

## MILPERSMAN 1440-060

### PERFORM TO SERVE (PTS)

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<b>References</b>	(a) OPNAVINST 1160.7B (b) NAVADMIN 213/00 (c) OPNAVINST 1900.4 (d) OPNAVINST 6110.1H
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1. **General Information.** Perform to Serve (PTS) is a long-term force shaping tool that aids in leveling rating manning between overmanned and undermanned ratings, while managing the quality of reenlistment applicants by controlling the authority for reenlistment. Excess inventory may exist in select ratings, while other ratings are in critical need of quality Sailors. These conditions significantly affect career progression, quality selection, and advancement opportunities, all of which result in a negative impact on mission readiness and Fleet capabilities. Sailors in ratings covered by PTS must have an approved PTS reservation prior to reenlisting, receiving a Selective Reenlistment Bonus (SRB) precert, or negotiating orders.

2. **Eligibility.** Commanding officer's (CO's) recommendation for reenlistment is required to enter the PTS process. All first-term Sailors must submit PTS requests, regardless of reenlistment intentions, if recommended for retention. Applications must be submitted within 12 months of expiration of active obligated service (EAOS) or within 12 months of projected rotation date (PRD) if additional obligated service (OBLISERV) is required for permanent change of station (PCS) orders. Naval Nuclear Propulsion Program (NNPP) personnel are not confined to the 12-month window and may submit PTS requests at any time, consistent with Selective Training and Reenlistment (STAR) and SRB policies.

### 3. **Definitions and Requirements**

a. **First-Term Sailor.** A first-term Sailor is someone serving in an initial enlistment or extension of first enlistment.

b. **If Enrolled in 5-Year Active Duty Obligation (5YO) or 6YO Programs.** Sailors enrolled in the 5YO or 6YO programs are considered first-term Sailors; however, they do not require PTS approval for their 12/24-month extension to become operative. For those Sailors wishing to convert to another rating prior to their extension becoming operative, or desiring to reenlist for SRB purposes, a PTS application must be submitted 12 months prior to their EAOS.

c. **When OBLISERV is Required to Negotiate Orders.** Sailors who are required to incur OBLISERV earlier than 12 months prior to EAOS, in order to negotiate orders, must mark "YES" in the OBLISERV block of the application.

(1) The OBLISERV block, as it is included on the PTS application, is not defined as the additional required service incurred for training if the Sailor is selected for conversion to another rate.

(2) If a Sailor has sufficient OBLISERV to complete time-on-station (TOS) requirements for a follow-on assignment, they may not need PTS approval. Contact the appropriate rating detailer for additional guidance.

d. **Navy Veterans (NAVETs)/Other Service Veterans (OSVETs).** NAVETs/OSVETs are not considered first-term Sailors for the purposes of PTS.

e. **Limited Duty (LIMDU) Status.** PTS applications may be submitted for Sailors in a LIMDU status; however, a Sailor may not execute a reenlistment while still in a LIMDU (ACC 105) status.

f. **Decommissioning, Unit Disestablishment, or Homeport Change.** First-term Sailors requiring orders as a result of decommissioning, unit disestablishment, or homeport change, are not exempt from PTS. Commands must submit a PTS application for those personnel who require orders and subsequent OBLISERV.

g. **SRB Reenlistment.** Sailors who desire to reenlist for SRB must have an approved PTS request prior to submitting a request for an SRB precert.

h. **STAR Reenlistment.** Sailors who desire to reenlist as part of the STAR program must have an approved PTS request prior to submitting a STAR reenlistment request.

i. **Undesignated Sailors**

(1) who are reenlistment eligible must submit PTS applications if they are within 12 months of EAOS/PRD. Sailors enlisted under the General Detail (GENDET) Targeted Enlistment Program (GTEP) (ACC 108), do not require PTS approval to attend "A" School. If the Sailor desires to reenlist at any point during GTEP enlistment, PTS will be required. If a GTEP Sailor is voluntarily or administratively dropped from the GTEP program, then normal GENDET PTS rules apply.

(2) are not required to have a PTS application submitted for the purpose of requesting an "A" School quota, regardless of additional OBLISERV requirements. An "A" School request should be submitted, using the normal request process, on NAVPERS 1306/7 (Rev. 1-03), Enlisted Personnel Action Request unless within 12 months of EAOS.

4. **Submission and Processing**

a. **Deadline.** The deadline for submission of applications for eligible Sailors is the last Friday of each month.

b. **Application Time Frame.** Applications may be submitted as early as 15 months prior to EAOS; however, normal PTS processing begins 12 months prior to EAOS, with the exception of NNPP personnel. NNPP personnel may submit their PTS requests at any time, consistent with STAR and SRB policies, and PTS processing will begin upon receipt of the request.

