

MILPERSMAN 1306-1502

ELIGIBILITY REQUIREMENTS AND APPLICATION PROCEDURES FOR CONVERSION AND RECALL TO THE FULL TIME SUPPORT (FTS) PROGRAM

Responsible Office	NAVPERSCOM (PERS-913)	Phone:	DSN COM FAX	882-4510 (901) 874-4510 882-2673
NAVPERSCOM CUSTOMER SERVICE CENTER		Phone: Toll Free	1-866-U ASK NPC	

References	(a) COMNAVRESFORINST 1001.5F (b) OPNAVINST 6110.1J (c) NAVMED P-117, Manual of the Medical Department (MANMED)
-------------------	--

1. **Policy.** This article sets forth eligibility and application procedures for Active component (AC) Sailors requesting conversion to the Full Time Support (FTS) Program and selected reservists (SELRES) requesting recall to Active Duty (ACDU) in the FTS Program. All AC Sailors must utilize the Fleet Rating Identification Engine (RIDE) - Perform to Serve System (PTS) when requesting conversion into the FTS Program. SELRES Sailors must request recall via Navy Personnel Command (NAVPERSCOM), Reserve Enlisted Status Branch/FTS Recall and Conversions (PERS-913).

2. **Eligibility Requirements for Selected Reserve (SELRES) Recall to ACDU in the FTS Program**

a. Applicant must:

(1) Be a member of the SELRES at the time of application for FTS recall. Retired Sailors and Sailors of the Individual Ready Reserve are not eligible;

(2) Have satisfactory drill participation;

(3) Be designated. Undesignated personnel are not eligible for FTS recall to ACDU;

(4) Have completed all requirements to make rate

permanent for all temporary rating Reserve affiliation programs as per reference (a);

(5) Have completed any mandatory drilling obligation (if applicable) per reference (a). New Accession Training Program and National Call to Service Program Sailors will be considered on a case-by-case basis;

(6) Be able to meet the prescribed enlisted age limitations for continuation on ACDU per MILPERSMAN 1160-010;

(7) Meet physical readiness assessment standards per reference (b);

(8) Meet requirements for reenlistment per reference (c), Chapters 15 and 18; and

(9) Be eligible to reenlist for 48 months without exceeding High Year Tenure (HYT) Program limitations outlined in MILPERSMAN 1160-120.

b. SELRES currently mobilized or identified for mobilization may apply for recall into the FTS Program, but normally will not be approved for FTS reenlistment until demobilized.

3. Eligibility Requirements for AC Conversion to the FTS Program

a. Applicant must:

(1) Be eligible to reenlist for 48 months without exceeding HYT limitations outlined in MILPERSMAN 1160-120;

(2) Have completed a minimum of 24 months on board current command before submission of application;

(3) Not be in receipt of permanent change of station orders;

(4) Complete all contractual requirements if reenlisted with a selective reenlistment bonus (SRB). Applicant may be approved for FTS conversion if currently serving under an SRB, but may not reenlist in the FTS Program until the full term of obligated service (OBLISERV) has been completed;

(5) Be within 12 months of projected rotation date (PRD) and expiration of active obligated service (EAOS). If EAOS and PRD don't match, it is recommended that the applicant submit a request to the appropriate detailer to align PRD and EAOS before submitting application;

(6) Meet physical readiness assessment standards per reference (b); and

(7) Meet requirements for reenlistment per reference (c), Chapter 15.

4. SELRES Application Procedures

a. **Required Documentation.** Sailor submits NAVPERS 1306/7 Enlisted Personnel Action Request to NAVPERSCOM (PERS-913) via the commanding officer (CO). In the "Reason for Submission" request block of NAVPERS 1306/7, SELRES will indicate "**Recall to Active Duty in the FTS Program.**" Also indicate any change of rate requested as applicable.

b. Command endorses the application (see Exhibit 1) and forwards with the following enclosures:

(1) Copies of applicant's NAVPERS 1616/26 Evaluation Report and Counseling Record (E-1 to E-6), for the last 3 years;

(2) Copies of current Physical Fitness Assessments (PFA) (most recent four-year period) from the Physical Readiness Information Management System (PRIMS);

(3) Copies of all applicant's DD-214 Certificate of Release or Discharge from Active Duty (if applicable); and or

(4) Copies of NAVPERS 1070/604 Enlisted Qualifications History, or equivalent (Electronic Personnel Data Summary).

5. AC Application Procedures. All AC Sailors must utilize the Fleet RIDE - PTS system outlined in MILPERSMAN 1440-060 when requesting conversion into the FTS Program.

6. Notification of SELRES Recall to FTS Request. NAVPERSCOM (PERS-913) will notify SELRES applicants of adjudication in writing, via Navy message, to Sailor's command. Approval messages will provide the specific dates authorized for

reenlistment and the procedures for reenlistment. Disapproval messages will state the reason(s) for disapproval.

7. **Order Writing Authority.** NAVPERSCOM, Full Time Support Assignment Branch (PERS-4012), Enlisted FTS Detailing is the order writing authority for Sailors approved for conversion or recall to ACDU in the FTS Program. Sailors should contact the appropriate FTS detailer for discussion of assignments after receiving an approval message.

8. **Declining Conversion or Recall to ACDU.** Commands will notify NAVPERSCOM (PERS-913) if a SELRES Sailor approved for recall declines to reenlist into the FTS Program. AC Sailors that decline an FTS conversion quota shall contact their prospective enlisted community manager technical advisor via their command career counselor.

