



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, D.C. 20350-2000

IN REPLY REFER TO

OPNAVINST 3000.13B

N312

11 February 2000

OPNAV INSTRUCTION 3000.13B

From: Chief of Naval Operations
To: All Ships and Stations (less Marine Corps field addressees
not having Navy personnel attached)

Subj: PERSONNEL TEMPO OF OPERATIONS

Ref: (a) CNO WASHINGTON DC 312033Z Oct 85 (NAVOP 134/85)
(b) CNO WASHINGTON DC 252203Z Sep 98 (NOTAL)

Encl: (1) PERSTEMPO Program Report Format
(2) Crew Day Calculations
(3) Negative PERSTEMPO Units Report Format

1. Purpose. To issue policy and reporting requirements for the Personnel Tempo of Operations (PERSTEMPO) Program and to provide definition of terms, procedures and format for the Quarterly PERSTEMPO report to the Chief of Naval Operations (CNO). This instruction has been revised to capture the breadth of Navy operations with regard to PERSTEMPO and ensure a continually improving quality of life.

2. Cancellation. OPNAVINST 3000.13A.

3. Discussion. In October 1985, the Secretary of the Navy (SECNAV), the CNO and the Fleet Commanders in Chief (FLTCINCs) initiated a concerted effort to eliminate excessive operating tempo (OPTEMPO) for ships and aircraft squadrons as well as achieve long standing PERSTEMPO limits. In issuing reference (a) and a follow on series of messages and letters, CNO institutionalized a PERSTEMPO Program for all U.S. Navy commands/units. The program and its goals are the culmination of a deliberate process to balance support of national objectives with reasonable operating conditions for our naval personnel, and maintain the professionalism associated with going to sea while providing a reasonable home life. The PERSTEMPO Program is built around three specific goals:

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a. Maximum deployment length of six months, portal to portal.

b. Minimum 2.0:1 Turn Around Ratio (TAR) between deployment.

c. Minimum of 50 percent time in homeport for a unit over a 5-year cycle calculated 3 years back and 2 years forward based on current schedules. Note: To comply with this goal, a command's/unit's days away from homeport must be closely monitored during the Interdeployment Training Cycle (IDTC). For example, a TAR of 3:1 would permit an average of 30.5 days away from homeport per quarter during the IDTC. However, per reference (b), the CNO limited a command/unit to an average of 28 days away from homeport per quarter during the IDTC.

4. Scope

a. The provisions of this instruction are applicable to all active Navy commands and other units that operate/deploy from their homeport either as a unit or as a detachment. This directive specifically applies to the following commands/units:

- (1) USN ships and attack submarines.
- (2) USN aircraft squadrons/detachments.
- (3) USN seagoing or deploying staffs and detachments.
- (4) USN Special Warfare Units/Detachments.

b. Due to the uniqueness of mission or operating cycle, some units are unable to meet the CNO's PERSTEMPO Program goals. To integrate those special units into the PERSTEMPO Program the CNO has directed that program standards provide sensible and equitable operating guidelines. The following categories of units are currently considered special PERSTEMPO Program units:

- (1) Permanently forward-deployed units operating with rotating crews (includes MCM rotational crews, which will be tracked as individual crews).

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(2) Navy Mobile Construction Battalions.

(3) Fleet Ballistic Missile Submarines.

(4) Any operating/deploying command/unit whose personnel are assigned for less than a notional 3 to 5 year tour length and receive compensation for extended operating time beyond PERSTEMPO Program limits, i.e., 1 year Military Detachment (MILDET) tours on Military Sealift Command (MSC) units.

(5) Aviation Training Squadrons.

(6) Cryptologic Direct Support Personnel.

