

MILPERSMAN 1440-010

CHANGE IN RATE OR RATING, AUTHORIZATION

Responsible Office	NAVPERSCOM (PERS-811)	Phone: DSN	882-3205
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References	BUPERSINST 1001.39D NAVPERS 15909G, Enlisted Transfer Manual BUPERSINST 1430.16E, Advancement Manual for the Advancement of Enlisted Personnel of the U.S. Navy and U.S. Naval Reserve JAGINST 1440.1C OPNAVINST 1440.1C BUPERSINST 1133.29E COMNAVCRUITCOMINST 1130.8F SECNAVINST 1160.1A OPNAVINST 6110.1G
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1. Policy

a. The objective of Navy Personnel Command (NAVPERSCOM) regarding rating conversions is to encourage members to serve in rate or rating for which they have greatest aptitude and interest. To extent that changes in rate or rating do not cause an undesirable effect on overall distribution and advancement opportunity for career petty officers, changes of rate or rating may be approved following guidelines presented in this article. In all cases, Navy's requirements shall take precedence. Procedures for submission of "direct conversion" and "in-service" training status requests for inactive duty Naval Reserve personnel are contained in BUPERSINST 1001.39D.

b. Requests shall be for a rating that is undermanned, Career Reenlistment Objectives (CREO) Category 1, as defined in most current CREO NAVADMIN. Requests from members serving in a rating that is undermanned, or who possess specialty skills or Navy Enlisted Classifications (NECs) that are in short supply, will only be considered when exceptionally unique circumstances exist.

2. Definitions

a. "Change in rate" is applicable to a lateral change in apprenticeships (paygrades E-1, E-2, E-3) in same paygrade.

b. "Change in rating" is a lateral change in occupational skill without change in paygrade (e.g., AT2 to ET2).

3. Service Requirements

a. Applicants must

(1) be an enlisted member of Regular Navy or Naval Reserve on active duty with less than 12 years active service (including Training and Administration of the Reserves (TAR)). Members in TAR program shall submit their requests to NAVPERSCOM (PERS-812) via Commanding Officer, Naval Reserve Personnel Center (NAVRESPERSCEN) (N30), New Orleans, LA 70149. TAR personnel must serve on board current duty station for a minimum of 18 months prior to submission.

(2) be a petty officer first class or below. Commanding officers (COs) are urged to carefully consider requests for change in rating of a petty officer first class before making favorable endorsement, since these members have gained valuable experience and training in their present rating. First class petty officers that are approved for change of rating must be able to carry out duties and responsibilities of a first class petty officer in new rating with a minimum of training.

(3) be eligible in all respects for transfer. Minimum activity tour requirements for type duty are listed in MILPERSMAN 1306-102 and 1306-106. Ensure compliance with Physical Readiness Test (PRT) standards. Those under orders are not eligible.

(4) have served a minimum of 24 months in present rating before eligible for conversion to another rating. This requirement will be waived for those first-term personnel unable to receive an Enlisted Navy Career Option for Reenlistment (ENCORE) quota in their present rating.

b. A member on an enlistment or extension of enlistment, for which a Selective Reenlistment Bonus (SRB) was paid, will not normally be considered for a change in rating until within 9 months of end of active obligated service (EAOS).

c. Obligated service (OBLISERV) already incurred in return for enlistment or reenlistment incentive, training, or other program must be served before conversion to another rating will be authorized. Exceptions will be considered, based on needs in requested rating and degree of over-manning in present rating.

4. **Other Eligibility Requirements**

a. Applicants must

(1) satisfy eligibility requirements for rating requested as defined in BUPERSINST 1430.16E and, in case of CT rating, any pertinent directives Commander, Naval Security Group Command may publish. Non-United States (U.S.) citizens are not eligible for entry into, or change to, a rating that requires eligibility for a security clearance by BUPERSINST 1430.16E. A lateral conversion request for CT and IS ratings must include SF 86 (Rev. 9-85), Questionnaire for National Security Positions, and copies of last three evaluations. Conversion requests may be submitted via ENCORE/Force Management System (FORMAN) or NAVPERS 1306/7 (Rev. 1-03), Enlisted Personnel Action Request. Indicate in CO's remarks block of ENCORE/FORMAN that paperwork has been forwarded separately.

(2) be recommended by their CO. Besides making sure that a member meets all eligibility requirements for change in rate or rating and is deserving of consideration, COs should also be reasonably assured that member possesses potential to succeed in applicable paygrade of requested rating.

(3) have no nonjudicial punishment (NJP) or convictions in civilian or military courts for past 18 months.

b. Certain ratings require satisfactory completion of an "A" School prior to change of rating (refer to current CREO NAVADMIN). If training is required, applicant must meet prescribed minimum Basic Test Battery (BTB) or Armed Services Vocational Aptitude Battery scores (ASVAB) contained in Navy Formal Schools Catalog (CANTRAC).

5. **Change of Rate/Rating by Command Administrative Action.**

Change of apprenticeship (nondesignated personnel) may be done by CO at a member's request provided that (1) a greater need exists in desired apprenticeship, (2) a valid billet exists

within command, and (3) member is fully qualified for new apprenticeship.

