



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

IN REPLY REFER TO
OPNAVINST 3000.13C
N3OP
JAN 16 2007

OPNAV INSTRUCTION 3000.13C

From: Chief of Naval Operations

Subj: PERSONNEL TEMPO OF OPERATIONS PROGRAM

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 is a complete revision, and should be reviewed in its entirety.

2. Cancellation. OPNAVINST 3000.13B

3. Discussion. In October 1985, the Secretary of the Navy (SECNAV), the CNO and the Fleet Commanders (FLTCDRs) initiated a concerted effort to eliminate excessive operating tempo (OPTEMPO) for ships and aircraft squadrons. The PERSTEMPO Program and its goals are the culmination of a deliberate process to balance support of national objectives with reasonable operating conditions for our Sailors. The PERSTEMPO Program will balance Combatant Commanders' (NORTHCOM, CENTCOM, PACOM, SOUTHCOM, and EUCOM) presence requirements with preserving quality of life for our Sailors. PERSTEMPO is defined as time away from homeport at the unit level. Navy tracks individual time away from homeport with the Individual Personnel Tempo (ITEMPO) Program managed by CNO N1. The Navy's ITEMPO Program is monitored separately.

The PERSTEMPO Program is built around three specific CNO designated limits. A CNO waiver is required if any of these limits are exceeded.

a. Maximum deployment length of:

(1) Seven months for units with a single deployment within an Employment/FRP Cycle (SDL).

(2) Six months for units with multiple deployments within an Employment/FRP cycle (MDL).

b. Minimum 1.0:1 Dwell (Dw) between deployments.

c. Minimum of 50 percent time in homeport (HOMEPORT TEMPO) for a unit over an Employment/FRP Cycle.

4. Scope

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

(1) USN aircraft carriers, surface combatants, amphibious assault ships and attack submarines.

(2) USN carrier-based aircraft, Maritime Patrol Aircraft, Electronic Support Aircraft, and Helicopter squadrons/detachments.

(3) USN seagoing or deploying staffs and detachments.

(4) USN Special Warfare units/detachments.

(5) USN Navy Expeditionary Combat Command units/detachments.

b. Due to the uniqueness of either mission or operating cycle, some units are unable to meet the CNO's PERSTEMPO Program limits. The following categories of units are currently considered special PERSTEMPO Program units. Commanders of these units shall endeavor to meet program limits, but are exempt from the limits and reporting requirements of this instruction:

(1) Fleet Ballistic Missile Submarines.

(2) Aviation Training and Fleet Replacement Squadrons.

(3) Military personnel assigned to MSC ships.

(4) Permanently forward deployed units operating with rotating crews.

(5) Navy Mobile Construction Battalions.

(6) Cryptological Direct Support Personnel.

5. Definitions

a. HOMEPORT TEMPO (HPT). The percentage of time a unit is in homeport within the Employment/FRP Cycle. To calculate, use the unit's days in homeport over the number of days in the Employment/FRP Cycle (HPT/EC). Underway from homeport with return on the same day, with routine in port workday liberty authorized, is a day in homeport. If a unit is in port at a location other than its designated homeport, the time should be counted as not in homeport (NHPT) 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 HPT days at the unit commander's discretion. For newly established squadrons, assign zero at standup. For new construction ships, the PERSTEMPO cycle starts upon commissioning. The Navy tracks the PERSTEMPO Program goals 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. These units will calculate and report their metrics as a single PERSTEMPO Program value.

b. Deployment. For the purposes of the PERSTEMPO Program, deployment is defined as time generating forward presence for Combatant Commanders regardless of deployment length; it does not count training within home training areas immediately prior to deployment. Underway training in home waters ("local operations") will count as time away from homeport in the calculation of HOMEPORT TEMPO. US Fleet Forces Command (USFFC), Pacific Fleet (PACFLT), or Naval Special Warfare Command (NSWC) will release a unit Deployment Order (DEPORD) message with the specific deployment dates.

c. Deployment Length. Days/months spent generating forward presence for Combatant Commanders (NORTHCOM, CENTCOM, PACOM, SOUTHCOM, and EUCOM). Therefore, training within home training areas prior to deployment does not count as part of deployment length calculation. (Example: CVN Deck Landing Qualifications prior to deployment transit). Transit time to and from homeport for aviation squadrons and detachments that deploy on afloat units shall not be included as part of the deployment length calculation. In addition, aviation squadrons (e.g., VP, expeditionary VAQ) 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. For all squadrons that routinely deploy, transit time shall count as time away from homeport in the 50 percent at-home (HOMEPORT TEMPO) goal calculation.

d. Dwell. The ratio between the number of days a unit spends between deployments and the length of the last deployment in days in the Employment/FRP Cycle. To calculate Dwell, use the following formula: days since last deployment divided by length of last deployment in days (e.g., 182 days non-deployed following a 182-day deployment yields a Dwell of 1.0:1, calculated to the nearest tenth). A unit is considered in violation of the PERSTEMPO Program Dwell goal if it deploys with less than a 1.0:1 Dwell. 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 deployment shall be used to calculate Dwell. Total length of the deployment, including homeport periods, shall not exceed seven months, (All days in homeport shall be counted as days in HPO for purposes of the 50 percent HOMEPORT TEMPO limit). 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 Dwell.