5. Definitions

a. PERSTEMPO. A comparison of a unit's days not in homeport (NHPO) over a specific period of time, expressed as a percentage of time away from homeport. To calculate, use the unit's days away from homeport (NHPO) over a specific period divided by the total number of days in that period. Refer to enclosure (1) for specific formulas and examples. Underway from homeport with return on the same day, with routine inport workday liberty authorized, is a day in homeport (HPO). If a unit is inport at a location other than its designated homeport, the days should be counted as NHPO days. Exception: If the proximity of a ship's location to its homeport allows an individual to easily overnight at home rather than aboard ship, the days may be counted as HPO days at the unit commander's discretion. For newly established squadrons, assign zero at standup. For new construction ships, the PERSTEMPO clock starts upon commissioning with each unit being credited with 90 days HPO for the 90-day period just prior to commissioning. (Ex: A new construction ship is commissioned on 1 Oct 1999. PERSTEMPO accounting should reflect 90 days in homeport for 4QFY99). The Navy tracks PERSTEMPO on a unit basis. Thus squadrons deploying as a unit calculate PERSTEMPO in the same manner as ships. However, PERSTEMPO for staffs, squadrons and units that routinely deploy as detachments or are assigned Temporary Additional Duty (TAD) (as a unit or detachment) will be tracked as an average of crew days of individuals away from the unit's homeport. Per enclosure (2), these units will calculate and report crew days as a single PERSTEMPO value.

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b. Deployment Length. Months spent deployed (portal to portal) without respect to operational control (OPCON) or en route stops. As defined in Naval Warfare Publication (NWP) 1-03.1 (Operational Reports), any unit away from homeport for more than 8 weeks (56 days) is considered deployed. A unit is considered in violation of the PERSTEMPO Program deployment length goal when it exceeds 6 months deployed, portal to portal. Transit time to and from homeport for aviation squadrons/detachments that deploy on afloat units shall not be included as part of the deployment length calculation. Also, aviation squadrons (e.g., VP) that do not deploy to afloat units but deploy as a squadron/detachment shall calculate deployment length from the scheduled date of the official arriving/departing squadron turnover in portal to portal computation. All squadrons that routinely deploy shall utilize transit time in the 50 percent at-home goal calculation.

c. Turn-Around Ratio (TAR). The ratio between the number of days a unit spends at home between deployments and the length of the last deployment in days. To calculate TAR, use the following formula: $TAR = \text{days since last deployment} / \text{length of last deployment in days}$ (e.g., 365 days non-deployed following a 182-day deployment yields a TAR of 2.0:1, calculated to the nearest tenth). A unit is considered in violation of the PERSTEMPO Program TAR goal if it deploys with less than a 2.0:1 TAR. Port visits to homeport during a scheduled deployment do not interrupt the measured deployment cycle total length. These days will be included as days in HPO. However, length of the entire six-month period shall be used to calculate TAR. Total length of the deployment, including homeport periods, shall not exceed six months, portal to portal (All days in homeport shall be counted as days in HPO for purposes of the 50 percent goal). Aviation squadrons/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 deployment length and TAR.

d. Forward Deployed Naval Forces (FDNF). (Formerly Overseas Family Residency Program) Air and surface units/staffs, permanently forward deployed overseas and manned by personnel whose families have relocated (accompanied tour) to that unit's location comprise the FDNF. PERSTEMPO goals for ships, aviation and surface staffs in the FDNF are the same as for units based in

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the United States (50 percent in homeport over the five-year PERSTEMPO cycle).

e. Unit PERSTEMPO Cycle. A five-year period documenting the past three years (12 quarters) historical data and projected data two years (8 quarters) into the future. The data period rolls forward each quarter, dropping the oldest quarter data from the three-year cycle and adding the future quarter to the two-year projection, thus maintaining the three-year historical and two-year future data analysis over a rolling five years.

6. Policy and Procedures

a. Preserving quality of life while meeting national obligations is the primary thrust of the PERSTEMPO program. The "contract with our sailors" dictates the Navy leadership gives maximum effort to ensure the highest possible quality of life and monitor closely the priority of established and new commitments with respect to the sailor's home life. If reductions in commitments are necessary to preserve PERSTEMPO Program goals, FLEET CINCs will refer such cases to the CNO.

b. PERSTEMPO Program Reporting Requirements.