6. **Change of Rate/Rating via Formal School Training.** Service school commands are authorized to assign rating designation and change in rating upon successful completion of designated training of conversion courses. Careerists (who will not be SRB-eligible) approved for conversion via an "A" School must satisfy OBLISERV requirements contained in NAVPERS 15909G, chapter 7, prior to transfer for instruction. First-termers and those who will be SRB-eligible upon graduation, approved for conversion via an "A" School, must extend to graduation date and agree to satisfy OBLISERV requirements immediately upon successful graduation from an "A" School. Members in paygrades E-1 through E-6 who are ordered to a school that incorporates an extended course of instruction such as FT, ET, AT, EW, and ST, shall be converted in rating at an equal paygrade after successful completion of basic or A-1 phase of that course of instruction. Exceptions to this policy apply to the following:

a. Members assigned specifically to HT "A" School must successfully complete both phase 1 and 2 of HT "A" School prior to being converted to HT rating.

b. Former "A" School graduates from a rating with fundamentals of basic or A-1 phase of training, similar to those of prospective rating, may be tested on material to be covered in that initial course. If a member proves to be thoroughly knowledgeable with A-1 phase as a result of successfully passing a preliminary A-1 phase examination, attendance in A-1 phase will be optional as determined by service school command concerned, and member may be directly converted to new rating and enrolled in advanced, or A-2 phase, portion of course.

7. **Change of Rating Through Direct Conversion.** Members may request direct conversion from one rating to another rating. Approval will be based on related skills, manning, experience, and training in present rating and desired rating (e.g., AT3 to ET3, DC3 to HT3, YN3 to PN3). Additionally, occasional manning circumstances require direct conversion of members from one rating to another upon creation of a new rating. All members in TAR program shall send requests to NAVPERSCOM (PERS-812) via CO, NAVRESPERSCEAN (N30), New Orleans, LA 70149.

8. **Change of Rating Through Navy Examinations**

a. In certain cases, a member currently serving in an overmanned rating, requesting conversion to an undermanned rating (CREO 1), may be authorized conversion through participation in an advancement examination. Member will take examination for desired rating at current paygrade or, if Time-in-Rate (TIR) eligible, next higher paygrade (i.e., an ET2 may take EW2 examination, an ET2 may take EW1 examination, if TIR eligible). Member must be eligible in all respects to participate in requested examination and must have sufficient OBLISERV remaining in order to receive examination results. Extensions will not be granted for purpose of converting.

b. Prior approval for examination participation must be obtained from NAVPERSCOM (PERS-811), using NAVPERS 1306/7. Submit requests at least 90 days before examination date to allow processing before desired examination cycle. Late examinations will not normally be authorized. Refer to BUPERSINST 1430.16.E, chapter 3. Prior approval for members in TAR program must be obtained from NAVPERSCOM (PERS-812).

9. **Forced Conversion**

a. Occasionally, circumstances require a forced change of rating or removal of striker identification. Examples are revocation of security clearance or disqualification from Personnel Reliability Program (PRP), which precludes further performance of duty within presently assigned rating, and demonstrated inability or unsuitability for continuance in a particular rating. HMs and DTs who cannot reliably and effectively perform patient care duties, or cannot be entrusted to have access to medicinals due to drug abuse, shall be recommended for forced conversion to an appropriate rating, provided they are considered suitable for retention on active duty. MNs who fail to screen for overseas assignment per MILPERSMAN 1300-300 through 1300-304, due to a correctable condition, will normally be afforded an opportunity to resolve underlying cause. If, at end of a reasonable period of time, member remains unsuitable for overseas duty due to his or her own lack of initiative, CO shall recommend member for forced conversion to a rating with minimal overseas duty, provided member is considered suitable for retention on active duty.

b. Where required, authority for forced conversion shall be requested from NAVPERSCOM (PERS-811), using NAVPERS 1306/7. All

requests for TAR personnel shall be sent to NAVPERSCOM (PERS-812) via NAVRESPERSCEN (N30). Members requiring forced conversion, who have potential to continue their Naval Service, will be offered opportunity to convert to a CREO 1 or 2 rating for which qualified.

c. The same opportunity is extended to those who can no longer serve in their current rating due to medical problems or physical limitations, but are physically qualified in all respects for retention in Naval Service, and who have desire and potential to continue their naval careers. Those members who agree with medical doctor's recommendation for rate change shall submit doctor's recommendation with NAVPERS 1306/7 to NAVPERSCOM (PERS-811) for determination. When member disagrees with doctor's recommendation for rate change, forward medical board/medical record to NAVPERSCOM (PERS-82) for review.

d. If it is determined that member's services are not desired, or cannot be effectively used in requested conversion ratings, a rating determination will be made by NAVPERSCOM (PERS-811). In case of designated E-3 and below personnel, removal of striker identification will normally be directed. Such determination will be made considering individual's past experience, training, and needs of service.

e. Personnel who fail to maintain minimum qualification standards in new rating may be reverted or converted at discretion of NAVPERSCOM.

10. Special Cases

a. Certain ratings have no billet requirements in lower paygrades. These ratings rely on conversions from other ratings to achieve and maintain required manning levels. Procedures for requesting conversion to

(1) **Legalman** rating can be found in JAGINST 1440.1C,

(2) **Master-at-Arms** rating can be found in OPNAVINST 1440.1C,

(3) **Navy Counselor (less Career Recruiter Force)** rating can be found in MILPERSMAN 1440-020,

(4) **Navy Counselor (Career Recruiter Force)** rating can be found in BUPERSINST 1133.29E, and

(5) **Religious Program** ratings are detailed in following blocks.

b. Requests are considered based on manning criticality of present rating, length and cost of training already received, and availability for reassignment. Inputs may also be limited by availability of billets within requested special rating.

11. **Religious Program (RP) Specialist Eligibility Requirements**

a. Applicants must

(1) be a designated E-3 or petty officer, with a high school diploma or General Educational Development (GED) equivalency, and eligible for access to sensitive information.