e. Employment/FRP Cycle. For aircraft carriers, surface combatants, amphibious assault ships and submarines, the Employment/FRP Cycle is the time from the end of a Maintenance Phase (SRA/DSRA/PIA/DPIA/RCOH/PMA/DPMA) to the end of the next Maintenance Phase. For other units and commands it is the time between commencing the pre-deployment training cycle and commencing the next pre-deployment training cycle. For units and commands in the Fleet Response Plan (FRP), the Employment Cycle is the FRP cycle. USFFC, PACFLT, and NSWC will promulgate specific unit and command Employment/FRP Cycles.

f. Forward Deployed Naval Forces (FDNF). Air and surface units/staffs, permanently forward deployed overseas comprise the FDNF. PERSTEMPO Program limits for ships, aviation units and staffs in the FDNF are the same as for units based in the United States, however the dwell limit shall apply to the FDNF only for deployments in support of a Combatant Commander outside their home AOR.

6. Policy and Procedures

a. Preserving quality of life while meeting national obligations is the primary thrust of the PERSTEMPO Program. If reductions in commitments are necessary to preserve PERSTEMPO Program goals, Fleet Commanders will refer such cases to the CNO.

b. PERSTEMPO Program Reporting Requirements.

(1) USFFC, PACFLT, and NSWC will submit by electronic mail a PERSTEMPO Program quarterly report to CNO (N3OP) (bwc.cno@navy.smil.mil, nocwo.cno.fct@navy.smil.mil, and noccatchief.cno.fct@navy.smil.mil) no later than 45 days after the completion of the previous quarter. PERSTEMPO report data shall be based on daily accounting by all active units.

(2) If a unit is projected to exceed PERSTEMPO Program deployment length limits or Dwell minimum, USFFC, PACFLT, or NSWC shall immediately send an exception message with detailed justification to CNO using the message address contained in paragraph 8.c.

(3) Emergent challenges such as heavy weather or material failure with deployed or deploying units that require PERSTEMPO Program exceptions shall be reported immediately by PACFLT, FFC, or NSWC to CNO with recommended courses of action.

(4) Additionally, units whose HOMEPORT TEMPO time will decrease below 50 percent shall be placed on the CNO PERSTEMPO Program watch list via the quarterly reporting requirement for close monitoring.

c. PERSTEMPO Program Quarterly Report. USFFC, PACFLT, and NSWC will submit a quarterly report as delineated in paragraph 6.b (1) which contains:

(1) Average Dwell, average HOMEPORT TEMPO, and average deployment length for each grouped category of units (Aircraft Carriers, Amphibious Assault Ships, Surface Combatants, Helicopter Squadrons/Dets, Maritime Patrol Aircraft Squadrons/Dets, Submarines, etc.).

(2) Named units who exceeded multiple deployment length or single deployment length in the previous quarter, the current quarter, and a prediction of any units that will exceed MDL or SDL in the next quarter. This reporting requirement does not eliminate the requirement to obtain a CNO waiver approval for each special case prior to exceeding PERSTEMPO Program limits.

(3) Named units who violated the Dwell limit in the previous quarter, the current quarter, and a prediction of any units that will violate the Dwell limit in the next quarter. This reporting requirement does not eliminate the requirement to obtain CNO approval for each specific case prior to a unit violating Dwell.

(4) CNO Watch list. All units with less than a 50 percent HOMEPORT TEMPO.

(5) FLTCDR Remarks/Comment. Any remarks/comments desired to amplify or explain any aspect of the PERSTEMPO Program. The current template for PERSTEMPO Program quarterly report will be provided to reporting organizations by CNO (N3OP).

7. Responsibilities

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

b. Deputy CNO (Information, Plans, and Strategy) (N3/N5) is the OPNAV PERSTEMPO Program Coordinator. The Plans and Force Management Branch (N3OP) will staff exception requests and the Quarterly PERSTEMPO Program Report and will consolidate all Quarterly Reports into a single CNO Quarterly PERSTEMPO Program report and provide the quarterly report to CNO no later than 60 days after the completion of the previous quarter.

c. FLTCDRs and NSWC shall monitor compliance of subordinate commands, report emergent issues with recommended courses of action, and provide quarterly PERSTEMPO Program reports to CNO. In developing and approving operating schedules, FLTCDRs and NSWC shall consider potential ITEMPO consequences in addition to PERSTEMPO metrics.

8. Action

a. All commands, activities, and units are to provide their Immediate Unit Commander (IUC) with unit PERSTEMPO Program data.

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b. USFFC, PACFLT, and NSWC will provide a Quarterly PERSTEMPO Program report via electronic mail to OPNAV N3OP no later than 45 days after the completion of the previous quarter.

c. In the event a PERSTEMPO Program limit violation is predicted to occur, USFFC, PACFLT, or NSWC shall submit a CNO waiver request message to CNO WASHINGTON DC//N00/N3/N5/N3OP/N4/N5SP/N8G// with detailed justification.

d. DCNO (Information, Plans, and Strategy) (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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Vice Chief of Naval Operations

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