(1) Sailors will be compared each month from 12 months to 6 months prior to EAOS.

(2) Applications submitted less than 12 months prior to EAOS will be reviewed monthly until 6 months prior to EAOS. The number of reviews an application will receive is dependent upon when it is submitted.

(3) Applications submitted less than 6 months prior to EAOS will receive one review.

(4) The CO is authorized to extend the Sailor a maximum of 2 months, to await PTS results, for PTS applications submitted less than 1 month prior to EAOS.

c. **Application Submission Method.** The preferred PTS application submission method is via the Navy Personnel Command (NPC) web site ([www.npc.navy.mil](http://www.npc.navy.mil)). COs, officers-in-charge (OICs), and executive officers (XOs) may submit PTS applications

for each unit identification code (UIC) organization under their authority. Commands unable to log on must request access by contacting the PTS program administrator at **1-866-U-ASK-NPC (1-866-827-5672)/DSN 882 or E-Mail: [csc@persnet.navy.mil](mailto:csc@persnet.navy.mil)**.

(1) **Web.** The Web-based process allows online entries for single applications or a completed spreadsheet for multiple applicants.

(2) **E-Mail.** Alternatively, applications may be submitted by E-Mail. Multiple PTS applications may be submitted on a single E-mail request. Application data may be included within the text body or an attached preformatted spreadsheet (preferred) available for download from the PTS Web site. E-Mails should be sent to: [csc@persnet.navy.mil](mailto:csc@persnet.navy.mil). Title the E-Mail subject line as: **PTS Applications for UIC XXXXX**.

(3) **One Representative May be Designated to Submit Applications.** COs of multiple UICs may designate a single representative on the staff UIC to submit PTS applications for all subordinate UICs, or may designate a representative for each subordinate UIC to perform that function.

d. **Spreadsheet Version Verification.** Commands should verify that they are using the current version of the spreadsheet, as posted on the PTS homepage. Revision numbers are indicated on the spreadsheet.

e. **Blank Fields/Error Reports.** Applications submitted with blank fields (except for rating choices when Sailors are not willing or able to convert) generate an error report that must be resolved by the command (i.e., Sailor had only one evaluation and the command left the second evaluation block blank).

f. **Conversion/Provide Rating Choices.** If a Sailor marks "YES" for willing to convert or convert only, then desired rating choices must be provided.

g. **Applications from Undesignated Sailors.** Undesignated Sailors must apply for a Career Reenlistment Objectives (CREO) 1 or 2 rating on their PTS applications. In addition, <http://www.npc.navy.mil/CareerInfo/PerformtoServe> lists the number of conversion quotas for the upcoming month.

h. **Professional Growth Requirements.** Sailors meeting eligibility requirements for retention must also meet professional growth requirements per MILPERSMAN 1160-030 and reference (a ).

i. **Responsibility to Ensure Eligibility and Conversion Requirements are Met.** Commands must ensure Sailors meet all the eligibility requirements for desired conversion ratings prior to submitting a PTS application, as outlined in MILPERSMAN 1306-618. The gaining enlisted community manager (ECM) is the POC to ensure that all necessary conversion requirements are met.

(1) Sailors selecting a conversion option must include current Armed Forces Vocational Aptitude Battery (ASVAB) line scores in the PTS application.

(2) Sailors found ineligible for conversion will have their PTS application reset and their PTS applications must be resubmitted.

(3) Sailors are encouraged to improve their conversion opportunities by conducting an ASVAB retest, as outlined in reference (b).

j. **Application Update.** Commands must update PTS applications for Sailors if any of the following change: paygrade, new regular evaluation, special evaluation reinstating or rescinding promotion recommendation, change in conversion options, or a change to desired rating conversion choices. Commands may cancel or update PTS applications via the online Web application or E-Mail.

k. **Option Choice Affects Processing.** Sailors may choose three options based on their desires and qualifications. Each choice will affect how the application is processed.

(1) The "**Reenlistment-in-Rate**" option will only consider the Sailor for reenlistment in the current rating. Sailors not eligible or within waiverable limits for conversion to any CREO 1 or 2 rating, must submit for the "Reenlistment-in-Rate" only option.

(2) The "**Reenlistment-in-Rate or Convert**" option will consider the Sailor for reenlistment in the current rating first, and if no quotas are available for the Sailor, will review the Sailor for the conversion choices selected in the order they appear on the application. NNPP personnel are not authorized to select this option.

(3) The "**Convert Only**" option will only consider the Sailor for conversion to the ratings selected, in the order they appear on the application. The Sailor will not be reviewed for

reenlistment in the current rating. NNPP personnel are not authorized to select this option.

