

SAILOR'S CREED

I am a United States Sailor.

I will support and defend the Constitution of the United States of America and I will obey the orders of those appointed over me.

I represent the fighting spirit of the Navy and those who have gone before me to defend freedom and democracy around the world.

I proudly serve my country's Navy combat team with Honor, Courage, and Commitment.

I am committed to excellence and the fair treatment of all.

Perform To Serve

Step-By-Step Guide

What you and your family need to know
about managing a career



(For definitions of terms in italics, see Pages 14 and 15.)

What is *Perform to Serve (PTS)*?

Perform to serve is a human resources management tool that utilizes performance criteria within individual *ratings* and *year groups* (YGs) to ensure long-term sustainment of experience throughout our Navy.

Who is affected by *PTS*?

PTS affects all designated Sailors E-3 to E-6 with 14 or fewer years of service and whose enlisted contracts, including extensions (also known as Soft End Active Duty Obligated Service, or *SEAOS*) are 15 months from expiration.

Why is *Perform to Serve* needed?

End strength numbers change annually due to the changing demands on our Navy. The need to change *force structure* is dictated by the work that is necessary and has to be accomplished today and into the future. *PTS* provides an opportunity to retain the best performers in each *year group*. Each rating is compared by *year group* across the entire navy. *PTS* also allows Sailors to consider transferring into new ratings or into the Navy Reserve as options to remain in the Navy.

Additionally, as our economy changes, the *retention* behavior of our Sailors and families also changes. During dips in our economy, we experience high *retention* and low *attrition*. In a *rotational force*, not everyone can stay to ensure long term experience and sustainment of our Navy. *PTS* works to retain the very best within manning levels.

INRATE – within your current rating.

NWAE – Navy-wide Advancement Exam.

PCS – Permanent Change of Station. Orders to your next duty station.

PRD – Projected Rotation Date. The date on which a Sailor is scheduled to rotate to a new duty station.

PTS – Perform to Serve. The computer program used by Sailors to apply to stay in the Navy.

Rating – the skill area to which a Sailor is assigned (e.g., Logistics Specialist, or LS).

Retention – the condition of being retained. The result of Sailors who re-enlist.

Rotational force – a military service that has personnel departing through retirement or separation and requires a constant recruiting effort to maintain *end strength* and *force structure* throughout its history.

SEAOS – Soft End Active Duty Obligated Service. The ending date of an enlistment contract plus any signed extension of service that would extend the enlistment contract.

SELRES – Selected Reserve. The status of an actively drilling Navy Reserve Sailor.

TAP – Transition Assistance Program. A program provided to assist Sailors in transitioning out of the Navy and into the civilian workforce.

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

Year group -- the fiscal year (Oct. 1 to Sept. 30) in which you entered boot camp. For example, if you went to Recruit Training Command in October 2007, you are in *year group* 2008 (YG-08).

Terms:

Advancement date – the date on which a Sailor begins to be paid at his or her new rate.

Algorithm – a set of instructions performed in a prescribed sequence to achieve a goal. In this case, the goal is to retain the best performers across our Navy within each rating.

Attrition – the gradual reduction of the size of a work force. It occurs as personnel are separated due to retirement or resignation, voluntarily or involuntarily.

ASVAB – Armed Service Vocational Aptitude Battery. The entry exam to enter service. It assesses a person's potential in various skill areas.

CCC – Command Career Counselor. The command specialist who provides career management advice, guidance, and counsel to Sailors and the chain of command.

CDB – Career Development Board. A review board conducted for a Sailor by the chain of command and/or other command leadership, to discuss career opportunities, performance, and expectations.

CMS/ID – Career Management System/Interactive Detailing. The system used by Sailors to apply for Permanent Change of Station orders.

EAOS - End Active Duty Obligated Service. The ending date of an enlistment contract.

End strength – the number of Sailors in the Navy at the end of a specific timeframe.

Fleet RIDE – a computer program used to determine skills qualifications based on various parameters as well as to determine available ratings for conversion.

Force structure – how the *end strength* is made up of the all ratings to perform the necessary work.

When should I be concerned about *PTS*?

As a Sailor, you should be very familiar with *PTS*. Whether it affects you or the Sailors you lead, it is essential to remain current with the changing environment. Immediately upon checking into a new command, you should request a Career Development Board (*CDB*). A *CDB* enables you to have a discussion with your leadership and Command Career Counselor (*CCC*) to understand the opportunities and options that you need to consider as you move forward. An example would be retaking the *ASVAB* to raise your scores and prepare you for minimum qualifications to pursue other ratings in the future, should your rate become overmanned.

What is *Fleet Ride/Perform to Serve (PTS)*?

