



PLAIN TALK FOR SAILORS

Perform to Serve (PTS) is an end strength force management tool that utilizes a performance criteria within individual ratings and year groups to ensure long term sustainment of experience throughout our Navy. (Reference NAVADMIN 128/10)

Your performance determines Fleet RIDE/PTS results.

Fleet RIDE/PTS incorporates individual Sailor performance indicators during the PTS selection process. Then it creates a ranking of all PTS applications based on these factors and determines whether or not you are eligible for an available enlistment quota. The number of available quotas is different for every rate and rating, and changes every month based on needs of the Navy.

Your performance directly impacts Fleet RIDE/PTS determination. Use the TIMELINE and the CHECKLIST provided below to prepare for the Fleet RIDE/PTS selection process. Start now to make yourself the best possible candidate for retention!

TIMELINE – Your Countdown to PTS Selection Results

Reporting Aboard your new command

- Submit request for a Reporting Career Development Board (CDB) to your Command Career Counselor (CCC).
 - Use Fleet RIDE (see information on page 2) to identify future career possibilities based on current ASVAB score.
 - Consider retaking ASVAB for improved options.
- Identify a Mentor and meet routinely to discuss your career progression.
- Meet your CCC and discuss career opportunities.

24-15 months prior to SEAOS and/or PRD

- You are approaching the end of your Soft End of Active Obligated Service (SEAOS) (SEAOS equals EAOS plus any extensions) and/or Projected Rotation Date (PRD).
 - If additional obligated service is required for PCS orders, submit a PTS application 12 months prior to PRD.
- Request a CDB to verify you are on track for Fleet RIDE/PTS approval.
- Know your Year Group (see information on page 2). Consider options for future rating conversion.

15-12 months prior to SEAOS/PRD

- You are in your Fleet RIDE/PTS application window.
- You must qualify for PTS using Fleet RIDE.
 - Discuss ALL conversion options with your CCC and Mentor.
 - Understand your options for submitting a Fleet RIDE/PTS application:
 1. Reenlist INRATE – you request to reenlist in your current rating
 2. Apply for INRATE and willing to Convert – you request to reenlist in your current rating, but are willing to convert to a new rating
 3. Conversion ONLY – you request to reenlist in a new rating
 4. SELRES Option – you request to reenlist in the Selected Reserve
 5. Separation – you request to separate from the Navy at EAOS/SEAOS

NOTE: You may submit a Fleet RIDE/PTS application for SELRES any time within your 15-3 month window.



**12-6 months
prior to SEAOS/
PRD**

NOTE: Available Fleet RIDE/PTS quotas change every month, based on needs of the Navy. Therefore, it is very important that you closely monitor quota availability. Your Command Career Counselor will help you obtain and review monthly quotas in Fleet RIDE/PTS.

- You are in your Fleet RIDE/PTS processing window.
- Communicate regularly with your Command Career Counselor.
 - Verify your CCC updates your Fleet RIDE/PTS application every month.
 - Review Fleet RIDE/PTS results every month. Your CCC has access to PTS and will help you determine your next step, based on one of the following results:
 1. APPROVED: You are approved for reenlistment INRATE or for Conversion to a new rating.
 2. DENIED: You are within 12-7 months of SEAOS, are denied a quota this month, but can continue to submit applications.
 3. DENIED-Final Active: You are within 6-0 months of SEAOS, are denied a quota, and can no longer submit an application for reenlistment as an Active Duty Sailor. You should consider submitting an application for Selected Reserve (SELRES).

**10-6 months
prior to SEAOS/
PRD**

- After the first two months, if you are not selected for INRATE approval, you are strongly encouraged to consider updating your Fleet RIDE/PTS application to “Apply for INRATE and willing to Convert” or “Conversion ONLY”.
- Request a CDB to review your conversion options.

**9-7 months
prior to PRD**

- You are in your orders negotiation window.
 - You must have Fleet RIDE/PTS approval PRIOR to submitting a Career Management System/Interactive Detailing (CMS/ID) job application.

