

Religious Ministry Support
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Information Sheet

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TITLE: CHANGE IN RATING, AUTHORIZATION

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Purpose: Defines policy regarding rating conversions by enlidsted Navy personnel. Specific policy and procedures are detailed for conversion to the Religious Program Specialist (RP) rating.

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MILPERSMAN 1440-010

Change in Rate or Rating, Authorization

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References

BUPERSINST 1001.39B
OPNAVINST 1440.1
OPNAVINST 5510.1
NAVPERS 15909F, Enlisted Transfer Manual (ENLTRANSMAN)
BUPERSINST 1430.16D, Manual of Advancement (ADVMAN)
SF 86
NAVPERS 1306/7
NAVEDTRA 10500
BUPERS Notice 1440
NAVMED P-117, Manual of the Medical Department

Policy

The objective of the Chief of Naval Personnel (CHNAVPERS) regarding rating conversions is to encourage members to serve in the rate or rating for which they have the greatest aptitude and interest. To the extent that changes in rate or rating do not cause an undesirable effect on the overall distribution and the advancement opportunity of career petty officers, changes of rate or rating may be approved following the guidelines presented in this article. In all cases, the Navy's requirements shall take precedence. Procedures for submission of "Direct conversion" and "in-service" training status requests for inactive duty Naval Reserve personnel are contained in BUPERSINST 1001.39B.

Requests shall be for a rating that is undermanned, Career Reenlistment Objectives (CREO) Category 1, as defined in the most current CREO NAVADMIN. Requests from members serving in a rating that is undermanned, or who possess specialty skills or Naval Enlisted Classifications (NEC) that are in short supply, will only be considered when exceptionally unique circumstances exist.

Definitions

“Change in Rate” is applicable to a lateral change in the apprenticeships (pay grades E-1, E-2, E-3) in the same pay grade.

A “Change in Rating” is a lateral change in occupational skill without change in pay grade (e.g., AT2 to ET2).

**Service
Requirements**

Applicants must:

- Be an enlisted member of the Regular Navy or Naval Reserve on active duty with less than 12 years of active service (including TARs). Members in the TAR program shall submit their requests to COMNAVPERSCOM (PERS-932) via CO, Naval Reserve Personnel Center (Code 30), New Orleans, LA 70149. TAR personnel must serve on board current duty station for a minimum of 18 months prior to submission.
- Be a petty officer first class or below. Commanding Officers (CO) are urged to carefully consider requests for change in rating of a petty officer first class before making favorable endorsement, since these members have gained valuable experience and training in their present rating. First class petty officers who are approved for change of rating must be able to carry out the duties and responsibilities of a petty officer first class in the new rating with a minimum of training.
- Be eligible in all respects for transfer. Minimum activity tour requirements for type duty are listed in NAVPERS 15909F, Enlisted Transfer Manual (ENLTRANSMAN). Ensure compliance with Physical Readiness Test (PRT) standards. Those under orders are not eligible.
- Must have served a minimum of 24 months in present rating before eligible for conversion to another rating. This requirement will be waived for those first term personnel unable to receive an ENCORE quota in their present rating.

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).

Obligated service already incurred in return for 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 the needs in the requested rating and the degree of over-manning in the present rating.

**Other
Eligibility
Requirements**

Applicants must:

- Satisfy eligibility requirements for the rating requested as defined in BUPERSINST 1430.16D, Manual of Advancement (ADVMAN) and, in the case of the Cryptologic Technician (CT) rating, any pertinent directives the Commander, Naval Security Group Command, may publish. Non-U.S. citizens are not eligible for entry into or change to a rating that requires eligibility for a security clearance by ADVMAN. A lateral conversion request for CT and IS ratings must include SF 86; Special Security Officer (SSO) recommendation; and copies of the last 3 evaluations. Conversion requests may be submitted via ENCORE/FORMAN or NAVPERS 1306/7. Indicate in the CO's remarks block of ENCORE/FORMAN that the paperwork has been forwarded separately.
- Be recommended by their CO. Besides making sure that a member meets all eligibility requirements for change in rate or rating and is deserving of consideration, CO's should also be reasonably assured that the member possesses the potential to succeed in the applicable pay grade of the requested rating.
- Have no nonjudicial punishment or convictions in civilian or military courts for past 18 months.

