

MILPERSMAN 1440-020

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

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Reference(s)	(a) OPNAVINST 1040.11D (b) NAVPERS 15878L, Career Counselor Handbook (c) BUPERSINST 1430.16F (d) OPNAVINST 6110.1J (e) SECNAV M-5216.5, Department of the Navy Correspondence Manual
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1. Background

a. Service members in the Navy counselor (NC) rating (less career recruiter force (CRF)) manage the Navy Enlisted Retention and Career Development Program for commands as outlined in references (a) and (b). NCs are the command's principal advisors on policies and regulations related to Navy career planning matters. The NC rating relies on conversion from other ratings to achieve and maintain required manning levels. Their duties include, but are not limited to:

(1) Evaluating enlisted career development programs at their parent command and subordinate activities;

(2) Coordinating interviews and counseling sessions;

(3) Providing primary technical assistance, guidance, and training to the command career development team;

(4) Maintaining awareness of revisions and initiatives in career development programs through access to Navy

directives, reference materials, experience, and regional training;

(5) Counseling individuals and providing presentations to Service members and their family members on the associated benefits and initiatives regarding career development programs and retention;

(6) Establishing and maintaining an aggressive enlisted command career development and retention program; and

(7) Training command leaders and career development teams on all enlisted career development programs and policies.

b. The Command Career Counselor (CCC) Program provides for assignment of personnel in ratings other than NC (less CRF) to perform full-time CCC duties. Requirements and qualifications are contained in [MILPERSMAN 1306-905](#).

2. **Policy**. Due to the distinct purpose and unique nature of duties involved in the NC rating, the quality of personnel selected is of paramount importance and requires strict adherence to eligibility criteria, procedures, and policy pertaining to conversion to the NC rating (less CRF).

a. Conversions are open to the following groups:

(1) Petty officer first class (E-6) serving in Active Component (AC), full time support (FTS), or Selected Reserve (SELRES). Applicants must have completed 6 to 14 years of active naval service. Waivers will be considered for applicants who have up to 16 years of active naval service;

(2) A petty officer second class (E-5) serving in AC, FTS, or SELRES. Applicant must be time-in-rate eligible for petty officer first class at time of application.

b. Following conditions (if applicable) must be met:

(1) Applicant must be within 12 months of completing the minimum time on station (TOS) or Department of Defense (DoD) area tour (as appropriate);

(2) Applicant must be within 12 months of projected rotation date;

(3) Active duty (ACDU) applicant desiring to convert to FTS must be within 12 months of expiration of active obligated service (EAOS);

(4) Service member on an enlistment or extension of enlistment for which a selective reenlistment bonus was paid must be within 9 months of their EAOS;

(5) Service member within their career waypoints-reenlistment application window must request an NC conversion quota. If approved, Service members must submit application to the NC rating enlisted community management (ECM) technical advisor within 90 days;

(6) Service member must have or be able to incur a minimum of 36 months obligated service from date of conversion to NC (less CRF) rating without exceeding high year tenure length of service gates as outlined in [MILPERSMAN 1160-120](#).

c. Per reference (c), applicants approved for conversion to NC (less CRF) who are subsequently selected for chief petty officer (E-7) in their current rating prior to actual change of rating, must submit a written request in writing to the Bureau of Naval Personnel (BUPERS), Enlisted Career Administration Department (BUPERS-328) to have the conversion reconsidered at the E-7 pay grade.

3. Eligibility Requirements

a. All applicants must:

(1) Have no marks below 3.0 in previous 3 years of performance evaluations;

(2) Have an Armed Services Vocation Aptitude Battery (ASVAB) test score of VE + AR = 105 (minimum AR of 50 for Profile of American Youth (PAY) 80 forms) or VE + AR = 104 (minimum AR of 51 for PAY 97 forms). If ASVAB test scores are revised, most recent guidance will apply;

(3) **Have at least 12 consecutive months of experience as CCC, or departmental or divisional career counselor during the previous 2 years prior to application date for conversion to NC (less CRF).** These positions must be clearly documented in

evaluations or as determined by the immediate superior in command (ISIC);

(4) Have no history of moral turpitude waivers within the previous 36 months. Personnel with offenses that reflect unfavorably upon their credibility or integrity, and or offenses concerning moral turpitude are ineligible for the NC (less CRF) rating **(nonwaiverable)**;

(5) Be eligible for a secret security clearance;

(6) Have no speech impediments;