(2) have a General Classification Test (GCT)/Arithmetic (ARI) combination of

(a) 110 on BTB, or

(b) WK+NO+AD score of 160 on ASVAB series 5 through 7, or

(c) VE+NO+CS score of 160 on ASVAB series 8 through 15.

(3) be recommended by CO, with particular emphasis on applicant's moral character and ability to function in harmony with other people.

(4) have no NJP or convictions in civilian or military courts in the 2 years preceding application. Any moral turpitude offense is disqualifying. Personnel with repeated military offenses, or a conviction by civilian or military authorities for any offense reflecting unfavorably upon their integrity, are ineligible for RP rating.

(5) be interviewed and recommended by a Navy chaplain RP screening committee, unless lengthy deployments or isolated duty makes this impractical. In these rare cases, an interview by an individual Navy chaplain, citing need for an exception to screening committee requirement, will be accepted.

(6) have no speech impediments and have ability to write effectively.

(7) not have derived any benefits from Selective Training and Reenlistment (STAR) or Selected Conversion and Reenlistment (SCORE) programs, and have completed OBLISERV for other programs (see NAVPERS 15909G, chapter 8).

b. Members receiving SRB payments will normally be disapproved, unless submitted within 9 months of EAOS.

c. Careerists who are approved for conversion to RP rating must have a minimum of 24 months OBLISERV remaining on current enlistment on date of conversion. OBLISERV requirements must be satisfied prior to transfer to RP "A" School. Use of NAVPERS 1070/613 (Rev. 10-81), Administrative Remarks, "non-bonus extension" service record entry for this purpose is not authorized for careerists. Personnel directly converted, via Navy-wide advancement examination, into RP rating must have 2 years of OBLISERV remaining upon designation.

d. Assignment of USNR-R (TAR) applicants approved for conversion into RP rating will normally be delayed 6 months to allow NAVRESPERSCEN to program a relief; therefore, they must incur sufficient active-OBLISERV to cover a 24-month general assignment in addition to probable 6-month delay. Refer to NAVPERS 15909G, chapter 20, for application submission procedures and TAR designation removal.

12. Procedures for RP Rating

a. When eligibility criteria above are met, submit an ENCORE/FORMAN request via CO. Use CO's comments or attach sheets to cite past experience and special qualifications, and to state that required documentation has been forwarded to NAVPERSCOM (PERS-811) via separate action/separate cover (packages may also be mailed with required documentation as enclosures to a NAVPERS 1306/7 without submitting an ENCORE/FORMAN request). Request must contain a copy of results of an interview with a Navy Chaplain and certification of proper NAVPERS 1070/613 entry.

b. Religious Program Specialists are combatants and as such are not protected under rules of Geneva Convention for religious personnel. Female Religious Program Specialists will serve as authorized by law and current SECNAV directives. Certification

must be indicated that individual has signed following NAVPERS 1070/613 entry:

"I hereby volunteer for Religious Program Specialist rating with understanding that I will be required to be supportive of clergy and people of all faiths, and if eligible, may receive combat training and assignment to serve as a combatant in units of Marine Corps, both in garrison and Fleet Marine Force."

c. Personnel selected will be converted to RP upon successful completion of formal schooling, or Navy-wide advancement examination, as directed by NAVPERSCOM. Unless converted to RP with a waiver of school attendance, designation as an RP will only be effected upon completion of appropriate training. First-term personnel will then be required to reenlist.

13. **Scope of RP Rating.** Religious Program Specialists will not serve independently of chaplains. They will be assigned to units only in direct support of a member of Chaplain Corps and will be limited to performing those tasks in support of command religious program, which are under direct supervision of a chaplain. While formal clergy training, academic instruction in religion, or clerical status with a faith group does not qualify an individual for entry into rating, they are not, within themselves, liabilities. Members of rating are not to be counselors or clergy persons, but will be required to support ministry of chaplains and persons of all faith groups.

14. **Conversion to Group VII Construction Rating (Seabees).** Conversion to a Group VII Construction Rating ("Seabees" - UT, CE, EA, SW, BU, EO, and CM) requires NAVPERSCOM authorization. If documented experience and knowledge in construction field justify conversion, selectee may receive orders to a Naval Mobile Construction Battalion (NMCB) for a normal tour of sea duty. In some cases, when converttee is at or near shore duty eligibility, this requirement will necessitate an extension of sea duty. For further guidance, see following references:

a. COMNAVCRUITCOMINST 1130.8F, chapter 3G, School Guarantee Program, Exhibit 3-7, pp. 6, 10, and 21.

b. NAVPERS 15909G, chapter 7.17, ASVAB Classification Test Scores for Class "A" School.

15. Equipment Operator (EO) Rating Additional Eligibility Requirements

a. Additional eligibility requirements for EO rating are as follows:

(1) Must hold a valid state driver's license (no suspended license).

(2) No driving-under-the-influence (DUI) within a 1-year period of attending "A" School.

(3) No major vehicle accident to include the following:

(a) Damages to private, state, or government property in excess of \$5,000.

(b) Hitting a pedestrian.

b. Refer to

(1) COMNAVCRUITCOMINST 1130.8F chapter 3G, School Guarantee Program, exhibit 3-7, pages 6,10, 21; and

(2) NAVPERS 15909G, chapter 7.17, ASVAB Classification Test Scores for Class "A" School.

16. Conversion to the Master-at-Arms (MA) Rating

a. **Background.** The MA rating provides commands with force protection/antiterrorism specialists who perform base defense, law enforcement, and physical security duties. MAs enforce appropriate orders and regulations, make apprehensions, conduct investigations, and prepare required records and reports. Due to the unique functions and trust inherent in the MA rating, the quality of personnel selected is of paramount importance and requires strict adherence to eligibility criteria. MAs are worldwide assignable to continental U.S. (CONUS), outside continental U.S. (OCONUS), sea, shore, and hostile-fire duty assignments.

b. **Service Requirements.** Applicants must

(1) have an ASVAB test score of WK + AR=100 (minimum WK of 45).

