

MILPERSMAN 1440-010

CONVERSION AUTHORIZATION

Responsible Office	BUPERS-32	Phone:	DSN	882-2102
			COM	(901) 874-2102

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone:	Toll Free	1-866-U ASK NPC
		E-mail:	uasknpc@navy.mil

References	(a) OPNAVINST 6110.1J
	(b) BUPERSINST 1133.29K
	(c) JAGINST 1440.1E
	(d) OPNAVINST 1160.8A

1. Background

a. This article provides policy and execution guidance related to the lateral conversion request process. It further codifies existing policies and supersedes all prior policy guidance. The lateral conversion request process is aligned with the Career Navigator Program policy tenants and is supported by the Career Waypoints (C-WAY) System.

b. The objective of Bureau of Naval Personnel (BUPERS), Enlisted Community Management (BUPERS-32) in executing lateral conversion requests is to align members into a rating for which they have the greatest aptitude and interest, while striving to maintain balance within enlisted community health. A change in rating for Active Component (AC), Full Time Support (FTS), and Selected Reserve (SELRES) personnel may be approved following the guidelines presented in this article. Rating changes should not affect the overall distribution and advancement opportunities for career petty officers. In all cases, the needs of the Navy must take precedence. SELRES members desiring recall into the AC or FTS Program refer to MILPERSMAN 1306-1505.

2. Policy

a. Rated E-3 to E-6 AC and FTS Sailors with 14 years or less of service (excluding CPO Selectees) requesting lateral conversions will be processed in the Career Waypoints-Reenlistment (C-WAY-REEN) application module. All SELRES E-1

through E-6 (excluding CPO selectees) lateral conversion requests will be processed using the Career Waypoints-Conversion (C-WAY-CONV) module. All others will be required to contact BUPERS-32 for further directions. AC and FTS Sailors approved for lateral conversion will be required to reenlist. Nuclear trained personnel who possess a 335X, 336X, 338X, or 339X Navy enlisted classification (NEC) are not eligible for conversion.

b. C-WAY-CONV and C-WAY-REEN modules will be populated with convert-out and convert-in quotas, as set by the enlisted community manager (ECM).

(1) Lateral conversion quotas for FTS and AC are based on a rating and year group (YG) construct. Ratings with an undermanned YG will have convert-in quotas, and ratings with an overmanned YG will have convert-out quotas. Conversion opportunities out of an undermanned YG and into an overmanned YG will not be offered unless approved by Office of the Chief of Naval Operations (OPNAV), Military Personnel, Plans, and Policy (N13) via an exception to policy (ETP)).

(2) Lateral conversion quotas for SELRES are based on a rating and pay grade combination. Ratings with undermanned pay grades will have convert-in quotas, and ratings with overmanned pay grades will have convert-out quotas. Conversion opportunities out of an undermanned rating will not be offered, and conversion opportunities into an overmanned rating will not be offered, unless approved by OPNAV (N13) via an ETP).

c. Sailors will be able to apply for conversion if they are in an overmanned YG (AC and FTS) or pay grade (SELRES) in their current rating and wish to convert to a rating which is undermanned in their YG (AC and FTS) or pay grade (SELRES). Requests from members who possess skills or NECs that are considered critical, as identified in C-WAY, may not be considered.

d. Rating entry eligibility standards were developed for each rating based on training and job performance requirements to ensure optimum success within a rating. Sailors who receive approval to convert into a new rating must meet the minimum requirements for rating entry. These requirements are available in MILPERSMAN 1306-618 and within C-WAY under the career exploration module (CEM).

3. Responsibilities

a. OPNAV (N13) is responsible for approval of enlisted force management policy in support of Deputy Chief of Naval Operations (N1). As such, OPNAV (N13) is the approving authority for enlisted conversion policy, quota management plans, and business rules.

b. OPNAV, Enlisted Force Shaping Plans and Policy (N132) is responsible for developing enlisted force management policy in support of OPNAV (N1). As such, OPNAV (N132) is responsible for C-WAY and enlisted conversion policy development and execution oversight. Additionally, OPNAV (N132) coordinates with BUPERS-32 to establish quota management plans and business rules, as required.

c. BUPERS-32, in coordination with OPNAV (N132), must manage individual rating quota plans and adjudicate all conversion applications, as directed by OPNAV (N13), and delineated by BUPERS, Military Community Management (BUPERS-3). BUPERS-32 serves as the C-WAY Program Manager and is responsible for C-WAY execution.

