

5 Tips

highlighting: Perform to Serve

brought to you by OPNAV N16 FIT and the PTS Program

Log into Fleet RIDE to take advantage of these PTS tips.

1. View PTS Applications that require action (work list).
 - From the 'Sailors' pull down menu, select 'PTS Application Browser'.
 - The default setting shows PTS Applications with status of Initial-Action Required, Saved-Action Required, Ready to Submit, or Submitted.
 - Initial-Action Required applications may be for the current processing month or a future month that corresponds to the Sailor's 12 month mark to SEAOS.
 - Use available filters to see applications with other statuses or earlier

- processing months.
- Applications submissions close at 2359 Central Time Zone (CTZ) on the last day of the month. At 0001 CTZ of the next day/month, you may submit applications for the following month.
- NOTE:** Any application having erroneous information or lacking pertinent information will be invalidated by the Enlisted Community Manager (ECM), who will make a note on the member's application as to the specific issues.

2. Create a Special Circumstances application from the Sailor Detail Screen.
 - Special Circumstance applications should be submitted only for Sailors greater than 12 months from SEAOS who require additional OBLISERV.
 - From the 'Sailors' pull

- down menu select 'Sailor Browser'.
- Enter Sailor's SSN or Full Name (Last, First).
 - Click 'LIST'.
 - Select Sailor; click 'Edit'.
 - Fill in required fields if not already Fleet RIDE qualified.
 - Click 'Apply PTS' at the bottom the page.
 - View ratings the Sailor is qualified for that have quotas for the Sailor's specific year group.
 - Click 'PTS Application' button on the left.
 - The System will display a PTS Application. Fill in required fields.
 - Click box at the bottom of the screen to certify the application.
 - Click 'Submit'.

NOTE: If the application is denied during Rack and Stack, a Saved-Action Required application is

created for the following month and may be submitted from the PTS Application Browser (see Tips 4, 5).

3. View PTS Qualified Jobs.
 - From the 'Sailors' pull down menu select 'Sailor Browser'.
 - Enter Sailor's SSN or Full Name (Last, First).
 - Click 'LIST'.
 - Select Sailor; click 'Edit'.
 - Fill in required fields if not already Fleet RIDE qualified.
 - Click 'Apply PTS'.
 - View ratings the Sailor is qualified for that have quotas for the Sailor's specific year group.

4. Open and submit a PTS Application from the PTS Application Browser.
 - Select an application in the browser with status

- of Initial-Action Required, Saved-Action Required or Ready to Submit.
- Click 'Application Details'.
- Fill in applicable and/or required fields.
- Click box at the bottom of the screen to certify the application.
- Click 'Submit'.
- Return to the "Application Details" page; click 'LIST' to refresh the screen and verify successful submission.

NOTE: The System will not allow a request for a conversion quota unless the Sailor has been qualified in Fleet RIDE (see Tip 3).

5. Batch submit PTS Applications from the PTS Application Browser.
 - Select an application in the browser with status of Saved-Action Required, or Ready to Submit (will not work for Initial-Action Required).
 - Click 'Validate for Batch Submission'. (Step will fail if application is missing required information. If this happens, see Tip 2.)
 - Repeat first two steps as needed.
 - Click 'Batch Submit'.
 - The System will submit all applications currently displayed in the browser that have been validated.
 - Return to the "Application Details" page; click 'LIST' to refresh the screen and verify submission.