(2) be a U.S. citizen and eligible for a Secret security clearance (non-waiverable).

(3) have no NJP or convictions in a civilian or military court in the 3 years preceding application. Personnel with repeated military offenses, or a conviction by civilian or military authorities for any offense reflecting unfavorably upon their integrity, are ineligible for the MA rating. Personnel with a domestic violence conviction are ineligible (non-waiverable).

(4) hold a valid state driver's license (no suspended license).

(5) have an excellent command of the English language, both verbal and written. Have no speech impediments and ability to write effectively.

(6) have tested negative in a drug screening test within last 30 days.

(7) have no history of mental impairment or disorder, emotional instability, alcoholism, drug abuse, or other physical condition that impairs the performance of law enforcement and security duties.

(8) have normal color perception, vision correction to 20/20, and normal hearing.

(9) be interviewed and recommended by one of the following: Limited Duty Officer (649X), Chief Warrant Officer (749X), or E-7 or above rated MA. If one of the above is not assigned to the command, the requirement can be fulfilled by a similar individual from another command.

(10) be in good physical condition capable of sustained exertion, meet body fat standards, have not been out of body fat standards within 1 year of the date of the application, have successfully passed the last two PRT cycles, and be fit for full duty.

(11) have a minimum of 36 months OBLISERV remaining on current enlistment from date of conversion to MA.

(12) meet world-wide assignability criterion.

(13) include any waiver requests in NAVPERS 1306/7, remarks section.

c. Application Procedures. Each applicant's motivation, qualifications, background, experience, and potential to succeed as an MA will be considered, as well as needs of the Navy. Service needs take precedence. When eligibility criteria is met, submit the following to NAVPERSCOM (PERS-811):

(1) NAVPERS 1306/7 signed by the CO/officer in charge (OIC) (**no** "by direction" signatures).

(2) Copies of performance evaluations covering the last 3 years and copies of any evaluations covering performance as a Law Enforcement Specialist (NEC 9545).

(3) Letter of recommendation from Security Officer/Senior MA (MAC or above) specifically stating member meets all eligibility requirements.

d. Selectees

(1) Personnel selected will be converted to MA upon successful completion of formal schooling or lateral conversion for personnel currently holding NEC 9545.

(2) Personnel selected for conversion via MA "A" School must maintain eligibility as outlined in "Service Requirements." Failure to maintain eligibility requirements will automatically result in a review for continued conversion.

(3) General Details (GENDETs) who have served 18 months or more on active duty and successfully complete MA "A" School will be promoted to PO3 upon successful completion of MA "A" School.

e. Forced Conversions. Forced conversions into the MA rating will not be considered (non-waiverable).

(1) Personnel receiving formal disciplinary action for minor infractions, e.g., NJP or civilian court, will not normally be considered for forced conversion from the MA rating on the first offense. These personnel shall be enrolled in a formal probationary period, not to exceed 1 year, and receive appropriate counseling, training, or as required be processed

for administrative separation. Personnel placed on formal probation will receive NAVPERS 1070/613 documenting the probationary period duration, counseling, and retraining plan. The entry will contain a statement concerning the potential for administrative separation for failure to complete the probationary period and/or additional formal disciplinary actions within the probationary period. The NAVPERS 1070/613 entry must be acknowledged in writing by the individual and witnessed by either the Security Officer or Assistant Security Officer.

(2) In addition to a loss of any of the prerequisite qualifications, personnel should be considered for forced conversion if they have been convicted of crimes such as domestic violence or other crimes which significantly diminishes their credibility in legal proceedings or impairs their ability to perform security and law enforcement duties.

(3) Forced conversion procedures are provided in paragraph 9 of this article.

f. **No Fault Reversion/Conversion.** Requests for reversion of personnel whose suitability for continued service in the MA rating is questionable will be sent to NAVPERSCOM (PERS-811). Such requests must include a detailed description of the circumstances or reasons why member is no longer eligible to perform the duties of the MA rating and be adequately supported, in fact, by enclosures (e.g., evaluations, counseling sheets, training records, etc.). Unsuitability includes, but is not limited to, failure to maintain weapons proficiency, security clearance, medical, etc. This no fault reversion/conversion process should not be used where administrative processing is more appropriate. See MILPERSMAN 1440-050 for no fault reversion to former rating procedures.

g. **Governing Directives**

(1) SECNAVINST 1160.1A, Enlisted Bonus, Special Duty Assignment and Foreign Language Proficiency Pay Programs

(2) NAVPERS 15909F, Enlisted Transfer Manual

(3) BUPERSINST 1430.16E, Advancement Manual for the Advancement of Enlisted Personnel of the U.S. Navy and U.S. Naval Reserve

(4) OPNAVINST 6110.1G, Physical Readiness Program

17. **Waivers**. Eligibility criteria as set forth above is necessary to ensure manning and command stability, equitable treatment for those competing within various ratings, and equal consideration for all conversion requests. Waivers will not normally be granted. Where required, applicant or endorser shall indicate waiver required and cite justification in support of increased potential to complete school. Waiver requests will be considered on an individual case basis.

18. **Counseling**. Command career counselors can assist requesters by providing manning information and guidance in interpreting eligibility requirements.

