



UNITED STATES MARINE CORPS
MARINE CORPS RECRUIT DEPOT/WESTERN RECRUITING REGION
1600 HENDERSON AVENUE SUITE 238
SAN DIEGO, CALIFORNIA 92140-5001

DepO 1320.17
G-1

20 SEP 00

DEPOT ORDER 1320.17

From: Commanding General
To: Distribution List

Subj: PERSONNEL TEMPO REPORTING INSTRUCTIONS

Ref: (a) CMC (MP) msg 181537Z SEP 00 (MARADMIN 455/00)
(b) CMC (MI) msg 121817Z SEP 00 (PERS ADMIN ADVISORY 09/00)
(c) CMC (MP) msg 260800Z MAY 00 (MARADMIN 275/00)
(d) DepO 1320.16A

Encl: (1) Example PerSTempo Representative Appointment Letter
(2) Example PerSTempo Reporting Official Appointment Letter
(3) Personnel Tempo Report
(4) Definition of Event Codes

1. Purpose. The purpose of this Order is to publish the Personnel Tempo (PerSTempo) reporting requirements for all personnel assigned to Marine Corps Recruit Depot, San Diego. Commanders within the Western Recruiting Region will publish similar instructions to enact these procedures. References (a) through (c) establish the criteria and reporting requirements.

2. Background. Congress recently mandated the Marine Corps to track the PerSTempo of every Marine and other service personnel assigned to Marine Corps units by 1 October 2000. PerSTempo tracking will be accomplished utilizing the Marine Corps Total Force System (MCTFS). In addition, the National Defense Authorization Act (NDAA) requires general officer approval to keep a Marine deployed 182 or more days out of any 365 consecutive day period. When a Marine is deployed for 220 or more days out of any 365 consecutive day period, further deployment requires the approval of an officer serving in the grade of general. This information will eventually be used to substantiate entitlement to a new high deployment per diem beginning in FY-02. (This is currently based on being deployed 251 or more days of the prior 365 days but may change due to proposed legislation.) The date that 182, 220, or 251 of the prior 365 days is reached is referred to as a 'gate' for the purposes of MCTFS.

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3. Information

a. A PersTempo event has occurred when a member, in the performance of official duties, is not afforded the opportunity to return to his/her residence or regular billeting area at the permanent duty station (PDS) during periods of normal liberty. PersTempo is comprised of two separate types: "Deployment Tempo" and "Non-Deployment Tempo"

(1) Deployment Tempo categories. Deployment Tempo is divided into separate categories as follows:

- (a) Contingency operation
- (b) Counter drug operation
- (c) Law enforcement operation
- (d) U.S. domestic civil operation
- (e) Humanitarian operation
- (f) Peace keeping operation
- (g) Surveillance operation
- (h) Forward presence operation
- (i) Joint/combined operation
- (j) Service exercise
- (k) NATO exercise
- (l) Home station training (field duty at the PDS)
- (m) Unit training at a combined training center

(n) Mission support TAD [This includes all TAD that cannot be classified in a different category of TAD, excluding Permissive TAD (PTAD)].

(2) Non-Deployment Tempo categories. Non-Deployment Tempo is divided into separate categories as follows:

- (a) Individual training at a school

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(b) Duty in garrison (Duty officer/NCO, driver, guard-duty, etc.)

(c) Discipline (confinement)

(d) Hospitalization

(3) Specific PersTempo category definitions are also available in enclosure (4) or on the manpower information system field support branch home page at:

<https://osrey.manpower.usmc.mil/web/manpower/manpower.nsf/mainpage>.

b. Documentation used to determine that a PersTempo event has occurred must be provided to report into the MCTFS. All documentation will be maintained at the unit unless specifically requested. When the PersTempo event has occurred with other service personnel, the documentation must be forwarded to the member's supporting personnel office. This must occur in advance of the required travel, when TAD orders are involved.

c. All requests concerning other service personnel must be routed through the appropriate Personnel Support Detachment (PSD) having responsibility for their personnel records. For Naval personnel, this will be the Navy PSD.

d. Acceptable documentation to substantiate non-deployment PersTempo is listed as:

(1) Logbooks or Duty rosters

(2) Training rosters

(3) Confinement orders

(4) Any other documentation that will validate the member was unable to return to his/her residence at the PDS during normal periods of liberty due to official military reasons, less PTAD and leave. In questionable cases, the AC/S, G-1 will make the final determination of duties qualifying for PersTempo reporting.

