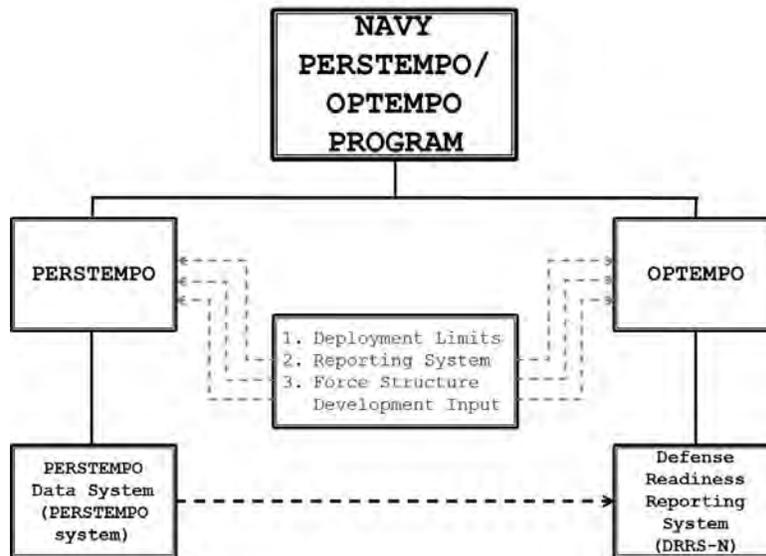


Figure 1

e. In October 1985, the Secretary of the Navy (SECNAV), Chief of Naval Operations (CNO), and fleet commanders initiated a concerted effort to address the stress on Sailors and equipment from excessive deployments. The initial Navy PERSTEMPO Program controlled the rate at which Navy personnel were away from home by setting limits upon the rate at which units were away from home station. This approach worked well under the manning constructs and unit operating models of the era.

f. In 2000, Congress passed reference (a), which mandated more precise management of individual personnel deployments. This legislation set limits for the amount of time individual personnel could be deployed; provided common terminology; and established the option to compensate personnel whose limits were exceeded. Reference (b) waived certain reference (a) PERSTEMPO management provisions in the aftermath of the terrorist attacks on September 11, 2001.

g. Accurate reporting is integral to the success of this program. The reported PERSTEMPO and OPTEMPO data provides a means to assess the health of the force, force utilization, and to inform force management and readiness risk decisions.

h. The relationship between readiness, force size, and approved global force presence is one driver of PERSTEMPO and OPTEMPO. Accordingly, PERSTEMPO and OPTEMPO data should inform force structure development and POM processes to manage stress on the force.

4. Scope and Applicability. The provisions of this instruction are applicable to all Active Component (AC) and Reserve Component (RC) units, and all non-Navy units with Navy personnel attached.

5. Definitions. This instruction codifies definitions for the terms OPTEMPO and PERSTEMPO. In the past, these terms have been used interchangeably or differently than currently defined. Standard definitions of terms are provided in enclosure (3), per reference (a). Essentially, OPTEMPO applies to units and PERSTEMPO applies to individuals

6. Policy and Procedures

a. The Navy PERSTEMPO Program policy and procedure requirements are delineated in enclosure (1).

b. The Navy OPTEMPO Program policy and procedure requirements are delineated in enclosure (2).

c. For OPTEMPO, should a potential GFM solution require exceeding the control levels in enclosure (2), it shall be referred to CNO for approval prior to proposal to the Joint Staff. This will ensure that Navy sourcing recommendations are made with appropriate short and long-term risk analysis. Ultimately, the SecDef makes sourcing decisions, but those decisions must be informed by Navy recommendations.

d. Force structure and POM processes should be informed by PERSTEMPO and OPTEMPO to make every effort to manage stress on the force.

