



# COMMANDING OFFICER'S TOOL KIT



Sailor 2025

Targeted Reentry Program

Sailor 2025, a living and breathing set of approximately 45 initiatives, demonstrates the commitment of the Navy to recruiting and retaining the force of tomorrow. Despite our goal to retain and reward the Navy's best and brightest, some high performing Sailors choose to depart the Navy. To address this concern, the Navy announced the new Targeted Reentry Program (TRP) and associated program guidelines in NAVADMIN 047/18. Traditionally, when Sailors depart Naval service without Reserve affiliation, their career decision is final. If the Sailors decide to re-apply for Naval service later, they must do so through a recruiter. TRP empowers Commanding Officers (COs) to identify and nominate their Sailors for an accelerated return to Active Duty. Through the nomination process, the Sailor will be considered for a "Golden Ticket" or "Silver Ticket." The program is designed to benefit both the Navy and the Sailor through continued service of sustained superior performers in critical designators and ratings who earned specific qualifications and possess valuable skill-sets needed in our Navy.

# Commanding Officer's Tool Kit

## TARGETED REENTRY PROGRAM

### Sailor 2025

Sailor 2025 is comprised of nearly 45 initiatives to improve and modernize personnel management and training systems to more effectively recruit, develop, manage, reward, and retain the force of tomorrow. It is focused on empowering Sailors, updating policies, procedures, and operating systems, and providing the right training at the right time in the right way to ensure Sailors are ready for the Fleet. Sailor 2025 is organized into three main lines of effort, specifically Personnel System Modernization, Ready Relevant Learning and Career Readiness.

– Vice Adm. Robert Burke, Chief of Naval Personnel

### What is Targeted Reentry?

A Sailor 2025 initiative, the Targeted Reentry Program (TRP) is a tool for COs to identify talented Active Component and Full Time Support (FTS) officer and enlisted personnel, who have elected to leave Active Duty service and do not desire to affiliate with the Ready Reserve, and recommend them to be awarded a Golden Ticket or Silver Ticket. It provides the ability for high performers to return to Active Duty through a streamlined process.

### Who is the Intended Audience?

TRP is designed for COs to enable the retention of Sailors who have demonstrated sustained superior performance while serving in critical designators and ratings, and those who possess highly desirable skill-sets and qualifications who are requesting separation from Active Duty with no Reserve Component affiliation.

Specific requirements:

- O-3 to O-4 and E-4 to E-6 between 8 and 14 years of Active Duty
- Medically Fit for Separation / Passed most recent PFA
- Not in a Failure of Selection (FOS) status
- No Adverse/Criminal/Civil Convictions including court-martial and NJP

### How does the Navy Benefit?

Significant investments in education and training, coupled with real life experiences, make Sailors increasingly valuable to our Navy. Preserving this talent at critical career transition points increases the return on this investment.

**Talent is tough to draw in and even tougher to keep. Just like corporate businesses are adapting, the Navy must adapt to modern personnel policies as well.**

## **How do Sailors Benefit?**

Sailors may consider leaving Active Duty with no Reserve affiliation for numerous reasons, but may soon thereafter reconsider their choices and want to continue active service in the Navy. This program offers a streamlined return to Active Duty, so they may resume their service, in the same status as when they separated. An Active Duty career can be very financially rewarding, and can provide excellent education and insurance (medical/dental/life) benefits for our Sailors and their families. TRP selected Sailors who choose to accept their Golden or Silver Ticket will work with the TRP program manager to redeem it and facilitate their return to Active Duty. If TRP selected Sailors choose not to redeem their Golden or Silver Ticket, they fully separate from the service after two years in the program.

## **Golden and Silver Tickets**

Golden Ticket recipients are guaranteed a streamlined return to Active Duty within one year of release from Active Duty. Silver Ticket recipients are afforded a streamlined return to Active Duty within two years of release from Active Duty, subject to the needs of the Navy and community management approval. Golden Tickets, if not used within one year, will convert to Silver Tickets for an additional year, for a total of two years.

## **TRP Approval Authority**

Community Management (BUPERS-3) is the approving authority for TRP ticket requests and will make determinations based on overall member performance, community health, and needs of the Navy. Requests made by nuclear-trained personnel will be routed through OPNAV N133. Once approved for a Golden or Silver Ticket, officer and enlisted personnel will have the option to accept or reject participation in the TRP prior to their release from Active Duty.

## **General Program Info**

COs should understand this program is designed to assist them in retaining sustained superior performers who otherwise intend to fully separate from Naval service without Navy Reserve affiliation. The Career Transition Office (PERS-97) manages Sailors in TRP. PERS-97 also facilitates the transition from Active Duty to the Navy Reserve for members who desire Navy Reserve affiliation.