d. OPNAV, Nuclear Propulsion Program Management Branch (N133) ECM, in coordination with OPNAV (N132) and BUPERS-32, serves as the C-WAY Program Manager for nuclear-trained personnel and nuclear field ratings. The OPNAV (N133) nuclear ECM must manage individual rating quota plans and adjudicate all lateral conversion applications related to nuclear personnel and nuclear ratings.

e. Immediate Superior in Command (ISIC). ISIC career counselors will monitor C-WAY via "ISIC level" access to ensure subordinate commands are complying with all related policies. Designated representatives can gain C-WAY System access by submitting a System Authorization Access Request Navy (SAAR-N) (OPNAV 5239/14) to career_waypoints@navy.mil.

f. Command Responsibility. Commanding officers and officers-in-charge, hereinafter referred to as commanders, are responsible for the completeness and accuracy of all C-WAY-REEN, C-WAY-CONV, and manual applications. Commanders must ensure that their command personnel understand and comply with all C-WAY related policies. Failure to submit, administrative

error(s), and or inaccurate applications, can result in denial of opportunities for Sailors. Additionally, commands must

(1) ensure their command career counselors (CCC) and or designated representatives obtain C-WAY System access;

(2) ensure all Sailors under their cognizance, to include those concurrently assigned elsewhere (e.g., individual augmentee (IA), temporary additional duty (TAD), etc.), are submitted in C-WAY-REEN or C-WAY-CONV module, as required;

(3) validate all Sailor application data, including Sailors' intentions and qualifications for chosen conversion ratings;

(4) review (including application notes) and update C-WAY-REEN and C-WAY-CONV active applications (as applicable). This action will change applications from the "Saved-Action Required" to the "Submitted" status. Commands are required to update applications to reflect changes to a Sailor's eligibility status or desired lateral rating conversion choices;

(5) certify that all applications are accurate by selecting the block that states, "I have validated all of the information in this section and certify the commander still recommends and the Sailor concurs with this application;"

(6) designate representatives to submit C-WAY-REEN and C-WAY-CONV applications for all subordinate unit identification codes (UICs), or designate a representative for each subordinate UIC;

(7) submit applications via the C-WAY System Web site or by following a manual process provided by BUPERS-32. Commands and ISICs may submit applications for each UIC under their authority. Commands unable to submit applications, as described above, are required to contact their ISIC prior to contacting the C-WAY help desk for assistance;

(8) Submit C-WAY-REEN applications by the application deadline. The deadline for submission of applications for eligible Sailors is 2359 central standard time (CST) on the last calendar day of each month;

(9) C-WAY-CONV applications which do not have a submission deadline. Applications are reviewed in the order they are received;

(10) Include in C-WAY-REEN applications the Sailor's five most current evaluations ("not observed" (NOB) evaluations are to be included, but are not used in the calculation of the evaluation average). In cases which the Sailor does not have five evaluations, include a brief description of the reason in the notes section of the application. Failure to include all applicable evaluations or corresponding notes may result in an invalid application as determined by the ECM. First-term Sailors who have not received a regular periodic evaluation require a special evaluation;

(11) Include in C-WAY-CONV applications the most current evaluation; and

(12) In all cases which application questions arise or additional clarification is required, call the C-WAY help desk for guidance at (901) 874-2102 (DSN 882) or e-mail the Career Waypoints help desk at: career_waypoints@navy.mil.

g. NAVPERSCOM, Shore Special Assignments Branch (PERS-4010) is responsible for processing approved conversions, adjusting PRDs, and writing PCS orders.

h. Sailor Responsibility. Sailors are ultimately responsible for their own careers. Not being aware of Navy policies or application status will not justify additional reviews.

(1) Sailors should use their most recent career development board (CDB) as a guide in making their career decisions. Additionally, Sailors are encouraged to engage other Sailors already serving in ratings in which they have interest to better understand duties, rating requirements, and skill sets unique to each rating. Additionally, Sailors are strongly encouraged to use Job Opportunities In the Navy (JOIN) Web site at: <https://join.sscno.nmci.navy.mil/> to identify their interests and CEM within C-WAY System to identify eligibility requirements for additional ratings of interest.

(2) Sailors are encouraged to ensure, with the assistance of their CCC, that all required C-WAY-REEN and C-WAY-

CONV applications are submitted accurately, on time, and indicate their desires.

