IS Conversion Request Submission Procedures

Submit conversion requests in accordance with the guidance provided on the NPC conversions web page:

http://www.public.navy.mil/bupers-npc/career/enlistedcareeradmin/Pages/AcduConv.aspx

The processing of conversions can be a lengthy process due to the chop-chain. Delays normally occur as a result of incomplete package submissions. Please ensure all required documents are included when submitting requests. The status of conversion requests can be found on the NPC conversions web page.

Applicants cannot be approved for conversion in to the IS rating unless they are approved for conversion out of their current rating.

Conversion routing chain:

- Applicant's Chain of Command
- BUPERS-328 – Enlisted Career Admin
- Applicant's current Enlisted Community Manager (ECM)
- IS ECM (BUPERS-327C)
- BUPERS-328 – Enlisted Career Admin

References:

Latest CWAY NAVADMINs
MILPERSMAN 1440-010 – Change in Rating, Authorization
MILPERSMAN 1306-106 – Time On Station (TOS) and Retainability/Obligated Service (OBLISERV)
MILPERSMAN 1306-608 – Class "A" School Opportunities
MILPERSMAN 1306-618 – Class "A" School and Rating Entry Requirements

Contact Information:

NPC Conversions Desk:

- Email: mill_re_ext_conv@navy.mil
- Phone: (901) 874-3048/4523, DSN: 882-3908

IS ECM:
ISCM(IW/SW/AW) Shannon Shropshire
- Email: Shannon.k.shropshire@navy.mil
- Phone: (901) 874-2880, DSN: 882-2880

Notes: Please do not contact the IS Detailers unless approved for conversion and directed to do so. Do not fax documents directly to the IS ECM unless specifically requested. Email is preferred means of transmission. **All PII material provided for conversion shall be sent by encrypted email or via** https://safe.amrdec.army.mil/safe .

All ratings requiring TS and TS/SCI clearances must have an SF86 included with the conversion package. The SF86 can be accessed at http://www.public.navy.mil/bupers-npc/enlisted/community/crypto_it/Pages/CTI.aspx . The SF86 should NOT be submitted by the command. This way the command does not have to pay for the background investigation. If tentatively approved, the Navy SSO/IWTC VB SSO will formally initiate and pay for the background investigation.