9. **Processing Procedures.** Applicants who accept conversion or recall to ACDU in the FTS Program will be processed as follows:

a. AC Sailors who convert to FTS will reenlist for 4 years.

b. Selected reservists who:

(1) Have more than 48 months remaining on their current enlistment contract will recall to ACDU via NAVPERS 1070/622 Agreement to Recall or Extend Active Duty for 48 months as indicated in the recall authorization message; or

(2) Do not have 48 months remaining on their current enlistment contract at the time of recall to ACDU, will reenlist via NAVPERS 1070/601 Immediate Reenlistment Contract for 4 years completing the Reserve Active Duty Obligation block (RADO) to reflect 48 months.

10. **Administrative Reduction in Rate.** Applicants who have been approved for recall into the FTS Program at a lower pay grade must voluntarily accept an administrative reduction in rate. Sailors will acknowledge their reduction in rate by signing a NAVPERS 1070/613 Administrative Remarks entry per Exhibit 2.

11. **Availability Processing for FTS Personnel.** Per MILPERSMAN 1306-1718, commands must submit an availability report for enlisted FTS conversion and or recall to NAVPERSCOM (PERS-4012).

12. **Assignments.** Assignments are dependent upon the needs of

the Navy, the Sailor's desires, and consistent with normal sea/shore rotation tour lengths. Per MILPERSMAN 1306-110, enlisted FTS personnel will submit an enlisted duty preference using the Career Management System online at: <https://www.cmsid.navy.mil>.

EXHIBIT 1
(Page 1 of 2)

**COMMANDING OFFICER'S ENDORSEMENT FOR
NAVPERS 1306/7 ENLISTED PERSONNEL ACTION REQUEST**
(Use the proper letter format containing the following.)

FIRST ENDORSEMENT ON NAVPERS 1306/7 ICO

From: Commanding Officer,

To: Commander, Navy Personnel Command (PERS-913)

Subj: FULL TIME SUPPORT (FTS) RECALL TO ACTIVE DUTY
REQUEST ICO

Ref: (a) MILPERSMAN 1306-1502

Encl: (1) Copies of all applicant's NAVPERS 1616/26 Evaluation Report and Counseling Record, for the last 3 years.
(2) Copies of current Physical Fitness Assessments (PFAs) (most recent 4-year period) from the Physical Readiness Information Management System (PRIMS).
(3) Copies of applicant's DD-214 Certificate of Release or Discharge from Active Duty (if applicable).
(4) Copies of NAVPERS 1070/604 Enlisted Qualifications History, or equivalent (Electronic Personnel Data Summary).

1. Per reference (a), enclosures (1) through (4) are provided.
2. [Commanding officer (CO) comments on Sailor's performance and potential as an FTS Sailor. (Comment on all performance trait marks 1.0 or 2.0, nonjudicial punishments (NJPs), civilian convictions, and drug abuse.)]
3. The following information is provided:
 - a. Date Sailor is available for conversion or recall to Active Duty: _____.
 - b. Sailor's total military service: Active _____/
Inactive _____.

EXHIBIT 1

(Page 2 of 2)

COMMANDING OFFICER'S ENDORSEMENT FOR NAVPERS 1306/7 ENLISTED PERSONNEL ACTION REQUEST

(Use the proper letter format containing the following.)

c. Sailor's date of birth (DOB): _____.

d. Sailor's permanent/effective date of rate: _____.

e. Sailor participated in the (Active/Inactive) (mm/yy) advancement examination. Status of selection for advancement: (Indicate selected for advancement or frocked. If frocked, give date of advancement to next pay grade, if known. Sailors selected for advancement may not be eligible for advancement as USNR FTS. Contact Navy Personnel Command (NAVPERSCOM), Reserve Career Progression Branch (PERS-812) for a preliminary determination of advancement using USN (FTS) final multiples and advise Sailor before forwarding Sailor's request.)

f. Selected reenlistment bonus (SRB). (Indicate if Sailor is receiving an SRB and provide date that SRB obligated service (OBLISERV) will be completed. For Selected Reserve (SELRES) personnel receiving SRBs, contact Commander, Naval Reserve Forces Command (COMNAVRESFORCOM) to begin recoupment procedures.)

g. Date of United States Navy Reserve affiliation: _____

h. Sailor (will/will not) accept administrative reduction in rate to enlist in the FTS program.

i. [Complete mailing address to which recall authority should be mailed; and name, telephone number, facsimile number, and e-mail address of point of contact (POC) (should match the POC on NAVPERS 1306/7).]

Commanding Officer's Signature

NOTE 1: Not all paragraphs may be applicable. Mark paragraphs that are not applicable "N/A."

EXHIBIT 2

REDUCTION IN RATE STATEMENT OF AGREEMENT (NAVPERS 1070/613, Administrative Remarks)

Date: It has been explained to me that my application for recall to Active Duty in the FTS Program as a (pay grade/rating) cannot be approved. Current policy restricts the number of reenlistments for (pay grade) in certain over-manned ratings. I, therefore, voluntarily accept an administrative reduction to (pay grade/rating) in order to qualify for reenlistment into the FTS Program. I acknowledge that this reduction is permanent, and that I cannot petition for reinstatement at a future date. I also understand that future advancements will be in strict accordance with instructions, procedures, and limitations that may be in effect at that time. For the purpose of computation of final multiple only for advancement to _____, my time-in-rate date has been established as _____.

AUTHORITY: COMNAVPERSCOM MSG DTG _____.

Sailor's Signature

WITNESSED: _____
Name, Rank, and Title of Witnessing Officer