Certain ratings require satisfactory completion of an "A" school prior to change of rating (Refer to the current CREO NAVADMIN). If training is required, the applicant must meet the prescribed minimum Basic Test Battery (BTB) or Armed Services Vocational Aptitude Battery Scores (ASVAB) contained in CANTRAC.

**Change of
Rate/Rating by
Command
Administrative
Action**

Change of apprenticeship (non-designated personnel) may be done by the CO at a member's request provided that: (1) a greater need exists in the desired apprenticeship, (2) a valid billet exists within the command, and (3) the member is fully qualified for the new apprenticeship.

**Change of
Rate/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 obligated service requirements contained in ENLTRANSMAN, Chapter 7, 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 obligated service requirements immediately upon successful graduation from an “A” school. Members in pay grades 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 pay grade after successful completion of the basic or A-1 Phase of that course of instruction. Exceptions to this policy apply to:

- Members assigned specifically to HT “A” school must successfully complete both Phase 1 and 2 of HT “A” school prior to being converted to the HT rating.
- Former “A” school graduates from a rating with fundamentals of the basic or A-1 phase of training similar to those of the prospective rating may be tested on the material to be covered in that initial course. If a member proves to be thoroughly knowledgeable with the A-1 Phase as a result of successfully passing a preliminary A-1 Phase examination, attendance in the A-1 Phase will be optional as determined by the service schools command concerned, and the member may be directly converted to the new rating and enrolled in the advanced, or A-2 Phase, portion of the course.

**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 PN3). Additionally, occasional manning circumstances require the direct conversion of members from one rating to another upon creation of a new rating. Procedures for requesting direct conversion may also be detailed in BUPERS Notice 1440 announcing the conversion opportunity. All members in the TAR Program shall send requests to PERS-932 via CO, Naval Reserve Personnel Center (Code 30), New Orleans, LA 70149.

**Change of
Rating Through
Navy
Examinations**

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

Prior approval for examination participation must be obtained from COMNAVPERSCOM (PERS-815), using the NAVPERS 1306/7. Submit requests at least 90 days before examination date to allow processing before the desired examination cycle. Late examinations will not normally be authorized. Refer to ADVMAN, Chapter 302.7.6. Prior approval for members in the TAR Program must be obtained from PERS-932.

**Forced
Conversion**

Occasionally, circumstances require a forced change of rating or removal of striker identification. Examples are revocation of security clearance or disqualification from the Personnel Reliability Program, which precludes further performance of duty within the presently assigned rating, and demonstrated inability or unsuitability for continuance in a particular rating. HM's and DT's who cannot reliably and effectively perform patient care duties or cannot be entrusted to have access to medicinals due to drug abuse, shall be recommended for forced conversion to an appropriate rating, provided they are considered suitable for retention on active duty. Minemen who fail to screen for overseas assignment per the ENLTRANSMAN, due to a correctable condition will normally be afforded an opportunity to resolve the underlying cause. If at the end of a reasonable period of time, the member remains unsuitable for overseas duty due to his or her own lack of initiative, the CO shall recommend the member for forced conversion to a rating with minimal overseas duty, provided the member is considered suitable for retention on active duty.

Where required, authority for forced conversion shall be requested from COMNAVPERSCOM (PERS-815), using NAVPERS 1306/7. All requests for TAR personnel shall be sent to PERS-932 via NAVRESPERSSEN (CODE 30). Members requiring forced conversion who have the potential to continue their naval service will be offered the opportunity to convert to a CREO 1 or 2 rating for which qualified.

