

MILPERSMAN 1440-010

CHANGE IN RATING, AUTHORIZATION

Responsible Office	NAVPERSCOM	Phone: DSN	882-3908
	(PERS-4811)	COM	(901) 874-3908
		FAX	882-2043

References	(a) BUPERSINST 1001.39E (b) OPNAVINST 6110.1H (c) BUPERSINST 1430.16E (Advancement Manual for the Advancement of Enlisted Personnel of the U.S. Navy and U.S. Navy Reserve) (d) NAVEDTRA 12061 (Catalog of Nonresident Training Courses (CANTRAC)) (e) NAVADMIN 234/04 (f) JAGINST 1440.1C (g) BUPERSINST 1133.29F (h) COMNAVCRUITCOMINST 1130.8G (Navy Recruiting Manual - Enlisted)
-------------------	--

1. Policy

a. The objective of Navy Personnel Command (NAVPERSCOM) regarding rating conversions is to encourage members to serve in a rating for which they have greatest aptitude and interest. To the extent that changes in rating do not cause an undesirable effect on overall distribution and advancement opportunity for career petty officers, changes in rating may be approved following guidelines presented in this article. In all cases, Navy's requirements shall take precedence. Procedures for submission of "direct conversion" and "in-service" training status requests for inactive duty Navy Reserve personnel are contained in reference (a).

b. Requests shall be for a rating that is undermanned, Career Reenlistment Objectives (CREO) Category 1, as defined in most current CREO NAVADMIN. Requests from members serving in a rating that is undermanned, or who possess specialty skills or Navy Enlisted Classifications (NECs) that are in short supply, will not be considered. Requests for conversion to ratings in CREO Category 2 (properly manned) will only be considered on a case-by-case basis. Furthermore, requests for change in rating into a CREO Category 3 will not be considered.

c. All requests must include the NAVPERS 1306/7 (Rev. 1-03), Enlisted Personnel Action Request, last three evaluations, and the Armed Services Vocational Aptitude Battery (ASVAB) scores. Additional required documentation for a particular rating are listed on the later paragraphs of this article.

d. Per MILPERSMAN 1306-112, para. 2a(1) provides guidance on the electronic transmission of NAVPERS 1306/7; however, with the required supplemental documentation, conversion packages must be submitted in hard copy via mail, facsimile (fax), or email attachment to mill_conversions@navy.mil (this is the preferred method).

2. Service Requirements

a. Applicants must

(1) be an enlisted member of the Regular Navy or Navy Reserve on active duty with less than 12 years active service (including Navy Reserve Full Time Support (FTS) personnel). Members in the FTS program shall submit their requests to NAVPERSCOM, Reserve Enlisted Advancement/Conversion/Recall Section (PERS-4812). FTS personnel must serve on board current duty station for a minimum of 18 months prior to submission.

(2) be a petty officer first class (PO1) or below. Commanding officers (COs) are urged to carefully consider requests for change in rating of a PO1 before making favorable endorsement, since these members have gained valuable experience and training in their present rating. PO1s that are approved for change of rating must be able to carry out duties and responsibilities of a PO1 in the new rating with a minimum of training.

(3) be eligible in all respects for transfer (be within 12 months of projected rotation date (PRD)). Minimum activity tour requirements for type duty are listed in MILPERSMAN 1306-102 and 1306-106. Ensure compliance with Physical Readiness Test (PRT) standards (reference (b)). Those in receipt of permanent change of station (PCS) orders (either hardcopy or verbal from rating detailer) are not eligible.

(4) have served a minimum of 24 months in present rating before being eligible to submit for conversion to another rating.

b. A member on an enlistment or extension of enlistment, for which a Selective Reenlistment Bonus (SRB) was paid, will not normally be considered for a change in rating until within 9 months of end of active obligated service (EAOS).

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. Exceptions will be considered, based on needs in the requested rating and degree of over-manning in present rating.

3. Other Eligibility Requirements

a. Applicants must

(1) satisfy eligibility requirements for the rating requested as defined in reference (c) and, in case of CT rating, any pertinent directives Commander, Naval Security Group Command (COMNAVSECGRU) may publish. Non-United States (U.S.) citizens are ineligible for entry into, or change to, a rating that requires eligibility for a security clearance as stipulated in reference (c). A lateral conversion request for CT and IS ratings has the additional requirement for an SF 86 (Rev. 9-95), Questionnaire for National Security Positions.