## **How the Program Works**

Prior to a member's separation from Active Duty, COs may nominate a Sailor for participation in the TRP. Community Managers (BUPERS-3) will consider the CO's endorsement and other factors and adjudicate each TRP request based on the community's health and needs of the Navy. Members who are awarded a Golden or Silver Ticket may elect enrollment in the program. Program participants will be

transferred to a minimum Reserve status, known as Standby Reserve-Inactive (USNR-S2) for a period not to exceed two years. In this Reserve status, they will have no drilling participation requirement, will not be eligible for promotion or advancement, and not be eligible for health care, retirement points, Servicemembers' Group Life Insurance (SGLI) and other benefits.

Members who are transferred back to Active Duty via TRP will return in the same rank/rate/designator they held prior to their separation from Active Duty. Date of Rank (DOR) and Time in Grade (TIG) adjustments will be reflected on the TRP participant's record upon return to Active Duty.

## Officers

Upon an officer submitting a voluntary resignation request, if the officer meets the TRP criteria, the CO may recommend the officer for a "Golden Ticket" or "Silver Ticket" by positively endorsing the resignation request and forwarding it to BUPERS-3 for consideration via the applicable Officer Community Manager (OCM).

BUPERS-3 will adjudicate each request based on TRP program criteria, CO's endorsement and needs of the Navy. Once a determination is made, BUPERS-3 will send a notification letter to inform the command of the disposition of the request. COs will notify officers approved for TRP.

If approved for a Golden or Silver Ticket, officers have the option to accept or reject participation in the TRP.

## Enlisted

Upon notification of an enlisted Sailor's intent to separate, if the Sailor meets the TRP criteria, the CO may recommend the Sailor for a "Golden Ticket" or "Silver Ticket" in Career Waypoints (C-WAY) via the Command Career Counselor (CCC) for consideration by BUPERS-3.

BUPERS-3 will adjudicate each request for enlisted Sailors via C-WAY each month, based on TRP program criteria and needs of the Navy. Once a determination is made, the command will be notified via C-WAY. COs will notify enlisted Sailors approved for TRP.

If approved for a Golden or Silver Ticket, enlisted members have the option to accept or reject participation in the TRP.

## OFFICER ELIGIBILITY

- Active duty officers in paygrades O-3 and O-4 who completed their Minimum Service Requirement (MSR), but have not yet reached 14 years of active service
- Must have attained community qualifications
- Demonstrated sustained superior performance in their Fitness Reports
- Must not be in Failure of Selection (FOS) status
- Must have passed the most recent Physical Fitness Assessment (PFA).
- Must meet character standards, i.e. no record of civil arrest/NJP, courts-martial, failed drug screening, etc.

## Documentation

Once an officer or enlisted person has accepted the Gold or Silver Ticket, a letter documenting their selection is provided. Officers will receive their letter from their OCM. Enlisted Sailors will receive their letter via C-Way and their status is recorded in C-Way. OCMs and C-Way will send lists of recipients to the NPC Career Transition Office (CTO) to confirm approvals of Gold and Silver tickets.

Gold and Silver Ticket holders should ensure a copy of their letter is provided to the Career Transition Office (PERS-97), which manages the program after separation and facilitates the return to active duty. A copy should also be provided to the member's Command Pay/Personnel Administrator (CPPA) or to their Personnel Support Detachment/Customer Service Desk for inclusion in their service record.

### What COs should know - The Decision to Endorse

The CO's role in the success of the TRP cannot be overstated.

COs are expected to provide positive endorsement for the TRP based on exceptional performance in critically undermanned ratings and designators, or where extensive training and qualifications are required. TRP is not to be used as a widely disseminated handout at separation.

There are several items to consider prior to making a positive endorsement for either a Golden or Silver Ticket. This program is not designed to be offered as a widely disseminated recruitment tool for Sailors separating under regular or hardship conditions, but as an answer to the call for talent management and retention of our finest, and highly trained.

The CO's positive endorsement should be based on the Sailor's ability to step right back in to a challenging assignment and remain highly successful. Those members who have not demonstrated sustained superior performance over the course of their career may still have the opportunity to serve in the Navy Reserve, or return to Active Duty at a later time via a Navy recruiter.

The CO's role in this process is to assist the community managers with a true representation of how the Sailor's performance and needs of the Navy align.

