

Information Systems Technician (IT)
Conversion Package Checklist
Updated 1 August 2019

Eligibility Requirements:

Security

- Applicant must be a U.S. citizen. **NO WAIVERS**
- All of the applicant's immediate family must be U.S. citizens. **(May not be required of family members of certain countries)**

Academic

- ASVAB Composite of AR+MK+EI+GS of 222 or greater or AR+2(MK)+GS of 222 or greater **NO WAIVERS**

Service

- Pay grade E-5 or below
- No more than 10 years of service
- Within 1 year of PRD or EAOS and met Time on Station requirements

Performance

- Evaluation marks at least "3.0" or higher and promotion recommendation of "P" or higher for past 36 months
- Meets PFA/BCA standards - no PRT failures for the past 48 months (8 PFA cycles)
- Clean record for 36 months prior to request

Physical

- Eye site - Normal color perception
- Speech - No speech impediment
- Hearing - Average hearing threshold level in the 3000, 4000, 5000, and 6000 frequencies must be less than 30db with no level greater than 45db in any one frequency
- Worldwide assignable

Package Documentation Requirements:

- 1306/7 requesting conversion to IT
- Copy of ASVAB scores
- Copies of evaluations for past 36 months
- PRIMS PFA and BCA Data for the past eight PFA cycles
- Copy of certificate of completion for the following NAVEDTRA's. All are located on Navy E Learning.
 - NAVEDTRA 15027
 - NAVEDTRA 15028
 - NAVEDTRA 15030
 - NAVEDTRA 15031
 - NAVEDTRA 15032
 - NAVEDTRA 14168A

Optional Documentation:

- College transcripts
- Copies of any IT related civilian certifications