(3) Sailors should utilize their immediate chain of command and CCC to address any policy and or process questions.

Note: Sailors are encouraged to utilize CDBs and the CEM within the C-WAY System in order to determine correctable deficiencies that would otherwise render them ineligible for desired ratings (e.g., retake the Armed Forces Classification Test (AFCT) to improve their scores in order to expand their rating conversion opportunities).

4. Request Procedures

a. CCC must qualify applicable Sailors who desire conversion in C-WAY using the C-WAY qualification function.

b. C-WAY will provide the CCC a list of all ratings for which the Sailor qualifies.

c. Once a member is qualified, the CCC will submit a C-WAY-REEN (AC/FTS) application for conversion per MILPERSMAN 1160-140 or a C-WAY-CONV (SELRES) application. Lateral conversion requests for AC or FTS will be submitted during C-WAY-REEN System-generated application windows (i.e., PRD and soft expiration of obligated service (SEAOS) application windows). For those circumstances in which force structure changes have significantly impacted reenlistment in-rate opportunity, special circumstance-conversion applications may be submitted outside established SEAOS/PRD windows. Affected ratings will be authorized by an ETP and advertised via ECM Web pages and C-WAY business rules. All other eligibility requirements remain in force. SELRES may apply for lateral conversions in C-WAY-CONV when eligible. Conversion opportunities will be identified with convert-in quotas in C-WAY provided by the ECM. The following conditions must be met in order for the Sailor to submit a conversion application:

(1) The Sailor must be qualified in C-WAY for the desired ratings;

(2) The Sailor's current rating must provide a convert-out quota by YG for AC and FTS, or pay grade for SELRES; and

(3) The rating that the Sailor desires to convert into must have a convert-in quota by YG for AC and FTS, or pay grade for SELRES.

5. **Service Requirements**

a. Applicants must

(1) be recommended by their commander;

(2) have served a minimum of 24 months in present rating;

(3) be a rated E-3 to E-6 Sailor of the AC or FTS with 14 years or less of active service as calculated from the active duty service date to expiration of obligated service EAOS/SEAOS, or E-1 to E-6 Sailors of the SELRES with 18 years of service or less as calculated from pay entry base date (PEBD);

(4) be a petty officer first class (PO1/E-6) or below (excluding CPO selectees); and

(5) have met the retainability requirements as outlined in MILPERSMAN 1306-106 (if AC or FTS), or have a satisfactory drill attendance (if SELRES).

b. Members on an enlistment or extension of enlistment for which a selective reenlistment bonus (SRB) was paid must be within 9 months of EAOS before submitting a conversion request.

c. Obligated service (OBLISERV) already incurred in return for any enlistment or reenlistment incentive, training, or other program must be served before conversion to another rating will be authorized.

d. Members must be in compliance with reference (a). In addition, per MILPERSMAN 1306-602, members must be within body composition assessment (BCA) standards to attend service schools. Commands will not transfer members with an approved school quota who do not meet BCA standards. Contact BUPERS-32 ECMS immediately for guidance.

6. **Special Cases**. Certain ratings rely on conversions from other ratings to achieve and maintain required manning levels.

Procedures for requesting conversion to these ratings are as follows:

a. **Navy counselor (NC) (less career recruiter force)** rating can be found in MILPERSMAN 1440-020.

b. **Navy counselor (career recruiter force)** rating can be found in reference (b).

c. **Legalman (LN)** rating can be found in reference (c).

d. **Special Programs:** Aircrew (AIRC), air rescue swimmer (AIRR), submarines, Navy diver (ND), explosive ordinance disposal (EOD), special warfare operator (SO), special warfare boat operator (SB) etc. ratings can be found in MILPERSMAN 1220 series.

e. **Nuclear training** information can be found in MILPERSMAN 1306-500, 1306-502, and 1306-504.

