



## DoD INSTRUCTION 1336.07

### MANAGEMENT OF PERSONNEL TEMPO

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**Originating Component:** Office of the Under Secretary of Defense for Personnel and Readiness

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**Approved by:** Matthew P. Donovan, Under Secretary of Defense for Personnel and Readiness

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**Purpose:** In accordance with the authority in DoD Directive 5124.02, this issuance establishes policy, assigns responsibilities, and prescribes procedures for the reporting and management of personnel tempo (PERSTEMPO) events.

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## **SECTION 1: GENERAL ISSUANCE INFORMATION**

### **1.1. APPLICABILITY.**

This issuance applies to OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD.

### **1.2. POLICY.**

It is DoD policy that:

a. Accurate information regarding the amount of time Service members 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, or PERSTEMPO, is vital to determining force readiness.

b. A centralized system to capture the extent of PERSTEMPO, along with the capability to identify the specific drivers of the requirements, provides an important tool to senior leadership. Accordingly, a centralized database of all PERSTEMPO events will provide information for research, actuarial analysis, interagency reporting, and evaluation of DoD programs and policies.

c. Pursuant to Section 991 of Title 10, United States Code (U.S.C.) and Section 436 of Title 37, U.S.C., the time spent in PERSTEMPO deployment events, as defined in Paragraph G.2. and listed in Table 1, for each Service member will be managed by the respective Military Service proactively to minimize, within operational constraints, negative impacts to readiness, quality of life, and retention.

## **SECTION 2: RESPONSIBILITIES**

### **2.1. ASSISTANT SECRETARY OF DEFENSE FOR MANPOWER AND RESERVE AFFAIRS.**

Under the authority, direction, and control of the Under Secretary of Defense for Personnel and Readiness (USD(P&R)), the Assistant Secretary of Defense for Manpower and Reserve Affairs:

- a. Monitors compliance with this issuance.
- b. Ensures that the Military Services report PERSTEMPO event information to the Defense Manpower Data Center (DMDC) pursuant to Section 991 of Title 10, U.S.C., and any applicable DoD policy or guidance.
- c. Monitors data quality of all PERSTEMPO events within the DMDC centralized database.
- d. Assesses the effects of PERSTEMPO on personnel readiness, quality of life, and retention.

### **2.2. ASSISTANT SECRETARY OF DEFENSE FOR READINESS.**

Under the authority, direction, and control of the USD(P&R), the Assistant Secretary of Defense for Readiness assesses PERSTEMPO effects on unit readiness and force management.

### **2.3. DIRECTOR, DEPARTMENT OF DEFENSE HUMAN RESOURCES ACTIVITY.**

Under the authority, direction, and control of the USD(P&R), the Director, Department of Defense Human Resources Activity, ensures that the Director of the DMDC maintains an information management system to accept and validate PERSTEMPO event information in accordance with any applicable DoD policy or guidance.

### **2.4. SECRETARIES OF THE MILITARY DEPARTMENTS.**

The Secretaries of the Military Departments:

- a. Issue PERSTEMPO policies and implementation guidance for all respective components and provide copies to the Office of the USD(P&R). Policies and guidance will include, at a minimum:
  - (1) The DoD-wide threshold, explained in Paragraph 3.3 of this issuance.
  - (2) Service-level direction on establishing PERSTEMPO thresholds within the constraints of Section 991 of Title 10, U.S.C., and this issuance, if necessary.

(3) Procedures for reporting PERSTEMPO events, in accordance with applicable DoD policy or guidance, for Service members under the Military Departments' respective jurisdictions.

(4) Waiver request procedures.

(5) Specific procedures to track and manage the length of PERSTEMPO deployment events of Service members assigned outside their respective Military Service.

(6) Verification procedures to ensure accuracy of the number of days in a PERSTEMPO deployment event.

(7) Procedures to resolve differences when Service members contest their Military Service's accounting of the length of PERSTEMPO deployment events.

(8) Steps and documentation required to adjust the length of PERSTEMPO deployment events if warranted.

(9) A process to appeal a decision regarding the contested accounting of PERSTEMPO deployment events up the chain of command within the respective Military Service.

b. Educate commanders and their staffs on PERSTEMPO reporting, tracking, and management.

c. Develop and ensure that PERSTEMPO reporting, tracking, and management systems, pursuant to Section 991 of Title 10, U.S.C., comply with any applicable DoD policy or guidance.

d. Submit an annual department PERSTEMPO waiver report to the Office of the USD(P&R) by October 31 of each year summarizing, by component:

(1) The total number of 400-day threshold waivers in the past fiscal year.