**6 months
prior to SEAOS**

- Final Fleet RIDE/PTS determination made.
 - If you do not receive a Fleet RIDE PTS quota, consider submitting an application for Selected Reserve (SELRES).
 - Attend the Navy Transition Assistance Program (TAP).

**5-3 months
prior to SEAOS**

- If you do not receive a Fleet RIDE/PTS quota OR if you have no desire to remain on Active Duty, you may submit a Fleet RIDE/PTS application for Selected Reserve (SELRES).

Fleet RIDE/Perform to Serve (PTS)

***algorithm** [al-guh-rith-uhm]

A set of instructions performed in a prescribed sequence to achieve a goal. A mathematical rule or procedure used to compute a desired result. Algorithms are the basis for most computer programming.

—The American Heritage® Science Dictionary

The Fleet Rating Identification Engine (Fleet RIDE) application provides a comprehensive assessment of Sailors and their eligibility and/or qualification for Navy enlisted ratings or jobs. Using Fleet RIDE, Career Counselors screen Sailors for ratings based on individual aptitude (ASVAB scores), moral/legal status, and medical/physical status, while taking into account needs of the Navy based on Career Reenlistment Objectives (CREO).

Each month your PTS application will be measured against your peers’ within the same Year Group. Your Year Group (YG) is determined by the fiscal year (OCT-SEP) that you entered Bootcamp. For example, if you went to Recruit Training Command (RTC) in October 2007, you are in Year Group 2008 (YG-08).

The Fleet RIDE/PTS algorithm* ranks Sailors using the following performance

indicators, in order of priority. You have direct control over many of these indicators.

- Highest Pay Grade – Senior pay grades will rank highest in the system.
- Selected-Not Yet Advanced – Frocked Sailors rank higher than those not yet picked for advancement.
- Average Ranking of Five Most Recent Evaluations – Early Promote, Must Promote, and Promotable have numeric values of 5, 4, and 3, respectively.
- Critical Navy Enlisted Classification (NEC) – Critical NECs rank higher than non-critical NECs. (For the purpose of Conversion, the algorithm will substitute Fleet RIDE scores for critical NECs.)
- Fleet RIDE/Rank Score – Largely based on a Sailor’s ASVAB score - provides an indicator of potential success in the rating requested. (Applies to a Conversion algorithm only.)
- Physical Fitness Assessment (PFA) Results – Calculated based on the number of failures within the past four-year period. Only physically ready Sailors can reenlist.
- Proximity to Soft End of Obligated Service (SEAOS) – Sailors closer to their EAOS rank higher. This indicator is a tie-breaker between otherwise equally qualified Sailors.

As you can see, your performance directly impacts Fleet RIDE/PTS determination. Use the checklist beginning on page 4 to strengthen your opportunity to STAY NAVY.

The “Rack and Stack” Process Illustrated

Enter Fleet RIDE/PTS Window

You must have your CO’s recommendation for Retention in the Navy!

Submit Fleet RIDE / PTS application every month, beginning 12 months prior to SEAOS/PRD.

Every Sailor who applies on time is guaranteed to receive a total of 6 looks (1 per month).

Algorithm / performance indicators, in order of priority.

Highest Pay Grade
Senior pay grades rank highest.

Selected-Not Yet Advanced
Frocked Sailors rank higher than those not yet picked for advancement.

Average Ranking of 5 Most Recent EVALs
Must be “Promotable” and recommended for advancement on the last two EVALs.

Critical Navy Enlisted Classification (NEC)
Critical NECs rank higher than non-critical NECs.

Fleet RIDE/Rank Score
Score indicates potential success in the rating requested.

Physical Fitness Assessment (PFA) Results
You must be physically fit!

Proximity to SEAOS
Sailors closer to EAOS rank higher.