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

a. **Background.** RPs will not serve independently of chaplains. They will be assigned to units only in direct support of a member of the chaplain corps, and will be limited to performing those tasks in support of the command religious programs 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 the rating, they are not (within themselves) liabilities. Members of the RP rating are not to be counselors or clergy persons, but will be required to support ministry of chaplains and persons of all faith groups.

b. **Service Requirements.** Applicants must

(1) be a designated E-3 or petty officer with a high school diploma, or a general educational development (GED) equivalency and eligible for access to sensitive information;

(2) meet Armed Services Vocational Aptitude Battery (ASVAB) test scores as outlined in MILPERSMAN 1306-618;

(3) be recommended by their commander with particular emphasis on applicant's moral character and ability to function in harmony with other people;

(4) have no non-judicial punishment (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 isolated duty or lengthy deployments make 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 the ability to write effectively; and

(7) have derived no benefits from the Selective Training and Reenlistment (STAR) Program and have completed OBLISERV for other programs, see MILPERSMAN 1306-604.

c. Application Procedures

(1) When the aforementioned eligibility criteria are met, submit a C-WAY-REEN/C-WAY-CONV application for conversion to RP. If C-WAY-REEN/C-WAY-CONV application results in an "Approved-Pending" quota, then submit NAVPERS 1306/7 Enlisted Personnel Action Request via the commander to the RP ECM (BUPERS-326) for active duty, or the SELRES ECM (BUPERS-328) for SELRES utilizing encrypted e-mail or other authorized means that protect the member's personally identifiable information (PII). Use the commander's comments or attach documents to cite past experience and special qualifications. Request must contain a copy of results of an interview with a Navy chaplain and certified on NAVPERS 1070/613 Administrative Remarks.

(2) All electronic correspondence (e-mail) regarding Navy personnel containing names, social security numbers, or other identifying information must be digitally signed and PKI-encrypted, or submitted via other authorized means.

(3) Any hardcopy correspondence must be pre-coordinated before mailing to the ECM. If used, all hardcopy correspondence regarding Navy personnel containing names, social security numbers, or other identifying information must

(a) be double wrapped with the inner layer labeled "FOR OFFICIAL USE ONLY-PRIVACY SENSITIVE. Any misuse or unauthorized disclosure may result in both civil and criminal penalties;"

(b) use DD 2923 Privacy Act Data Cover Sheet (as appropriate);

(c) be mailed to only those with an official need to know;

(d) be sent via a mailing service that can provide tracking information; and

(e) be handled and destroyed per DoD privacy directives.

(4) RPs are classified as combatants and are not protected under rules of the Geneva Convention for religious personnel. Female RPs will serve as authorized by law and current Secretary of the Navy directives. Certification must indicate the individual has signed the following NAVPERS 1070/613 entry:

"I hereby volunteer for the religious program specialist (RP) rating with the 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 the Marine Corps, both in garrison and the fleet Marine force."

(5) Personnel selected will be converted to RP upon successful completion of formal schooling or Navy-wide advancement examination, as directed by BUPERS-32. 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.

d. Application Timelines

(1) Personnel must send application in a completed conversion package (as outlined in this article) to the RP or SELRES ECM within 60 days of notification of "Approved Pending" status in C-WAY. Failure to submit package within specified time negates the request, resulting in the Sailor's status being changed to "Denied" in C-WAY.

(2) Upon successful submission of the conversion package, the Sailor will be notified via C-WAY with a status update reflecting "Approved" or "Denied" (as appropriate).

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

a. **Background.** The MA rating provides commands with force protection and 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 world-wide assignable to the continental U.S. (CONUS), outside continental the U.S. (OCONUS), sea, shore, and hostile-fire duty assignments.

b. **Service Requirements.** Applicants must

(1) meet ASVAB test requirements, as outlined in MILPERSMAN 1306-618;

(2) be a U.S. citizen (dual citizenship is not authorized) and possess 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 any domestic violence convictions are ineligible (non-waiverable);

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

(5) have an excellent command of the English language, demonstrate the ability to write effectively, and have no speech impediments;

(6) have tested negative in a drug-screening test within the last 30 days (from conversion request date of submission);

(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 aforementioned is not assigned to the command, a similar individual from another command can fulfill the requirement;

(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 PFA cycles, and be fit for full duty;

(11) be able to OBLISERV a minimum of 36 months upon conversion to MA;

(12) meet world-wide assignability criterion; and

(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 are met, submit a conversion application in C-WAY-REEN/C-WAY-CONV. If the application results in an "Approved-Pending" quota, send the following to the MA ECM (BUPERS-329 for active, or BUPERS-

328 for SELRES) utilizing encrypted e-mail or other authorized means that protect the member's PII:

(1) All electronic correspondence (e-mail) regarding Navy personnel containing names, social security numbers, or other identifying information must be digitally signed and PKI-encrypted or submitted via other authorized means.