(2) be recommended by their CO. Besides making sure that a member meets all eligibility requirements for change in rating and is deserving of consideration, COs shall also be reasonably assured that member possesses potential to succeed in applicable paygrade of requested rating.

(3) have no nonjudicial punishments (NJP) or convictions in civilian or military courts for past 18 months.

b. Certain ratings require satisfactory completion of an "A" School prior to change of rating (refer to current CREO NAVADMIN). If training is required, applicant must meet prescribed minimum ASVAB scores contained in reference (d).

4. Change of Rating by Command Administrative Action. Change of apprenticeship (non-designated personnel) may be done at the

command level with the CO's approval, at a member's request, provided that

- a. a greater need exists in desired apprenticeship,
- b. a valid billet exists within command, and
- c. member is fully qualified for new apprenticeship.

5. **Change of Rating via Formal School Training.** Service school commands are authorized to assign rating designation and change in rating upon successful completion of designated training of conversion courses. Careerists (who will not be SRB-eligible) approved for conversion via an "A" School must satisfy OBLISERV requirements contained in MILPERSMAN 1306-604, prior to transfer for instruction. First-termers and those who will be SRB-eligible upon graduation, approved for conversion via an "A" School, must extend to graduation date and agree to satisfy OBLISERV requirements immediately upon successful graduation from an "A" School. Members in paygrades E-1 through E-6 who are ordered to a school that incorporates an extended course of instruction such as FT, ET, AT, EW, and ST, shall be converted in rating at an equal paygrade after successful completion of basic or A-1 phase of that course of instruction. Exceptions to this policy apply to the following:

- a. Members assigned specifically to HT "A" School must successfully complete both phase 1 and 2 of HT "A" School prior to being converted to HT rating.

- b. 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 as a result of successfully passing a preliminary A-1 phase examination, attendance in A-1 phase will be optional as determined by service school command concerned, and member may be directly converted to new rating and enrolled in advanced, or A-2 phase, portion of course.

6. **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. All members in FTS program shall send requests to NAVPERSCOM (PERS-4812).

7. Change of Rating through Navy Examinations

a. In certain cases, a member currently serving in an over-manned rating, or requesting conversion to an undermanned rating (CREO 1), may be authorized conversion through participation in an advancement examination. Member will take examination for desired rating at current paygrade or, if Time-in-Rate (TIR) eligible, next higher paygrade (e.g., an ET2 may take EW2 examination, an ET2 may take EW1 examination, if TIR eligible). Member must be eligible in all respects to participate in requested examination and must have sufficient OBLISERV remaining in order to receive examination results. Extensions will not be granted for purpose of converting.

b. Prior approval for examination participation must be obtained from NAVPERSCOM, Active Enlisted Advancement/Conversions/Incentive Section (PERS-4811), using NAVPERS 1306/7. Submit requests at least 90 days before examination date to allow processing before desired examination cycle. Substitute examinations will not normally be authorized. Refer to reference (c). Prior approval for members in the FTS program must be obtained from NAVPERSCOM (PERS-4812).

8. Forced Conversion

a. Forced conversion is the NAVPERSCOM-directed, involuntary change of rating or removal of striker designation (for E-1 - E-3 personnel), based on a member's loss of eligibility to further serve in their present rating. Primary reasons for forced conversion include (but not limited to) the following:

(1) Permanent revocation by Department of the Navy, Central Adjudication Facility (DON CAF) of member's security clearance. Loss of locally granted security access is not sufficient reason for forced conversion.

(2) Disqualification from Personnel Reliability Program (PRP), which precludes further performance of duty within presently assigned rating. This includes members whose duties require maintaining such qualifications (i.e., FT or MT), or permanent disqualification from submarines for personnel in all SS ratings.

(3) Demonstrated inability or unsuitability for continuance in a particular rating. HMs who cannot reliably and effectively perform patient care duties, or cannot be entrusted to have access to medicinals due to drug abuse (or any other type of involvement with illegal drugs), shall be recommended for forced conversion to an appropriate rating, provided they are considered suitable for retention on active duty.

(4) Any physical or medical problem that renders member permanently incapable of performing in their currently assigned rating. Medical documentation of disqualifying problem must be submitted as part of the forced conversion package.

NOTE: Members who are found not operationally suitable or are assignment-limited for sea or operational duty are not to submit a forced conversion package. NAVPERSCOM, Enlisted Distribution Division (PERS-40) will determine if processing for administrative separation (ADSEP) is appropriate upon receipt of the unsuitability message.

