

# PERSTEMPO REPORTS JOB AID

This Job Aid assists HR Professionals in pulling and reviewing Personnel Tempo (PERSTEMPO) Reports for individuals and their unit.

The PERSTEMPO Individual Report lists all PERSTEMPO events for a Member. The PERSTEMPO Summary Report shows aggregated metrics per member across the organization. The PERSTEMPO 365/730 Report displays events from the last 365/730 days for a selected member or organization.

Any updates should be processed through assignment, Temporary Duty (TDY) Events, and Field Duty entries in Human Capital Management (HCM). Historic events may be updated through HCM PERSTEMPO Event.

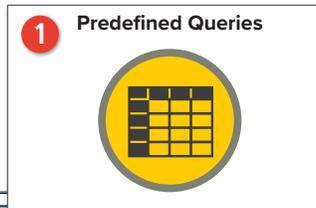
*NAVIGATION: Manager/HR Professional Homepage > Predefined Queries Tile*



*NOTE: See IPPS-A User Manual > Chapter 22*

## PERSTEMPO Reports

1. Navigate to the **Predefined Queries** Tile.
2. Screen displays the **Predefined Queries** landing page.
  - 2A. Select **PERSTEMPO Reports** link.



Predefined Queries
2

**Service Data**

Displays Personnel service information to assist HR Professionals monitor potential Soldiers for pay actions, selection boards, and other related actions, or to identify or monitor Soldiers who are eligible to ETS and or Retire from service.

**Availability and Restriction**

Displays information on Soldier's limitations to potential assignments, deployments, and or training. This query could also be used to assist leadership forecast Rear Detachment personnel and identify late deployers.

**Assigned Duty Title**

Displays personnel information to assist HR Professionals monitor vacant duty positions in an organization. This query is similar to the Unit Manning Report currently used.

**Demographics Information**

Displays personnel information, providing a snapshot of an organization's demographic composition and can be used to help monitor an organization's diversity.

**Inventory Tool**

This report was designed by the Health Services Division to provide a one-stop look at service member demographics and data points on any given service member.

**Multi-Slotted Positions**

This report provides a list of positions that have multiple soldiers slotted to them.

**Dwell**

This report displays soldier dwell information and enables users to assess member's individual deployment-to-dwell ratios for the active component and mobilization-to-dwell ratios for the reserve component

**Overseas Deployment History**

Displays personnel deployments and overseas information. This query can be used to track an organization's deployment stabilization period.

**Certification Qualification**

Displays personnel's military and civilian education, technical certifications and special skills.

**Personnel Management**

Displays personnel information to assist HR Professionals monitor and forecast personnel gains and losses within the organization.

**Annual Records Review**

Displays annual Soldier requirement information or personnel actions that may require attention.

**Year-Month Available to Move (YMAV) Report**

This report allows officers, units, and HR Professionals to synchronize the earliest year and month available for designated officers to move. The YMAV date and associated YMAV reasoning code is managed by Human Resources Command, Career Branches. In tandem, the YMAV/YMAV reasoning code serves as the demand signal for officer movement to include but not limited to: training, school, world-wide assignments and professional development.

A
**PERSTEMPO Reports**  
 The PERSTEMPO Summary, 365, and 730 Reports

3. Screen displays the **PERSTEMPO Dashboard** landing page, including several links:
  - PERSTEMPO Summary
  - PERSTEMPO Individual
  - PERSTEMPO 365 Report
  - PERSTEMPO 730 Report
  - 3A. Select the **PERSTEMPO Individual** link.

PERSTEMPO Dashboard
3

**PERSTEMPO Summary**

PERSTEMPO totals per Soldier with aggregated metrics across selected Soldiers

**PERSTEMPO 365 Report**

Individual PERSTEMPO Records intersecting the last 365 days for selected Soldiers.

**PERSTEMPO Individual** A

PERSTEMPO Individual Report

**PERSTEMPO 730 Report**

Individual PERSTEMPO Records intersecting the last 730 days for selected Soldiers.

**PERSTEMPO Reports: Individual**

4. Screen displays the **PERSTEMPO Individual** landing page
  - 4A. Select various filters with Member specific information.
  - 4B. Select **Apply**.
  - 4C. PERSTEMPO Individual Report page displays listing of member events.
  - 4D. Select the appropriate link to **Refresh, Print, or Export** report.

**4**

Either select values from the drop-downs or type directly into each filter.

