

MILPER MESSAGE NUMBER : 08-070
AHRC-PDS-A
REISSUANCE OF PROCEDURAL CHANGES FOR ESTABLISHING
OCONUS DWELL TIME
Issued: [03/13/2008]

- A. ARMY REGULATION (AR) 600-8-104, MILITARY PERSONNEL INFORMATION MANAGEMENT/RECORDS
 - B. AR 600-8-101, PERSONNEL PROCESSING IN-, OUT-, SOLDIER READINESS, MOBILIZATION AND DEPLOYMENT PROCESSING
 - C. AR 614-30, OVERSEAS SERVICE
 - D. AR 670-1, WEAR AND APPEARANCE OF ARMY UNIFORMS AND INSIGNIA
 - E. AR 220-1, UNIT STATUS REPORTING
 - F. EMILPO FUNCTIONAL GUIDANCE
 - G. EMILPO USER MANUAL, PERSONNEL ACCOUNTING FUNCTIONALITY
 - H. HQDA ALARACT 253/2007, DAPE-MPE. 7 NOV 07, SUBJECT: INDIVIDUAL DWELL TIME (IDT) DEPLOYMENT POLICY
1. EXPIRATION: THIS MILPER MESSAGE WILL EXPIRE UPON THE FIELDING OF THE DEFENSE INTEGRATED MILITARY HUMAN RESOURCES SYSTEM (DIMHRS).
 2. THIS MESSAGE REISSUES PROCEDURES TO PROPERLY ESTABLISH, RECORD AND UPDATE DWELL TIME ON THE ENLISTED RECORD BRIEF (ERB) AND OFFICER RECORD BRIEF (ORB) IN A TIMELY AND ACCURATE MANNER.
 - A. REMOVES THE REQUIREMENT TO UPDATE COMMAND-SPONSORED TOURS EXCEPT WHEN A DEPLOYMENT OCCURS.
 - B. ELIMINATES THE REQUIREMENTS TO UPDATE 60 NON-CONSECUTIVE DAYS.
 3. THE FOLLOWING PROCEDURAL GUIDANCE IS PROVIDED:
 - A. DWELL TIME WILL CONTINUE TO BE UPDATED, CALCULATED, AND DISPLAYED ON SOLDIERS' ERB AND ORB IN SECTION I, ASSIGNMENT INFORMATION. BASED ON MILPER MESSAGE 06-004; HISTORICAL DATA SHOULD HAVE BEEN COMPLETED FOR EACH SOLDIER.
 - B. ENSURE THAT SOLDIERS' HISTORICAL DATA ARE VERIFIED AND UPDATED WHENEVER A SOLDIER IS CONDUCTING IN-, OUT-PROCESSING, SOLDIER READINESS, MOBILIZATION, DEPLOYMENT PROCESSING OR DURING ROUTINE RECORD REVIEWS.

C. OCONUS DWELL TIME, AS IT PERTAINS TO THE INDIVIDUAL, IS DEFINED AS: THE TIME A SOLDIER SPENDS AT HOME STATION AFTER RETURNING FROM COMBAT DEPLOYMENTS, OPERATIONAL DEPLOYMENTS (NON-COMBAT), OR DEPENDENT-RESTRICTED TOURS. UPDATING THESE DWELL TIME EVENTS DOES NOT CHANGE THE LONG AND SHORT TOUR POLICIES IN ANY WAY.

D. ALL UPDATES FOR DWELL TIME WILL BE ENTERED THROUGH EMILPO FOR OFFICERS AND ENLISTED. THE ORB SHOULD REFLECT THE UPDATES WITHIN 48 HOURS OF ENTRY INTO EMILPO. DWELL TIME WILL NOT BE UPDATED DIRECTLY THROUGH THE TOPMIS II APPLICATION.

E. EFFECTIVE IMMEDIATELY, UPDATE THE DUTY POSITION TITLE WHEN IT CHANGES DURING A DWELL TIME EVENT IN SECTION IX – ASSIGNMENT INFORMATION USING THE CURRENT UNIT IDENTIFICATION CODE (UIC) OF ASSIGNMENT.