(2) Any hardcopy correspondence must be pre-coordinated before mailing to the ECM. If used, all hardcopy correspondence regarding Navy personnel containing names, social security numbers, or other identifying information must

(a) be double wrapped with the inner layer labeled "FOR OFFICIAL USE ONLY-PRIVACY SENSITIVE. Any misuse or unauthorized disclosure may result in both civil and criminal penalties."

(b) Use DD 2923 Privacy Act Data Cover Sheet (as appropriate).

(c) Be mailed to only those with an official need to know.

(d) Be sent via a mailing service that can provide tracking information.

(e) Be handled and destroyed per DoD privacy directives.

(3) NAVPERS 1306/7 signed by the commander (**no "by direction" signatures**);

(4) Copies of performance evaluations covering the last 3 years and copies of any evaluations covering performance as a law enforcement specialist (NEC 815A); and

(5) A letter of recommendation from security officer/senior MA (MAC or above) stating member meets all specific eligibility requirements listed in paragraph: 8b (1-13).

d. Application Timelines

(1) Personnel must send a completed conversion package

as outlined in this article to the MA or SELRES ECM within 60 days of notification of "Approved Pending" status in C-WAY. Failure to submit package within specified time negates the request, resulting in the Sailor's status being changed to "Denied" in C-WAY.

(2) Upon successful submission of the conversion package, the Sailor will be notified via C-WAY with a status update reflecting "Approved" or "Denied", as appropriate.

e. Selectees

(1) Personnel selected will be converted to MA upon successful completion of formal schooling.

(2) Personnel selected for conversion via MA "A" School must maintain eligibility as outlined in paragraph 8b "Service requirements." Failure to maintain eligibility requirements will automatically result in a review for continued conversion.

(3) PACT Sailors who have served 18 months or more on active duty that successfully complete MA "A" School will be advanced to E-4 upon successful completion of MA "A" School.

9. Conversion to the Mass Communications Specialist (MC) Rating

a. Background. Sailors in the mass communication specialist (MC) rating is for Sailors who are the public affairs and visual information experts. They write and produce print and broadcast journalism news and feature stories for military and civilian newspapers, magazines, television, and radio broadcast stations; record still and video photography of military operations, exercises, and other Navy events; and serve overseas, on ships, and at stateside commands as photographers, public affairs specialists, newspaper and magazine staff, and TV and radio station staff and talent. Additionally, MCs create graphic designs in support of the public affairs mission, create and manage official Web sites, and perform high-speed, high-volume graphic reproduction. Due to the distinct purpose and unique nature of duties involved in the MC rating, the quality of personnel selected is of paramount importance, requiring strict adherence to eligibility criteria, procedures, and policy for conversion to the MC rating.

b. **Service Requirements.** Applicants must

(1) be within 1 year of completing the minimum time on station (TOS) (excluding SELRES) or Department of Defense (DoD) tour, as appropriate. If approval for conversion is granted, the effective date of conversion will coincide with TOS, prescribed tour, or DoD tour completion date;

(2) be within 12 months of projected rotation date (PRD) (excluding SELRES);

(3) have or incur a minimum of 36 months OBLISERV from date of conversion to MC rating;

(4) have no marks below 3.0 in previous 3 years of performance evaluations;

(5) meet ASVAB test scores as outlined in MILPERSMAN 1306-618;

(6) have passed the last Navy-wide advancement exam (NWAE) prior to application;

(7) have no history of moral turpitude waivers within the previous 36 months (e.g., alcohol, drugs, indebtedness, or other circumstances that would result in non-screening for the granting of a Secret security clearance and world-wide assignability). Personnel with offenses that reflect unfavorably upon their creditability and integrity are ineligible for the MC rating;

(8) have an excellent command of the English language, demonstrate the ability to write effectively, and have no speech impediments;

(9) have a clear record, free from conviction by court-martial, civil court (except for minor non-repetitious traffic offenses), or NJP during the previous 36 months preceding application for conversion to MC;

(10) be interviewed and submit a written recommendation by the senior mass communications specialist within the geographical area;

(11) demonstrate additional proficiency by providing

published articles and or photos; and

(12) meet world-wide assignability criterion.

c. **Application Procedures.** Each applicant's motivation, qualifications, and potential to succeed as an MC will be considered, as well as the Navy's needs; Service needs take precedence. When eligibility criteria are met and the Sailor has an "Approved Pending" status in the C-WAY System, submit the following to the MC ECM (BUPERS-326 for active, or BUPERS-328 for SELRES) utilizing encrypted e-mail or other authorized means that protect the member's PII. Submit a formal letter of application via CO's administrative chain of command providing the following supporting documents:

