

SAILOR'S CREED

I am a United States Sailor.

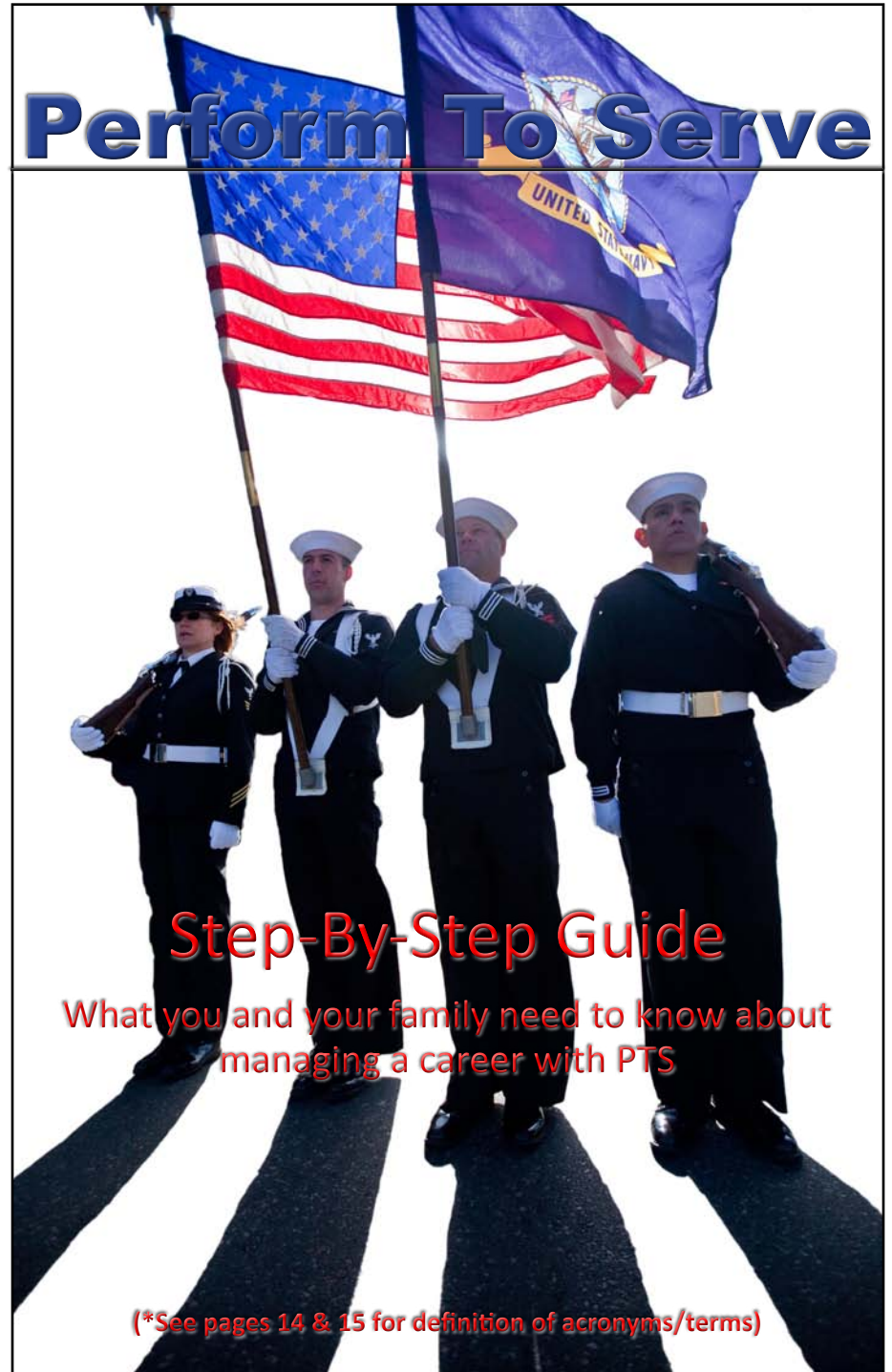
I will support and defend the Constitution of the United States of America and I will obey the orders of those appointed over me.

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 with PTS

(*See pages 14 & 15 for definition of acronyms/terms)

What is Perform to Serve (PTS)?

Perform to Serve is an end-strength force-management tool that uses a performance criteria within individual ratings and year groups to ensure long term sustainment of experience throughout our Navy.

In September 2010 PTS was merged into the Fleet Rating Identification Engine (RIDE) to provide a uniform processing system for Sailor career management.

Who is affected by Fleet RIDE-PTS?

Fleet RIDE-PTS (FR-PTS) affects all designated Sailors E3-E6 with 14 years or less service and whose Soft End Active Duty Obligated Service (SEAOS) is 15 months from the expiration.

Why is FR-PTS needed?

End-strength numbers change annually, this is 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. FR-PTS provides an opportunity to retain the best performers in each year group (YG). Each rating is compared by YG across the entire Navy. FR-PTS also allows Sailors to consider transferring into a new rating or into the Navy Reserve as an option to remain in the Navy.

Additionally, as our economy changes the retention behavior of our Sailors and families also change. Due to recent dips in our economy we are experiencing record high retention and record low attrition. As a rotational force, not everyone can stay to ensure long-term

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

ASVAB – Armed Service Vocational Aptitude Battery (ASVAB), the entry exam to enter the service to determine skills the individual is best suited to perform within.

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

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

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.

Rating – the skill area that a Sailor is assigned in (e.g., LS = Logistic Specialist)

INRATE – with in your current rating.

SELRES – Selected Reserve, active drilling Navy Reserve Sailor

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

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

Advancement Date – the date a Sailor is started to be paid for an advancement.