Monthly results are available from your Command Career Counselor. Every Sailor who submits a Fleet RIDE/PTS application on time is guaranteed to receive six looks (one per month).

CHECKLIST – Maximize Your Chances for Selection



Performance Indicator — Highest Pay Grade and Selected-Not Yet Advanced

- Prepare for the Navy-Wide Advancement Exam (NWAE) and achieve top scores.
 - Know when you're eligible to take the NWAE, using information displayed in your Electronic Service Record (ESR).
 - Go to NSIPS/ESR. Click Personal Information > Member Data Summary > Promotion History > Rank Date
 - Go to NSIPS/ESR. Click Personal Information > Member Data Summary > Promotion History > Time-In-Rate (TIR) Date
 - Prepare to take the exam, using resources provided by the Navy Advancement Center (NAC).
 - Go to Navy Knowledge Online (NKO). Click Career Management > Navy Advancement Center
 - Review Time in Rate and Exam Computation Table
 - Download Bibliography for Advancement (published six months prior to every exam; reference material used to develop your exam)
 - Review Rating Topics/Subtopics (published simultaneously with Bibliographies)
 - Review Profile Sheets (from previous exams taken in the same rank)
 - Visit the NAC Facebook page.
- Seek career guidance from experienced professionals.
 - Chain of command – command leaders can help you identify growth opportunities from real-world, real-time experience
 - Command Career Counselor – your CCC can provide information or direct you to resources regarding Navy procedures, occupations, education, job training, and promotion opportunities
 - Mentor – Mentoring is a process by which more experienced individuals assist others to expand their knowledge, enhance their careers, increase their networks and develop personally and professionally. It can occur in formal or informal settings, and between seniors/subordinates, peers, subject matter experts/novices, older/younger, etc. For more information, visit Navy Personnel Command. Click Support & Services > Diversity > Mentoring
- Develop Navy leadership skills.
 - Visit Navy Knowledge Online (NKO). Click Leadership
 - Complete Navy eLearning courses. Log in and go to All Catalog Items > Navy Learning Centers & Programs > Center for Personal and Professional Development (CPPD)

Internet Resources

IMPORTANT: Copy/Paste entire URL into your Internet browser.

NSIPS/Electronic Service Record (ESR)

<https://nsips.nmci.navy.mil/>

Navy Knowledge Online (NKO)

<https://www.nko.navy.mil>

Navy Advancement Center (NAC) on Facebook

<http://www.facebook.com/pages/Navy-Advancement-Center/213190711299>

Navy Personnel Command Mentoring

<http://www.public.navy.mil/BUPERS-NPC/SUPPORT/DIVERSITY/MENTORING/Pages/default2.aspx>

Navy Personnel Command Performance Evaluation

<http://www.public.navy.mil/bupers-npc/career/performanceevaluation/Pages/default.aspx>

Navy Personnel Command Fleet RIDE/PTS

<http://www.public.navy.mil/bupers-npc/career/careercounseling/Pages/FleetRIDE-PTS.aspx>



Performance Indicator — Average Ranking of Five Most Recent Evaluations

- Prepare for annual Performance Evaluation (EVAL).
 - Keep up-to-date “Brag Sheet” that captures your accomplishments throughout the year

Internet Resources

IMPORTANT: Copy/Paste entire URL into your Internet browser.

NSIPS/Electronic Service Record (ESR)

<https://nsips.nmci.navy.mil/>

Official Military Personnel File (OMPF) - My Record

<https://www.bol.navy.mil/>

Navy Personnel Command Physical Readiness

<http://www.public.navy.mil/bupers-npc/support/physical/Pages/default2.aspx>

Navy Fitness

www.navyfitness.org

BUPERS Online - PRIMS

<https://www.bol.navy.mil>

Navy COOL

<https://www.cool.navy.mil/>

USMAP

<https://usmap.cnet.navy.mil/>

Navy College

<https://www.navycollege.navy.mil/>

- Maintain sustained superior performance
- Display technical expertise and outstanding military performance
- Maintain highest standards for personal conduct and appearance
- Maintain physical fitness
- Seek leadership opportunities
- Seek opportunities for command involvement
- Request a command collateral duty and strive for excellence
- Request a MENTOR (and be a MENTOR)
- Be honest with yourself and work constantly to improve your performance

Ensure your EVAL documents your achievements (this important record has significant impact on your career).