(1) Copies of all performance evaluations during the last 36 months;

(2) Copy of most recent ASVAB scores. Most recent ASVAB scores must also reflect in the enlisted master file (EMF);

(3) Copy of profile sheet from last NWAEE;

(4) NAVPERS 1306/7 signed by the commander (**no** "by direction" signatures);

(5) Copy of Physical Readiness Information Management System (PRIMS) report showing physical fitness assessment results for 4 years prior to application date;

(6) Copies of published articles and or photos; and

(7) A letter of recommendation from a senior mass communications specialist within the member's geographical area.

Note: All electronic correspondence (e-mail) regarding Navy personnel which containing names, social security numbers, or other identifying information must be digitally signed and PKI-encrypted or submitted via other authorized means.

Any hardcopy correspondence must be pre-coordinated before mailing to the ECM. If used, all hard-copy correspondence regarding Navy personnel containing names, social security numbers, or other identifying information must:

- be double wrapped with the inner layer labeled "FOR OFFICIAL USE ONLY-PRIVACY SENSITIVE. Any misuse or unauthorized disclosure may result in both civil and criminal penalties;"
- use DD 2923 Privacy Act Data Cover Sheet (as appropriate);
- mailed to only those with an official need to know;
- be sent via a mailing service that can provide tracking information; and
- be handled and destroyed per DoD privacy directives.

d. Application Timelines

(1) Personnel must send in a completed conversion package as outlined in this article to the MC or SELRES ECM within 60 days of notification of "Approved Pending" status in C-WAY. Failure to submit the package within a specified time negates the request, resulting in the Sailor's status being changed to "Denied" in C-WAY.

(2) Upon successful submission of the conversion package, the Sailor will be notified via C-WAY with a status update reflecting "Approved" or "Denied" (as appropriate).

e. Selectees. Personnel selected will be direct-converted into the MC rating.

10. Change of Rating via Formal School Training

a. Service school commands are authorized to assign rating designation or change in rating upon successful completion of designated training.

b. Prior to detachment for instruction, members must satisfy OBLISERV for training as prescribed in MILPERSMAN 1306-106 and or MILPERSMAN 1306-604. Members converting to SRB eligible ratings may fall under the Obligated Service to Train (OTT) Program contained in reference (d).

c. Members in pay grades E-1 through E-6 who are ordered to a school that incorporates an extended course of instruction

(e.g., FT, ET, AT, EW, and STG) must be converted to a rating at an equal pay grade after successful completion of basic or A-1 phase of that course of instruction. Exceptions to this policy apply to the following: 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 by successfully passing a preliminary A-1 phase examination, attendance in A-1 phase will be optional as determined by service school command. Member may be directly converted to new rating and enrolled in advanced or A-2 phase portion of course.

11. **PACT.** Per MILPERSMAN 1306-611, PACT Sailors are required to utilize C-WAY-PACT designation module and must follow designation policies and processes outlined therein.

12. **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 PS3). Additionally, occasional manning circumstances require direct conversion of members from one rating to another upon creation of a new rating.

13. **Processing of Converted Sailors.** Processing of converted Sailors will depend on their conversion pathway.

a. Sailors who convert via school receive their next set of PCS orders from the appropriate rating assignment detailer based on needs of the Navy.

b. Direct conversion Sailors will either remain on board their present command or be transferred to another command where a vacancy exists. NAVPERSCOM, Enlisted Distribution Division (PERS-40) and the command will make this determination based on present command manning. Sailors who remain on board will have their PRDs adjusted to the appropriate prescribed tour for that rating, unless the initial assignment is regulated by a DoD area tour. For guidance on Sailors who PCS to another command, use MILPERSMAN 1306-104 Projected Rotation Date and MILPERSMAN 1306-126 First-Term Personnel Assignment Policy.

14. **Forced Conversion.** Forced conversions must be processed per MILPERSMAN 1440-011.

15. Disposition of Members Who Fail to Complete Change of Rating process. Personnel approved or directed to convert must complete conversion. Sailors who fail to successfully convert may be processed for separation within 2 months of the failure being identified. Separation must be processed per MILPERSMAN 1910-133 or the most appropriate article within the MILPERSMAN 1900 series.