(1) FLTCINCs and NAVSPECWARCOM will submit by electronic mail a PERSTEMPO Program quarterly report as illustrated in Enclosure 1 to CNO (N312) (CNOBriefers@cno.navy.smil.mil or CNOBriefers@hq.navy.mil) no later than 45 days after the completion of the previous quarter. Each quarterly report will encompass the five-year PERSTEMPO cycle for all reportable units. PERSTEMPO report data shall be based on daily accounting by all active units with the exception of extended depot level maintenance periods (over three months, in homeport) which will be credited with a maximum of 90 days (HPO) for the 90 days just prior to period completion. (Ex. A ship enters an extended maintenance period for 6 months on 01 Oct 99 (1QFY00)). On 01 Jan 00 (2QFY00), the unit reports PERSTEMPO per Note 5 of Enclosure (1). On 01 Apr 00 (3QFY00), the ship completes its maintenance period and reports a PERSTEMPO of 90 days HPO for the previous 90 day period.

(2) If a unit is projected to violate PERSTEMPO Program TAR minimum or exceed deployment length maximum, an exception

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message with detailed justification shall be forwarded to CNO immediately.

(3) Emergent challenges such as heavy weather or material failure with deployed or deploying units that require PERSTEMPO violations shall be reported immediately with recommended courses of action.

(4) Additionally, units exceeding a 55 percent (NHPO) PERSTEMPO over the 3-year historic cycle shall be placed on the CNO PERSTEMPO watchlist for close monitoring until a consistent corrective PERSTEMPO trend is demonstrated.

c. PERSTEMPO Program Quarterly Report Format. The FLTCINCs quarterly PERSTEMPO report will be formatted (in Microsoft Excel) as illustrated in enclosure (1).

(1) Six Month Deployment exceptions. Per enclosure (3), list by name each unit returning in the projected quarter that will exceed the six-month deployment maximum. Additionally, if a unit has returned in the executed quarter over the 6-month maximum, and was not reported previously, it must be noted here. This reporting requirement does not eliminate the requirement to obtain CNO approval for each special case prior to exceeding the 6-month deployment length maximum.

(2) TAR exceptions. Per enclosure (3), list by name each unit that deployed in the reported quarter with less than 2.0:1 TAR. This reporting requirement does not eliminate the requirement to obtain CNO approval for each specific case prior to a unit violating TAR.

(3) CNO Watchlist. Per enclosure (3), list by name and provide a brief explanation for each unit that exceeded 55 percent (NHPO) PERSTEMPO over the historic 3-year cycle.

(4) FLTCINC Remarks/Comment. Any remarks/comments desired to amplify or explain any aspect of the PERSTEMPO Program.

d. Electronic Mail Reporting. FLTCINCs and NAVSPECWARCOM will forward raw PERSTEMPO data and enclosure (1) and (2) reports

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each quarter for all tracked units via electronic mail to the PERSTEMPO program manager at OPNAV (N312). This eliminates the previous requirement for submission of a message in favor of electronic reporting.

7. Responsibilities

a. CNO is the program sponsor and will, in coordination with Fleet CINC's and NAVSPECWARCOM, provide policy and direction as appropriate.

b. Deputy CNO (Plans, Policy and Operations) (N3/N5) is the OPNAV PERSTEMPO Program Coordinator. The Current Operations and Plans Division (N31) will monitor PERSTEMPO trends utilizing collated unit data provided by FLTCINCs and NAVSPECWARCOM in their Quarterly PERSTEMPO Program Reports. N3/N5 will provide a quarterly report to CNO on the overall status of the PERSTEMPO program no later than 60 days after the completion of the previous quarter.

c. FLTCINCs and NAVSPECWARCOM shall monitor compliance of subordinate commands, report emergent challenges with recommended courses of action and provide quarterly PERSTEMPO Program reports to CNO.