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

Each month your *PTS* application will be measured against your peers within the same *year group*. *Year group* is defined as the fiscal year (Oct. 1 to Sept. 30) in which you entered boot camp. 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* (*FR-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 – Sailors who are not being paid in their new rates, but who have been selected for advancement, 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 (job specialties in high demand) rank higher than non-critical NECs.
- *Fleet RIDE*/Rank Score – Largely based on a Sailor’s *ASVAB* score, it provides an indicator of potential success in the rating requested. (This applies to a conversion algorithm only.)
- Physical Fitness Assessment (PFA) Results – PFAs are calculated based on the number of failures within the past four-year period. Only physically ready Sailors can re-enlist.
- Proximity to Soft End-of-Obligated-Service (*SEAOS*) – Sailors closer to their *EAOS* rank higher in *PTS*. This indicator is a tie-breaker between otherwise equally qualified Sailors.

As you can see, your performance directly impacts *Fleet RIDE/PTS* determination. Each Sailor who submits an on-time application is guaranteed to receive a total of six looks (one per month).

KNOW YOUR NUMBERS

- ACTIVE DUTY SERVICE DATE:
- YEAR GROUP:
- *EAOS*:
- EXTENSIONS:
- *SEAOS*:
- RATING MANNING LEVEL:
- *PRD*:
- *PTS* QUOTA EXPIRATION DATE:

(Note: *PTS* quotas expire 13 months from the date granted. Any reenlistment or extension action to change your *EAOS* is a use of the granted quota. To conduct any further action requires a new quota. Serious consideration should be given to how you utilize your quota.)

PTS Summary

Navy policy directs that, “commands shall ENSURE *Fleet RIDE/PTS* applications are submitted for all designated E-3 to E-6 Sailors with less than or equal to 14 years of 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:

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

For assistance, contact the NPC Customer Service Center:

1-866-827-5672 (DSN 882-5672)

CSCMailbox@navy.mil.

If you are given a quota, once you extend or re-enlist, your quota is considered used, and you must reapply to be considered for additional re-enlistment or extension actions.

When do I apply for a PTS quota?

You must apply for a *PTS* quota 15 months prior to your End of Active Obligated Service (EAOS) as extended (SEAOS). Special circumstance applications can be submitted at the 12-month mark from Projected Rotation Date (PRD) or EAOS if required. Other occasions, such as decommissioning, homeport changes and early transfer, could warrant submission.

What are my choices for submitting for a PTS quota?

During this submission, you must consider manning levels within your rating and consider applying for other ratings or the Navy Reserve. Manning levels are determined by *year group*.

What is a year group?

Year group is based on the Fiscal Year (FY) in which a Sailor entered boot camp. If a Sailor entered RTC in December 2009, the Year Group is FY 2010; if in August 2009, the *year group* is FY 2009. Sailors will only be compared against their peers within the same year group. They will not be compared to Sailors in a whole zone (e.g., an E-5 with 6.5 years in the Navy will not be compared to an E-6 with 9.5 years).

Why is PTS managed by year group?

Managing *PTS* by *year group* enables our Navy to ensure experience is managed at each level for long-term sustainment.

If we have too many Sailors, why not stop bringing more into boot camp?

Stopping the flow of Sailors coming in the Navy would create experience gaps. Our military is a *rotational force* and it is important that over time we maintain experience at each level. As the force continues to rotate through retirements and separations we will always have a need to keep a steady flow of new recruits entering the Navy. Also, *retention* behaviors change from year to year. This is often difficult to predict and we must be able to maintain our levels of manning to meet fleet demands.

What happens if I do not apply for a *PTS* quota?

If you do not submit for options, you will not be considered for those options. You have to make a personal and direct decision: Do I want to stay in the Navy first? Or, do I only want to stay in the Navy in my current rating? Every option should be discussed and considered in your *CDB* prior to your submissions.

How is it determined who gets to stay in rate?

An algorithm (as discussed under *Fleet RIDE/PTS*) has been established to select candidates to remain in rate. See page 4.

Timeline: A Sailor's countdown to *PTS* Selection Results

Reporting onboard your new command:

1. Request a Reporting Career Development Board (*CDB*).
Use *Fleet RIDE* (see information on Page 3) to identify future career possibilities based on current *ASVAB* score.
Consider retaking the *ASVAB* for improved options.

- ✓ Ensure that you have a *Fleet RIDE/PTS* approval **PRIOR** to entering *CMS/ID* apply (9-7 months prior to *PRD*).
- ✓ If you have not been selected for *INRATE* approval after two reviews/looks, strongly consider conversion alternatives to your *Fleet RIDE/PTS* application.
- ✓ If you are not selected for either an *INRATE* approval or conversion, or have no desire to remain on Active Duty, explore the benefits of reserve affiliation (the *SELRES* option).