F. ALL DEPLOYMENTS AND DWELL TIME EVENTS MUST BE UPDATED IN PERSTEMPO.

4. SPECIFIC CHARACTERIZATION OF DEPLOYED SERVICE AS OVERSEAS SERVICE TYPES ARE:

A. COMBAT DEPLOYMENT IS DEFINED AS AN OVERSEAS OPERATION IN A DESIGNATED COMBAT ZONE (E.G., OIF, OEF). THESE COMBAT DEPLOYMENTS WILL BE LISTED ON THE ERB AND ORB WHERE THE OVERSEAS TOURS ARE CURRENTLY LISTED (UPPER LEFT-HAND SIDE).

B. OPERATIONAL DEPLOYMENTS (NON-COMBAT) ARE OVERSEAS DEPLOYMENTS OTHER THAN THOSE DESIGNATED AS COMBAT DEPLOYMENTS SUCH AS PEACEKEEPING/ENFORCEMENT OVERSEAS (FOR EXAMPLE, HUMANITARIAN INTERNATIONAL, UN STAFF, SF OPERATIONAL TEAM, GUANTANAMO BAY, COUNTER-DRUG OPERATIONS, ETC.).

C. DEPENDENT-RESTRICTED TOUR AREAS ARE LISTED IN APPENDIX Q, JFTR, AND DEFINED IN AR 614-30. DWELL TIME WILL ONLY BE UPDATED FOR SOLDIERS SERVING A COMMAND-SPONSORED TOUR WHEN A DEPLOYMENT OCCURS.

D. SOLDIERS WHO HAVE SPENT THE MINIMUM REQUIRED TIME OR LONGER ON A COMBAT DEPLOYMENT, OPERATIONAL DEPLOYMENT OR DEPENDENT-RESTRICTED TOUR WILL ALSO RECEIVE TOUR CREDIT FOR A SHORT TOUR.

5. EMILPO PROCEDURES:

A. CAPTURING DWELL TIME IS CRITICAL TO DETERMINING STRESS ON THE FORCE, FOR MAKING MANNING, ASSIGNMENT, AND PERSONNEL MANAGEMENT DECISIONS. HUMAN RESOURCES (HR) MANAGERS, COMMANDERS, AND SOLDIERS WILL USE EMILPO TO UPDATE AND TRACK INDIVIDUAL DWELL TIME. IT IS ALSO ESSENTIAL FOR SUCCESSFUL EXECUTION OF THE INDIVIDUAL DWELL TIME DEPLOYMENT POLICY, TO INCLUDE REPORTING REQUIREMENTS.

B. THE MINIMUM LENGTH OF AN OCONUS DWELL TIME EVENT WHICH CAN BE ANNOTATED ON THE ERB/ORB IS 30 CONSECUTIVE DAYS. ALL OVERSEAS TOURS AND DWELL TIME EVENTS WILL BE DISPLAYED IN SECTION I, ASSIGNMENT INFORMATION WITH THE MOST RECENT TOURS LISTED FIRST (UP TO SEVEN). MANAGERS WHO CAN ACCESS PERSONNEL APPLICATIONS SUCH AS EDAS, TOPMIS, OR EMILPO WILL BE ABLE TO SEE ALL DWELL TIME EVENTS.

C. CURRENT DWELL TIME WILL BE REPRESENTED IN MONTHS AND DAYS. THERE WILL BE A CUMULATIVE CALCULATION OF MONTHS DEPLOYED FOR EACH CATEGORY OF DEPLOYMENT AND TOTAL MONTHS DEPLOYED FOR ALL OPERATIONAL, COMBAT OR DEPENDENT-RESTRICTED TOURS.

D. DWELL TIME DATA WILL BE STORED IN THE EMILPO DATASTORE FOR QUERYING.

E. THE CURRENT ASSIGNMENT WILL NOT BE ALTERED OR UPDATED TO SHOW THE DEPLOYMENT LOCATION. HR PERSONNEL WILL UPDATE THE DUTY TITLE WHEN A CHANGE OCCURS WHILE DEPLOYED.

6. DWELL TIME WILL BE CALCULATED DAILY AS SHOWN BELOW FOR INDIVIDUAL SOLDIERS BASED ON THE SOLDIER'S CURRENT STATUS.

A. SOLDIER CURRENTLY DEPLOYED ON A COMBAT DEPLOYMENT, OPERATIONAL DEPLOYMENT OR DEPENDENT RESTRICTED TOUR: DWELL TIME COUNTER WILL BE SET TO ZERO.

