General IT conversion information:

The IT rating is open to conversion for qualified Sailors, but has a limited number of conversion opportunities each year. Therefore, the process is very selective and not all applicants who meet minimum requirements for conversion will be approved for conversion.

The IT rating does not participate in SCORE or STAR. Sailors should convert to IT using the “Obligate to Train” (OTT) option if possible; this is covered in MILPERSMAN Article 1306-106, paragraph 4. Requests for OTT should be forwarded to BUPERS-328 for approval. Obligated service may be obtained with either an OTT extension or OTT conditional re-enlistment once authorization is received from BUPERS-328.

The IT rate requires a TS/SCI security clearance. Security eligibility requirements will NOT be waived. The member MUST be a US citizen (no waivers) and all immediate family members must be either a US citizen or the citizen of a country on the Low Threat Matrix listed in Intelligence Community Directive 704 (ICD-704).

All ratings requiring TS and TS/SCI clearances must have a SF86 included with the conversion package even if the member already possesses as security clearance of any level. The SF86 should be done via the e-QIP system. The SF86 can be completed in e-QIP, then saved and printed but not submitted. If this is not an option, filling out and submitting the SF86 form completed in Adobe Acrobat is acceptable.
IT Conversion Package Checklist

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

☐ Eyesite - 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
☐ Copy of SF-86 (Request for Security Clearance) or JPAS report if already TS/SCI eligible
   A fillable .pdf SF86 can be downloaded from: [http://www.public.navy.mil/bupers-npc/enlisted/community/crypto_it/Pages/default.aspx](http://www.public.navy.mil/bupers-npc/enlisted/community/crypto_it/Pages/default.aspx)
☐ Copies of evaluations for past 36 months
☐ PRIMS PFA and BCA Data for the past 8 PFA cycles

Optional Documentation:

☐ College transcripts
☐ Copies of any IT related civilian certifications
IT 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. Applicants cannot be approved for conversion in to the IT 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)
- IT ECM (BUPERS-327D)
- 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.FCT@NAVY.MIL
- Phone: (901) 874-3048/4523, DSN: 882-3908

IT ECM:
ITCM(IW/SW) Justin Macartney
- Email: justin.macartney@navy.mil
- Phone: (901) 874-2917, DSN: 882-2917

Note: Please do not contact the IT detailers unless approved for conversion. Do not fax documents directly to the IT ECM unless specifically requested. All PII material provided for conversion shall be sent by encrypted email or via https://safe.amrdec.army.mil/safe .