(7) Have a clear record, free from conviction by court-martial, civil court (except for minor, non-repetitious traffic offenses), or nonjudicial punishment (NJP) during the previous 36 months **preceding application for conversion to NC (less CRF) (nonwaiverable)**;

(8) Indicate stability in personal affairs without a history of severe domestic or personal problems or chronic indebtedness;

(9) Be within Navy body composition assessment standards per reference (d) and have no documented failures within the last 3 years prior to application date;

(10) Be interviewed and recommended by the commanding officer (CO). Use [NAVPERS 1306/92](#) Special Program Screening (complete all sections). **CO's endorsement must at a minimum include:**

(a) Willingness to have Service member serve as their CCC; and

(b) Whether Service member is world-wide assignable; and

(c) Whether applicant possesses the requisite initiative, temperament, and technical and professional acumen to work in an independent setting.

(11) Have completed the following courses:

(a) Duties and Responsibilities of the Educational Services Officer NAVEDTRA 14083A;

(b) Evaluation & Fitness Report CIWT-002EF01;

(c) Preparing a Standard Naval Letter CNET-11456;

(d) Customer Service CSS-CUS-010i-3.0 and Customer Service Lab CSS-CUS-010-3.0; and

(e) PAYPERS Command Pass Coordinator (CPC) Training PERS2-PAYPERS-CPC-CPCTRaining-V1.0.

b. Personnel applying for conversion to NC (less CRF) rating must be interviewed and provided a written recommendation from the following:

(1) CCC who must verify all eligibility requirements per paragraphs 2 and 3 and state verification of all requirements in recommendation;

(2) Command senior enlisted leader (CSEL), who will attest to the applicant's potential to function as an independent duty CCC, and whether the applicant has demonstrated effective verbal and written communication across all levels of the chain of command and the CSEL's willingness to have Service member serve as their CCC;

(3) ISIC career counselor (CC), who must state whether the applicant can function as an independent duty CCC and willingness to have Service member serve as subordinate CCC; and

(4) Type commander (TYCOM) force/fleet career counselor in applicant's administrative chain of command.

c. Personnel not eligible for conversion to NC (less CRF) include:

(1) Personnel in receipt of permanent change of station (PCS) orders; or

(2) Personnel in a limited duty status until found fit for full duty.

4. **Application Procedures/Requirements.** The TYCOM CC in the applicant's administrative chain of command will review requests for conversion to the NC rating. When eligibility criteria are met, use reference (e) to **submit the following:**

Note: In the absence of a TYCOM master chief NC (NCCM) (less CRF), the appropriate fleet NC will review and endorse requests for conversion to the NC rating.

a. Lateral conversion and career waypoints conversion requests must be submitted to BUPERS 328 via CO and TYCOM fleet NCs in the applicant's administrative chain of command. Provide the following supporting documents:

(1) Copies of all performance evaluations covering the past 3 years;

(2) Copies of certificates indicating completion of all proficiency requirements for NC (less CRF);

(3) Copy of most recent ASVAB scores;

(4) [NAVPERS 1306/7](#) Electronic Personnel Action Request signed by the CO or officer in charge (OIC) (**cannot be "by direction"**);

(5) CO screening checklist, [NAVPERS 1306/92](#) Special Programming with all sections completed and signed by the CO or OIC (**cannot be "by direction"**);

(6) Copy of operational duty screening as stipulated in [MILPERSMAN 1300-800](#);

(7) Copy of Physical Readiness Information Management System report showing physical fitness assessment results for 3 years prior to application date;

(8) Photographs of Service member in service uniform, either black and white or color photographs approximately 5" wide x 7" high, full-length, full-front and full-side view, uncovered against a contrasting background. The applicant's name and date of photograph was taken must appear in the photograph; and

(9) Letters of recommendation from CCC (if applicant not currently assigned as CCC), CSEL, ISIC CC, and NCCM (less CRF) in applicant's administrative chain of command.

Note: All electronic correspondence (e-mail) regarding Navy personnel which contains names, social security numbers, or other identifying information must be digitally signed and Product Knowledge Incorporated (PKI) encrypted. The subject line and attachments must contain "FOR OFFICIAL USE ONLY" label, and the body of the e-mail should contain the statement "FOR OFFICIAL USE ONLY-PRIVACY SENSITIVE. Any misuse or unauthorized disclosure may result in both civil and criminal penalties." E-mail distribution must only include recipients having a legitimate need-to-know about the personally identifiable information (PII). In the event that encryption is not possible, the only other authorized means of electronically transmitting PII is through use of [Department of Defense \(DoD\) Safe Access File Exchange \(SAFE\)](#) Web site.