7. Responsibilities

a. CNO is the program sponsor and will provide policy and direction, as appropriate, in coordination with the force providers.

b. Deputy Chief of Naval Operations for Operations, Plans and Strategy (CNO N3/N5) is the Office of the Chief of Naval Operations (OPNAV) PERSTEMPO and OPTEMPO program coordinator. The Plans and Global Force Management Branch (OPNAV N312) will staff changes to this instruction.

c. Deputy Chief of Naval Operations for Manpower, Personnel, Training and Education (CNO N1) is the OPNAV PERSTEMPO program manager, and will staff changes to this instruction. Director, Military Personnel, Plans and Policy (OPNAV N13) is the PERSTEMPO policy branch. The Military Pay and Compensation Policy Branch (OPNAV N130) will staff pay and compensation policy determinations.

d. Commander, Navy Personnel Command (COMNAVPERSCOM) is responsible for the management of PERSTEMPO and its information technology (IT) system component.

e. Deputy Chief of Naval Operations for Fleet Readiness and Logistics (CNO N4) is the OPNAV readiness coordinator. The Fleet Readiness Directorate (OPNAV N43) shall incorporate OPTEMPO data into appropriate fleet readiness reports.

f. Deputy Chief of Naval Operations for Integration of Capabilities and Resources (CNO N8) shall use PERSTEMPO and OPTEMPO to inform force structure analysis and investment decisions.

g. Deputy Chief of Naval Operations for Warfare Systems (CNO N9) shall use PERSTEMPO and OPTEMPO to inform force structure analysis and investment decisions.

h. All Navy echelon 2 commands shall monitor compliance of subordinate commands, report emergent issues with recommended courses of action, and provide periodic reports to CNO, as delineated in enclosures (1) and (2). U.S. Fleet Forces Command (USFLTFORCOM), Pacific Fleet (PACFLT), and Naval Special Warfare Command (NAVSPECWARCOM) shall consider potential PERSTEMPO consequences in addition to OPTEMPO metrics when developing and approving operating schedules.

i. All commands, activities and units shall provide their immediate superior in command (ISIC) with PERSTEMPO and OPTEMPO Program data per local policies. ISICs must use these reports

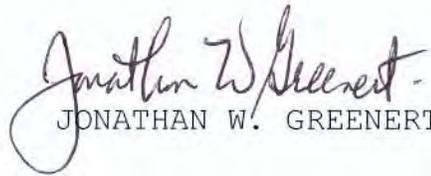
to determine if individuals will break PERSTEMPO limits and units will break OPTEMPO control levels until a subsequent IT management system is developed that tracks PERSTEMPO and OPTEMPO automatically.

8. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per SECNAV Manual 5210.1 of January 2012.

9. Forms and Reports Control

a. OPNAV 3010/1 OPTEMPO Quarterly Report Data is available for download from Naval Forms Online, <https://navalforms.documentservices.dla.mil/web/public/home>. OPNAV 3010/1 is also available from OPNAV N312 via the Navy Operations Center (NOC) battle watch captain (BWC).

b. Reporting requirements contained within this instruction are exempt from reports control per SECNAV Manual 5214.1 of December 2005, part IV, paragraph 7h.



JONATHAN W. GREENERT

Distribution:

Electronic only, via Department of the Navy Issuances Web site <http://doni.documentservices.dla.mil/>

NAVY PERSTEMPO PROGRAM

1. Purpose. The Navy PERSTEMPO Program issues policy and reporting requirements for tracking deployment information at the individual Sailor level to comply with the requirements of references (a) through (h). It provides guidelines, procedures, and format for compliance tracking reports to the Navy.

2. Discussion

a. The dynamic nature of deployment lengths and schedules, as a result of global events, dictate that the Navy evaluate the impact of deployments on Sailors' quality of life. Additionally, there are a number of non-deployment events that require Sailors to spend off-duty time away from home. Monitoring PERSTEMPO of Sailors requires accurate data. The accuracy and timeliness of this data is the responsibility of commanding officers and officers in charge (OIC).

b. Specific statutory requirements found in reference (a) require that the deployment, or potential deployment, of Navy personnel be managed to ensure that the member is not deployed longer than certain high deployment thresholds. For the purposes of this instruction, a member of the Navy shall be considered to be deployed per the definition of a deployment PERSTEMPO event in enclosure (3) of this instruction.

c. Additionally, reference (d) directs the tracking of non-deployment PERSTEMPO events which do not count towards high deployment thresholds, but which still have an impact on the quality of life of Sailors. Non-deployment PERSTEMPO events are defined in enclosure (3) of this instruction.

