

MILPERSMAN 1440-011

Forced Conversion

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References	(a) OPNAVINST 1220.1D (b) NAVPERS 18068F, Navy Enlisted Occupational Standards (Volume I) (c) NAVPERS 18068F, Navy Enlisted Occupational Standards (Volume II) (d) Lautenberg Act of 1996 (e) BUPERSINST 1430.16F
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1. **Policy.** Bureau of Naval Personnel (BUPERS) and Navy Personnel Command (NAVPERSCOM) may direct forced conversion, an involuntary change of rating based on loss of eligibility to further serve in present rating or specialty in an Active Component (AC). All Reserve Component (RC) conversions, with the exception of Full Time Support (FTS), are processed using Career-Waypoints (C-WAY), per MILPERSMAN 1440-010.

a. Office of the Chief of Naval Operations (OPNAV), Military Personnel, Plans, and Policy (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 conversion policy and exceptions to policy.

b. Nuclear Enlisted Community Manager (ECM) (OPNAV (N133)) is responsible for managing overall nuclear enlisted community health at the echelon I level. As such, OPNAV, Nuclear Program Manager (N133) will be consulted on nuclear conversion policy execution issues to ensure only those Sailors having their nuclear Navy enlisted classification (NEC) removed, per reference (a), are in the forced conversion process.

c. NAVPERSCOM, Enlisted Performance and Separations Branch (PERS-832) serves as the final approval and disapproval authority for voluntary early separation requests, per this article.

2. Primary Reasons for Forced Conversion (list is not all inclusive)

a. Loss of, or failure to maintain a rating specific prerequisite or qualification, as provided in references (b), (c), and MILPERSMAN 1306-618;

b. Disqualification, NEC loss, or commanding officer's (CO) loss of confidence for special warfare/operations personnel;

c. Disqualification from submarines for personnel in all submarine service ratings;

d. Disqualification from nuclear field for personnel with related NEC, as provided in reference (a);

e. Disqualification or drop on request from flying duties;

f. Disqualification from the Personnel Reliability Program, which precludes further performance of duty within current rating;

g. Permanent revocation or denial of security clearance by Department of Defense Central Adjudication Facility, when required by member's current rating or specialty;

h. When a member is prohibited to access firearms whose duties principally involve frequent access, carrying, or possession of firearms, per reference (d);

i. A medical condition which permanently renders member incapable of performance of duty within current rating; or

j. Loss of credibility which significantly diminishes or impairs ability to perform duties in current rating.

3. Forced Conversion Change of Rating Requests. Forced conversions must not be used in lieu of disciplinary or medical procedures, or to relieve the command of a substandard performer. Only submit forced conversion requests for Sailors who are recommended for retention, have potential for future Navy

service, are capable and qualified to serve in requested ratings, and are not subject to administrative separation (ADSEP) proceedings. Request submission guidance follows:

a. Commands must submit forced conversion packages within 10 working days after disqualifying factors from current rating have been identified.

b. For the purpose of forced conversion, the member's signature/concurrence is not required on the NAVPERS 1306/7 Enlisted Personnel Action Request. If member refuses to sign, annotate the refusal to sign on NAVPERS 1306/7 and submit without delay. NAVPERS 1306/7 may be accessed by using the following Web address: <http://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Pages/default.aspx>.

c. Commanding officers (CO) must ensure Sailors meet eligibility requirements and possess the potential to succeed, relevant to pay-grade.

d. Members who do not stipulate requested rating choices in the forced conversion package will be processed by NAVPERSCOM and BUPERS into a rating based on "Needs of the Navy."

Note: "Needs of the Navy" refers to any open rating in which a member is accepted for conversion. The enlisted community manager determines "Needs of the Navy."

e. Command career counselors are encouraged to utilize the Career Navigator (C-NAV) System qualification functionality.

f. Forced conversions are not authorized into the **LN, NC, RP, or MA** ratings.