(2) The pay grades and military occupations most waived.

(3) Any primary event drivers that emerge based on patterns influencing the generation of waiver requests.

(4) Subjective projections of long-range effects on Service members and units affected by 400-day PERSTEMPO threshold waivers, specifically related to readiness, retention, and quality of life.

## **SECTION 3: PROCEDURES**

### **3.1. TRACKING AND MAINTAINING PERSTEMPO DEPLOYMENT AND NON-DEPLOYMENT EVENTS.**

a. The Military Services will report, track, and maintain PERSTEMPO deployment and non-deployment event data for each Service member under their respective jurisdictions via applicable DoD policy or guidance. (See Table 1 for a list of PERSTEMPO events and Paragraph G.2. for the definition of PERSTEMPO events.) A Reserve Component frequency indicator will be used for all Reserve Component PERSTEMPO deployment events to track whether the PERSTEMPO deployment event involves active duty pursuant to Section 436(a)(2)(C) of Title 37, U.S.C.

b. The centralized database of all PERSTEMPO events, in accordance with applicable DoD policy or guidance, will provide information for research, actuarial analysis, interagency reporting, and evaluation of DoD programs and policies.

### **3.2. MANAGING LENGTH OF TIME SERVICE MEMBERS SPEND IN PERSTEMPO DEPLOYMENT EVENTS**

a. The Military Services will manage all time away from the housing in which the member resides that meets the definition of a PERSTEMPO deployment event, as defined in Paragraph G.2., and is listed in Table 1 as deployed time.

b. The Military Services will minimize the time Service members spend in PERSTEMPO deployment events that exceed the DoD-wide threshold to the extent it does not adversely affect mission accomplishment or weaken individual or unit readiness.

### **3.3. DOD-WIDE THRESHOLD.**

a. The October 8, 2001 Deputy Secretary of Defense Memorandum waives deployment thresholds established in Section 991 of Title 10, U.S.C.

b. Pursuant to Section 991 of Title 10, U.S.C., DoD established a uniform, DoD-wide PERSTEMPO deployment event threshold of 400 days out of the preceding 730 days.

c. This PERSTEMPO deployment event threshold will be managed prospectively by the respective Military Service to the maximum extent possible within operational constraints. Consideration will be given to whether the planned duration of time away from the housing in which the Service member resides will cause the member to break the threshold before they begin a PERSTEMPO deployment event.

Table 1. PERSTEMPO Events

Type	Category	Name	Definition
<b>Deployment</b>	<b>Operation</b>	<b>Contingency Operation</b>	In accordance with Joint Publication 1-0, a military operation that: (a) is designated by the Secretary of Defense as an operation in which members of the Military Services are or may become involved in military actions, operations, or hostilities against an enemy of the U.S. or against an opposing force or (b) is created by operation of law. (See Section 101(a)(13)(B) of Title 10, U.S.C., for conditions in which a contingency operation exists.)
		<b>Counterdrug Operation</b>	A military action taken to detect, monitor, and counter the production, trafficking, and use of illegal drugs.
		<b>Forward Presence</b>	The visible posture of U.S. forces and infrastructure strategically positioned in or near key regions around the globe to contribute to the stability, continuity, and flexibility that protects U.S. interests.
		<b>Humanitarian Operation</b>	Conducted to relieve or reduce the results of natural disasters, disasters caused by people, or other regional conditions such as human pain, disease, hunger, or hardship that might present a serious threat to life or result in great damage to or loss of property. Assistance provided under these provisions can include: (a) medical, dental, and veterinary care provided in a country's rural areas; (b) construction of rudimentary surface transportation systems; (c) well drilling and constructing basic sanitation facilities; and (d) rudimentary construction and repairing of public facilities.
		<b>Law Enforcement Operation</b>	Supports law enforcement authorities to counter international criminal activities and suppress regional rebellion in foreign countries.
		<b>Peacekeeping Operation</b>	In accordance with Joint Publication 3-07.3, this operation consists of military operations undertaken with the consent of all major parties to a dispute, designed to monitor and facilitate implementation of an agreement (cease-fire, truce, or other such agreement) and support diplomatic efforts to reach a long-term political settlement.