Component --Select Value--	Current DML --Select Value--	Last Name --Select Value--	Rank --Select Value--	Category --Select Value--
Current Component --Select Value--	Current DMSL --Select Value--	First Name --Select Value--	Control Branch --Select Value--	Purpose --Select Value--
RSC (NG) --Select Value--	Current UIC --Select Value--	EMPLID --Select Value--	Basic Branch --Select Value--	Source --Select Value--
State --Select Value--	Current ORGRAA --Select Value--	DoD ID --Select Value--	MOS --Select Value--	Status --Select Value--
Parent Command --Select Value--	Current PPA --Select Value--	CMF --Select Value--	Deployment Event --Select Value--	Exercise --Select Value--
PSC (RA) --Select Value--	ARQODA --Select Value--	Current Command --Select Value--	Country --Select Value--	Operation --Select Value--

**B**

**PERSTEMPO Individual Report** **C**

EMPLID	Rank	Last Name	First Name	Status	Start Date	End Date	Days	Within 365	Within 730	Category	Purpose	Deployment Type	Exercise Title	Operation Title	Country
0000000000	CPT	HENDERSON	MATTHEW	CLOSED	20030325	20030329	5	0	0	MSN SPT TDY	NOT APPLICABLE	MISSOIN SPT TDY			USA
0000000000	CPT	HENDERSON	MATTHEW	CLOSED	20030330	20030404	6	0	0	MSN SPT TDY	NOT APPLICABLE	MISSOIN SPT TDY			USA
0000000000	CPT	HENDERSON	MATTHEW	CLOSED	20030802	20030816	15	0	0	MSN SPT TDY	NOT APPLICABLE	MISSOIN SPT TDY			USA
0000000000	CPT	HENDERSON	MATTHEW	CLOSED	20040105	20040109	5	0	0	MSN SPT TDY	NOT APPLICABLE	MISSOIN SPT TDY			USA
0000000000	CPT	HENDERSON	MATTHEW	CLOSED	20040727	20040806	11	0	0	MSN SPT TDY	NOT APPLICABLE	MISSOIN SPT TDY			USA
0000000000	CPT	HENDERSON	MATTHEW	CLOSED	20041112	20041116	5	0	0	MSN SPT TDY	NOT APPLICABLE	MISSOIN SPT TDY			USA
0000000000	CPT	HENDERSON	MATTHEW	CLOSED	20050104	20060801	575	0	0	NAMED OPERATION	CONTINGENCY OPERATION	OPERATIONAL			USA
0000000000	CPT	HENDERSON	MATTHEW	CLOSED	20070519	20070602	15	0	0	MSN SPT TDY	NOT APPLICABLE	MISSOIN SPT TDY			USA
0000000000	CPT	HENDERSON	MATTHEW	CLOSED	20080503	20080517	15	0	0	MSN SPT TDY	NOT APPLICABLE	MISSOIN SPT TDY			USA

**D**

**PERSTEMPO Reports: Summary**

- 5. Screen displays the PERSTEMPO Summary landing page.
  - 5A. Select various filters with organizational options.
  - 5B. Select applicable criteria in the **Over 365/730 Threshold** drop downs or type in a numerical value.
  - 5C. Select **Apply**.
  - 5D. Display the total number of members over the selected threshold.
  - 5E. Select **Refresh, Print, or Export** of the summary listing.
  - 5F. Select the **PERSTEMPO Dashboard** to return to the PERSTEMPO landing page.

**5**

Either select values from the drop-downs or type directly into each filter.

**A**

Component --Select Value--  
Current Component --Select Value--  
RSC (NG) --Select Value--  
State --Select Value--  
Parent Command --Select Value--  
PSC (RA) --Select Value--

Current DML 82D  
Current DMSL --Select Value--  
Current UIC --Select Value--  
Current ORGRAA --Select Value--  
Current PPA --Select Value--  
ARQODA --Select Value--