- Document sustained superior performance
- Document command involvement
- Document collateral duties
- Document special achievements, including community service
- Visit Navy Personnel Command. Click [Career Info](#) > [Performance Evaluation](#)

Verify that your Electronic Service Record (ESR) and Official Military Personnel File (OMPF) accurately reflect all your achievements.

- Evals
- PFA results
- Training and Education
- Certs & Quals
- Awards
- Security Clearance, if applicable

Visit online resources providing career development opportunities.

- Navy Credentialing Opportunities Online (Navy COOL)
- United Services Military Apprenticeship Program (USMAP)
- Navy College



Performance Indicator — Critical Navy Enlisted Classification (NEC)

Not all ratings have critical NECs. However, if your rating does and if you do not have one, then you should seek out the jobs and training required to earn the NEC. Review the current critical NEC listing, located on the Navy Personnel Command website. Click [Career Info](#) > [Counseling Counseling](#) > [Fleet RIDE-PTS](#)



Performance Indicator — Fleet RIDE/Rank Score

Request a Reporting Career Development Board (CDB) and obtain your Fleet RIDE score from your Command Career Counselor.

- Review ASVAB scores (in case you need to request PTS approval for

rating conversion)

- Determine whether you should retake the ASVAB to raise your score and qualify for another rating
- Know your rating's CREO Group (CREO indicates whether or not you should consider conversion to an undermanned rating). Review the current critical CREO listing, located on the Navy Personnel Command website. Click [Career Info](#) > [Counseling Counseling](#) > [Fleet RIDE-PTS](#)
- Verify security clearance eligibility, if necessary for rating conversion

NOTE: You can influence your Fleet RIDE score by ensuring that you meet or exceed all requirements for conversion to the desired rating.



Performance Indicator — Physical Fitness Assessment (PFA) Results

- Maintain excellent physical fitness.
- Verify PRIMS data is accurate and complete. Go to BUPERS Online at <https://www.bol.navy.mil>. Click [PRIMS](#)
- Use online resources:
 - Navy Personnel Command. Click [Command Support](#) > [Physical Readiness](#)
 - Navy Knowledge Online (NKO). Click [Personal Development](#) > [Health and Wellness](#)
 - Navy Fitness at <http://www.navyfitness.org/>



Performance Indicator — Proximity to Soft End of Obligated Service (SEAOS)

- Your EAOS is determined when you reenlist or extend your reenlistment.

SUMMARY – Your Performance impacts PTS Results

“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). During this mandatory submission period, applications must 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.”

As your Fleet RIDE/PTS window approaches, work closely with your chain of command and Command Career Counselor to ensure that you are the best possible candidate for reenlistment approval. Remember: **Preparation starts the day you report to the command!**

Fleet RIDE/PTS policy, information, and training materials are located on the Navy Personnel Command website. Click [Career Info](#) > [Counseling Counseling](#) > [Fleet RIDE-PTS](#)

For help and assistance, contact the NPC Customer Service Center: 1-866-827-5672 (DSN 882-5672), or send email to CSCMailbox@navy.mil.

Internet Resources

IMPORTANT: Copy/Paste entire URL into your Internet browser.

