

## As MILPERSMAN 1440-020

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

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<b>References</b>	(a) BUPERSINST 1001.39F (b) BUPERSINST 1430.16F (c) OPNAVINST 6110.1H (d) SECNAV M-5216.5, Department of the Navy Correspondence Manual
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#### 1. Background

a. The Navy Counselor (NC) rating (less Career Recruiter Force (CRF)) assists commands in organizing and implementing an aggressive enlisted command career development and retention program. NCs and Command Career Counselors (CCCs) are the command's principal advisors on policies and regulations related to Navy career planning matters. They:

(1) Evaluate enlisted career development programs within their own command or subordinate commands;

(2) Supervise and coordinate interviewing and counseling efforts;

(3) Provide primary technical assistance supporting other members of the command's career development team;

(4) Maintain awareness of revisions and innovations in career development programs through access to Navy directives, reference materials, experience, and training;

(5) Counsel individuals and give presentations to civic groups, naval personnel, and their family members on the advantages of career opportunities in the Navy;

(6) Establish and maintain liaison with Navy public affairs officers and local media; and

(7) Work independently at a majority of commands.

b. 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 for conversion to the NC rating (less CRF).

c. The CCC program provides for assignment of personnel in ratings other than NC (less CRF) to perform full time CCC duties. Requirements/qualifications for the CCC program are contained in MILPERSMAN 1306-905.

## 2. Service Requirements

a. Applicants must:

(1) Be a second or first class petty officer (PO2 or PO1) with between 6 and 14 years of active naval service; second class petty officers submitting applications must be eligible to participate in the E-6 Navy Wide Advancement Examination (NWAE);

(2) Be a PO2 or PO1 eligible for advancement for FTS applicants, per reference (a);

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

(4) Be within 12 months of Projected Rotation Date (PRD);  
and

(5) Have or incur a minimum of 36 months obligated service (OBLISERV) from date of conversion to NC (less CRF) rating.

b. Warfare qualification is highly desirable but is not mandatory.

c. Per reference (b), applicants approved for conversion to NC (less CRF) who are subsequently selected for E-7 in their current rating prior to actual change of rating, must request in writing to Navy Personnel Command (NAVPERSCOM), Navy Enlisted Advancement System (PERS-812), to have the conversion reconsidered at the E-7 pay grade.

d. Personnel currently serving on an enlistment or extension of enlistment for which a Selective Reenlistment Bonus (SRB) was paid, must be within 6 months of expiration of active obligated service (EAOS) to request conversion to NC (less CRF).

e. The following personnel are not eligible to apply for conversion to NC (less CRF):

(1) Personnel in receipt of Permanent Change of Station (PCS) orders.

(2) Personnel with an approved Fleet Reserve date.

(3) Personnel with less than 36 months to High Year Tenure (HYT) based on conversion selection month.

### 3. Other Eligibility Requirements

a. 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 Pay 80 Forms) or VE+AR=104 (minimum AR of 51, for Pay 97 Forms). **Score requirements are non-waiverable.** If ASVAB test scores are revised, most recent guidance will apply;

(3) Have passed the last NWAE prior to application;

(4) **Have at least 1-year previous experience as CCC or departmental/divisional career counselor during the previous 3 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);

(5) 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 a of Secret security clearance or world wide assignability. Personnel with offenses that reflect unfavorably upon their credibility, integrity and/or offenses concerning moral turpitude are ineligible for the NC (less CRF) rating **(non-waiverable)**;

(6) Have clearly demonstrated excellence in judgment, initiative, flexibility, objectivity, and leadership ability by having obtained willing performance from subordinates;

(7) Have no speech impediments, an excellent command of the English language, and the demonstrated ability to write effectively. The candidate should also be persuasive in conveying ideas and have the ability to converse intelligently on Navy and general subjects;

(8) Have no history of mental impairment or disorder, emotional instability, or any physical condition that would inhibit the performance of career counseling duties;

(9) Have a clear record, free from conviction by courts-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) (non-waiverable)**;

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

(11) Be within Navy body composition assessment standards per reference (c). Any two documented failures within the last 4 years prior to application date render the applicant **ineligible (non-waiverable)**;

(12) Be interviewed and recommended by the Commanding Officer (CO) Use screening checklist NAVPERS 1306/92 (Rev. 12-03), Special Program Screening, MILPERSMAN 1306-900; complete

all sections. Willingness to have member serve as their CCC should be stated;

(13) Demonstrate additional proficiency by completing:

(a) CCC Navy Knowledge Online (NKO) course  
(CPD-CCC-010)

(b) Educational Services Officer Navy Educational Training course (NAVEDTRA 14083A)

(c) Fitness Evaluation/Report (NAVEDTRA 14320)

(d) Department of the Navy Correspondence Manual Course (NAVEDTRA 14319)

(e) Navy Customer Service Manual course  
(NAVEDTRA 14056)

(f) Microsoft Word, Excel and PowerPoint training.