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

NWAE – Navy-Wide Advancement Exam

Terms:

PTS – Perform to Serve, the computer program used by Sailor to apply to stay in the Navy.

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

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

PRD – Projected Rotation Date, the date a Sailor is scheduled to rotate to a new duty station.

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

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

Retention – the condition of being retained. The result of Sailors who reenlist.

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

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.

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.

experience and sustainment of our Navy. FR-PTS works to retain the very best within manning levels.

When should I be concerned about FR-PTS?

As a Sailor you should be very familiar with FR-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). CDBs enable you to have a discussion with your leadership and Command Career Counselor (CCC) and understand how the opportunities and options that you need to consider as you move forward. An example would be, retaking the ASVAB or Armed Forces Classification Test (AFCT) to raise your scores and prepare you for minimum qualifications to pursue other ratings in the future; should your rate become overmanned.

What is FR-PTS?

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 the current needs of the Navy based on Career Reenlistment Objectives (CREO).

The 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 – 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.

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 – PFAs are calculated based on the number of failures within the past four-year period.

Proximity to Soft End-of-Obligated-Service (SEAOS) – Sailors closer to their SEAOS rank higher in PTS. This indicator is a tie-breaker between otherwise equally qualified Sailors.

Each Sailor who submits an on time application is guaranteed to receive a total of six looks (one per month). As you can see, your performance directly impacts FR-PTS determination. Use the following checklist – based on the FR-PTS algorithm – to strengthen your opportunity to STAY NAVY. If you are given a quota, once you extend or reenlist your quota is considered used and you must reapply to be considered for additional reenlistment or extension actions.

FR-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 help and assistance, contact the NPC Customer Service Center: 1-866-827-5672 (DSN 882-5672), or send email to:

CSCMailbox@navy.mil.

KNOW YOUR NUMBERS

- ACTIVE DUTY SERVICE DATE:
- YEAR GROUP:
- EAOS:
- EXTENSIONS:
- SEAOS:
- RATING MANNING LEVEL:
- PRD:
- PTS quota expiration date: _____ (Note: FR-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.

When do I apply for a PTS quota?

You may apply for a PTS quota as early as 15 months, but no later than 12 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 (YG) is based on the Fiscal Year (FY) that a Sailor attended Recruit Training (i.e., entered boot camp December 2009 = FY 2010 or August 2009 = FY 2009). Sailors will only be compared against their peers within the same year group vice being compared to Sailors in a whole zone (i.e., E5 with 6.5 years in the Navy to an E6 with 9.5 Years).

Why is PTS managed by year group?

Managing PTS by Year Group (YG) enables our Navy to ensure experience is managed at each level for long term sustainment of our Navy.

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 PTS options you will not be considered for a quota and will be told to separate at EAOS. 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 rate? 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 FR-PTS) has been established to select candidates to remain in rate.

A Timeline – Your countdown to PTS Selection Results:

Reporting aboard your new command:

1. Request a Reporting Career Development Board (CDB).
Use Fleet RIDE (see information on page 2) to identify future career

- **Advancement**
 - Study habits, exam preps
- **EVALs**
 - Are you doing everything to make yourself shine?
 - Be honest
- **Must consider conversion option after 2-3 looks**
 - Prepare for conversion well before FR-PTS window (Think about it)

If separating, ALWAYS consider SELRES affiliation

PTS Summary

Navy policy directs that, “commands shall ENSURE Fleet RIDE-PTS applications are submitted for all designated E3-E6 Sailors with 14 years of service or less 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 FR-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!**

- ✓ **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**

As you approach the FR-PTS window

- ✓ **Ensure you have a CDB conducted (24-15 months prior to PRD/SEAOS)**
- ✓ **Your FR-PTS application window is 15-12 months prior to your SEAOS/PRD**
 - ✓ **Your FR-PTS processing window is 12-6 months prior to SEAOS/PRD**

*** Ensure that you have an FR-PTS approval PRIOR to entering CMS/ID apply. (9-7 months prior to PRD)**

- ✓ **Ensure that you are qualified in the Fleet RIDE program (Know ALL your conversion options).**
- ✓ **Ensure your FR-PTS applications are submitted (12-15 months to SEAOS/PRD)**
- ✓ **If you have not been selected for INRATE approval after two reviews/looks, strongly recommending “Conversion” options to your FR-PTS application.**
- ✓ **If you are not selected for either an INRATE/Conversion OR have no desire to remain on Active Duty, explore the benefits of Reserve Affiliation (SELRES Option).**

- **Involvement is key**
 - **Early is better**
 - **Discuss all option during CDB**
 - **Understand the application**

possibilities based on current ASVAB score.

Consider retaking ASVAB/AFCT for improved options.

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 (SEAOS) 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 FR-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 FR-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 FR-PTS application:
 - Reenlist INRATE – you request to reenlist in your current rating
 - Apply for INRATE and willing to Convert – you request to reenlist 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 FR-PTS application for SELRES any time within your 15-3 month window.

NOTE: Available FR-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 FR-PTS.

12-6 Months prior to SEAOS/PRD:

1. You are in your FR-PTS processing window.
2. Communicate regularly with your Command Career Counselor.
3. Verify your CCC updates your FR-PTS application every month.
4. Review FR-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.

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:

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

9-7 months prior to PRD:

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

6 months prior to SEAOS:

1. Final FR-PTS determination made.
If you do not receive a FR-PTS quota, consider submitting an application for Selected Reserve (SELRES).
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 FleetRIDE/PTS application for Selected Reserve (SELRES).

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 to give yourself a better opportunity to score well on the Navy-Wide Advancement Exam (NWAE) (Bibliography, AESG, schools, profile sheets, etc.). ***START EARLY – Don’t wait until the last minute!*****