Navy Personnel Command My Personnel Info

<http://www.public.navy.mil/bupers-npc/support/paypers/Pages/MyPersonnelInfo.aspx>

Navy Personnel Command Sailor Career Toolbox

<http://www.public.navy.mil/bupers-npc/career/staynavy/toolbox/Pages/default2.aspx>

This Sailor user aid is a product of the OPNAV N16 Fleet Introduction Team in coordination with NPC BUPERS-32. Please address comments and feedback to Ms Elizabeth McGrath, elizabeth.mcgrath@navy.mil

KNOW YOUR NUMBERS

ADSD: _____

Year Group: _____

EAOS: _____

SEAOS: _____

PTS quota expiration date: _____

PRD: _____

Find ADSD, EAOS, SEAOS and PRD on your Electronic Service Record (ESR). See "Terminology" below to determine your Year Group. See your CCC to determine PTS quota expiration date.

REMEMBER: It is very important that you give serious consideration to when and how you use your PTS quota.

- Your PTS quota expires 13 months from the date granted.
- Your PTS quota is used whenever you reenlist or extend your current reenlistment.

Terminology

A

ADSD (Active Duty Service Date)

Actual or adjusted date from which the amount of active military service performed is calculated.

Advancement Date

Date on which a Sailor receives a pay increase due to advancement to a higher rate.

ASVAB (Armed Service Vocational Aptitude Battery)

Aptitude test administered prior to enlistment. Used to assess academic ability and predict success in performing Navy jobs (enlisted ratings). Sailors may retake the ASVAB to improve test scores and increase career options.

Attrition

Reduction in size of a work force that occurs when personnel are voluntarily or involuntarily separated from the Navy.

C

CCC (Command Career Counselor)

Individual responsible for providing career management advice, guidance and counsel to Sailors and command.

CDB (Career Development Board)

Conducted for a Sailor by the chain of command and/or other command leadership to discuss Sailor's career opportunities, performance and expectations.

CMS/ID (Career Management System/Interactive Detailing)

Web-based system used by enlisted Sailors to apply for Permanent Change of Station orders.

E

EAOS (End Active Duty Obligated Service)

Date enlistment contract ends and Sailor is released from obligated service.

End Strength

Number of Sailors in the Navy at the end of a specific time frame.

F

Fleet RIDE (Fleet Rating IDentification Engine)

Web-based system used to determine Sailor skills qualifications based on specific parameters. Used during the PTS process to determine individual qualifications and rating conversion opportunities.

Force Structure

The composition of enlisted ratings required to perform Navy work, based on training, education, technical competence, experience, leadership, and managerial responsibilities.

I

INRATE

Term used to describe a Sailor's position as existing within his/her current enlisted rating.

N

NWAE (Navy Wide Advancement Exam)

Conducted biannually to determine advancement to E4-E6; conducted annually to determine advancement to E7.

P

PCS (Permanent Change of Station)

Official relocation or "transfer" to a new duty station executed upon receipt of orders from the Bureau of Naval Personnel (BUPERS).

PRD (Projected Rotation Date)

The date a Sailor is scheduled to detach from one command and transfer to another.

PTS (Perform to Serve)

End strength force management tool that utilizes performance criteria within individual ratings and year groups to ensure long term sustainment of experience throughout our Navy.

PTS quota expiration date

Date on which a Perform to Serve quota expires if not used by the Sailor to reenlist or extend. Any action that changes EAOS or SEAOS will cause the PTS quota to expire.

R

Rating

Designation used to identify the occupational specialty held by a Sailor, such as Boatswain's Mate. Note, "rating" should not be confused with "rate" which is used to describe a Sailor's paygrade.

Rating Manning Level

Number of authorized billets for each paygrade within an enlisted rating.

Retention

The condition of being retained. The result of reenlistment or extension of service in the Navy.

S

SEAOS (Soft End Active Duty Obligated Service)

Ending date of an enlistment contract plus any signed obligated extension of service.

TAP (Transition Assistance Program)

Supports personnel transitioning out of the Navy and into the civilian workforce.

T

TIR

Time in Rate. The period of time from the date a Sailor was last advanced.

Y

Year Group

Based on the Fiscal Year (FY) Sailor attended Recruit Training (i.e., entered boot camp October 2009 = FY 2010).