4. Action

a. Assistant Chief of Staff, G-1. Appoint, at a minimum, a primary and alternate Depot PersTempo representative to consolidate and report PersTempo data via the MCTFS as required by current directives. Appointment letters will be made utilizing enclosure (1).

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b. Commanding Officers, Headquarters and Service Battalion, Recruit Training Regiment and Weapons and Field Training Battalion. Appoint a unit Personnel Tempo Reporting Official and assistant for their respective units. These appointees should be an officer or staff NCO. Appointment letters will be made utilizing enclosure (2) of this Order. Each appointee will be responsible to submit the daily PerSTempo report to the CPAC appointed representatives and certify the correctness of the PerSTempo information. A copy of the appointment letters will be forwarded to the AC/S, G-1 (CPAC).

(1) As stated in reference (d), it is imperative that TAD requests are submitted fifteen (15) working days in advance of the effective date, in order to allow the order writing section sufficient time to verify the members PerSTempo accumulated days.

(2) Enclosure (3) will be completed and submitted by each unit by 1000 each workday to the Depot PerSTempo representative. The daily report submitted on the first workday of the week will include the PerSTempo information from the previous weekend. Utilize enclosure (4) to determine appropriate PerSTempo Event Code. Additionally, the Navy PSD section will be provided a copy of the PerSTempo report from each unit, if Navy personnel are listed.


J. R. MORRIS
Chief of Staff

DISTRIBUTION: A

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EXAMPLE PERSTEMPO REPORTING OFFICIAL APPOINTMENT LETTER



UNITED STATES MARINE CORPS
(APPROPRIATE LETTER HEAD)

1300
CO

From: Commanding Officer, (As Appropriate i.e. H&S/RTR)
To:

Subj: APPOINTMENT AS DEPOT PERSONNEL TEMPO REPORTING OFFICIAL

Ref: (a) DepO 1320.17

1. Per paragraph 4b of the reference, you are appointed as the Personnel Tempo reporting Official for this unit. You are directed to become familiar with the reference and execute the duties required therein.
2. This appointment is to remain in effect until properly relieved or upon reassignment.

/s/

Copy to:
Dir, CPAC

ENCLOSURE (2)

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EXAMPLE PERSTEMPO REPRESENTATIVE APPOINTMENT LETTER



UNITED STATES MARINE CORPS
(APPROPRIATE LETTER HEAD)

1300

G-1

From: AC/S, G-1 (Director, CPAC)

To:

Subj: APPOINTMENT AS UNIT PERSONNEL TEMPO REPRESENTATIVE

Ref: (a) DepO 1320.17

1. Per paragraph 4a of the reference, you are appointed as the Personnel Tempo representative for the Consolidated Personnel Administration Center. You are directed to become familiar with the reference and execute the duties required therein.
2. This appointment is to remain in effect until properly relieved or upon reassignment.

/s/

ENCLOSURE (1)

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DEFINITION OF EVENT CODES

Reportable PersTempo Events

NOTE: A PERSTEMPO TRANSACTION WILL NOT BE REPORTED IF THE MARINE WAS ALLOWED TO RETURN TO HIS OR HER NORMAL BILLETING AREA OR RESIDENCE AT THE PERMANENT DUTY STATION DURING NORMAL LIBERTY PERIODS.

Contingency operation. (DAA) An operation (a) designated by the Secretary of Defense in which members of the Armed Forces are or may become involved in military actions, operations, or hostilities against an enemy of the United States or against an opposing force or (b) results in a call to or retention on active duty of members of the Uniformed Services during a war or during a national emergency declared by the President or Congress.

Counter-drug operation. (DAD) A military action taken to detect, monitor, and counter the production, trafficking, and use of illegal drugs.

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

Duty in garrison. (NGZ) Home station or homeport duty performed at the permanent duty station. Includes all duties such as duty officer, duty NCO, guard duty, etc. that prevent the Marine from returning to his/her billeting area at the permanent duty station during periods of normal liberty.