MILPERSMAN 1440-020

CONVERSION TO THE NAVY COUNSELOR (NC) RATING (LESS CAREER RECRUITER FORCE (CRF))

Responsible Office	COMNAVPERSCOM	Phone: DSN	882-3205
	(PERS-811)	COM	(901) 874-3205
		FAX	882-2623

Governing Directives	BUPERSINST 1001.39C BUPERSINST 1430.16D, Advancement Manual (ADVMAN) BUPERSNOTE 1418 NAVPERS 15909F, Enlisted Transfer Manual (ENLTRANSMAN)
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1. Background

a. The NC rating (less CRF) assists commands in organizing and implementing an aggressive enlisted retention program. NCs or Command Career Counselors (CCCs) are the command's principle advisors on policies and regulations related to Navy career planning matters. They evaluate enlisted retention programs within their own command or subordinate commands; supervise and coordinate interviewing and counseling efforts, provide primary technical assistance supporting other members of the command's retention team; maintain awareness of revisions and innovations in retention programs through access to Navy directives, reference materials, experience, and training; counsel individuals and give presentations to civic groups, naval personnel and their family members on the advantages of career opportunities in the Navy; and establish and maintain liaison with Navy public affairs officers and local media. The distinct purpose and nature of duties involved in the NC rating and CCC program require strict adherence to eligibility criteria, procedures, and policy for assignment to duties as CCC or conversion to NC rating.

b. USNR-R applicants should request change of rating per BUPERSINST 1001.39C. The CCC program provides for assignment of personnel in ratings other than NC to perform full time CCC

duties. Screening procedures for conversion to NC are contained in NAVPERS 15909F, Chapter 9.

2. Service Requirements

a. Applicants must

(1) be a first class petty officer (USN or USNR) or an exceptionally well qualified second class petty officer serving on second or subsequent enlistment; if petty officer second class, be eligible in all respects to compete for advancement to paygrade E-6.

(2) be eligible under BUPERSINST 1430.16D and current BUPERSNOTE 1418 and be recommended by their commanding officer (CO) for participation in the NCI Navy-wide examination.

(3) be within 1 year of completing the minimum activity tour (MAT); prescribed sea tour, or Department of Defense (DOD) tour, as appropriate. If approval for conversion is granted, the effective date of conversion will coincide with MAT, prescribed sea tour, or DOD tour completion date.

(4) have a minimum of 36 months obligated service remaining on current enlistment from date of conversion to NC rating.

b. USNR-R applicants approved for conversion to the NC rating must agree to recall to active duty for a period of 36 months with the Regular Navy, from date of advancement or conversion.

c. E-6 applicants approved for conversion to NC who are subsequently selected for E-7 in their current rating prior to actual change of rating must request in writing to Navy Personnel Command (NAVPERSCOM) (PERS-811) to have the conversion reconsidered at the E-7 paygrade.

d. E-5 applicants will be conditionally approved for conversion pending results of the NC1 Navy-wide advancement examination. Applicants selected for advancement will convert to NC1. **Conversion to NC2 is not authorized.** Authorization for conversion via the Navy-wide advancement exam is valid for the next two exam cycles. Members may be authorized to participate in a third advancement exam if not advanced from the first two

with approval from NAVPERSCOM (PERS-811). Requests must include a CO's endorsement and any evaluations submitted since member's original NC conversion package.

e. Personnel currently serving on an enlistment or extension of enlistment for which a Selective Reenlistment Bonus (SRB) was paid must be within 6 months of expiration of active obligated service (EAOS) to request conversion to NC.

3. **Other Eligibility Requirements.** Applicants must

a. be highly motivated for assignment within the career counseling field; **must have at least 1 year previous experience as CCC or departmental/divisional career counseling petty officer.**

b. have clearly demonstrated excellence in judgment, initiative, flexibility, objectivity, and leadership ability by having obtained willing performance from subordinates.

c. have an excellent command of the English language, both verbal and written. The candidate should also be persuasive in conveying ideas and have the ability to converse intelligently on Navy and general subjects.

d. have no history of drug abuse or excessive use of alcohol.

e. have a clear record, free from conviction by courts-martial, civil court (except for minor, non-repetitious traffic offenses), or nonjudicial punishment during the previous 3 years. Member must be military in bearing and deportment and meet Navy's physical readiness standards.

f. indicate stability in personal affairs without a history of severe domestic or personal problems, or chronic indebtedness.

g. be interviewed and recommended by the CO (use screening checklist, NAVPERS 15909F, Chapter 9, Figure 9A). Willingness to have member serve as his/her CCC should be stated. Personnel desiring conversion to NC rating shall be interviewed by an NC from the immediate superior in command (ISIC) or force retention staff, and the parent CCC (if applicable) with recommendations to the CO.

h. have an ASVAB test score of VE+AR=105 (minimum AR of 50).

4. **Application Procedures.** Requests for conversion to the NC (less CRF) rating will be reviewed by the rating sponsor (Chief of Naval Operations (CNO) (N130J)). Each applicant's motivation, qualifications, and potential to succeed as a NC will be considered, as well as Navy's needs and the need for additional NCs. Service needs will take precedence. CNO (N130J) will make recommendations, via member's present rating Enlisted Community Manager (ECM) and the NC rating ECM, to NAVPERSCOM (PERS-811) regarding applicant's suitability for conversion to the NC rating. When eligibility criteria is met, **submit**

a. formal letter of application to NAVPERSCOM (PERS-811) via (1) CO, and (2) Echelon 2 command, providing the following supporting documents:

(1) Current black and white 4"x5" photographs (full front and left side profile) in the dungaree or summer white uniform.

(2) Copies of performance evaluations covering the last 3 years.

(3) Certified copy of NAVPERS 1070/604, Navy Occupation/Training and Awards History, indicating completion of all advancement requirements for NC, including NC RTM and NC PARS.