4. Forced Conversion Request Procedures

a. Personnel submitting forced conversion packages are encouraged to request ratings of choice for which they are qualified on NAVPERS 1306/7. Use of BUPERS online electronic NAVPERS 1306/7 transmission for forced conversion request submission is not authorized.

b. The reason for forced conversion must clearly be annotated on NAVPERS 1306/7 in the "Reason for Submission" block.

c. NAVPERS 1306/7 must be signed by the CO or delegated by direction of the CO. Requests must include the following enclosures:

- (1) Applicable substantiating documents for forced conversion (i.e., evaluations, NAVPERS 1070/613 Administrative Remarks, medical doctor recommendations, results of NJP, etc.);
- (2) Last three evaluations;
- (3) Most recent Armed Services Vocational Aptitude Battery Test scores;
- (4) PFA results for last 4 years from Physical Readiness Information Management System;
- (5) C-NAV qualified job list printout identifying requested rates; and
- (6) Additional rating specific documentation (as required).

d. Packages must be forwarded as an attachment via encrypted e-mail to NAVPERSCOM, Career Administration Division (PERS-81) at e-mail address mill_conversionsP811@navy.mil;

Note: All electronic correspondence (e-mail) which contain names, social security numbers, or personal health information (PHI)/personally identifiable information (PII) must be digitally signed and public key infrastructure encrypted. In the event that encryption is not possible, the only other authorized means of electronically transmitting PHI/PII is through use of Safe Access File Exchange (SAFE). SAFE may be accessed via the following web link:
<https://safe.amrdec.army.mil/safe/Welcome.aspx>.

e. For submarine disqualifications, undersea medical officers should use ICD-9 codes to identify the disqualifying factor(s) to assist ECMs in selecting rating alternatives. ICD-9 codes will be listed on NAVMED 1300/3 Medical Assignment Screening for worldwide assignability screening determination and submitted as part of the forced conversion request.

5. **Advancement**. Per reference (e), members no longer qualified in their current rating are not authorized to compete for advancement or to be advanced. If frocked, frocking will be removed and command is required to notify Naval Education and Training Professional Development and Technology Center to have the Navy-wide advancement examination invalidated.

6. **Extensions/Reenlistment**. Members no longer qualified in rating must not be allowed to extend, reenlist, or have any inoperative extension made operative without NAVPERSCOM, Active Enlisted Programs Branch (PERS-811) authorization.

7. **Bonuses**. Immediately stop payment of any rating related bonuses (selected reenlistment bonus, enlistment bonus, special duty assignment pay, submarine pay, etc.). Local personnel offices must be contacted immediately to stop and or recoup unearned entitlement.

8. **Voluntary Early Separation in Lieu of Forced Conversion or ADSEP Processing**. Members may request immediate voluntary early separation in lieu of forced conversion or ADSEP processing from NAVPERSCOM, Personnel Performance and Transition Division (PERS-83) with NAVPERSCOM (PERS-81) as info addressee. Requests must contain a statement of understanding that any unearned bonuses will be recouped and separation pay will not be authorized.

9. **Limited Duty**. Members in a limited duty status must not be processed for forced conversion until having been designated as fit for duty, in addition to having been found permanently disqualified or incapable to perform required duties in current rate. For special circumstances or when the member's case has been accepted by the physical evaluation board, contact NAVPERSCOM (PERS-81) to hold forced conversion in abeyance.

10. **Disposition of Members Directed to Force Convert**. One of the following actions must be directed by NAVPERSCOM or BUPERS:

- a. Conversion to requested rating or an alternative rating, should "Needs of the Navy" preclude entry into the requested rating;
- b. ADSEP processing, per appropriate MILPERSMAN article;
- c. Submission of a Fleet Reserve/retirement request;

d. Retention in current rate with separation at expiration of active obligated service.

11. **Additional Disposition Requirements for Force Converted Members Out of Nuclear Ratings.** Within 30 days of receipt of conversion approval from NAVPERSCOM (PERS-811), the force converted Sailors will be required to negotiate reassignment with their new rating detailer. Failure to follow this direction will result in a "Needs of the Navy" assignment, as directed by the respective rating assignment detailer, to the highest priority billet. Sailors who fail to complete this redistribution process will be considered as noncompliant, and will be processed for administrative separation per MILPERSMAN 1910-133, or other appropriate MILPERSMAN article(s).

Note: "Needs of the Navy," with regard to distribution, refers to billets advertised on the Career Management System-Interactive Detailing that are loaded via the cognizant manning control authority. The new rating assignment detailer will determine the "Needs of the Navy" assignment for personnel force converted out of nuclear ratings.

12. **Failure to Complete Conversion.** Sailors who fail to complete the conversion process may be administratively separated per MILPERSMAN 1910-133.

Note: Sailors approved for forced conversion must maintain all eligibility requirements throughout the entire conversion process. Failure to maintain rating entry requirements may result in administrative separation per MILPERSMAN 1910-133.