



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
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Ser N13/276
04 Oct 11

MEMORANDUM FOR THE RECORD

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

1. Effective 1 October 2011, the following Perform-to-Serve (PTS) quota management business rules will apply to the monthly PTS quota management plan. Perform-to-Serve (PTS) quota management business rules dated 1 Apr 11 are hereby cancelled.

a. An expiration date will be assigned to each PTS Quota.

b. For PTS in-rate quotas: Any action that changes a Sailor's End of Active Obligated Service (EAOS or EAOS as extended) date will constitute utilization of a PTS quota or a decision by the Sailor to not reenlist as authorized.

c. For PTS conversion quotas: Any action which changes a Sailor's Current Enlistment Date (CED) will constitute utilization of a PTS quota.

d. Separation quotas will remain in the PTS system until the Sailor has effected separation or the Sailor is reset by the cognizant Community Manager.

e. Enlisted Community Managers (ECM) are authorized to use the locally developed Quota Management Tool (QMT) for the planning and execution of PTS quotas. This is in lieu of the current PTS Quota Plan, but does not alleviate the need for monthly reporting, and approval by N13.

f. 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).


g. 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, not to exceed 20% of the

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total FY eligibles. Top performers will be determined by the rack-n-stack algorithm.

h. In-rate quotas will be granted to qualified Sailors advanced via the Navy-wide Advancement Exam within 12 months of SEAOS. Sailors who have previously indicated intent to separate either directly or by failing to OBLISERV must contact their Enlisted Community Manager via their chain of command to request a PTS quota. Sailors advanced via the Command Advancement Program (CAP) will not receive an automatic in-rate quota.

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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