(4) NAVPERS 1306/7, Enlisted Personnel Action Request.

(5) CO screening checklist, NAVPERS 15909F, Chapter 9, Figure 9C.

(6) USNR-R personnel must attach a copy of NAVPERSCOM (PERS-812) authorization for recall to active duty USN and a copy of NAVPERS 1070/613, Administrative Remarks, agreeing to obligate for 36 months upon conversion to NC rating.

b. letter endorsement from ISIC or Force Navy Career Counselor and CCC (if applicant not currently assigned as CCC). A letter of endorsement from the Command Master Chief (CMC) is strongly encouraged, but not required.

5. E-5 Selectees

a. Upon approval, E-5 selectees will be authorized to participate in the next two NC1 Navy-wide examination cycles. A copy of the approved message will be provided to Naval Education and Training Program Development Center, Pensacola, FL to validate examination(s). Those personnel who are not advanced from the next two NC1 examinations will not be converted to NC. E-5 selectees may apply to NAVPERSCOM (PERS-811) via the CO for authorization to take a third advancement examination.

b. E-5 selectees will be designated as "prospective NCs" (NEC 2199) for detailing purposes. Orders for duty in a valid NC billet will be via training at the Command Career Counseling Course, Norfolk, VA or San Diego, CA. Members will execute a NAVPERS 1070/613 stating they understand that failure to successfully complete en route training will result in immediate reversion to their original rate and paygrade, or to another undermanned rating listed in the current Career Reenlistment Objectives (CREO).

6. E-6 Selectees. E-6 personnel selected will be converted upon successful completion of the CCC course (A-501-0011) or directly converted if they have already completed the school.

7. Forced Conversions

a. Forced conversions into the NC rating **will not** be considered. **No waivers will be authorized.**

b. Personnel terminated from CRF are not eligible for reversion/conversion to the NC rating.

8. No Fault Reversion/Conversion. Requests for reversion of personnel whose suitability for continued service in the NC rating is questionable should be sent to NAVPERSCOM (PERS-811). Such requests must include a detailed description of the circumstances or reasons why member is no longer eligible to perform the duties of the NC rating and be adequately supported, in fact, by enclosures (e.g., evaluations, counseling sheets, witness statements, documentary evidence, etc.). Unsuitability

includes, but is not limited to, failure to maintain eligibility as outlined in "Service Requirements" and "Other Eligibility Requirements" above.

MILPERSMAN 1440-030

CONVERSION TO THE ILLUSTRATOR-DRAFTSMAN (DM) RATING

Responsible Office	CNO (N13)	Phone:	DSN	224-6863
			COM	(703) 614-6863
			FAX	224-6502

1. **Background.** The DM rating is available to personnel interested in various types of drawings and artwork. There is no "A" school or any other formal training for this rating. Accessions into this rating are through lateral conversion only (paygrades E-5 and below).

2. **Eligibility.** All applicants for the DM rating must
- a. have normal color perception and vision correction to 20/20.
 - b. demonstrate the basic skills and aptitude necessary to succeed in the rating by completing a portfolio of artwork.
 - c. be a U.S. citizen, eligible for a security clearance.
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3. Application

a. Active duty members in paygrades E-5 and below requesting conversion to DM will submit a NAVPERS 1306/7, Enlisted Personnel Action Request and a portfolio to USJFCOM JO2HQ Graphics.

b. The DM rating portfolio package checklist:

_____ Cover letter from the member's commanding officer certifying that the portfolio is the member's own work.

_____ Copy of any transcripts of completed graphic arts schooling and computer graphics classes (post high school).

_____ A broad range of a maximum of 12 samples of work that are no more than 2 years old, to include:

- freehand lettering
- freehand drawing
- cartooning
- third angle projection
- perspective
- figure drawing
- paste-up samples
- poster work
- computer graphics artwork

c. Applicants are encouraged to combine some of these works; for example, cartooning, lettering, and color. There should be a table of contents listing all artwork and category. All work should have cover sheets and be mounted on the same size illustration board. Overall size of the work should generally not exceed 11 x 14 inches. The portfolio should be placed in a reasonable carrying case. Attention to detail and neatness are critical to a successful portfolio. Offensive, distasteful, or sexually explicit drawings shall not be included in the portfolio.

d. Applicants should include a self-addressed envelope with the package submission to allow for the return of the portfolio.

e. Mailing address for portfolio submission:

**JO2HQ GRAPHICS
USJFCOM
1562 Mitschner Avenue, Suite #200
Norfolk, VA 23551
Attn: Senior Navy DM**

f. Applicants may resubmit portfolios, but no more than twice in any 12-month period.

g. Applicants will be notified of the status of conversion by Navy Personnel Command (PERS-811), Lateral Conversions Office.

MILPERSMAN 1440-040

NO FAULT REVERSION TO FORMER RATING

Responsible Office	NAVPERSCOM (PERS-811)	Phone:	DSN	882-3205
			COM	(901) 874-3205
			FAX	882-2623

1. Policy

a. No fault reversion is intended only for those members who are experiencing some limiting deficiency that was not apparent at the time of request for conversion in rating. The provisions of this article will not be used in cases where substandard performance or motivation is a cause or contributing factors.

b. A typical case would be a Navy Counselor (NC) who lacks aptitude for "salesmanship or counseling" but who has exerted maximum effort to succeed and retains the potential to succeed in the previous rating.