**Table 1. PERSTEMPO Events, Continued**

<b>Type</b>	<b>Category</b>	<b>Name</b>	<b>Definition</b>
<b>Deployment, continued</b>	<b>Operation, Continued</b>	<b>Surveillance Operation</b>	The systematic observation of aerospace, surface or subsurface areas, places, persons, or things by visual, auditory, electronic, photographic, or other means.
		<b>U.S. Domestic Civil Operation</b>	Activities and measures taken by the DoD to foster mutual assistance and support between the DoD and any civil U.S. Government agency in planning, preparing, or applying resources for border patrol augmentation and in response to the consequences of civil emergencies or attacks, including national security emergencies.
	<b>Exercise</b>	<b>Joint or Combined Exercise</b>	A non-North Atlantic Treaty Organization (NATO) military maneuver or simulated wartime operation involving planning, preparation, and execution. It is performed for training and evaluation purposes. A joint exercise involves more than one branch of the U.S. Military Services. A combined exercise involves one or more branches of the U.S. Military Services and one or more allies.
		<b>NATO Exercise</b>	A combined military maneuver or simulated wartime operation conducted by forces of two or more allied NATO nations acting together for accomplishing a single mission.
		<b>Service Exercise</b>	A military maneuver or simulated wartime operation of a single U.S. Military Service involving planning, preparation, and execution, carried out for the purpose of training and evaluation.
	<b>Home Station Training</b>	<b>Home Station or Local Operating Area of a Ship or Vessel Training</b>	Training conducted within the limits of an installation, base, or local operating area of a ship or vessel that the member's unit occupies when not committed to an operation that makes it infeasible for a member to spend off-duty time in the housing in which the member resides. Appropriate authorities predetermine and document this area.
	<b>Hospitalization (Not at or near permanent duty station(PDS)/homeport(HP))</b>	<b>Hospitalization</b>	The formal admission to a medical treatment facility that is not near the Service member's PDS or HP.



**Table 1. PERSTEMPO Events, Continued**

<b>Type</b>	<b>Category</b>	<b>Name</b>	<b>Definition</b>
<b>Deployment, continued</b>	<b>Mission Support Temporary Duty</b>	<b>Mission Support Temporary Duty</b>	Duties that include meetings, conferences, staff visits, staff augmentation, and medical appointments that do not occur at or near the Service member's PDS or HP.
	<b>Unit Training</b>	<b>Unit Training at a Combined Training Center</b>	One or more Military Services conduct training at a combined training center to meet specific training requirements, test new methodologies, or receive independent training evaluations.
		<b>Unit Training at a Designated Training Center</b>	Unit training conducted in an installation, a city area or other public land, or a body of water.
<b>Non-Deployment</b>	<b>Disciplinary</b>	<b>Disciplinary Event</b>	The confinement of a Service member restricting him or her from performing normal duties.
	<b>Duty in Garrison</b>	<b>Duty in Garrison</b>	Home station or HP duty performed at the permanent location that the member's unit occupies when not committed to an operation that makes it infeasible for a member to spend off-duty time in the housing in which the member resides.
	<b>Funeral Honors Duty</b>	<b>Funeral Honors Duty</b>	The rendering of military honors to a deceased military member by Reserve Component members.
	<b>Hospitalization (At or near PDS/HP)</b>	<b>Hospitalization</b>	The formal admission to a medical treatment facility that is at or near the Service member's PDS or HP.
	<b>Inactive Duty Training</b>	<b>Inactive Duty Training</b>	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. Inactive duty training 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.
	<b>Individual Training</b>	<b>Individual Training</b>	Institutional training conducted by a centralized, DoD, or single-Service training organization in a school or training center.

**Table 1. PERSTEMPO Events, Continued**

<b>Type</b>	<b>Category</b>	<b>Name</b>	<b>Definition</b>
<b>Non-Deployment, continued</b>	<b>Muster Duty</b>	<b>Muster Duty</b>	The personnel status accounting of Ready Reserve Service members attached to a Reserve command, pursuant to Section 12319 of Title 10, U.S.C.

### **3.4. WAIVER OF DOD-WIDE THRESHOLD.**

The Secretary of the Military Department concerned may grant waivers to the threshold established in Paragraph 3.3.b. Approval authority for waivers may be further delegated in writing but not below the level of a one-star general or flag officer, or senior executive service–equivalent, in the Service member’s chain of command.

### **3.5. COMPENSATION.**

As needed, the Military Services may use available assignment and special duty pay authorities, including hardship duty pay-tempo, to compensate Service members for high PERSTEMPO. The Military Services should consider retention, quality of life, family separation, and other factors that contribute to a Service member’s dissatisfaction with spending excessive amounts of time away from his or her PDS or HP.