B. DWELL TIME COUNTER WILL NOT BE SET TO ZERO FOR SOLDIERS SERVING ON COMMAND-SPONSORED WITH DEPENDENTS TOURS (E.G., SOLDIERS ASSIGNED TO KOREA ON A COMMAND-SPONSORED TOUR). EXCEPTION: SOLDIERS SERVING COMMAND-SPONSORED WITH DEPENDENTS TOURS WHO DEPLOY BASED ON PARA 4A OR 4B ABOVE.

C. SOLDIERS WHO ARE CURRENTLY DEPLOYED AS PART OF A UNIT OR AS AN INDIVIDUAL DEPLOYMENT, USE THE NON-AVAILABILITY FUNCTION IN EMILPO TO SET THE DWELL COUNT TO ZERO. UNIT DEPLOYERS USE "DEP" (DEPLOYED). INDIVIDUAL DEPLOYERS USE "NAT" (NON-AVAILABLE TEMPORARY); REASON: "DP" (DEPLOYED) OR "TC" (TEMPORARY CHANGE OF STATION-TCS) – WHICHEVER IS APPLICABLE. THIS IS AN IMPORTANT DISTINCTION AND HAS READINESS REPORTING IMPACTS. REFER TO AR 220-1, UNIT STATUS REPORTING AND EMILPO FUNCTIONAL GUIDANCE, FOR THE PROPER PROCEDURES ON UPDATING NON-AVAILABILITY INFORMATION.

D. SOLDIERS WHO PREVIOUSLY SERVED IN A COMBAT, OPERATIONAL (NON-COMBAT), OR RESTRICTED DEPLOYMENT FOR 30 CONSECUTIVE DAYS WILL HAVE DWELL TIME CALCULATED BASED UPON THE MOST RECENT DWELL TIME EVENT BY SUBTRACTING THE RETURN DATE FROM THE CURRENT DATE.

E. SOLDIERS WHO HAVE NEVER PARTICIPATED IN A COMBAT DEPLOYMENT, OPERATIONAL DEPLOYMENT OR DEPENDENT RESTRICTED TOUR: DWELL TIME COUNTER WILL BE CALCULATED BY SUBTRACTING THE SOLDIER'S BASIC ACTIVE SERVICE DATE (BASD) FROM THE CURRENT DATE.

7. S1/HR SPECIALISTS WILL CONTINUE TO:

A. IDENTIFY SOLDIERS IN THE UNIT WHO ARE ON OR HAVE COMPLETED COMBAT DEPLOYMENTS, OPERATIONAL DEPLOYMENTS, OR DEPENDENT-RESTRICTED TOURS.

B. REVIEW AND UPDATE DWELL TIME ON THE ERBS/ORBS.

C. RECEIVE AND REVIEW AN UPDATED COPY OF THE ERB/ORB AND MAKE NECESSARY CHANGES IN SECTION I VIA THE EMILPO ASSIGNMENT HISTORY – TOUR CREDIT

MODULE. UPDATE THE OVERSEAS ASSIGNMENT INFORMATION PROVIDED BY THE SOLDIER FOR THEIR COMBAT DEPLOYMENTS, OPERATIONAL DEPLOYMENTS (NON-COMBAT), OR DEPENDENT-RESTRICTED TOURS. SUPPORT VERIFICATION THROUGH SOURCE DOCUMENTS SUCH AS ORDERS, EVALUATIONS, AWARDS, LEAVE AND EARNING STATEMENTS (LES), OR PREVIOUSLY EXISTING ASSIGNMENT HISTORY DATA.

D. UPDATE THE TWO STATUS CODES: "3" (TOUR W/O DEP IN DEPENDENT-RESTRICTED AREA COMPLETED) AND "4" (TOUR W/O DEP IN DEPENDENT-RESTRICTED AREA NOT COMPLETED). UPDATE THE THREE TOUR TYPE CODES: "C" (COMBAT), "O" (OPERATIONAL (NON-COMBAT)), AND "R" (RESTRICTED) DEPLOYMENTS. IF THE S1/HR SPECIALIST DOES NOT HAVE PERMISSIONS FOR THE MODULE, ANNOTATE THE ERBS/ORBS AND SUBMIT THE CORRECTIONS TO THE LOCAL MPD/BCT/PSB/SSB FOR UPDATE.