3. Scope and Applicability. The provisions of this enclosure are applicable to all Navy units, and all non-Navy units with Navy personnel attached. Waivers or approvals that allow PERSTEMPO in excess of thresholds do not remove the reporting requirement for any unit.

4. Definitions. Standard definitions of terms are provided in enclosure (3).

5. Policy and Procedures. Reference (d) defines PERSTEMPO events as falling into two categories, deployment and non-deployment, and further defines those categories. In order for commands to effectively manage the deployment of individual Sailors with regard to these requirements, the PERSTEMPO data system has been designed to continuously maintain a PERSTEMPO deployment counter for every Navy member. Additional information is available through the PERSTEMPO Web site (<http://www.public.navy.mil/bupers-npc/support/itempo>).

a. High Deployment Waiver Thresholds. Per reference (a), the deployment or potential deployment of Navy personnel shall be managed to ensure that the member is not deployed longer than the following PERSTEMPO high deployment thresholds:

(1) One-year High Deployment Waiver Threshold. Maximum of 220 days deployed in a 365-day period; or

(2) Two-year High Deployment Waiver Threshold. Maximum of 400 days deployed in a 730-day period.

b. Advance Approval Requirements and Authorities

(1) Advanced approval is required when exceeding PERSTEMPO levels defined above in paragraph 5a(1) and or paragraph 5a(2) of this enclosure.

(2) Per reference (a), authority to approve members to exceed a PERSTEMPO high deployment threshold rests with the SecDef, unless further delegated. This approval requirement is suspended while reference (b) is in effect.

(3) While reference (b) is in effect, it is Navy policy that advances approval from the first flag or general officer (of any branch of Service), Senior Executive Service, or Senate-confirmed appointee in the chain of command is required prior to exceeding PERSTEMPO thresholds.

(4) Per reference (e), the period of active duty specified on orders for Ready Reserve members to perform involuntary active duty shall not exceed 12 months at any one time. At Service discretion, this period may exclude individual skill training required for deployment and post mobilization leave.

c. Advance Approval Process. It is critical that any required flag officer approvals be obtained prior to a member exceeding the 220 and or 400-day PERSTEMPO high deployment thresholds.

(1) Approvals must be obtained for each individual who is anticipated to exceed a PERSTEMPO high deployment threshold gate. However, units are encouraged to consolidate individual requests into a single submission and to request approval for all anticipated deployment periods at one time.

(2) Copies of the approvals should be e-mailed to perstempohd@navy.mil, which is the PERSTEMPO help desk, or mailed to:

Commander, Navy Personnel Command
PERSTEMPO Program Management Office (PERS 34)
Bldg 769, Room 104
5720 Integrity Drive
NSA Mid-South
Millington, TN 38055

(3) If a consolidated request is utilized, affected members must be listed individually with pertinent individual data such as name, Social Security number, accrued deployment days, etc. Use of personally identifiable information must be properly marked, with e-mails encrypted. Requests may be formatted per local policies; however, approval requests must contain the required information, must explicitly state the anticipated deployment period(s) which would cause members of the unit to exceed PERSTEMPO high deployment thresholds, and, if approved, must be in a format such that the unit is able to retain documentation of the approval for a period of 3 years.

d. Deployment PERSTEMPO Events. Per references (d) and (e), deployment PERSTEMPO event categories are:

(1) Operations. Military actions carrying out a strategic, tactical, service, training or administrative military mission; supporting domestic civil, humanitarian, or counter-drug military missions; and combat, including movement, supply, attack, defense and maneuvers needed to gain the objectives of any battle or campaign. Operations are generally named by the Joint Staff.

(2) Exercise. A named military maneuver or simulated wartime operation for training or evaluation. It may be a combined, joint, or single-Service exercise.

(3) Unit Training. All or part of a unit accomplishing a training objective away from their permanent duty location. Unit training includes exercises without an official designation.

(4) Mission Support Temporary Duty. Duties that include meetings, conferences, staff visits, staff augmentation, and medical appointments.