Throughout the process:

- ✓ Involvement is key.
 - Early is better.
 - Discuss all options during *CDB*.
 - Understand the application.
- ✓ Work on advancement.
 - Prepare for exams; use good study habits.
- ✓ Pay attention to your *EVALS*
 - Are you doing everything to make yourself shine?
 - Be honest.
- ✓ Prepare for conversion for conversion well before the *Fleet RIDE/PTS* window. (Think about it.)

After 2-3 looks:

- ✓ You must consider the conversion option.
- ✓ If separating, ALWAYS consider *SELRES* affiliation.

Use the following checklist – based on the *Fleet RIDE/PTS* algorithm – to strengthen your opportunity to STAY NAVY.

A Sailor's Checklist for Success in *Fleet RIDE-PTS*

- ✓ Ensure you receive your Reporting *CDB* (Have *ASVAB* scores reviewed).
- ✓ Get a mentor.
- ✓ Know your advancement dates/Time in Rate (*TIR*) requirement and what resources/study materials (bibliography, *AESG*, schools, profile sheets, etc.) to give yourself a better opportunity to score well on the Navy-Wide Advancement Exam (*NWAE*).
*****START EARLY – Don't wait until the last minute!*****
- ✓ Keep a personal log of your personal/professional accomplishments throughout your evaluation cycle (Keep an up-to-date brag sheet).
- ✓ Maintain sustained superior performance.
- ✓ Maintain a culture of fitness.

Your Fleet RIDE/PTS application window is 15-12 months prior to your SEAOS/PRD.

As you approach the Fleet RIDE/PTS window:

- ✓ Ensure you have a *CDB* conducted (24-15 months prior to *PRD/SEAOS*).

Your Fleet RIDE-PTS processing window is 12-6 months prior to your SEAOS/PRD.

- ✓ Ensure that you are qualified in the *Fleet RIDE* program (Know ALL your conversion options).
- ✓ Ensure your Fleet RIDE-PTS applications are submitted (15-12 months to *SEAOS/PRD*) and ASK TO SEE YOUR SUBMISSION!

2. Request a mentor and meet routinely to discuss your career progression.
3. Meet your Command Career Counselor (*CCC*) and discuss career opportunities.

24-15 months prior to *SEAOS* and/or *PRD*:

1. You are approaching the end of your Soft End of Active Obligated Service and/or Projected Rotation Date .
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.
2. Know your year group
3. Consider options for future rating conversion.

15-12 months prior to *SEAOS/PRD*:

1. You are in your *Fleet RIDE/PTS* application window.
2. You must qualify for *PTS* using *Fleet RIDE*.
3. Discuss ALL conversion options with your *CCC* and mentor.
4. Understand your options for submitting a *Fleet RIDE/PTS* application:
 - Re-enlist *INRATE* – you request to reenlist in your current rating
 - Apply for *INRATE* and willing to convert – you request to re-enlist in your current rating, but are willing to convert to a new rating
 - Conversion ONLY – you request to reenlist in a new rating

SELRES Option – you request to reenlist in the Selected Reserve (SELRES)

- Separation – you request to separate from the Navy

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

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*.

12-6 Months prior to SEAOS/PRD:

1. You are in your *Fleet RIDE/PTS* processing window.
2. Communicate regularly with your Command Career Counselor.
3. Verify your CCC updates your *Fleet RIDE/PTS* application every month.
4. 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:

APPROVED: You are approved for reenlistment *INRATE* or for conversion to a new rating.

DENIED: You are within 12-7 months of *SEAOS*, are denied a quota this month, but can continue to submit applications.

5. 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 the Selected Reserve (SELRES).

1. your *Fleet RIDE/PTS* application to “Apply for *INRATE* and willing to Convert” or “Conversion ONLY”.

2. Request a *CDB* to review your conversion options.

3. 10-6 months prior to SEAOS/PRD:

4. After the first two months, if you are not selected for *INRATE* approval, you are strongly encouraged to consider updating

9-7 months prior to SEAOS/PRD:

1. You are in your orders negotiation window.
2. You must have *FleetRIDE/PTS* approval PRIOR to submitting a Career Management System/Interactive Detailing (*CMS/ID*) job application. You do not need *PTS* quota if you have 24 or more months on your *SEAOS* to complete your next assignment.

6 months prior to SEAOS:

1. Final *FleetRIDE/PTS* determination made.
If you do not receive a *FleetRIDE PTS* quota, consider submitting an application for Selected Reserve.
2. Attend the Navy Transition Assistance Program (TAP).

5-3 months prior to SEAOS:

1. If you do not receive a *FleetRIDE PTS* quota OR if you have no desire to remain on active duty, you may submit a *Fleet RIDE/PTS* application for the Selected Reserve.