E. UPON COMPLETING UNIT DWELL TIME UPDATE, VERIFY BY EXECUTING A QUERY FROM EMILPO DATASTORE RELATING THE OVERSEAS ASSIGNMENT TABLE AND THE SOLDIER DWELL TIME TABLE.

8. MPD/BCT/PSB/SSB WILL:

A. UPDATE THE OVERSEAS ASSIGNMENT INFORMATION VIA THE EMILPO ASSIGNMENT HISTORY–TOUR CREDIT MODULE. THIS INFORMATION SHOULD BE VERIFIED BY THE UNIT COMMANDER OR S1. SUPPORT VERIFICATION WITH SOURCE DOCUMENTS SUCH AS ORDERS, EVALUATIONS, AWARDS, OR PREVIOUSLY-EXISTING ASSIGNMENT. UPDATE THE TOUR STATUS CODES: "3" (TOUR W/O DEP IN DEPENDENT-RESTRICTED AREA COMPLETED) AND "4" (TOUR W/O DEP IN DEPENDENT RESTRICTED AREA NOT COMPLETED). THE THREE TOUR TYPE CODES ARE: "C" (COMBAT DEPLOYMENT), "O" (OPERATIONAL (NON-COMBAT)), AND "R" (RESTRICTED) DEPLOYMENTS.

B. SERVICING PERSONNEL OFFICES MUST PROPERLY REFLECT THE TYPE OF SERVICE AS OPERATIONAL, OR COMBAT IN THE EMILPO MODULE. THE DEPENDENT-RESTRICTED TOUR (SHORT TOUR), OR LONG TOUR MUST BE PROPERLY UPDATED. THE OVERSEAS TOUR CREDITS ARE AUTOMATICALLY UPDATED IN EMILPO BASED ON THESE ENTRIES.

9. SOLDIERS WILL:

A. EXECUTE A RECORDS REVIEW AND INITIATES CORRECTIVE ACTION AFTER RETURNING FROM DEPLOYMENTS.

B. REVIEW THEIR ERB/ORB SECTION I, ANNOTATE CORRECTIONS ON THE ERB/ORB TO REFLECT THE CORRECT STATUS (I.E., COMBAT DEPLOYMENT, OPERATIONAL DEPLOYMENT (NON-COMBAT), OR DEPENDENT-RESTRICTED TOUR). INCLUDE THE START DATE, END DATE, COUNTRY, AND NUMBER OF MONTHS.

C. SUBMIT COPY OF THE ANNOTATED ERB/ORB WITH SOURCE DOCUMENTS TO THE S1/HR SPECIALIST FOR NECESSARY CORRECTIONS.

10. COMMANDERS WILL VERIFY AND VALIDATE THE SOURCE DOCUMENTS. ENSURE ALL SOLDIERS UPDATE THEIR DEPLOYMENT RECORD.

11. THE FUNCTIONAL PROCEDURES TO UPDATE DWELL TIME ARE ALSO CONTAINED IN THE LATEST VERSION OF THE EMILPO FUNCTIONAL GUIDANCE AT

[HTTPS://WWW.HRC.ARMY.MIL/SITE/PROTECT/ACTIVE/FSD/EMILPO/EMILPO_FG.PDF](https://www.hrc.army.mil/site/protect/active/fsd/emilpo/emilpo_fg.pdf)

12. DWELL TIME INFORMATION WILL NOT BE VIEWED BY PROMOTION SELECTION BOARDS.

13. DWELL TIME WILL NOT CHANGE THE PROCEDURES FOR AWARDING AN OVERSEAS SERVICE RIBBON.

14. SOLDIERS IN THE RESERVE COMPONENT, WHILE ON ACTIVE DUTY, WILL HAVE DWELL TIME RECORDED.

15. THE FUNCTIONAL PROPONENT FOR DWELL TIME IS THE ADJUTANT GENERAL DIRECTORATE (TAGD).

16. POINT OF CONTACT IS MS. D.J. WILLIAMS AT 703-325-3834, OR DSN: 221-3834, OR EMAIL DORIS.J.WILLIAMS1@US.ARMY.MIL.