1. **Command Monitoring and Guidance.** To provide constructive career selection guidance, commands should review desired rating health by closely monitoring Career Reenlistment Objectives (CREO)/Rating Entry for General Apprentices (REGA) messages and monthly information updates available on the NAVPERSCOM PTS homepage. Sailors who are eligible for PTS should be provided guidance from the chain of command via career development boards, mentoring, and regular counseling.

## 5. Approval Process

a. **Quotas.** Monthly, reenlistment quotas for each rating will be assigned based on input from the respective ECM.

b. **Ranking.** Monthly, applicants will be compared against all other eligible applicants within the same rating/enlisted manning code (EMC). Sailors will be competitively ranked based on the following criteria:

(1) **Recommendation.** CO's recommendation for advancement.

(2) **Paygrade.** Sailors in the higher paygrades have priority over lower paygrades.

(3) **Frocked.** Sailors who have been selected for advancement (frocked).

(4) **Passed but not Advanced (PNA).** Sailors who were PNA the last advancement exam.

(5) **Critical Navy Enlisted Classifications (NECs).** Sailors who hold critical NECs, as defined by the current CREO/REGA message.

(6) **Evaluations.** Promotion recommendations on the last two regular periodic evaluations.

(a) Sailors with only one graded performance evaluation can use the promotion recommendation from that evaluation, in both the "Current" and "Previous" promotion recommendation blocks.

(b) Special evaluations will not be considered for PTS unless

1. the Sailor has not received a regular performance evaluation since beginning active duty. In this case, a special evaluation must be written.

2. the special evaluation removes or reinstates the CO's recommendation for retention, reenlistment, or advancement.

**c. Consideration for Reenlistment-in-Rate or Conversion.** Personnel will be considered for either reenlistment-in-rate or conversion, provided the Sailor has listed rating conversion choices for which they qualify and desire to be considered.

(1) **Time Frame.** This process will continue from the 12<sup>th</sup> month to 6<sup>th</sup> month prior to EAOS period, or until the Sailor is either approved for reenlistment-in-rate or approved for a conversion option.

(2) **Notification of Rollover Status or Separation.** If an in-rate reenlistment quota is unavailable, and conversion is not available for the rating selected by the Sailor, the Sailor will receive notification that their application is in a rollover status to the next month's review. Once the Sailor is within 6 months of EAOS, and has still not been selected for in-rate reenlistment or conversion, the Sailor will be notified to separate at EAOS. Sailors unable to reenlist in the active force are encouraged to pursue affiliation with the reserve force.

(3) **Notice to Reapply.** Sailors with an unexecuted extension greater than 12 months beyond their EAOS, and who have not received a final answer from the PTS program, will receive notice to reapply for PTS when within the PTS window of their "soft" EAOS (SEAOS).

(4) **Notice of GENDET Reapply.** Undesignated Sailors who are within 6 months of EAOS, will receive notice of GENDET Reapply. This allows the command the opportunity to extend the Sailor for 12 months to provide an opportunity to strike for a rating. This extension is not automatic and is at the discretion of the CO. If the CO determines that the Sailor has been provided ample opportunity to strike for a rating (i.e., advancement exams, previously attended "A" Schools, PTS), then the command does not have to extend the Sailor.

**d. PTS Results Message.** Monthly, PTS results will be sent via naval message during the second week of each month.

**e. Reenlistment Authorization.** COs are authorized to reenlist Sailors approved for in-rate reenlistment, effective

upon receipt of the PTS approval message and/or STAR/SRB approval.

(1) **Provisional Approval.** Conversion "Tentative Approval/Pending Further Review" messages are provisional only and must be reviewed by the prospective gaining ECM for final approval.

(a) **Complete Training.** Personnel approved for PTS conversion, with a rating "A" School prerequisite, must complete the required training prior to reenlisting, participating in advancement exams for the new rating, or changing rating.

(b) **Exam Participation.** Non-designated Sailors, selected for class "A" School, may participate in advancement exams listed as "open" in the current CREO/REGA NAVADMIN, until the class convening date of approved school. Subsequent exam participation will only be authorized in their prospective rating after "A" School completion.

(c) **Disapproval/Application Resubmission.** Sailors who are disapproved by the prospective gaining rating's ECM for conversion into the PTS selected rating, due to failing to meet the minimum or waivable qualification criteria to enter the rating, will be required to submit a new PTS application. The number of reviews remaining will be dependent upon the number of months remaining to EAOS.

(d) **Training for Approved Conversions.** Orders to training, for approved conversions, will be based upon school seat availability and the Sailor's PRD. Commands are encouraged to work with NAVPERSCOM, Shore Special Programs Assignment Branch (PERS-4010), or the specific rating detailer in the case of Master-at-Arms (MA), Legalman (LN), and Seabee ratings, to negotiate the timing of orders.