(5) Home Station Training and Local Operating Area of a Ship or Vessel. Training conducted within the limits of an installation, base, or local operating area of a ship or vessel. The area must have been predetermined and documented by appropriate authorities.

e. Non-deployment PERSTEMPO Events. Reportable PERSTEMPO events which do not count towards high deployment thresholds. Per reference (d), non-deployment PERSTEMPO event categories are:

(1) Individual Training. Institutional training conducted in a school or training center of a centralized, Department of Defense, or single-Service training organization.

(2) Duty in Garrison. Home station or home port duty performed at the permanent location that the member's unit occupies when not committed to an operation.

(3) Hospitalization in Area of Permanent Duty Station or Homeport. The formal admission to a medical treatment facility.

(4) Disciplinary Event. The confinement of a military member whereby he or she is restricted from performing normal duties.

(5) Inactive Duty Training (IDT). Training performed under orders by a member of an RC, not on active duty or active duty for training. 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 RC personnel. To be considered a PERSTEMPO event, the IDT must be performed at a location that is not their permanent training site and is either 100 or more miles, or 3 or more hours travel time, from their permanent civilian residence.

(6) Muster Duty. The personnel status accounting of Service members attached to a Reserve command. To be considered a PERSTEMPO event, duty must be performed at a location that is not their permanent training site and is either 100 or more miles, or 3 or more hours travel time, from their permanent civilian residence.

(7) Funeral Honors Duty. The rendering of military honors to a deceased military member by RC members. To be considered a PERSTEMPO event, the duty must be performed at a location that is not their permanent training site and is either 100 or more miles, or 3 or more hours travel time, from their permanent civilian residence.

f. Clarifications

(1) The tracking of PERSTEMPO should begin the day of the qualifying PERSTEMPO event and end the day of return of the PERSTEMPO qualifying event. 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. For example, if a member departs on Monday afternoon and returns on Tuesday morning, only Monday counts as a PERSTEMPO day.

(2) Leave while deployed shall not count as deployed time. Exceptions to this may be granted at the discretion of the Service Secretary for circumstances requiring personnel to take chargeable leave in order to be exempted from duty requirements or watch standing requirements. In general, leave that would extend the actual or projected deployed time shall not be counted as deployed time.

(3) When a member is deployed and requires hospitalization away from the permanent duty station, the member is still considered deployed.

(4) If a member is deployed and requires hospitalization at the permanent duty station, then the member is no longer considered deployed. If a line of duty investigation determines injuries are due to member's misconduct, then deployment days do not accrue in the hospital when the hospital is away from the members' permanent duty station. Per reference (d), these are reportable non-deployment PERSTEMPO events.

(5) Non-deployment PERSTEMPO events, although tracked in the PERSTEMPO system, are not part of the calculations for high deployment gates of 220 days within previous 365 days or the 400 days within the previous 730 days.

g. High-Deployment Allowance. Reference (f) gives SECNAV the authority to pay an allowance to members exceeding specified high deployment thresholds. The thresholds for payment are different than the thresholds requiring waiver per reference (a) and this instruction. The authority to pay a high-deployment allowance may not be invoked while reference (b) is in effect.

h. PERSTEMPO Program Reporting Requirements

(1) Commanders and OICs of all Navy activities are responsible to report PERSTEMPO events in the PERSTEMPO system. Navy leadership must become personally involved to ensure PERSTEMPO events are accurately reported on time. For RC personnel, Navy operations support center (NOSC) commanding officers are responsible for reporting on Reservists assigned to training reserve unit identification code (UIC) associated with their NOSC.

(2) To track reporting compliance, commanders and OICs of all Navy activities are required to report when no PERSTEMPO events occur during a month. Compliance means a UIC either submitted a PERSTEMPO event(s) or certified there were no PERSTEMPO events. All UICs are required to indicate they are compliant by the last day of the month.

(3) The PERSTEMPO system is an unclassified system. Sensitive UICs shall not report elements of a PERSTEMPO event that are classified. Classified PERSTEMPO events shall be tracked by other classified means. Sensitive UICs should report

"no PERSTEMPO event or negative report" in the PERSTEMPO system for any month a sensitive UIC only has classified PERSTEMPO events in order to comply with PERSTEMPO reporting requirements.

