



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
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Ser N13/014
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MEMORANDUM FOR THE RECORD

Subj: PERFORM-TO-SERVE (PTS) QUOTA MANAGEMENT PLAN BUSINESS RULES

1. Effective 1 February 2012, the following new Perform-to-Serve (PTS) quota management business rules will apply to the monthly PTS quota management plan. PTS quota management business rules dated 1 October 2011 are hereby cancelled.
 - a. A maximum 13-month expiration date will be assigned to each PTS Quota.
 - b. Quota utilization:
 - Any action that changes a Sailor's Soft Expiration of Active Obligated Service (SEAOS) date constitutes utilization of the PTS Quota. Any future enlistment or continuation action will require a new approved PTS quota.
 - For approved quotas based on SEAOS applications: Any action that changes a Sailor's Expiration of Active Obligated Service (EAOS) prior to quota expiration, such as an existing extension going operative, will not result in the quota being rescinded/loss of PTS Approval.
 - For approved quotas based on Special Circumstance applications: Any action that changes a Sailor's EAOS, such as an existing extension going operative, constitutes non-utilization of the approved quota and the quota will be rescinded.
 - c. Separation Quotas will remain in the PTS System until the Sailor has effected separation or the Sailor is reset by the cognizant Community Manager.
 - d. Enlisted Community Managers (ECM) are authorized to use the locally developed Quota Management Tool (QMT) for planning and executing PTS quotas. Monthly reporting and approval by N13 will be required.
 - e. ECMs are authorized to phase manning changes over a maximum of three years, including year of execution, in order to respond to reductions or increases in Enlisted Programmed Authorizations (EPA).
 - f. To provide reenlistment opportunity in every rating, ECMs are authorized to grant PTS quotas to the top performers in each rating, by year group, per cycle. Top performers will be determined by the rack and stack algorithm.
 - g. In order to provide opportunity to each Year Group in every rating, automatic in-rate PTS quotas for Sailors who advance on the Navy Wide Advancement Exam (NWAE) will no longer be given.

- (1) Sailors selected for advancement as a result of the September 2011 NWAEE are the last group to receive automatic approval quotas. ECMS will approve any automatic quota requests for those Sailors. Sailors that have already received an automatic quota will be able to use it.
 - (2) Beginning with the March 2012 NWAEE and subsequent NWAEE cycles, Sailors selected for advancement must participate in standard PTS competition for quota approval. Sailors who have exhausted their PTS looks, but are then selected for advancement, will be reset upon request to grant one additional PTS look at the frocked paygrade. The Sailor must have sufficient Active Obligated Service remaining to permit full PTS decision processing for the application to receive the additional look. Short term extensions will not be approved and should not be submitted for the sole purpose of receiving additional PTS reviews after notification of selection for advancement.
- h. Sailors in a Denied-Final PTS status that do not have sufficient Active Obligated Service to complete one PTS cycle after NWAEE results are released are ineligible to take the advancement exam.
- (1) Sailors who have received final PTS denial as of 28 (or 29) February with SEAOS prior to 31 July shall be ineligible to take the March NWAEE.
 - (2) Sailors who have received final PTS denial as of 31 August and whose SEAOS is prior to 31 January shall be ineligible to take the September NWAEE.
2. All stakeholders will continue to closely monitor the PTS Quota Management Plan on a monthly basis to ensure community health, while staying within end strength controls.



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