2. Commanding Officer's (CO) Procedures

a. When, in the opinion of the CO, an otherwise excellent converttee fails to succeed in a converted rating, and such failure is considered not the fault of the member concerned, the CO will provide personal counseling concerning the circumstances and details of the problem to ensure that the reason for failure is not lack of motivation.

b. When assured that the inability to function adequately in the new rating is due to inadequacies that are not the fault of the converttee, and where reversion is in the best interest of the member and the Navy, the CO will encourage the converttee to request reversion to the former rating. NAVPERS 1306/7, Enlisted Personnel Action Request, should be submitted from the member to Navy Personnel Command (NAVPERSCOM) (PERS-811) via the CO. The request should cite this article as a reference.

c. Should the member not desire to submit a request, the CO may originate correspondence to NAVPERSCOM (PERS-811) requesting

reversion under this article. The request should indicate that the member has received counseling and should include a personal statement from the member concerned.

3. **Effect of Reversion**. Reversion under this article is not derogatory and will not be interpreted unfavorably in any subsequent detailing or board action.

MILPERSMAN 1440-050

IDENTIFICATION OF STRIKERS

Responsible Office	NAVPERSCOM (PERS-811)	Phone:	DSN	882-3224
			COM	(901) 874-3224
			FAX	882-2771
	NAVPERSCOM (PERS-812)		DSN	882-4541
			COM	(901) 874-4541
			FAX	882-2675

Governing Directives	BUPERSINST 1430.16E COMNAVRESCUITCOMINST 1133.1A OPNAVINST 5112.6C NAVPERS 15909F, Enlisted Transfer Manual (ENLTRANSMAN) NAVPERS 18068F, Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards DOD 7000.14-R, Department of Defense Financial Management Regulation (DODFMR)
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1. **Purpose**. The specific purpose of the striker identification is to

a. provide a means for identifying strikers in intra-Navy correspondence, records, and documents;

b. regulate the assignment of striker identification on a uniform basis throughout the Navy and the Naval Reserve; and

c. provide a means for controlling the number of strikers in a specific rating when such action is necessary.

2. **Definition**

a. A striker identification is defined as the part of a rate abbreviation that identifies significant skills gained by a member as a result of either formal classroom training or on-

the-job training (OJT) experience, coupled with rate change authorization from Naval Education and Training Program Development and Technology Center (NETPDTC). The identification is added to the abbreviation of a member's rate to form the complete rate abbreviation. Examples:

(1) A Seaman Apprentice (SA) who successfully completes the Operations Specialist (OS) Class "A" school would be identified as an OS striker by the rate abbreviation OSSA.

(2) An Airman (AN) who demonstrated significant mastery of the Aviation Electronics Technician (AT) rating through OJT experience and competition in the Navy-wide advancement examination process could be awarded the rate abbreviation ATAN.

b. Members in the general apprenticeship at paygrades E-1, E-2, and E-3 are identified as strikers for ratings for which they have received formal school training, or through competition in the Navy-wide advancement examination process after demonstrating significant qualification or knowledge via OJT experience.

3. **Advancement of Strikers.** Designated strikers are eligible for advancement only in their rating unless specifically granted a waiver by Navy Personnel Command (NAVPERSCOM) (PERS-811) (or PERS-812 for Naval Reserve personnel (Training and Administration of Reserves (TAR)), Active Duty for Special Works (ADSW)/One-year Recall (OYR), and drilling Naval Reservists).

4. **OJT Experience.** Commanding officers (COs) should ensure that personnel who have not had the benefit of formal schooling are afforded an opportunity to gain OJT experience in one of the ratings listed as "OPEN" in the current Career Reenlistment Objectives (CREO) NAVADMIN, or for drilling naval reservists, Category A or B in the Naval Reserve Enlisted Career Management Objectives (ECMO) ALNAVRESFOR.

5. **Restrictions to Entry through OJT and Examinations.** The following restrictions apply for entry into ratings through OJT and competition in Navy-wide advancement examinations:

a. Commanding officers may not assign striker identification without NETPDTC authority following advancement

examination. Striker designation is based on Final Multiple Score (FMS) and quotas set up by NAVPERSCOM or Commander, Naval Reserve Force for drilling Naval Reservists.

b. Commanding officers are encouraged to recommend personnel for advancement into ratings included in the allowance of their unit.

c. For Naval Reserve personnel, approval is required for members who desire entry into a rating not in the allowance of the unit. Requests should be sent to NAVPERSCOM (PERS-812).

d. Members must be physically qualified for the rating per NAVPERS 15909F, have sufficient obligated service for ratings listed in MILPERSMAN 1160-080, and have met all eligibility requirements for taking the E-4 advancement examination as set forth in BUPERSINST 1430.16E and the NAVADMIN governing the current advancement cycle.

e. Members should work in their specific rating area for a period of at least 6 months prior to participating in the advancement examination.

f. The member's general apprenticeship normally will be in the proper path of advancement for the rating concerned per NAVPERS 18068F (e.g., ANs enter aviation ratings, Firemen (FNs) enter engineering ratings, etc.). Commanding officers should carefully weigh all the advantages and disadvantages before authorizing out-of-path advancement examinations, especially if striking for a CREO 3 or ECMO Category C rating for drilling Naval Reservists. Requests to strike for a CREO 3 or ECMO Category C rating should only be considered if member has considerable experience in the requested rating because of the limited advancement and reenlistment opportunities available for those ratings. Commanding officers should not encourage personnel to work in, or strike for, CREO 3 or ECMO Category C ratings.

g. Nondesignated personnel will not be permitted to participate in the E-4 advancement examination for any rating listed as "CLOSED" in the most current CREO NAVADMIN or ECMO ALNAVRESFOR for drilling Naval Reservists. "A" school requests should be submitted to NAVPERSCOM (PERS-4010S). For drilling Naval Reservists, ratings listed as "CLOSED" or "A" school required must be approved by NAVPERSCOM (PERS-812) prior to participation in the Navy-wide examination for that rating.