8. Action

a. All commands, activities and units are to provide their Immediate Unit Commander (IUC) with unit schedule/PERSTEMPO data in accordance with the Operational Employment Schedule reporting guidance contained in NWP 1-03.1.

b. FLTCINCs and NAVSPECWARCOM will provide a Quarterly PERSTEMPO Program report via electronic mail to OPNAV (N312) no later than 45 days after the completion of the previous quarter.

c. In the event a PERSTEMPO Program goal violation is predicted to occur, FLTCINCs or NAVSPECWARCOM shall submit an exception request via electronic mail or standard message to CNO WASHINGTON DC//N00/N3/N31/N312/N4/N512/N86// with detailed justification immediately.

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d. DCNO (Plans, Policy, and Operations) (N3/N5). Submit a consolidated total force PERSTEMPO Program report to CNO no later than 60 days after completion of current quarter.



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Admiral, U.S. Navy
Vice Chief of Naval Operations

Distribution:
SNDL Parts 1 and 2

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(5) Ext. Maintenance period reporting

	2Q96	3Q96	4Q96	1Q97	2Q97	3Q97	4Q97	1Q98	2Q98	3Q98	4Q98	1Q99	2Q99	3Q99	4Q99	1Q00	2Q00	3Q00	4Q00	1Q01	
Eisenhower*	Qtr(1)	90	91	0	90	90	91	92	90	91	92	92	90	91	92	92	91	91	91	92	92
CVN 69	NHPO	90	91	0	28	28	28	28	28	28	28	28	28	28	28	28	28	28	28	28	28
	HIPO	0	0	0	64	63	64	64	62	63	0	0	62	63	64	64	63	63	64	64	64
	3Yr(2)		49.6	43.2	43.1	43.2	43.2	43.1	43.1	43.2	49.6	53.2	43.4	43.5	43.5	43.4	43.4	43.4	43.4	43.4	43.3
	5Yr(3)		44.5	44.5	44.5	44.5	44.5	44.5	44.5	44.5	44.5	44.5	44.5								
	Summs(4)	DPLY	DPLY	OH	OH						DPLY	DPLY									
Roosevelt*	Qtr(1)	90	91	92	91	90	92	92	90	91	92	91	90	91	92	91	90	91	92	92	92
CVN71	NHPO	90	91	23	23	23	92	92	23	23	23	23	90	91	23	23	23	23	92	92	92
	HIPO	0	0	69	68	67	68	0	67	68	69	68	0	0	69	68	67	68	0	0	0
	3Yr(2)		50.2	50.2	50.2	50.2	50.2	50.2	50.2	50.2	50.2	50.2	50.2	50.2	50.2	50.2	50.2	50.2	50.2	50.2	50.2
	5Yr(3)		47.8	47.8	47.8	51.5	51.4	47.7	47.7	47.7	51.5	55.2									
	Summs(4)	DPLY	DPLY				DPLY	DPLY				DPLY	DPLY						DPLY	DPLY	
CV AVGS	Qtr	2Q96	3Q96	4Q96	1Q97	2Q97	3Q97	4Q97	1Q98	2Q98	3Q98	4Q98	1Q99	2Q99	3Q99	4Q99	1Q00	2Q00	3Q00	4Q00	1Q01
	3Yr	48.9	49.9	46.7	46.6	46.7	46.7	46.7	46.7	46.7	7	49.9	52.0	46.8	46.8	46.8	46.8	46.8	46.8	46.8	46.8
	5Yr	48	46.2	46.2	46.2	48.0	49.9	48.0	46.1	46.1	46.1	48.0	49.9								
	>55	0	0	0	0	0	0	0	0	0	0	0	0								

*Depicted data is provided to show 3:1 TAR (Eisenhower) and 2:1 TAR (Roosevelt) and resultant PERSTEMPO values.

