



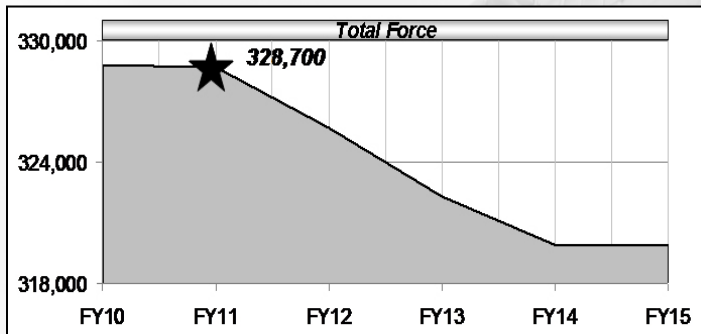
PLAIN TALK FOR SAILORS

Navy Force Shaping

The Navy uses a variety of initiatives to encourage members of the enlisted and officer communities to move from skills groups that are overmanned into those that are undermanned. This effort to “shape the force” is based on the Navy’s need to maintain the proper mix and number of skilled workers required to perform its mission.

Current efforts to refine the size and shape of the force are closely tied to individual performance and are designed to ensure that the Navy retains the skilled professionals required to meet challenges today and in the future.

It is important that commands and Sailors, whether officer or enlisted, remain aware of all force shaping initiatives and programs. Individuals must remain involved in the management of their own careers.



“Navy must take action to shape the force and remain within future end strength controls. Our guiding principles of maintaining a balanced force in terms of seniority, experience and skills to meet Fleet and joint requirements continue to drive our performance-based force shaping measures.”

VADM Mark Ferguson
Chief of Naval Personnel
April 11, 2011

The current total of approximately 328,700 Navy personnel (officer and enlisted) will be reduced over the next five years. See the following list of the initiatives currently affecting enlisted and officer manning.

FY-11 Total Force Landscape - Navy Five Year Defense Plan Profile

Force shaping initiatives for the Enlisted community

Perform to Serve (PTS)

PTS is designed to help the Navy keep “our best and brightest Sailors while shaping the Navy force to meet future requirements.”

- Commands shall ensure Fleet RIDE/PTS applications are submitted for all designated E3-E6 Sailors with less than or equal to 14 years of obligated service as early as 15 months prior to, but no later than 12 months prior to their end of active obligated service (EAOS) as extended, also known as Soft EAOS (SEAOS). It is mandatory that applications be submitted even if the Sailor’s intention is to separate, or if the Sailor is ineligible or not recommended for reenlistment at the time of application.
- Your performance determines PTS results. Fleet RIDE/PTS uses a stacking algorithm that factors specific Sailor performance indicators. Then it ranks PTS applications and determines your eligibility for an enlistment quota. The number of available quotas is different for every rate and rating, and changes every month based on needs of the Navy and status of current inventory.
- References: [NAVADMIN 128/10](#) and [NAVADMIN 352/10](#)
- Visit NPC [Fleet RIDE/PTS](#) page for information and resources, including a PTS time line and checklist.

Short Term Extension (STE)

Policies changes affecting STE of active duty obligation relate to Physical Fitness Assessment waivers, PTS, and overmanned ratings.

- Active Duty Sailors with three or more PFA failures in a four year period are no longer allowed to extend.
- Professional Apprenticeship Career Tracks Program (PACT) Sailors not approved for rating assignment via PTS are no longer entitled to a 12 month GENDET reapply extension.
- Commanding officers shall not authorize conditional short term extensions of Sailors in overmanned ratings without a waiver from NAVPERSCOM (PERS-811 for Active Duty; PERS-812 for FTS and CANREC).
- Reference: [NAVADMIN 007/09](#)
- Visit NPC [Reenlistment/Extensions](#) page for the current list of overmanned ratings, FAQs and guidance.

Enlisted Retention Board (ERB)

As a result of record high retention and low attrition, Navy announced the establishment of an Enlisted Retention Board (ERB) for all Sailors E4-E8 with between 7-15 years of service in ratings manned at 103% or greater. The guiding principles for this board will be to maintain a balanced force in terms of seniority, experience and skills while meeting reduced end strength controls.