6. Responsibilities

- a. CNO N1 will provide PERSTEMPO direction.
- b. OPNAV N13 will provide PERSTEMPO policy.
- c. The COMNAVPERSCOM PERSTEMPO Program Management Office shall:
 - (1) Administer the execution of the PERSTEMPO program. The PERSTEMPO program manager is responsible to train, advise, and assist the fleet regarding PERSTEMPO procedures; provide PERSTEMPO system access control and help desk; monitor PERSTEMPO field operations; and monitor and report compliance and data accuracy.
 - (2) Determine the best repository to obtain the authoritative data for paying the high deployment allowance. High deployment data is governed per reference (g), volume 7A, chapter 65.
- c. Navy Personnel Command detailers should consider PERSTEMPO, as well as career progression, needs of the Navy, and individual desires during the detailing process. It is recognized that the detailing timeline and order writing process is well in advance of transfer dates and that an individual's PERSTEMPO will likely change during that process. It is incumbent upon individual units to review the PERSTEMPO of prospective gains.
- d. Commanders and OICs of all Navy activities shall:
 - (1) Provide their ISIC with individual PERSTEMPO Program data per local policies.
 - (2) Report PERSTEMPO events in the PERSTEMPO system.

NAVY OPTEMPO PROGRAM

1. Purpose. The Navy OPTEMPO Program issues policy and reporting requirements for tracking deployment information at the unit level, and provides control levels, procedures and format for the quarterly OPTEMPO report to the CNO. The Navy OPTEMPO control levels specified in this enclosure are compliant with the SecDef guidance provided in reference (c).

2. Discussion. The OPTEMPO Program is built around three specific CNO-designated controls: operational deployment length, dwell, and cumulative days deployed. CNO approval is required prior to exceeding any of these control levels.

a. Operational Deployment Length. Maximum unit operational deployment length of 8 months (245 days).

Note: Per reference (e), the period of active duty specified on orders for Ready Reserve members to perform involuntary active duty shall not exceed 12 months at any one time. At Service discretion, this period may exclude individual skill training required for deployment and post mobilization leave.

b. Dwell. Service goal of 1:2.0 operational deployment to dwell ratio with a minimum 1:1.0 for all AC units. Service goal of 1:5.0 and a minimum of 1:4.0 for all RC units. CNO approval is required for dwell to be less than the AC or RC minimum, as appropriate.

c. Cumulative Days Deployed. A maximum of 540 cumulative days deployed (per the definition in enclosure (3)) in a 1095 day period. This rolling 3-year period includes 1 year in the future and 2 years in the past.

3. Scope. The provisions of this instruction are applicable to all Navy commands and units. Due to unique missions or operating cycles, some units may be unable to meet the CNO's OPTEMPO Program control levels. However, commanders of all units are required to meet reporting requirements and force providers shall endeavor to meet program guidelines. All units shall be tracked at the basic deployable unit level. The following clarifies how the OPTEMPO Program applies to certain types of units:

a. OPTEMPO of units with rotational crews (fleet ballistic-missile submarine, nuclear; guided-missile submarine, nuclear; littoral combat ship, etc.) shall be tracked at the individual crew level.

b. OPTEMPO of units that operationally deploy as detachments shall be tracked at the detachment level.

4. Definitions. Standard definitions of terms are provided in enclosure (3).

5. Policy and Procedures. The primary objective of the OPTEMPO Program is to preserve quality of life and maintain equipment while meeting national obligations. Should a potential GFM solution require exceeding the control levels in paragraph 2, it shall be approved by CNO prior to proposal to the Joint Staff. This will ensure that Navy sourcing recommendations are made with appropriate short and long-term risk analysis. Ultimately, SecDef makes sourcing decisions, but those decisions must be informed by sound Navy analysis and data.

a. OPTEMPO Program Reporting Requirements

(1) USFLTFORCOM, PACFLT, and NAVSPECWARCOM shall submit OPNAV 3010/1 OPTEMPO Quarterly Report Data by electronic mail to OPNAV N312 via the NOC BWC at e-mail: bwc.cno@navy.smil.mil, noccatbriefer.cno.fct@navy.smil.mil, or nocatchief.cno.fct@navy.smil.mil no later than 14 days after the completion of the previous quarter. OPNAV 3010/1 shall be based on daily accounting by all active units. Specific report requirements are delineated below in paragraph 5b.