(2) **No Appeals.** PTS results are considered final and not open to appeal. It is imperative that PTS applications reflect both the Sailor's informed desires and is a true reflection of the Sailor's performance.

(3) **Conversion Request after Re-Enlistment in Rate Approval.** Sailors who are approved to reenlist in-rate may still request a conversion to another rating via traditional means by submitting a NAVPERS 1306/7.

f. **Conversion Options after Advancement.** Sailors who participated in a Navy-wide examination in one rating, and are



subsequently approved for conversion under PTS into a different rating, have one of the following options:

(1) If advanced into a **CREO 1 or 2 rate**, either accept advancement into old rating and cancel PTS approval, or continue with PTS conversion.

(2) If advanced into a **CREO 3 rate**, continue to convert via PTS.

(3) In either case, converting Sailors can accept advancement/frocking in the old rating while continuing the conversion process via PTS.

**g. Reenlistment Authorization Time Frame.** Authorizations to reenlist in-rate or convert to a new rating are valid only up to 6 months following the original EAOS for which the PTS application was submitted. If a Sailor does not execute a reenlistment or commence the conversion process within this time frame, the Sailor is required to submit a new PTS application.

**h. Consider Other Options.** Sailors should not be discouraged if they did not receive reenlistment or conversion approval within the first few months of applying. After two reviews, Sailors without approval to reenlist in-rate or convert to a new rating may want to consider adding or altering the ratings selected as conversion options. Sailors, whose applications reflect reenlistment-in-rate as their only desire, may want to consider conversion options if continued Naval Service is desired.

**i. Separation or Other Option.** Sailors who execute orders for conversion, and subsequently fail to complete the formal training required for conversion to the new rating assigned via PTS, shall be processed for separation within two-months of disenrollment.

(1) Sailors unable to execute the conversion process, through no fault of their own (i.e., placed in a limited duty (LIMDU) status), may be offered an opportunity to select another CREO 1 or 2 rating via PTS at the approval of the ECM.

(a) A new PTS application will be required to be submitted, and in most cases, the application will only be reviewed once.

(b) Extensions to facilitate more reviews by the PTS system are not authorized and shall not be approved.

(2) Any OBLISERV requirement for training, not fully completed to execute a PTS conversion, shall be waived; or in the case of an inoperative extension, shall be cancelled by the Sailor's CO.

j. **Severance Pay.** Sailors denied reenlistment under PTS are not entitled to severance pay on their initial enlistment or period of OBLISERV per reference (c).

k. **High Year Tenure (HYT).** PTS approval to reenlist does not waive a Sailor who may be approaching HYT. A separate HYT waiver must be requested from NAVPERSCOM, Enlisted Retirement Section (PERS-4823), and approved, prior to reenlisting beyond established HYT limits.

## 6. Extensions

a. **Extensions not Authorized, with Exceptions.** Extensions are not authorized for first-term Sailors within the PTS eligibility window of 12 months from EAOS, with the following exceptions:

(1) **Await PTS Results.** A 2-month extension may be authorized by the CO to await PTS results for Sailors who submitted PTS applications within 1 month of EAOS, as long as the extension does not extend the Sailor beyond 6 years of total active duty service.

(2) **Allow Time for Transition from Navy.** An additional 2-month extension may be authorized by the CO for Sailors, who are selected to separate in the above case, to allow time for transition from the Navy as long as the extension does not extend beyond 6 years of total active duty service.

(3) **Sailors in 2YO Program.** COs may extend Sailors in the 2YO program up to 24 months without PTS approval. If reenlistment is desired at the completion of the extension, a PTS request must be submitted.

(4) **Sailors in 3YO Program.** COs may extend Sailors in the 3YO program up to 12 months without PTS approval. If reenlistment is desired at the completion of the extension, a PTS request must be submitted.

(5) **Time to Complete Training.** COs must extend Sailors who have received PTS approval to convert to a new rating in order to provide sufficient time to complete training for the converted rating prior to reenlisting.

(6) **Time to Strike into a Rating.** COs may extend Sailors, who have received PTS approval for GENDET Reapply, for up to 12 months to provide opportunity for the Sailor to strike into a rating. This extension is at the CO's discretion considering whether the Sailor has been provided ample opportunity to strike for a rating.

(7) **Policy Change for Rating.** COs may extend Sailors who are required to apply to PTS under a policy change, whose rating was previously exempt or excluded from PTS. The purpose of this extension is to provide the opportunity for the Sailor to receive six reviews in the PTS system.

b. **Extensions Authorized.** Extensions for first-term Sailors may be authorized by the CO in the following cases, provided the extension is executed prior to 12 months from EAOS and the extension does not carry the Sailor beyond 6 years of service:

- (1) As outlined in MILPERSMAN 1160-040.
- (2) To await selection results for officer programs.
- (3) As outlined in reference (d).