- [NAVADMIN 160/11](#) provides time lines and guidelines for the rating conversion process that allows Sailors eligible for the ERB to move from over-manned ratings into those that are undermanned.
- References: [NAVADMIN 129/11](#), [NAVADMIN 160/11](#) and [NAVADMIN 180/11](#)
- Visit NPC [Enlisted Cont/ERB](#) page for ERB references, quotas and FAQs. Visit [Career Counseling](#) “Hot Off the Press” to view time line, conversion talking points, and a presentation on ERB record review.

Senior Enlisted Continuation Board (ECB)

The ECB supports the Navy's effort to optimize the quality of the force while shaping end strength to meet future challenges. The performance-based board is for continuation of enlisted personnel in the following groups:

- E7-E9 Active Duty and Full-Time Support (FTS) with at least 19 years of active service and three years Time-In-Rate (TIR).
- E7-E9 Selected Reserves (SELRES) and Voluntary Training Unit (VTU) with at least 19 years of total service computed from their pay entry base date and three years TIR.
- Chief Petty Officers not selected for continuation must transfer to the Fleet Reserve unless waived by Chief of Naval Personnel.
- Visit NPC [Enlisted Cont/ERB](#) page for ECB references and FAQs.

Enlisted Early Transition Program (EETP)

EETP is extended until September 30, 2013. Separation under this program may be no greater than 24 months prior to End of Active Enlisted Obligation (EAOS) as extended, and all separations must be executed no later than September 15, 2013.

- EETP does not require a Reserve obligation requirement.
- Separating under EETP is a final separation from the Navy.
- Commanding Officers maintain final disapproval authority under this program.
- Reference: [NAVADMIN 142/11](#)

Early Career Transition Program (ECTP)

ECTP provides opportunities for Active Component (AC) and Full Time Support (FTS) enlisted Sailors, to transition into the Selected Reserve (SELRES) more than 90 days prior to their expiration of active obligated service (EAOS) as extended. Eligible Sailors submit requests up to 15 months prior, but no later than 3 months prior to desired transition date (not EAOS). A drilling obligation will incur.

- Reference: [NAVADMIN 088/11](#) and [MILPERSMAN 1910-101](#)
- Visit NPC [Selected Reserve Community](#) page to view ECTP FAQs.

Supporting Information

Use online tools to prepare for tests and increase scores

- The [Online Academic Skills Course](#) (OASC) is designed for individuals who want to build their reading comprehension, vocabulary, and math skills to pass their exams, excel in their jobs, advance their careers, or continue their education.
- [Peterson's DoD MWR Libraries Education/Lifelong Learning Resource Center](#) contains practice tests and online resources that prepare candidates to take the ASVAB, GED, SAT, ACT, CLEP, Officer Candidate Tests, and more. It is free to all military personnel.

Force shaping initiatives for the Officer community

Selective Early Retirement (SER) Board

SECNAV approved an FY12 Active Component Unrestricted Line (URL) Captain and Commander SERB Board in July 2011. All officers meeting statutory eligibility criteria outlined in [NAVADMIN 006/11](#) in the General Unrestricted Line, Surface Warfare, Submarine Warfare, Special Warfare, Special Operations, General Aviation, and Aviation Warfare Communities will be considered by the Board.

- Visit NPC [Officer Continuation Boards](#) for SER Board FAQs and governing references.

Probationary Officer Continuation and Redesignation (POCR) Board

To ensure the officer inventory remains within authorized end strength and manpower personnel funding levels, periodically it is necessary to review the records of eligible probationary officers. POCR boards determine whether the Navy should separate officers who no longer have viable career paths or who do not possess unique and critical skills that can be utilized in a critical designator.

- Visit NPC [Officer Community Management \(BUPERS-31\)](#) for Board precepts, business rules, sample Letter to the Board for use by applicable officers, and all governing references.

NROTC Inactive Ready Reserve (IRR) Commissionings

A number of NROTC midshipmen beginning with year group 2011 (YG11) will commission into the Individual Ready Reserve (IRR) versus Active Duty upon graduation. This allows the Navy to align NROTC Active Duty Start Dates (ADSDs) with training duty assignment availability and provides better stewardship of Active Duty military pay funds. Ensigns will commence active duty for training or report to their first duty station within two to twelve months following appointment in the IRR.

- 10 U.S.C. 2107 states that individuals may be commissioned in the Active or Reserve Component based on service needs.
- Visit [NPC PERS-9](#) for definition of IRR service and general guidelines for NROTC personnel commissioned into the IRR, to include mustering procedures, entitlements while serving in the IRR, and procedures for returning to Active Duty.