(5) MNs who fail to screen for overseas assignment per MILPERSMAN 1300-300 through 1300-304, due to a correctable condition, will normally be afforded an opportunity to resolve underlying cause. If, at end of a reasonable period of time, member remains unsuitable for overseas duty due to member's own lack of initiative, CO shall recommend member for forced conversion to a rating with minimal overseas duty, provided member is considered suitable for retention on active duty.

(6) Members who are prohibited access to firearms due to a qualifying conviction of a crime of domestic violence, whose duties principally involve frequent access to, carrying, or possessing firearms (e.g., GM, TM, AO, MM-Weapons, FT, MN, all Construction Battalion ratings, MA, etc.). Reference (e) provides further guidance on what constitutes a qualifying conviction.

(7) AW personnel who are permanently disqualified from flying duties. Other aircrew personnel removed from flying duty should only be submitted for forced conversion if they can no longer serve in their source aviation rating.

(8) Special Operations/Special Warfare (Diver, EOD, SEAL) personnel who are disqualified from serving in their warfare community will normally retain their source rating,

unless reason for disqualification also renders them ineligible to serve in that rating (i.e., an MM-Diver who is permanently disqualified from diving for a medical issue will not be force converted from MM unless member is medically disqualified from performing MM duties).

(9) For forced conversion of personnel in the MA rating, refer to para. 15e of this article.

(10) When the CO has lost confidence in the member's ability to safely and/or effectively serve in their current rating. This is typically based on a pattern of poor performance, but can also involve a single, blatant incident that threatens personnel safety or property. Written documentation of the incident(s) is mandatory (evaluation report(s), FITREPS and/or NAVPERS 1070/613 (Rev. (10-81), Administrative Remarks warnings), and must be included in a forced conversion package for loss of confidence.

(11) Nuclear power-trained personnel E-6 and below, with less than 10 years time in service (TIS) who lose their NEC's or are permanently removed from the Navy Nuclear Power Program will submit a NAVPERS 1306/7 (via the chain of command to NAVPERSCOM (PERS-4811)) to request conversion to a rating for which they are qualified. If they do not request conversion, they will either be force converted to an undermanned rating (CREO 1), or NAVPERSCOM (PERS-4011) will direct ADSEP processing under MILPERSMAN 1910-156. For personnel E-7 and above, or with greater than 10 years TIS, who lose their Nuclear NEC and remain rating qualified, they will keep their rating and be converted to their respective non-nuclear community if that community manning level supports. If their respective non-nuclear community cannot, then they will be force converted to an undermanned rating. If they are retirement eligible and conversion to the non-nuclear community is not supportable, then transfer to the Fleet Reserve will be directed.

NOTE: Forced conversions are **not** to be used in lieu of appropriate disciplinary measures, or to relieve the command of a sub-standard performer. Only submit for forced conversion those members who are recommended for retention, have potential for future Naval Service, can screen for operational duty (sea duty and overseas), and are capable of serving in the requested rating. Commands should take ADSEP action if warranted per appropriate MILPERSMAN article (section 1900).

b. Where required, authority for forced conversion shall be requested from NAVPERSCOM (PERS-4811), using NAVPERS 1306/7. All requests for FTS personnel shall be sent to NAVPERSCOM (PERS-4812). Members requiring forced conversion, who have potential to continue their Naval Service, will be offered opportunity to convert to a CREO 1 or 2 rating for which qualified. Personnel must list at least three ratings choices from CREO 1 or 2 (as shown on the most recent CREO-Rating Entry for General Apprentices (REGA) NAVADMIN). No forced conversions are authorized into the following ratings: **LN, NC, MA, and RP**. Commands are strongly encouraged to contact the NAVPERSCOM Enlisted Community Managers (ECMs) (PERS-4011) via phone or E-Mail prior to submitting any forced conversion request in order to determine which ratings have greatest immediate opportunity for entry.

c. The same opportunity is extended to those who can no longer serve in their current rating due to medical problems or physical limitations, but are physically qualified in all respects for retention in Naval Service (including being able to screen for sea duty or operational duty), and who have desire and potential to continue their naval careers. Those members who agree with medical doctor's recommendation for rate change shall submit doctor's recommendation with NAVPERS 1306/7 to NAVPERSCOM (PERS-4811) for determination. When member disagrees with doctor's recommendation for rate change, forward medical board/medical record to NAVPERSCOM, Retirements Branch (PERS-482) for review.

d. Under certain circumstances, when the NAVPERSCOM ECMs (PERS-4011) determine that member's services are no longer desired, or over manning precludes entry into the requested rating, the following actions may be directed by NAVPERSCOM:

- (1) **NAVPERSCOM, Enlisted Career Progression Branch (PERS-481)**: Forced conversion to an alternative rating not requested by the member.
- (2) **NAVPERSCOM, Enlisted Community Management Branch (PERS-4011)**: Direct ADSEP processing under MILPERSMAN 1910-156.
- (3) **As appropriate**: Submit a request to transfer to Fleet Reserve/retire in their current rating in lieu of forced conversion.