### **3.6. INTER-SERVICE AND INTER-COMPONENT TRANSFERS.**

a. If a Service member transfers to a new Military Service or between components of a Military Service, the gaining Military Service or component must collect the Service member’s historical PERSTEMPO data. DMDC will provide the historical PERSTEMPO data to the gaining Military Service or component upon request.

b. The DoD-wide PERSTEMPO deployment event threshold applies across the Military Services and their components. If a Service member with historical PERSTEMPO deployment events transfers between Military Services or between components of a Military Service, those events will be considered for the purposes of the DoD-wide threshold established in Paragraph 3.3.

## GLOSSARY

### G.1. ACRONYMS.

ACRONYM	MEANING
DMDC	Defense Manpower Data Center
DoDM	DoD manual
HP	homeport
NATO	North Atlantic Treaty Organization
PDS	permanent duty station
PERSTEMPO	personnel tempo
U.S.C.	United States Code
USD(P&R)	Under Secretary of Defense for Personnel and Readiness

### G.2. DEFINITIONS.

Unless otherwise noted, these terms and their definitions are for the purpose of this issuance.

TERM	DEFINITION
<b>exercise</b>	A category of PERSTEMPO deployment events. Includes joint or combined exercises, Service exercises, and NATO exercises. See the “unit training” definition for exercises that have not received an official designation.
<b>hardship duty pay-tempo</b>	Special duty pay, not to exceed \$500 per month, designed to recognize extended or excessive amounts of time outside of a Service member’s permanent duty station in accordance with DoDI 1340.26.
<b>operation</b>	A category of PERSTEMPO deployment events. Includes contingency, counterdrug, law enforcement, U.S. domestic civil, humanitarian, peacekeeping or peace, surveillance, and forward-presence operations.

<b>TERM</b>	<b>DEFINITION</b>
<b>PERSTEMPO</b>	Defined in Section 991(f)(3) of Title 10, U.S.C. If a member of a Reserve Component who is performing active service pursuant to orders that do not establish a permanent change of station, said housing is any housing, including the member's residence, that the member usually occupies during off-duty time when on garrison duty at the member's PDS or HP. PERSTEMPO events include PERSTEMPO deployment and PERSTEMPO non-deployment events.
<b>PERSTEMPO deployment event</b>	<p>Events that fall under operations, exercises, unit training, mission support temporary duty, home station training, or hospitalization not at or near the Service member's PDS or HP.</p> <p>A member of the Military Services is in a PERSTEMPO deployment event on any day on which, pursuant to orders, the member is performing one of the identified deployment events 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 they reside when on garrison duty at their PDS or HP.</p> <p>Reserve Component members are in a PERSTEMPO deployment event on any day on which, pursuant to orders that do not establish a permanent change of station, they are performing active duty or full-time National Guard duty, as defined in Sections 101(d)(1) and 101(d)(5) of Title 10, U.S.C., at a location or under circumstances that make it infeasible for a member to spend off-duty time in the housing, which may include the member's residence, that the member usually occupies during off-duty time when on garrison duty at the member's PDS or HP.</p>
<b>PERSTEMPO non-deployment event</b>	<p>PERSTEMPO non-deployment events fall under individual training, duty in garrison near the Service member's PDS or HP, hospitalization near the Service member's PDS or HP, disciplinary events, Reserve Component inactive duty training, muster duty, or funeral honors duty.</p> <p>A Service member is in a PERSTEMPO non-deployment event when they are at a location or under circumstances that make it impractical for them to spend off-duty time in the housing in which they normally reside and the member is performing one of the identified non-deployment events.</p>
<b>Reserve Component frequency indicator</b>	An indicator identifying whether a Reserve Component member is in a PERSTEMPO deployment event and is on active duty pursuant to Section 436(a)(2)(C) of Title 37, U.S.C.

**TERM**

**DEFINITION**

**unit training**

A category of PERSTEMPO deployment events when all or part of a unit is accomplishing training objectives at a location other than the permanent duty location. Unit training includes training at a combined training center or at a designated training area. Unit training also includes exercises that have not received an official designation.

## **REFERENCES**

- Deputy Secretary of Defense Memorandum, “Suspension of Statutory Requirements for Personnel Tempo (PERSTEMPO) Management,” October 8, 2001
- DoD Directive 5124.02, “Under Secretary of Defense for Personnel and Readiness (USD(P&R)),” June 23, 2008
- DoD Instruction 1340.26, “Assignment and Special Duty Pays,” September 25, 2017, as amended
- Joint Publication 1-0, “Joint Personnel Support,” May 31, 2016
- Joint Publication 3-07.3, “Peace Operations,” March 1, 2018
- United States Code, Title 10
- United States Code, Title 37