**B**

Over 365 Threshold --Select Value--  
Over 730 Threshold --Select Value--

**C**

Apply Reset

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**2**

**Over Threshold 365**

# Soldiers with more than 200 PERSTEMPO days out of 365

Refresh - Print - Export

**46**

**Over Threshold 730**

# Soldiers with more than 400 PERSTEMPO days out of 730

Refresh - Print - Export

Rows 1 - 25

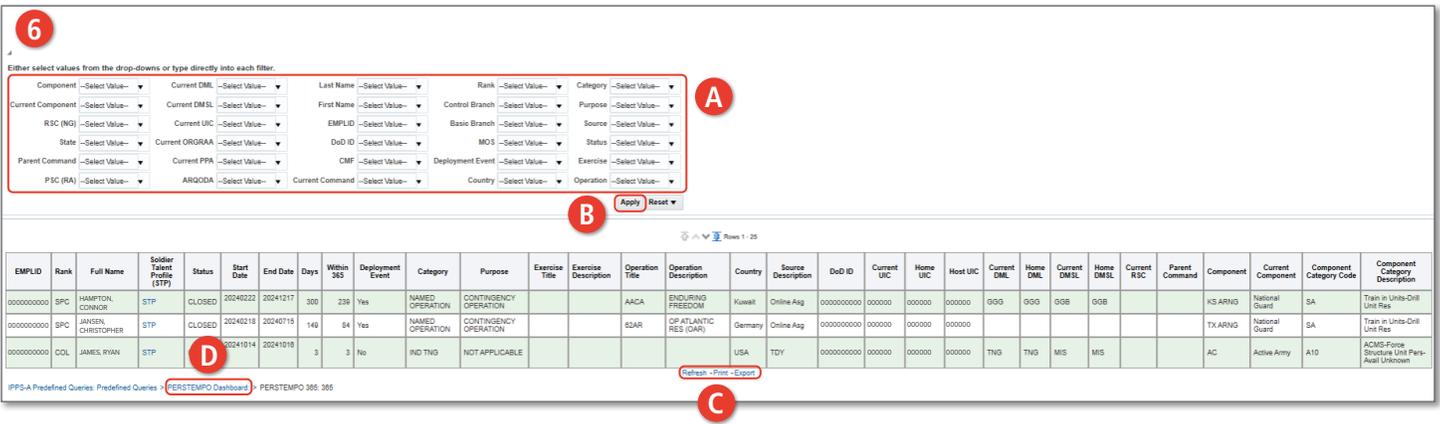
EMPLID	Rank	Full Name	Soldier Talent Profile (STP)	MOS	CMF	Total 365	Total 730	% over 365	% over 730	DoD ID	Current UIC	Home UIC	Host UIC	Current DML	Home DML	Current DMSL	Home DMSL	Current RSC	Parent Command	Component	Current Component	Component Category Code	Component Category Description
0000000000	MSG	WELLS, SAMUEL	STP	E11Z	11	0	0	0.0%	0.0%	0000000000	000000	000000		82D	82D	382	382		FC	AC	Active Army	A25	ACMS-Indiv Acct-Transients
0000000000	CPT	BAKER, TILLY	STP	O11A		21	21	5.8%	2.9%	0000000000	000000	000000		82D	82D	282	282		FC	AC	Active Army	A10	ACMS-Force Structure Unit Pers-Avail Unknown
0000000000	SSG	MCGRAW, ALLEN	STP	74D	74	0	26	0.0%	3.6%	0000000000	000000	000000		82D	82D	382	382			AC	Active Army	A10	ACMS-Force Structure Unit Pers-Avail Unknown

IPPS-A Predefined Queries: Predefined Queries > **PERSTEMPO Dashboard** > PERSTEMPO Summary: Summary

**E** Refresh - Print - Export

**PERSTEMPO Reports: 365/730**

- 6. Screen displays the 365/730 landing page.
  - 6A. Select various filters with member or organizational specific information.
  - 6B. Select **Apply**.
  - 6C. Review the listing; Select **Refresh**, **Print**, or **Export**.
  - 6D. Select the **PERSTEMPO Dashboard** to return to the PERSTEMPO landing page.



The screenshot shows the PERSTEMPO Reports landing page. At the top, there is a filter section with a red box labeled '6' and 'A' containing various dropdown menus for filtering. Below the filters is an 'Apply' button labeled 'B'. The main area is a table with columns for EMPID, Rank, Full Name, Soldier Talent Profile (STP), Status, Start Date, End Date, Days, Within 30, Deployment Event, Category, Purpose, Exercise Title, Exercise Description, Operation Title, Operation Description, Country, Source Description, DoD ID, Current UIC, Home UIC, Host UIC, Current DML, Home DML, Current DMSL, Home DMSL, Current RSC, Parent Command, Component, Current Component, Component Category Code, and Component Category Description. The table contains three rows of data. A red box labeled 'D' highlights the 'Status' column for the first row. At the bottom of the table, there are buttons for 'Refresh', 'Print', and 'Export' labeled 'C'. A red box labeled 'C' also highlights the 'PERSTEMPO Dashboard' link in the footer.

**IPPS-A RESOURCES**

-  [Website](#)
-  [Training Aids](#)
-  [R3 Resources Demo Server](#)
-  [User Manual \(Chapter 22\)](#)