## ENLISTED ELIGIBILITY

- Active Duty Enlisted Sailors in paygrades E-4 to E-6 who completed their Minimum Service Requirement (MSR), but have not yet reached 14 years of active service
- Must have attained community qualifications
- Demonstrated sustained superior performance in their Evaluations
- Must have passed the most recent Physical Fitness Assessment (PFA).
- must meet character standards, i.e. no record of civil arrest/NJP, courts-martial, failed drug screening, etc.

## Commanding Officer Counseling Considerations

The decision to recommend someone for a “Golden Ticket” or “Silver Ticket” is to provide the ability for high performers to return to Active Duty for having demonstrated sustained superior performance during their Active Duty service. While it is encouraged to be supportive of a decision to transition out of the Navy, it is important to let officers and enlisted Sailors know they are invaluable assets to the Navy with critical designators, ratings and highly desirable skill-sets and qualifications that can continue to be developed through further service if they choose to return.

Sailors may leave Active Duty with no Reserve affiliation for numerous reasons, but soon reconsider that decision and want to return to active service in the Navy. When offering a recommendation for a “Golden Ticket” or “Silver Ticket,” it is imperative to accentuate the benefits of an Active Duty career, such as financial stability, retirement benefits, and excellent education and insurance (medical/dental/life) benefits for both the Sailor and their family.

Ensuring that officers and enlisted Sailors alike are aware of the policy requirements to be considered for reentry is critical in making the TRP worth their time to consider accepting. Offering the ability to streamline back into Active Duty right where they left off and still have the ability to excel can sound extremely appealing if there is a level of uncertainty in leaving the Navy. If a life outside of the Navy does not meet the expectations of the Sailor getting out, the TRP can provide an accessible path back to a rewarding naval career.

### Targeted Reentry Program (TRP) vs Career Intermission Program (CIP)

Although TRP and CIP are similar in that they offer streamlined return to Active Duty from the Reserve Component, CIP participants are obligated to return to Active Duty and incur additional service obligation based on their time in CIP. TRP participants are not obligated to return to Active Duty. Additional information about CIP can be found in the reference section.

## Questions and Answers

### Q. What's the difference between the Golden and Silver Tickets?

Golden Tickets are limited in number, based on community health/manning levels and retention goals. These tickets guarantee select Sailors a streamlined return to the Navy within a year of their departure. Silver Tickets are unlimited in number, good for two years and are targeted at high-caliber Sailors who may be in over-manned designators or rates, yet who are valuable to the Navy. While Silver Ticket participants are offered streamlined return to the Navy, their return is subject to the needs of the Navy.

### Q. Who is eligible for this program?

O-3 and O-4 officers and E-4 to E-6 enlisted, who completed their Minimum Service Obligation (MSO), but not yet reached 14 years of active service are eligible for consideration for TRP. An officer or enlisted member must have earned community qualifications, must have a record (fitness

reports/evaluations) reflecting superior performance and must have passed their most recent Physical Fitness Assessment (PFA). Officers who have failed to select for promotion are not eligible for TRP. Also, prospective participants must meet character standards, i.e. no record of civil arrest/NJP, courts-martial, failed drug screenings, etc.

**Q. Is there a control for Golden Tickets and Silver Tickets?**

BUPERS-3 will approve Golden Tickets each fiscal year, based on community health and needs of the Navy. There is no limit to the number of Silver Tickets awarded.

**Q. What if a Sailor already has a pending resignation or C-WAY request in the system?**

Officers, who have resignation requests already submitted at the time of release of this NAVADMIN, on or after October 1, 2017, but have not yet been finalized, are eligible for TRP consideration. Requests must be made by the CO through positive endorsement and forwarded to BUPERS-3.

Enlisted Sailors who are pending separation on or after April 2018 and have Soft End of Active Obligated Service (SEAOS) or extensions of January 2019 and later, are eligible for TRP consideration. Requests must be made by the CO via C-WAY for review and adjudication.

**Q. Why are E-7 Sailors not eligible for TRP if they have less than 14 years of active service?**

TRP is directed at retaining talented officers and enlisted personnel who choose to separate from the Navy at critical career junctures. E7 and above and O5 and above are typically at a point in their career in which they made the decision to stay Navy.

**Q. Does a Sailor have to commit to returning to Active Duty?**

No. Once approved for a Golden or Silver Ticket, Sailors have the option to accept or reject participation in the TRP prior to their release from Active Duty. Accepting a Golden or Silver Ticket does not obligate a Sailor to redeem the ticket to return to Active Duty.

**Q. What about officer or enlisted personnel who transitioned into the Reserves? Are they eligible?**

TRP is directed at personnel who intend to separate fully from the Navy with no affiliation with the Navy Reserve.