(2) Violations of OPTEMPO control levels shall be reported as soon as they are recognized and they are a mandatory consideration during the GFM sourcing process. All potential OPTEMPO violations shall be identified and submitted for approval by the CNO along with potential sourcing solutions before they are entered into the SecDef Orders Book. This is intended to allow CNO the opportunity to mitigate or avoid a violation. USFLTFORCOM, PACFLT, or NAVSPECWARCOM shall immediately notify CNO via message traffic to CNO WASHINGTON DC//N00/N3N5/N312/N4/N8G// and e-mail to the NOC BWC when changes to a unit's schedule (i.e., Global Force Management

Allocation Plan (GFMAP) modification) will cause that unit to violate OPTEMPO Program operational deployment length, dwell or deployed time control levels.

(3) Emergent challenges such as heavy weather or material failure that affect deployed or deploying units and require OPTEMPO Program exceptions shall be reported by USFLTFORCOM, PACFLT, or NAVSPECWARCOM to CNO as soon as practical with recommended courses of action.

(4) Units whose cumulative deployed time exceeds 450 days in the rolling 3-year window and are in danger of exceeding the 540 day maximum guideline shall be placed on the CNO OPTEMPO Program watch list via the quarterly OPTEMPO report.

b. OPTEMPO Program Quarterly Report (OPNAV 3010/1). USFLTFORCOM, PACFLT and NAVSPECWARCOM shall each submit a quarterly report depicting current status, as delineated in paragraph 5b(1). Forward-deployed naval forces (FDNF) quarterly reports shall be reported separately from rotational forces. The quarterly report shall contain:

(1) Dwell, cumulative deployed time, and operational deployment length for each unit in each category below.

- (a) Aircraft carriers
- (b) Embarked staffs (CSG, destroyer squadron, amphibious squadron, etc.)
- (c) Carrier-based aircraft
- (d) Amphibious ships
- (e) Surface combatants
- (f) Ballistic missile destroyer ships
- (g) Attack submarines
- (h) Expeditionary aircraft squadrons and or detachments: maritime patrol aircraft, electronic support aircraft, and expeditionary helicopter squadrons and detachments

(i) Naval Expeditionary Combat Command

(j) Other United States Navy seagoing or deploying
staffs and detachments

(k) Special warfare units and detachments

(2) Average cumulative deployed time, operational
deployment length and dwell for each category in paragraph
5b(1).

(3) Names of units that exceeded maximum deployment
length in the previous quarter, the current quarter, and a
forecast of any units that will exceed maximum deployment length
in the next quarter. This reporting requirement is meant to be
proactive and does not eliminate the requirement to notify CNO
for each violation of Navy OPTEMPO control levels or other
applicable limits.

(4) Names of units that violated the dwell guideline in
the previous quarter, the current quarter and a forecast of any
units that will violate the dwell guideline in the next quarter.

(5) CNO watch list.

(a) All units whose deployed time exceeds 450 days
in the rolling 3-year window and are in danger of exceeding the
540 day maximum guideline should their schedule change.

(b) All units whose operational deployment length
will exceed 183 consecutive days and are in danger of exceeding
the reference (f) 191 consecutive day limit.

(6) Any remarks or comments desired to amplify or
explain any aspect of the OPTEMPO Program.