(14) Meet world wide assignability criteria.

b. Graduates of CCC Course (A-501-0011) holding NEC 9588 requesting conversion must meet all requirements contained within this article.

c. Personnel desiring conversion to NC (less CRF) rating shall be interviewed and submit a written recommendation from the following:

(1) CCC must verify all eligibility requirements in accordance with paragraphs 2 and 3, and state verification of all requirements in writing and submit with recommendation.

(2) Command Master Chief (CMDCM) must indicate willingness to have member serve as their CCC.

(3) NC (less CRF) from ISIC must indicate willingness to have member serve as their CCC.

(4) NCCM (less CRF) in applicant's administrative chain of command.

4. Application Procedures. The NCCM (less CRF) in the applicant's administrative chain of command will review requests for conversion to the NC (less CRF) rating. Each applicant's motivation, qualifications, and potential to succeed as an NC (less CRF) will be considered, as well as Navy's needs and the need for additional NCs (less CRF). Service needs will take precedence. The NCCM (less CRF) in the applicant's administrative chain of command will make recommendations to NAVPERSCOM, Active/Reserve Enlisted Programs Branch (PERS-811/812) regarding applicant's suitability for conversion to the NC (less CRF) rating. When eligibility criteria is met, utilize reference (d) to **submit the following**:

a. Formal letter of application to NAVPERSCOM (PERS-811/812) via CO and NCCM (less CRF) in the applicant's administrative chain of command, providing the following supporting documents:

(1) Copies of all performance evaluations covering the last 3 years.

(2) Copies of NAVPERS 1070/604 (Rev. 3-05), Enlisted Qualifications History or Navy Standard Integrated Personnel System (NSIPS) equivalent, and certificates indicating completion of all proficiency requirements for NC (less CRF).

(3) Copy of ASVAB scores. Most recent ASVAB scores must also reflect in the Enlisted Master File (EMF).

(4) Copy of profile sheet from latest NWAEE.

(5) NAVPERS 1306/7 (Rev. 1-03), Enlisted Personnel Action Request signed by the CO/Officer in Charge (OIC) (**cannot be "by direction"**).

(6) CO screening checklist, NAVPERS 1306/92 (Rev. 12-03), Special Program Screening Form with all sections completed and signed by the CO/OIC (**cannot be "by direction"**).

(7) Copy of operational duty screening as stipulated in MILPERSMAN 1300-800.

(8) Copy of PRIMS report showing physical fitness assessment results for 4 years prior to application date.

(9) Photographs

(a) 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 the photograph was taken must appear in the photograph.

(b) Uniform will be service uniform.

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

5. Selection Process

a. NAVPERSCOM (PERS-811/812) will receive and screen conversion applications for completion and proper documentation. Complete applications will be forwarded to the Enlisted Community Manager (ECM) for final determination.

b. If determined by the ECM, a conversion selection board will convene for review and selection of eligible applicants into the NC (less CRF) rating. Composition of the conversion selection board at a minimum will consist of the fleet counselors from the Office of Chief of Naval Operations (OPNAV), Navy total Force (N132), U.S. Fleet Forces Command, and Commander, Pacific Fleet.

6. Selectees

a. Personnel selected will convert upon successful completion of the CCC course (A-501-0011) or directly convert if they completed the CCC course within the last 24-36 months at time of selection and currently hold NEC 9588.

b. 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 career counselors to include the administrative chain of command.

c. Initial assignment will be sea duty for a prescribed sea tour or a minimum of 24 months.

7. **Forced Conversions**

a. Forced conversions into the NC (less CRF) rating are not authorized (**non-waiverable**).

b. Personnel terminated from CRF **are not eligible** for reversion/conversion to the NC (less CRF) rating (**non-waiverable**).

c. 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. These personnel shall be enrolled in a formal probationary period, not to exceed one year, and receive appropriate counseling, training, or as required be processed for administrative separation. Personnel placed on formal probation will receive NAVPERS 1070/613 (Rev. 07-06), Administrative Remarks documenting the probationary period duration, counseling, and retraining plan. The entry will contain a statement concerning the potential for forced conversion or administrative separation for failure to complete the probationary period and/or additional formal disciplinary action within the probationary period. The NAVPERS 1070/613 entry must be acknowledged in writing by the individual and witnessed by the command master chief.

d. In addition to a loss of any of the prerequisite qualifications or 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 that significantly diminishes their credibility and personal integrity and impairs their ability to perform expected career counselor duties.

8. **No Fault Reversion/Conversion**

a. No fault reversion is intended for personnel who are experiencing some limiting deficiency that was not apparent at the time of request for conversion to NC (less CRF).

b. Requests for reversion of personnel whose suitability for continued service in the NC (less CRF) rating will be sent to NAVPERSOM (PERS-811/812) 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 member is no longer eligible to perform the duties of the NC (less CRF) rating and be adequately supported, in fact by enclosures (e.g., evaluations, counseling sheets, witness statements, documentary evidence, etc.).

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

d. 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.

**9. 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 not normally be granted.

b. Where required, applicant or endorser shall indicate waiver required and cite justification.

c. Waiver requests will be considered on an individual case by case basis.