**Q. What medical documentation is required to return to Active Duty?**

Form DD-2808 medical separation physicals are valid throughout the duration of the TRP timeframe (two years). Participants are subject to retention standards in the TRP.

**Q. What happens if a TRP ticket is awarded to an officer selected for promotion?**

Officers selected for promotion, who choose to separate prior to their actual promotion, lose their promotion and will separate at their current rank, as indicated on their DD-214. Participants will return to the rank held at the time of release from Active Duty.

**Q. What orders will I receive if I decide to return to Active Duty?**

Sailors returning to Active Duty will negotiate their orders based on current availability. Short-fused requests to return to Active Duty may limit the number of billet choices available.

**Q. Can I transfer to SELRES (Drilling Status) or take recall orders while in the TRP?**

While in TRP, Sailors are in a Reserve status with minimal requirements. Sailors may request transfer to a Drilling Reserve status during their TRP timeframe.

**Q. What is the process for redeeming a Golden or Silver Ticket and returning to Active Duty?**

TRP participants will initiate the process via TRP Program Manager (PERS-97) who will coordinate participant's return to Active Duty (Golden Ticket) or request to return to Active Duty (Silver Ticket) as applicable.

**Q. What about nuclear trained personnel?**

Requests for consideration of nuclear trained personnel for TRP participation shall be routed through OPNAV-133 prior to adjudication by BUPERS-3. Requests by nuclear trained personnel to redeem a TRP ticket and return to Active Duty must be validated by OPNAV-N133 prior to action by PERS-9.

**Q. What happens to a Silver Ticket if it is not used?**

If a Silver Ticket is not used after two years, it expires and participants are separated.

**Q. What are the requirements for Sailors released from Active Duty participating in TRP?**

Sailors who are approved and accept TRP will, upon release from Active Duty, be transferred to a minimum Reserve status, known as Standby Reserve- Inactive (USNR-S2) for up to two years. In this Reserve status, Sailors are subject to minimal participation requirements; they must maintain accurate recall information and contact with the TRP program office.

**Q. What is Sailor 2025?**

Sailor 2025 is comprised of nearly 45 initiatives to improve and modernize personnel management and training systems to more effectively recruit, develop, manage, reward, and retain the force of tomorrow. It is focused on empowering Sailors, updating policies, procedures, and operating systems, and providing the right training at the right time in the right way, to ensure Sailors are ready for the Fleet. Sailor 2025 is organized into three main lines of effort, specifically Personnel System Modernization, Ready Relevant Learning and Career Readiness.

## Targeted Re-Entry Program Management

During participation in the TRP, members will communicate with the TRP Program Manager, part of the Career Transition Office (PERS-97), to coordinate transition into the program and return to Active Duty as desired. The TRP Program Manager will serve as a liaison for record management, orders negotiation, and on-boarding to achieve a streamlined return to Active Duty.

## Additional Transitional Counseling

PERS-97 may provide counseling to separating officers about programs for continued service in the Navy.

Command counseling of enlisted members who indicate intent to separate is imperative and will require more engagement from the CO and Command Career Counselor.

## Points of contact:

To contact the Targeted Re-Entry Program Manager, call (901) 874-4283 (DSN 882-4283) or (901) 874-3442 (DSN 882-3442), or e-mail [cto.officer@navy.mil](mailto:cto.officer@navy.mil) or [cto.enlisted@navy.mil](mailto:cto.enlisted@navy.mil).

## Resources and References:

- Title 10 United States Code
- NAVMED P-117, Manual of the Medical Department
- OPNAVINST 6110.1J, Physical Readiness Program
- OPNAVINST 5350.4D, Navy Alcohol and Drug Abuse Prevention and Control
- SECNAV M-5510.36, Information Security Program
- DODI 1235.09, Management of the Standby Reserve
- MILPERSMAN 1920-200, Officer Resignation Procedures
- MILPERSMAN 1306-1501, Enlisted Active Component to Reserve Component (AC2RC) Transition via the Career Transition Office (CTO)
- OPNAVINST 1427.2, Rank, Seniority and Placement of Officers on the ADL and RASL
- DODI 1310.01, Rank and Seniority of Commissioned Officers

**Program information for CIP can be found at:** <http://www.public.navy.mil/bupers-npc/career/Reservepersonnelmgmt/IRR/Pages/CIP.aspx>

**Please visit the Targeted Re-Entry Webpage at:** <http://www.public.navy.mil/bupers-npc/career/talentmanagement/Pages/default2.aspx>