Notes:

- (1) Qtr row shows Total number of days in listed quarter (i.e., 90, 91, 92)
- (2) 3-year row indicates historic 12 quarter PERSTEMPO percentage according to below formula.
- (3) 5 year row indicates future 8 quarter PERSTEMPO percentage according to below formula
- (4) Status should indicate:
 - (a) DPLY = Deployed
 - (b) OH = Maintenance/Overhaul
- (5) Extended Maintenance Period Reporting:
 - (a) < 3 months: day for day accounting
 - (b) > 3 months : See Eisenhower 4Q96 and 1Q97

Formulas:

(1) 3 Year PERSTEMPO = ((Sum of NHPO days in past 12 quarters inclusive) / total number of days in past 12 quarters inclusive) * 100

(2) 5 Year PERSTEMPO = ((Sum of NHPO days in past 12 quarters inclusive) + (Sum of NHPO days 8 future quarters)) / (Sum of total days in past 12 quarters and future 8 quarters) * 100

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Crew Day Calculations

1. Calculation. Aviation units/detachments will compute daily PERSTEMPO based upon a "crew day concept". One crew day is defined as a 24-hour period per person assigned to the aviation squadron/detachment. Crew days available = number of assigned crew members to the unit for a given 24-hour period. Aviation unit/detachment PERSTEMPO will be calculated as follows:

a. Daily PERSTEMPO = (# of crew days away from homeport) divided by the (# of crew days available).

(1) CREW DAYS AVAILABLE = 1 day for each member of the squadron serving in sea-duty status.

b. Quarterly/3yr/5yr PERSTEMPO

(1) NHPO = (Sum of Daily PERSTEMPO calculations)

(2) HPO = (Days in Qtr/3yr/5yr - NHPO)

2. Examples

a. Example 1 DAILY PERSTEMPO: 100-member squadron, 15 members embarked on a detachment.

(1) 100 crew days available (1 for each member)

(2) Using formula for daily PERSTEMPO:

(3) Daily PERSTEMPO = $15 / 100$ = 0.15

b. Example 2 QUARTERLY PERSTEMPO: 100-member squadron, 15 members embarked on a detachment during the entire quarter:

(1) Daily PERSTEMPO=0.15

(2) NHPO = $(.15 * 90\text{days in qtr}) = 13.5$

(3) HPO = $(90\text{days in qtr} - 13.5) = 76.5$

3. Reporting. A single PERSTEMPO value will be reported for the parent unit/squadron based on the quarterly calculation above.

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NEGATIVE PERSTEMPO UNITS REPORT FORMAT

Depicted units have a PERSTEMPO of 55% or greater:

UNIT (1)	HULL #	NHPO QFY (2)	Recovery QTR	Remarks
KENNEDY	CV67	57.0%	4Q99	Extended OH
BUNKER HILL	CG62	55.0%	3Q99	Contingency OPS
AUGUSTA	SSN710	58.0%	2Q99	Deployed
EISENHOWER	CVN69	55.7%	2Q99	Deployed

Depicted units have a TAR less than 2:1:

UNIT (3)	HULL #	Return from Deployment date	Date deployed	TAR Bust (>56 days away) Date	TAR<2:1	Remarks
KENNEDY	CV67	01/01/99	11/01/99	12/25/99	1.7:1	Extended OH
VAQ-137		03/17/99	07/01/99	08/25/99	.7:1	Surge OPS

Depicted units were deployed (will deploy) longer than six months:

UNIT (4)	HULL #	>6mos. Deployment dates	Remarks
KENNEDY	CV67	06/01/98 - 01/01/99	Extended OH
BUNKER HILL	CG62	09/01/99 - 03/17/99	Contingency OPS

Notes:

- (1) These units are placed on the CNO watchlist until PERSTEMPO is below 55% for the most recent completed quarter. (Under the previous PERSTEMPO system, this would equal -100 days)
- (2) NHPO is PERSTEMPO percentage of most recent quarter in QFY format. (i.e., 2Q99)
- (3) These units must have a TAR exception in addition to this report.
- (4) These units must have a Deployment exception in addition to this report.