Nondesignated personnel who have an "A" school request pending or have been approved for attendance at an "A" school are not authorized to participate in an advancement examination for any other rating until completion of the "A" school. Likewise, once a member participates in an advancement examination, he/she may not request an "A" school for a different rating until the results of the Navy-wide advancement examination are released.

h. Nondesignated personnel must get authorization from NAVPERSCOM (PERS-811) to participate in the E-4 advancement examination for any rating listed as "Approval Required" in the "Rating Entry for General Apprentices and Career Reenlistment Objectives" messages. Requests may be submitted via NAVPERS 1306/7, Enlisted Personnel Action Request, or message. Armed Services Vocational Aptitude Battery (ASVAB) scores must be included in the request.

i. Commanding officers are authorized to designate Seaman (SN) as Boatswain's Mate Seaman (BMSN) if the individual is fully qualified to participate in the next Navy-wide BM3 advancement examination, and if the number of designated strikers onboard does not exceed the current vacant BM3 billets onboard.

6. Administrative Requirements

a. Personnel selected for advancement to petty officer third (PO3) will be designated as strikers effective 1 June from the March examination, and 1 December from the September examination, regardless of the actual date of notification from NETPDTC. Diary Message Reporting System (DMRS)/Source Data System (SDS) entries are not required.

b. For those individuals who are not selected for advancement, notification of striker identification status may be made by NETPDTC following the advancement examination by Rate Change Authorization (RCA), data mailer, message, or letter. Designation without authority from NETPDTC is not authorized. For those selected for striker identification, striker designation will be effective 1 June from the March examination, and 1 December from the September examination, regardless of the actual date of notification from NETPDTC. DMRS/SDS entries are not required.

7. Removal of Striker Designation

a. NAVPERSCOM (PERS-811) (PERS-812 for TAR/ADSW/OYR and drilling Naval Reservists) must approve all striker designation removals. Situations that could warrant removal of striker designation include insufficient progress or demonstrated lack of proficiency in the rating, medical disqualification, Personnel Reliability Program (PRP) disqualification, etc. Professional incompetency must be fully documented in the individual's service record along with an unsatisfactory performance evaluation in "professional performance." Removal of striker designation is not intended to serve as a punitive measure. Commands invalidating examinations for candidates who have received striker designation can only remove striker designation with approval from NAVPERSCOM (PERS-811) (PERS-812 for Naval Reserve personnel).

b. If a member is designated upon graduation from Class "A" school and reports to a new command where it is discovered that the member does not have sufficient obligated service per NAVPERS 15909F, articles 7.033 and 7.034, notify NAVPERSCOM (PERS-811) (PERS-812 for TAR personnel) for authority to remove the striker designation, if deemed appropriate by NAVPERSCOM (PERS-811 and PERS-812).

c. Strikers reduced in rate for disciplinary reasons will retain their striker identification. Strikers reduced in rate for professional incompetency may have their striker identification removed after authority is received from NAVPERSCOM (PERS-811) (PERS-812 for Naval Reservists). A petty officer reduced to paygrade E-3 or below for disciplinary reasons will be assigned the striker identification of the former rating.

d. Members in the Postal Clerk (PC) rating who are reduced in rate for mishandling postal funds will not retain the PC striker identification (for additional circumstances or reasons warranting removal of the PC designation, refer to OPNAVINST 5112.6C). Members in the Disbursing Clerk (DK), Ship Services (SH), or Mess Management Specialist (MS) ratings reduced in rate for mishandling of funds, committing fraudulent acts, or theft involving government property shall not retain their designations in the rating. For all cases requiring striker designation removal, supporting documentation must be forwarded

to NAVPERSCOM (PERS-811 and PERS-812) for review and authorization.

e. If members received an enlistment bonus/Selective Reenlistment Bonus (SRB) for a rating/Navy Enlisted Classification (NEC) and subsequently had their striker identification removed, DOD 7000.14-R requires cancellation and recoupment of the unearned bonus amount.

f. Removal of striker designation shall be requested by sending a letter or NAVPERS 1306/7 to NAVPERSCOM (PERS-811) (PERS-812 for Naval Reservists). Documentation must be included to support striker designation removal.

8. **Assignment of Striker Designation.** Members who are identified as strikers become a part of the specific rating on a Navy-wide basis. This has a direct effect on the number of personnel available for assignment to the duties of each rating and the distribution of available personnel resources among the ratings. To ensure optimum distribution of available personnel resources among the ratings, Chief of Naval Personnel exercises direct control over the assignment of striker designations. This control is exercised via the most current CREO NAVADMIN, or ECMO ALNAVRESFOR for drilling Naval Reservists, and the competitive advancement examination process. Additional control is exercised by adjusting the number of Class "A" school quotas allocated to each rating to accommodate the projected long term requirements for petty officers in each rating. The effect of these control mechanisms is that a general apprentice has the best prospect of rating identification when assigned and working in an "OPEN" or ECMO Category A rating projected to have good advancement opportunity.

9. **Reenlistment Under Continuous Service Conditions.** Members reenlisted under continuous service conditions will retain striker identifications. Those reenlisting under broken service conditions shall not retain striker identification except as authorized by COMNAVRESCRUITCOMINST 1133.1 for drilling Naval Reservists.

10. **Change of Rating.** Change of rating for members who are already identified strikers will be accomplished per MILPERSMAN 1440-010. Identified strikers may not request to have their striker designator removed based solely on lack of interest in their current rating or in order to participate in a Navy-wide advancement examination for a different rating.