(4) **For E-3 and below personnel.** Removal of member's striker designation.

(5) **NAVPERSCOM, Enlisted Performance and Separations Section (PERS-4832):** Member to request immediate voluntary early separation in lieu of forced conversion. NAVPERSCOM (PERS-4832) serves as final approval/disapproval authority for these voluntary early separation requests.

e. Personnel who fail to maintain minimum qualification standards in new rating may be reverted or converted at discretion of NAVPERSCOM.

9. Special Cases

a. Certain ratings have no billet requirements in lower paygrades. These ratings rely on conversions from other ratings to achieve and maintain required manning levels. Procedures for requesting conversion to

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

(2) **Master-at-Arms (MA)** rating can be found in para. 15 of this article.

(3) **Navy Counselor (NC) (less Career Recruiter Force)** rating can be found in MILPERSMAN 1440-020.

(4) **Navy Counselor (Career Recruiter Force)** rating can be found in reference (g).

(5) **Religious Program Specialist (RP)** ratings are detailed in paras. 10-12 of this article.

b. Requests are considered based on manning criticality of present rating, length and cost of training already received, and availability for reassignment. Inputs may also be limited by availability of billets within requested special rating.

10. Religious Program Specialist (RP) Eligibility Requirements

a. Applicants must

(1) be a designated E-3 or petty officer, with a high school diploma or General Educational Development (GED) equivalency, and eligible for access to sensitive information.

(2) have an ASVAB test score combination of

(a) WK + NO + AD score of 160 on ASVAB series 5 through 7, or

(b) VE + NO + CS score of 160 on ASVAB series 8 through 15.

(3) be recommended by CO, with particular emphasis on applicant's moral character and ability to function in harmony with other people.

(4) have no 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 lengthy deployments or isolated duty makes 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 ability to write effectively.

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

b. Members receiving SRB payments will normally be disapproved, unless submitted within 9 months of EAOS.

c. Careerists who are approved for conversion to RP rating must have a minimum of 24 months OBLISERV remaining on current enlistment on date of conversion. OBLISERV requirements must be satisfied prior to transfer to RP "A" School. Use of NAVPERS 1070/613 "non-bonus extension" service record entry for this purpose is not authorized for careerists. Personnel directly converted, via Navy-wide advancement examination into RP rating must have 2 years of OBLISERV remaining upon designation.

d. Assignment of USNR (FTS) applicants approved for conversion into RP rating will normally be delayed 6 months to allow NAVPERSCOM, Full Time Support Division (PERS-4012) to program a relief; therefore, they must incur sufficient active OBLISERV to cover a 24-month general assignment in addition to probable 6-month delay. Refer to MILPERSMAN 1306-1500 through 1306-1504 for application submission procedures and TAR designation removal.

11. **Procedures for RP Rating**

a. When eligibility criteria above are met, submit NAVPERS 1306/7 request via the CO. Use CO'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 the certification of proper NAVPERS 1070/613 entry.

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

"I hereby volunteer for Religious Program Specialist (RP) rating with 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 Marine Corps, both in garrison and Fleet Marine Force."

c. Personnel selected will be converted to RP upon successful completion of formal schooling, or Navy-wide advancement examination, as directed by NAVPERSCOM. 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.

12. **Scope of RP Rating**. 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 program, 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 rating are not to be counselors or clergy persons, but will be required to support ministry of chaplains and persons of all faith groups.

13. **Conversion to Group VII Construction Rating (Seabees).**

Conversion to a Group VII Construction Rating ("Seabees" - UT, CE, EA, SW, BU, EO, and CM) requires NAVPERSCOM authorization. If documented experience and knowledge in construction field justify conversion, selectee may receive orders to a Naval Mobile Construction Battalion (NMCB) for a normal tour of sea duty. In some cases, when converttee is at or near shore duty eligibility, this requirement will necessitate an extension of sea duty. For further guidance, see following references:

- a. Reference (h), chapter 3G, School Guarantee Program.
- b. Reference (d) or the latest NAVADMIN regarding minimum ASVAB scores requirement.

