



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
NATIONAL GUARD BUREAU
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19 MAY 2005

NGB-ARH

MEMORANDUM FOR: See Distribution Below

SUBJECT: New Personnel Tempo (PERSTEMPO) Module within eMILPO and Updated Reporting Requirements (ARH Memo 05-034)

1. References.

- a. National Defense Authorization Act, FY 04 Section 541.
- b. National Defense Authorization Act, FY 02 Section 515 and 592.
- c. Memorandum, Deputy SECDEF, 8 Oct 01, Subject: Suspension of Statutory Requirements for Personnel Tempo (PERSTEMPO) Management.
- e. MILPER Message, 01-25, 19 Sep 01, Subject: PERSTEMPO reporting remains in effect.
- f. ALARACT Message DTG 191557Z Oct 01, Subject: Change to PERSTEMPO Reporting.
- g. DA Personnel Policy Guidance for Operations Iraqi Freedom (OIF), Enduring Freedom (OEF) and Noble Eagle (ONE), updated 8 Mar 05, paragraph 5-9, <http://www.odcsper.army.mil/militarypersonnel/policy.asp>.
- h. PERSTEMPO Procedures and Management Process (formerly Business Rules), 30 Jan 04, <https://www.perscomonline.army.mil/PERSTEMPO/brules/brules.htm>.

2. The tracking and reporting of all creditable PERSTEMPO events remains in effect for all Active Component (AC), Army National Guard (ARNG) and Army Reserve (USAR) units even though the General Officer management and payment are currently suspended. PERSTEMPO is a statutory requirement that requires continued command emphasis at all levels. However, suspension of payments remains in effect.

3. Recent analysis shows under-reporting by the field continues to occur. Commanders are not accurately reporting their Soldiers' PERSTEMPO days. Sustained effort army-wide is required to ensure Soldiers receive credit for PERSTEMPO days.

4. Law changes. NDAA FY04 (h.r. 1588, sec.541) pertaining to PERSTEMPO streamlined management thresholds and changed PERSTEMPO payment from a daily

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per diem (of \$100) to a monthly allowance (of not more than \$1000). This payment is currently suspended. OSD will issue implementation guidelines in the near future. The FY04 NDAA can be found at:

https://www.perscomonline.army.mil/PERSTEMPO/law/NDAA_law.htm.

5. PERSTEMPO migration. Army Human Resources Command (HRC) is completing extensive efforts to migrate PERSTEMPO reporting into the eMILPO web application. The migration will improve the input process, capitalize on the success of eMILPO and better support field users. The PERSTEMPO datastore will also be migrated into the eMILPO datastore and feature an adhoc query capability. Future upgrades are planned to better report deployed Soldiers PERSTEMPO events and improve the use of PERSTEMPO data.

a. An enhanced eMILPO application that includes PERSTEMPO functionality will be operational in Apr 05.

b. Field input requirements will continue. The application will incorporate the FY04 NDAA changes and reflect field user input.

c. A new web-based training packet is available at <https://eMILPO.ahrs.army.mil/>. Select the web-based training link under eMILPO. Users and administrators should begin training now in order to complete the web-based training at your installation prior to April 2005.

d. A blackout period for the current PERSTEMPO application will occur 21 Mar to 3 Apr 05, after which it will be shut down. Units will be required to manually track all soldier PERSTEMPO data during the blackout period and input this data into eMILPO after the blackout period ends. The RC will be required to continue preparing all batch feeds during the blackout period, and submit them after the blackout period ends, to ensure that all RC Soldiers receive accurate PERSTEMPO credit.

6. Application update.

a. Event location. The PERSTEMPO module of the eMILPO web application will be the only means by which the Army tracks individual Soldier deployments and other PERSTEMPO events. This information is critical for individual personnel actions. Commanders need to ensure that Soldiers deployed OCONUS have the event location entered as non-us worldwide in eMILPO.

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b. Event purpose. We are currently in a state of national emergency. Personnel with PERSTEMPO responsibility should not select the war option for forward deployed Soldiers. Those persons with PERSTEMPO responsibility should refer to the PERSTEMPO procedures and management process (PPMP) at <https://www.perscomonline.army.mil/PERSTEMPO/default.htm> for more info.

c. Forward deployed location data. Users will not enter specific country/city/military installations or geographic location (GEOLOC) data anywhere within the PERSTEMPO section of the eMILPO application.

d. Operation/exercise event title. Users need to ensure they are adding the correct event title to the appropriate operation or exercise. The drop down menu can only be selected after the event has closed.

e. Force user responsibility. ARNG personnel must validate individual PERSTEMPO counter information upon mobilization/demobilization and prior to outprocessing. The personnel policy guidance (PPG), at <http://www.armyg1.army.mil/militarypersonnel/ppg.asp>, states that commanders will ensure that their Soldiers PERSTEMPO is properly input to the application and that mobilization stations will check and update this information prior to a Soldier departing from the mobilization station.

1. ARNG personnel or state commands will ensure initial PERSTEMPO data is input as part of the orders writing process and is properly reflected in eMILPO.

2. Mobilization station/support installation assumes responsibility for PERSTEMPO reporting after Activation of reserve component units/individuals and will verify all Soldiers PERSTEMPO counters to ensure the PERSTEMPO event is correctly initiated and recorded as part of mobilization processing.

3. Commanders utilizing an RC Soldier will provide PERSTEMPO support. The force user will ensure that all follow-on PERSTEMPO creditable events and changes to creditable events are accurately reflected in eMILPO.

f. Army Knowledge Online (AKO). Soldiers can view their individual PERSTEMPO day count by logging onto the AKO website. PERSTEMPO counts are found in the "My Personnel" section under self service. This feature will be frozen during the PERSTEMPO blackout period and will not reflect an updated PERSTEMPO count. Individuals are encouraged to submit discrepancies to their unit S1/PAC or commander with proper documentation for correction.

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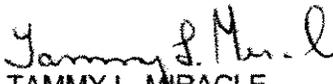
7. PERSTEMPO users who are not currently eMILPO users must request eMILPO PERSTEMPO accounts through their installation SIDPERS chiefs or unit administrator. eMILPO user administrators can grant PERSTEMPO functionality to current eMILPO users, as well as create eMILPO accounts that limit the user to only the PERSTEMPO functionality. Legacy system accounts will be closed as of the start of the blackout period. New users will require the following system capabilities to access eMILPO.

a. Internet access eMILPO is a web-based application and uses standard internet browsers. A user must have internet access to enter the application. If internet access is not available, the user can request assistance from his/her communications support element. Users must follow local procedures to ensure they are properly registered with their designated user administrators.

b. AKO access the user must be a registered user of the Army Knowledge On-line portal. To register with AKO, click on this link: www.us.army.mil.

c. ARNG will provide training to all new state and territory PERSTEMPO points of contact. This training will be conducted at the ARNG Readiness Center in Arlington, VA or in Little Rock, AK at Camp Joseph T. Robinson, North Little Rock.

8. Points of Contact for this message are Mr. Bennie Hayes, NGB-ARP, DSN 327-9175, 703-607-9175, or e-mail Bennie.Hayes@ngb.army.mil and MAJ Donna McDermott, NGB-ARH, DSN 327-3302, 703-607-3302 or email donna.mcdermott@ngb.army.mil.


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