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 the naval service and who have the desire and potential to continue their naval careers. Those members who agree with the medical doctor's recommendation for rate change shall submit the doctor's recommendation with the NAVPERS 1306/7 to COMNAVPERSCOM (PERS-815) for determination. When the member disagrees with the doctor's recommendation for rate change, forward medical board/medical record to PERS-82 for review.

If it is determined that the member's services are not desired or cannot be effectively used in the requested conversion ratings, a rating determination will be made by PERS-815. In the case of designated E-3 and below personnel, removal of striker identification will normally be directed. Such determination will be made considering the individual's past experience, training, and the needs of the service.

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

Special Cases

Certain ratings have no billet requirements in the lower pay grades. These ratings rely on conversions from other ratings to achieve and maintain the required manning levels. Procedures for requesting conversion to the Legalman (LN) rating can be found in JAGINST 1440.1. Procedures for requesting conversion to the Master-at-Arms (MA) rating can be found in OPNAVINST 1440.1D. MILPERSMAN 1440-020 outlines procedures for requesting conversion to the Navy Counselor (NC) rating less Career Recruiter Force. Procedures for requesting conversion to the NC (Career Recruiter Force) can be found in BUPERSINST 1133.29C. Requests are considered based on manning criticality of the present rating, length and cost of training already received, and availability for reassignment. Inputs may also be limited by the availability of billets within the requested special rating. Procedures for requesting conversion to the RP rating are detailed below.

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

Applicants must:

- Be a designated E-3 or petty officer with a high school diploma or possess a GED equivalent and eligible for access to sensitive information.
- Have a General Classification Test (GCT)/Arithmetic (ARI) combination of 110 on BTB; or WK+NO+AD score of 160 on ASVAB series 5 through 7; or VE+NO+CS score of 160 on ASVAB series 8 through 15.
- Be recommended by the CO with particular emphasis on the applicant's moral character and ability to function in harmony with other people.
- 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 the RP rating.
- 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 the need for an exception to the screening committee requirement, will be accepted.
- Have no speech impediments and have the ability to write effectively.
- Not have derived any benefits from the STAR Program or the SCORE Program, and have completed obligated service for other programs (see ENLTRANSMAN, Chapter 8).

Members receiving Selective Reenlistment Bonus payments will normally be disapproved unless submitted within 9 months of EAOS.

Careerists who are approved for conversion to the RP rating must have a minimum of 24 months obligated service remaining on current enlistment on date of conversion. Obligated service requirements must be satisfied prior to transfer to RP "A" school. Use of the 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 the RP rating must have 2 years of obligated service remaining upon designation.

Assignment of USNR-R (TAR) applicants approved for conversion into the RP rating will normally be delayed 6 months to allow NAVRESPERSCEN to program a relief; therefore, they must incur sufficient active-obligated service to cover a 24-month general assignment in addition to the probable 6-month delay. Refer to ENLTRANSMAN, Chapter 22, for application submission procedures and TAR designation removal.

**Procedures for
RP Rating**

When the eligibility criteria above are met, submit an ENCORE/FORMAN request via the CO. Use the CO's comments or attach sheets to cite past experience and special qualifications, and to state that required documentation has been forwarded to PERS-815 sepac [packages may also be mailed with required documentation as enclosures to a 1306/7 without submitting an ENCORE/FORMAN request]. The request must contain a copy of the results of an interview with a Navy Chaplain and certification of the proper NAVPERS 1070/613 entry.

Religious Program Specialists are combatants and as such are not protected under the rules of the Geneva Convention for religious personnel. Female Religious Program Specialists will serve as authorized by law and current SECNAV directives. Certification must be indicated that the individual has signed the following NAVPERS 1070/613 entry: "I hereby volunteer for the Religious Program Specialist 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."

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

Scope of RP Rating Religious Program Specialists 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 the 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 rating are not to be counselors or clergy persons, but will be required to support the ministry of chaplains and persons of all faith groups.

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

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

Counseling Command Career Counselors can assist requesters by providing manning information and guidance in interpreting the eligibility requirements.