6. Responsibilities

a. CNO is the program sponsor and will provide policy and
direction, as appropriate, in coordination with the force
providers.

b. CNO N3/N5 is the OPNAV OPTEMPO Program coordinator. OPNAV N312 will staff exception requests and will consolidate all quarterly reports into a single CNO quarterly OPTEMPO Program report to CNO no later than 30 days after completion of the quarter.

c. CNO N4 is the OPNAV readiness coordinator. OPNAV N43 shall incorporate OPTEMPO data into appropriate fleet readiness reports.

d. Per reference (h), USFLTFORCOM serves as the Navy global force manager and develops recommended global sourcing solutions in response to combatant commander (CCDR) requirements for general purpose forces, ad hoc forces, and individual augments in coordination with Commander, U.S. PACFLT; Commander, U.S. Naval Forces Europe; Commander, U.S. Naval Forces Central Command; Commander, U.S. Naval Forces Southern Command; and Navy echelon 3 commands. USFLTFORCOM shall apply the controls provided in paragraph 2 in determining a potential sourcing solution. Should the potential solution exceed the paragraph 2 control levels, USFLTFORCOM shall obtain CNO approval prior to proposing a solution to the Joint Staff. Exception requests shall be routed to CNO via CNO N3/N5.

e. USFLTFORCOM, PACFLT, and NAVSPECWARCOM shall monitor compliance of subordinate commands, report emergent issues with recommended courses of action, and provide quarterly OPTEMPO Program reports to CNO via electronic mail to OPNAV N312 no later than 14 days after the completion of the previous quarter.

f. Type commanders shall assess the proficiency and material condition of any unit exceeding OPTEMPO control levels.

g. All commands, activities, and units shall provide their ISIC with unit OPTEMPO Program data per local policies.

h. Unit commanders shall track individual detachments (below the Navy UIC level) if OPTEMPO control levels are exceeded for particular detachments but not the entire unit.

STANDARD DEFINITIONS FOR NAVY PERSTEMPO AND OPTEMPO PROGRAM

1. Discussion. Definitions for "deployment" in Federal law and SecDef guidance are contradictory in nature and require further clarification. This instruction provides the following definitions to clarify higher level guidance and define the distinction between a deployment and an operational deployment.

a. Deployment as defined in reference (a) is used to track time away from homeport or permanent duty station.

b. An operational deployment is used to track time spent providing CCDR presence and to calculate dwell.

2. Definitions

a. Deployment. A unit, detachment, or individual shall be considered deployed or on a deployment on any day in which, pursuant to orders, the unit, detachment, or individual is performing service in a training exercise or operation at a location or under circumstances that make it impossible or infeasible for the member to spend off-duty time in the housing in which the member resides when on garrison duty at the member's permanent duty station or homeport, as the case may be.

Note: A member is not deployed or on a deployment when the member is performing service as a student or trainee at a school; performing administrative, guard, or detail duties in garrison at the member's permanent duty station; or if unavailable solely because of a hospitalization of the member at the member's permanent duty station or homeport or in the immediate vicinity of the member's permanent residence; or a disciplinary action taken against a member.

b. Deployment PERSTEMPO Event. One of the categories of PERSTEMPO events required to be recorded in the PERSTEMPO system. Per reference (d), a unit, detachment, or individual is considered to be deployed or in a deployment on any day on that, pursuant to orders, the unit, detachment, or individual is performing service in a training exercise or operation at a location or under circumstances that make it impossible or infeasible for the members to spend off-duty time in the housing in which they reside when on garrison duty at their permanent duty station. Members of the RC shall be considered to be

deployed or in a deployment on any day that, pursuant to orders that do not establish a permanent change of station, they are performing active duty as defined in section 101(d)(1) of title 10, United States Code, at a location that is not their permanent training site and is either 100 or more miles, or 3 or more hours travel time, from their permanent civilian residence.

c. Dwell Time. Dwell is the period of time between operational deployments. Dwell begins when the simple majority of a unit, detachment, or individual arrives at their homeport or permanent duty station following an operational deployment. Dwell ends when the simple majority of a unit, detachment, or individual departs on an operational deployment. A unit is either on operational deployment or in dwell. Dwell is expressed as the following ratio: length of last deployment in days divided by days since last deployment (e.g., a 182 days operational deployment followed by 182 days non-deployed yields a dwell of 1.0 or a deployment to dwell ratio of 1:1.0, calculated to the nearest tenth). Squadrons or detachments that deploy to afloat units will use the departure and return dates of the afloat unit to which they are assigned for computation of operational deployment length and dwell.