14. **Equipment Operator (EO) Rating Additional Eligibility Requirements**

a. Additional eligibility requirements for EO rating are as follows:

- (1) Must hold a valid state driver's license (no suspended license).
- (2) No driving-under-the-influence (DUI) conviction within a 1-year period of attending "A" School.
- (3) No major vehicle accident to include the following:
 - (a) Damages to private, state, or government property in excess of \$5,000.
 - (b) Hitting a pedestrian.

b. Refer to

- (1) reference (h), chapter 3G, School Guarantee Program.

(2) reference (d) or the latest NAVADMIN regarding minimum ASVAB scores requirement.

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

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

b. **Service Requirements.** Applicants must

(1) have an ASVAB test score of $WK + AR = 100$ (minimum WK of 45).

(2) be a U.S. citizen and eligible for 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 conviction are ineligible (non-waiverable).

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

(5) have an excellent command of the English language, both verbal and written. Have no speech impediments and have the ability to write effectively.

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

(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 above 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 PRT cycles, and be fit for full duty.

(11) have a minimum of 36 months OBLISERV remaining on current enlistment from date of conversion to MA.

(12) meet worldwide assignability criterion.

(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 is met, submit the following to NAVPERSCOM (PERS-4811):

(1) NAVPERS 1306/7 signed by the CO/officer in charge (OIC) (**no** "by direction" signatures).

(2) Copies of performance evaluations covering the last 3 years and copies of any evaluations covering performance as a Law Enforcement Specialist (NEC 9545).

(3) Letter of recommendation from security officer/senior MA (MAC or above) specifically stating member meets all eligibility requirements.

d. **Selectees**

(1) Personnel selected will be converted to MA upon successful completion of formal schooling or lateral conversion for personnel currently holding NEC 9545.

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

(3) General Details (GENDETs) who have served 18 months or more on active duty and successfully complete MA "A" School will be promoted to P03 upon successful completion of MA "A" School.

e. **Forced Conversions.** Forced conversions into the MA rating will not be considered (non-waiverable).

(1) 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 MA rating on the first offense. These personnel shall be enrolled in a formal probationary period, not to exceed 1 year, and receive appropriate counseling, training, or as required be processed for administrative separation. Personnel placed on formal probation will receive NAVPERS 1070/613 documenting the probationary period duration, counseling, and retraining plan. The entry will contain a statement concerning the potential for administrative separation for failure to complete the probationary period and/or additional formal disciplinary actions within the probationary period. The NAVPERS 1070/613 entry must be acknowledged in writing by the individual and witnessed by either the security officer or assistant security officer.

(2) In addition to a loss of any of the prerequisite qualifications, personnel should be considered for forced conversion if they have been convicted of crimes such as domestic violence or other crimes which significantly diminishes their credibility in legal proceedings or impairs their ability to perform security and law enforcement duties.

(3) Forced conversion procedures are provided in para. 8 of this article.

f. **No Fault Reversion/Conversion.** Requests for reversion of personnel whose suitability for continued service in the MA rating is questionable will be sent to NAVPERSCOM (PERS-4811). Such requests must include a detailed description of the circumstances or reasons why member is no longer eligible to perform the duties of the MA rating and be adequately supported, in fact, by enclosures (e.g., evaluations, counseling sheets, training records, etc.). Unsuitability includes, but is not limited to, failure to maintain weapons proficiency, security clearance, medical, etc. This no fault reversion/conversion process should not be used where administrative processing is more appropriate. See MILPERSMAN 1440-050 for no fault reversion to former rating procedures.

16. **Waivers.** Eligibility criteria as set forth above is necessary to ensure manning and command stability, equitable treatment for those competing within various ratings, and equal consideration for all conversion requests. Waivers will not normally be granted. Where required, applicant or endorser shall indicate waiver required and cite justification in support of increased potential to complete school. Waiver requests will be considered on an individual case basis.

17. **Counseling.** Command career counselors can assist requesters by providing manning information and guidance in interpreting eligibility requirements.

18. **Conversion Package Status.** To check current status of Active Duty Conversion packages go to the following Internet link:

<http://www.npc.navy.mil/CareerInfo/EnlistedCareerProgression/RatingConversions/ActiveDutyRatingConversions.htm>

Click on "Conversion Status" link. Members are listed in alphabetical order.