Officer Lateral Transfer Boards

Although not designed to shape the Navy in terms of total inventory versus end-strength objectives, Lateral Transfer Boards distinctly shape the make-up of the on-hand Unrestricted Line, Restricted Line and Staff inventory. For each semi-annual Board, a unique NAVADMIN message and Letter of Instruction address community requirements for incoming/out-going lateral transfer candidates.

- References: [OPNAVINST 1210.5](#), [MILPERSMAN 1212-010](#) and [MILPERSMAN 1212-030](#)
- Visit NPC [Transfer/Redesignation](#) or general information regarding semi-annual Lateral Transfer Boards.

More information and supporting resources

Locate resources on the NPC web site

- Visit [Military Personnel Records](#) for service record management information, helpful links and user aids.
- Visit [Enlisted Career Administration](#) for information regarding extensions and reenlistments; incentives; lateral and forced conversions; active duty advancement; reserve advancement and conversions.
- Visit [Officer Career Progression](#) for resources supporting officer careers.
- Visit [Sailor Career Toolbox](#) for links to Navy Career Tool applications. Also find user aids for Sailors, Career Counselors, and Command Leadership.
- Visit [My Personnel Info](#) for links to career information, applications and supporting resources.

Learn more about Navy jobs and career opportunities

- Visit [Navy Career Opportunities](#) and explore alternative career paths.
- Log in to [Navy Knowledge Online](#), then click [Enlisted Ratings](#) for information that can help you explore your options for conversion to a new rating.

Learn more about the benefits of service in the Navy Reserve

- Visit [Navy Reserve Career Opportunities](#) and explore your options in the USNR.
- Visit [Join the Navy Reserve](#) to find out how to enlist in the Reserve Force.
- Upon affiliation with the Reserves, NAVETs are allowed a mobilization deferment of up to two years to avoid back-to-back deployments or mobilizations in order to establish themselves in their community and new civilian job without having to deploy. See [NAVADMIN 07007](#).
- Receive four days of base pay for every two days of traditional weekend drilling or the equivalent of that if taking advantage of flexible drilling options. See the [Reserve Pay Calculator](#).
- Beyond normal pay, you may qualify to earn a bonus from \$5,000 to \$20,000 or special pay up to \$25,000 annually when you join the Navy Reserve. [Contact a Navy Reserve Recruiter](#).
- Eligible to enroll in the Thrift Savings Plan (TSP). [Learn more about TSP](#).
- Commissary/Exchange/MWR/SPACE-A. Reservists are eligible to access military base services and military discounts year-round.
- Depending on duty status, Reservists and their qualifying family members may be eligible to receive medical benefits and dental benefits through TRICARE – the Department of Defense health-care program. [Learn more about TRICARE](#) eligibility and options.
- Term life insurance is available to Reservists under the Servicemembers' Group Life Insurance (SGLI) plan. It offers up to \$400,000 of full-time coverage at affordable rates. [Learn more about SGLI](#).
- As a Reservist, you will become eligible for retirement pay at age 60, following 20 years of qualifying service.
 - [Learn about the system by which points toward retirement are determined](#).
 - Use the [Navy Reserve Retirement Calculator](#) to estimate your potential income.
- As a member of the RC, you can attend a variety of Navy schools on Annual Training, complete correspondence courses, and enroll in a number of educational programs: [Montgomery GI Bill - Selected Reserve](#), [POST 9-11 GI Bill](#) (ability to transfer it to your dependants), [Navy War College](#), [Senior Enlisted Academy](#), [Navy COOL](#), [DANTES Examination Programs](#), [Reserve Educational Assistance Program \(REAP\)](#), [Navy College Program](#), [Navy elearning](#) (via Navy Knowledge Online), [Tuition Assistance](#), and [Troops To Teachers](#).

The Career Transition Office (CTO) was established ([NAVADMIN 229/09](#)) to support the Navy's Total Force Vision for the 21st Century and the Chief of Naval Personnel's Continuum of Service (CoS) initiative ([NAVADMIN 114/10](#)). This supports rapid and seamless transitions across Active and Reserve Components (AC/RC) that encourages a lifetime of Navy service, whether in uniform or as a Civil Servant. The CTO will become the single point of contact for all Navy personnel for transitional guidance and transition processing.

- Visit NPC [Career Transition Office](#) for more information
- Email: cto.enlisted@navy.mil / cto.officer@navy.mil
- COMM: (901) 874 4108/4972 DSN: 882