d. Forward-Deployed Naval Forces (FDNF). Navy units and staffs permanently forward deployed overseas comprise the FDNF. OPTEMPO Program guidelines for units in the FDNF are the same as for units based in the United States. However, the dwell guideline shall apply to the FDNF only for operational deployments in support of a CCDR outside their home area of responsibility. FDNF units should be reported separately for each category in the quarterly OPTEMPO report (see enclosure (2), paragraph 5b(1)).

e. Non-deployment PERSTEMPO Event. One of the categories of PERSTEMPO events required to be recorded in the PERSTEMPO system. Per reference (d), members are considered to be non-deployed on any day on that they are engaged in official duties; unable to spend off-duty time in the housing in which they reside; performing service as a student or trainee at a school (including any government school); performing administrative, guard, or detail duties in garrison at their permanent duty station or homeport; unavailable solely because of hospitalization (when not deployed) or as a result of

disciplinary action; or a Reservist, if away from permanent training site, participating in IDT, muster duty (Individual Ready Reserve only), or funeral honors duty.

f. Operating Tempo (OPTEMPO). OPTEMPO is the rate at which units of the armed forces are involved in military activities, including contingency operations, exercises, and training deployments. It is time away from homeport or permanent duty station at the unit level. For new construction ships, the OPTEMPO cycle starts upon commissioning. OPTEMPO Program goals and control levels are tracked on a unit basis, therefore squadrons deploying as a unit calculate OPTEMPO in the same manner as ships. However, OPTEMPO for staffs, squadrons, and units that routinely deploy as ad hoc detachments (without an assigned UIC) or are assigned temporary additional duty (TAD) will count detachments toward OPTEMPO when a simple majority of the unit is assigned to the detachment or TAD.

g. Operational Deployment. An operational deployment begins when the simple majority of a unit, detachment, or individual departs homeport, station, or base to meet a SecDef approved operational requirement. Events qualifying as an operational deployment:

(1) Recorded in Joint Capabilities Requirements Manager (JCRM) or electronic Joint Manpower and Personnel System (eJMAPS).

(2) Is contained in the annual GFMAP and subsequent modifications.

(3) Is an assigned force demand registered in a Service directed and GFM data initiative compliant tool under the GFM data initiative reporting structure specified in DoD Instruction 8260.03 of 23 August 2006.

(4) Forces deployed in support of execute orders, operation plans or concept plans approved by the SecDef are also considered operationally deployed.

(5) An operational deployment ends when the simple majority of the unit, detachment, or individual arrives back at

their homeport. Forces operationally employed by SecDef orders at their home station or in "prepare-to-deploy order" status at home station are not operationally deployed.

h. Operational Deployment Length. Days or months spent generating forward presence for CCDRs from the time a unit begins transit until return to homeport. Transit time to and from homeport for aviation squadrons and detachments that deploy on afloat units shall not be included as part of the operational deployment length calculation. For Navy Expeditionary Combat Command units and aviation squadrons (e.g., fixed wing patrol squadron (VP), expeditionary fixed wing electronic-attack squadron (VAQ)) that do not deploy to afloat units but deploy as a squadron or detachment, an operational deployment begins when 51 percent or more of a unit or detachment departs the permanent duty station for outside of the continental United States on a SecDef validated CCDR requirement. It ends when 51 percent or more of a unit or detachment returns to their permanent duty station. Because an operational deployment is clearly defined, there is no minimum time away from homeport that constitutes a deployment.

i. Operations Funding Profile (OPFUND). OPFUND is a measure of the pace of an operation or operations (e.g., funded days underway) in terms of equipment usage (e.g., aircraft flying hours, ship steaming days, boots-on-the ground). For example, ships could be funded for 51 underway days per quarter for an operationally deployed ship, and 24 days underway per quarter while not operationally deployed.

j. Personnel Tempo (PERSTEMPO). The amount of time members of the armed forces are engaged in their official duties at a location or under circumstances that make it infeasible for a member to spend off-duty time in the housing in which the member resides.

k. PERSTEMPO system. The PERSTEMPO system is the Navy IT system used to track and report PERSTEMPO events (both deployment and non-deployment) for individuals.

l. Unit. For the purposes of the OPTEMPO Program, a unit is defined as all forces operating under one UIC, except as described in enclosure (2), paragraph 3.