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

(1) 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;"

(2) Include DD 2923 "Privacy Act Data Cover Sheet" as appropriate;

(3) Be mailed to only those with an official need-to-know;

(4) Be sent via a mailing service that can provide tracking information; and

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

5. **Selection Process.** BUPERS-328 and BUPERS-326 will receive and screen conversion applications for completion and proper documentation. Complete applications will be forwarded to both losing and gaining rating ECM for final determination.

6. Selectees

a. Personnel will be converted to NC upon successful completion of the CCC Course (A-501-0011) or direct conversion, if they completed the CCC course within the past 24 months at time of selection and currently hold Navy enlisted classification 806R. If approved for direct conversion, the effective date of conversion will coincide with TOS, prescribed sea tour, or DoD tour completion date.

b. Applicants selected for conversion:

(1) Are detailed to their first rated NC assignment with CCC course en route, if needed. Initial assignment will be sea duty for a prescribed sea tour for a minimum of 24 months; and

(2) Must successfully complete the CCC course or may be separated as outlined in [MILPERSMAN 1910-133](#).

c. SELRES converted to NC (FTS) will be recalled to ACDU if approved for conversion; and

Note: SELRES desiring to conversion to NC (less CRF) must be endorsed by the component for which they are applying. ACDU applications must be endorsed by an ACDU fleet NCCM. FTS applications must be endorsed by the Commander, Naval Reserve Force Command NCCM.

d. Personnel selected for conversion must maintain all eligibility requirements as outlined within this article. Failure to maintain eligibility requirements will automatically result in an administrative review by a panel of 3 Fleet/Force Navy Counselors to include the administrative chain of command. This panel will report suitable or unsuitable findings to NC ECM for further guidance.

7. Forced Conversions

a. Forced conversions into the NC (less CRF) rating **must meet all service and eligibility requirements as set forth within this instruction.**

b. For forced conversions out of the NC (less CRF) rating, refer to [MILPERSMAN 1440-011](#).

8. **No Fault Reversion/Conversion**

a. No fault reversion is intended for first tour NCs with less than 12 months onboard who are experiencing some limiting deficiencies that were not apparent at the time of request for conversion to NC (less CRF) as outlined in [MILPERSMAN 1440-040](#).

b. Requests for rating reversion of personnel deemed unsuitable for continued service in the NC (less CRF) rating will be sent to BUPERS-328 via CO and NCCM (less CRF) in the applicant's administrative chain of command. Such requests must include a detailed description of the circumstances or reasons why Service member is no longer eligible to perform the duties as an NC (less CRF) rating and be adequately and factually supported by enclosures (e.g., evaluations, counseling sheets, witness statements, documentary evidence, etc.).

c. Reversion is not considered derogatory action and should not be interpreted unfavorably in any subsequent detailing or board action.

9. **Disciplinary Actions**

a. In the event of CO's loss of confidence, personnel should be considered for forced conversion if they have been convicted of crimes such as fraternization, theft, assault, or any other incident which significantly diminishes their credibility, personal integrity, and impairs their ability to perform expected NC duties.

b. Personnel receiving formal disciplinary action for minor infractions (e.g., NJP or civilian court) will not normally be considered for forced conversion out of the NC (less CRF) rating on the first offense. The command must enroll these personnel in a formal probationary period for up to 1 year and provide appropriate counseling and training, as required. Personnel placed on formal probation will receive [NAVPERS 1070/613](#) Administrative Remarks documenting the probationary period duration, counseling, and retraining plan. The entry will contain a statement concerning the potential for forced conversion or recommendation for administrative separation processing for failure to complete the probationary period and or additional formal disciplinary action within the probationary period. [NAVPERS 1070/613](#) entry must be acknowledged in writing by the individual and witnessed preferably by the CSEL.

10. **Detachment for Cause (DFC)**. For the administrative removal from an assignment for substandard behavior or substandard performance of duty, comply with [MILPERSMAN 1616-010](#) Detachment for Cause (DFC) of Enlisted Personnel.

11. **Waivers**. Eligibility criteria, as set forth in this article, are necessary to ensure manning and command stability, equitable treatment for those competing from various ratings, and equal consideration for all conversion requests.

a. Waivers will be considered by NC rating ECM on a case by case basis.

b. If required, applicant and endorser must state the requirement for a waiver and cite justification.