Forward presence. (DAO) The visible posture of US forces and infrastructure strategically positioned in or near key regions around the globe, to contribute to the stability, continuity, and flexibility that protect US interests.

Funeral honors duty. (NLZ) The rendering of military honors to a deceased military member by Reserve component members.

Home station training. (DCQ) Training conducted within the limits of the permanent duty station. This can be an installation, base, or local operating area of a ship or vessel. Any field exercise or training that is conducted at the permanent duty station is considered home station training unless such training was conducted as part of a formal school.

Hospitalization while not deployed. (NHZ) The formal admission to a medical treatment facility except when deployed as indicated by codes DAP, DBP, or DCP.

ENCLOSURE (4)

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Hospitalization during an operation. (DAP) The formal admission to a medical treatment facility while participating in an operation identified by PersTempo type codes beginning with the letters 'DA' and not at or near the members permanent duty station

Hospitalization during an exercise. (DBP) The formal admission to a medical treatment facility while participating in an exercises identified by PersTempo type codes beginning with the letters 'DB' and not at or near the member's permanent duty station.

Hospitalization during unit training. (DCP) The formal admission to a medical treatment facility while participating in unit training identified by PersTempo type codes beginning with the letters 'DC' and not at or near the member's permanent duty station.

Humanitarian operation. (DAG) An operation conducted to relieve or reduce the results of natural or manmade disasters or other endemic conditions such as human pain, disease, hunger, or privation that might present a serious threat to life or that can result in great damage to or loss of property. Assistance provided under these provisions can include: (a) medical, dental, and veterinary care provided in rural areas of a country; (b) construction of rudimentary surface transportation systems; (c) well drilling and construction of basic sanitation facilities; and (d) rudimentary construction and repair of public facilities.

Individual training. (NEZ) Institutional training conducted in a school or training center of a centralized, DoD or single-Service, training organization. Attendance at a formal school (e.g. SNCO Academy, SOI, APAC, etc.) will be reported with this code unless the school is held at or near the Marines permanent duty station and the Marine is allow to return to his or her normal billeting area or residence during normal liberty periods.

Inactive Duty Training. (NJZ) Reservist in a 'drill' status performing training away from the home training center.

Joint or combined exercise. (DBJ) A non-NATO military maneuver or simulated wartime operation involving planning, preparation, and execution. It is carried out for the purpose of training and evaluation. A joint exercise involves more than one US Armed Force. A combined exercise involves one or more US Armed Forces and one or more allies.

Law enforcement operation. (DAE) Supports law enforcement authorities to counter international criminal activities and suppress domestic rebellion in foreign countries.

Mission support TDY. (DDO) TAD for meetings, conferences, staff visits, staff augmentation, and medical appointments (not to include hospitalization) that are not held at the permanent duty station.

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Muster duty. (NKZ) Reserve IRR muster duty only.

NATO exercise. (DBL) A combined military maneuver or simulated wartime operation conducted by forces of two or more allied NATO nations acting together for the accomplishment of a single mission.

Peacekeeping operation. (DAH) A military action undertaken with the consent of all major disputing parties, designed to monitor and facilitate implementation of an agreement (such as a cease-fire or truce) and support diplomatic efforts to reach a long-term political settlement.

Service exercise. (DBK) A single Armed Force's military maneuver or simulated wartime operation involving planning, preparation, and execution carried out for the purpose of training and evaluation. Does not include training conducted at the permanent duty station.

Surveillance operation. (DAI) The systematic observation of aerospace, surface or subsurface areas, places, persons, or things, by visual, auditory, electronic, photographic, or other means.

Unit training at a combined training center. (DCM) The location where one or more Services conduct training to meet specific training requirements, test new methodologies, and receive independent training evaluations. Does not include training conducted at the permanent duty station.

Unit training at a designated training area. (DCN) The geographic area in which unit training is conducted. The training area can be described as an installation, an area of a city, other public land, or a body of water. Does not include training conducted at the permanent duty station.

US domestic civil operation. (DAF) Activities and measures taken by the Department of Defense to foster mutual assistance and support between the Department of Defense and any civil government agency in planning, preparing for, or applying resources for border patrol augmentation and in response to the consequences of civil emergencies or attacks, including national security emergencies.

ENCLOSURE (4)