



DEPARTMENT OF THE ARMY
2D BRIGADE, 1ST ARMORED DIVISION
UNIT 23704
APO AE 09034-3704

AETV-THO-Z (100)
2001

21 September

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Letter 37, PERSTEMPO.

1. **PURPOSE.** To establish policies concerning reconciliation of PERSTEMPO days for soldiers in 2nd Brigade, 1st Armored Division.
2. **APPLICABILITY.** All personnel assigned, or attached to the 2nd Brigade, 1st Armored Division.
3. **POLICY.**
 - a. The 2nd Brigade Adjutant will monitor this policy within all assigned units of 2nd Brigade.
4. This policy establishes accountability all creditable days for soldiers within 2nd Brigade, thereby ensuring that the database for PERSTEMPO is as current as possible for all soldiers within the brigade.
5. Units will counsel every soldier on a monthly basis using the creditable days report from the PERSTEMPO system. Units will print the report using the next days date from the date of counseling. (i.e., if you counsel a soldier on 20 Sep 01, print the creditable days report for 21 Sep 01.) This will ensure that all creditable days are covered for the soldier. If a discrepancy is noted, the soldier will provide proof of the deployment and forward this to the Brigade Commander, thru the Battalion Commander for Approval. If the Brigade Commander approves the creditable days, then the unit will update the PERSTEMPO database. If the Brigade Commander disapproves the changes, the documents will then be forwarded to the first GO in the soldier's chain of command.
6. The 2nd Brigade S1 is the POC at DSN 485-7212.
7. This policy supersedes the previous policy, is effective immediately, and will be posted on all unit bulletin boards.
8. **IRON BRIGADE!**

JOHN D. JOHNSON
COL, IN
Commanding

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