

MILPERSMAN 1440-020

CONVERSION TO THE NAVY COUNSELOR (NC) (COUNSELOR) RATING

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Reference (s)	(a) OPNAVINST 1040.11E (b) BUPERSINST 1430.16G (c) OPNAVINST 6110.1K (d) SECNAV M-5216.5, Department of the Navy Correspondence Manual, May 2018
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1. Background

a. Service members in the Navy counselor (NC) (counselor) rating manage the Navy Enlisted Retention and Career Development Program for commands' as outlined in reference (a). NCs are the commands, principal advisors on policies and regulations related to Navy career planning. 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 (Counselor) 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 (Counselor) 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 (Counselor) rating.

a. Conversions are open to the following groups:

(1) Petty officer first class (E-6) serving in Active Component (AC), Training and Administration of the Reserve (TAR), or Selected Reserve (SELRES). Applicants must have completed 5 to 16 years of active naval service.

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

b. The following conditions (if applicable) must be met:

(1) Applicant must be within 18 months of completing the minimum time on station or Department of Defense (DoD) area tour (as appropriate);

(2) Applicant must be within 18 months of projected rotation date;

(3) Active duty (ACDU) applicant desiring to convert to TAR must be within 15 months of expiration of active obligated service;

(4) Service member on an enlistment or extension of enlistment for which a Selective Reenlistment Bonus was paid

must contact the MyNavy Career Center, for eligibility determination and or to determine if any recoupment of monetary allowance is required;

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

c. Per reference (b), applicants approved for conversion to NC (Counselor) 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 to the Bureau of Naval Personnel (BUPERS) Enlisted Community Management Administration Branch (BUPERS-326) or Reserve Community Management Enlisted Branch (BUPERS-352) 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 2 years of performance evaluations;

(2) Have an Armed Services Vocation Aptitude Battery (ASVAB) test score of VE+ MK+ GS = 156 or higher. Line score waiver will be considered up to nine points. If ASVAB test scores are revised, most recent guidance will apply;

(3) **Have at least 12 cumulative months of experience as CCC or departmental or divisional career counselor during the previous 3 years prior to application date for conversion to NC (Counselor).** 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 24 months. Personnel with offenses that reflect unfavorably upon their credibility or integrity, and or offenses concerning moral turpitude are ineligible for the NC (counselor) rating;

(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 non-judicial punishment (NJP) during the previous 24 months **preceding application for conversion to NC (Counselor)**;

(8) Be within Navy body composition assessment standards per reference (c) and have no documented failures within the last 2 years prior to application date;

(9) 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;

(b) Whether Service member is world-wide assignable, as well as [NAVMED 1300/3](#) or medical memorandum;

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

(10) 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 (CIWT-002SN01);

(d) Command Career Counselor Personnel Qualification Standards (NAVEDTRA 43699B);

(e) PERS2-PAYPERS-CLERK-COMRESPAYPROC-V5.0.

b. Personnel applying for conversion to NC (Counselor) 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 master chief (CMC), chief of the boat (COB), or 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 his or her 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) fleet/force career counselor in applicant's administrative chain of command.

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

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

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

4. **Application Procedures and Requirements**. The TYCOM CC in the applicant's administrative chain of command will review requests for conversion to the NC rating. Lateral conversion requests must be submitted to MyNavy Career Center via CO and TYCOM fleet NCs in the applicant's administrative chain of command. When eligibility criteria are met, use reference (d) to **submit the following supporting documents**:

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

a. Copies of all performance evaluations covering the past 3 years;

b. Copies of certificates indicating completion of all proficiency requirements for NC (Counselor) to include NAVEDTRA 43699-B;

- c. Copy of most recent ASVAB scores;
- d. [NAVPERS 1306/7](#) Enlisted Personnel Action Request signed by the CO or officer in charge (OIC);
- e. CO screening checklist, [NAVPERS 1306/92](#) Special Programming with all sections completed and signed by the CO or OIC (**cannot be "by direction"**);
- f. Copy of operational duty screening as stipulated in [MILPERSMAN 1300-800](#);
- g. Copy of Physical Readiness Information Management System (PRIMS) report showing physical fitness assessment results for 2 years prior to application date;
- h. Letters of recommendation from CCC (if applicant not currently assigned as CCC), CMC/COB/CSEL, ISIC CC, and fleet/force (counselor) in applicant's administrative chain of command.

Note: All electronic correspondence (e-mail) must be encrypted to protect personally identifiable information. When sending an e-mail, a controlled unclassified information (CUI) banner marking must appear at the top portion of the e-mail. In addition to the banner marking, an indicator can be included in the subject line to indicate that the e-mail also contains CUI. When forwarding or responding to e-mail containing CUI, be sure to carry forward all applicable marking to the new e-mail. If unable to send an encrypted e-mail utilize the DoD Secure Access File Exchange (SAFE) to securely send and receive files.

5. **Selection Process.** BUPERS-326/BUPERS-352 will receive and screen conversion applications for completion and proper documentation. Complete applications will be forwarded to both losing and gaining rating enlisted community manager (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 48 months at time of selection and currently hold Navy enlisted classification 806R.

b. Applicants selected for conversion:

(1) Are detailed to their first rated NC assignment with CCC Course en route, if needed. Initial assignment may be sea duty or shore duty based upon requisition priorities and sea duty completion; and

(2) Must successfully complete the CCC Course or may be reverted to former rating or separated as outlined in [MILPERSMAN 1910-133](#).

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

Note: SELRES desiring conversion to NC rating (Counselor) must be endorsed by the component for which they are applying. ACDU applications must be endorsed by an ACDU fleet NCCM. TAR applications must be endorsed by the Office of the Chief of the Navy Reserve NCCM.

d. Personnel selected for conversion must maintain all eligibility requirements outlined within this article.

7. **Forced Conversions.** For forced conversions out of the NC (counselor) rating, refer to [MILPERSMAN 1440-011](#).

8. **No Fault Reversion**

a. No fault reversion is intended for NCs who are experiencing some limiting deficiencies that were not apparent at the time of request for conversion to NC (Counselor) as outlined in [MILPERSMAN 1440-040](#). Reversion is not considered a derogatory action and should not be interpreted unfavorably in any subsequent detailing or board action.

b. Requests for rating reversion of personnel deemed unsuitable for continued service in the NC (Counselor) rating will be sent to BUPERS-326/BUPERS-352, and TYCOM force CC Reserve force CC via CO 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 of an NC (counselor) and be adequately and factually supported by enclosures (e.g., evaluations, counseling sheets, witness statements, documentary evidence, etc.).

9. **Disciplinary Actions**

a. In the event of CO's loss of confidence, personnel should be considered for forced conversion for any 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 (Counselor) 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 in collaboration with the applicable fleet/force NC (Counselor). Personnel placed on formal probation will receive a temporary [NAVPERS 1070/613](#) Administrative Remarks that states "...will sign the following "temporary" entry and submit to their servicing transactional service centers/personnel office for entry into the Navy Standard Integrated Personnel System (NSIPS) and electronic service record." In addition, the [NAVPERS 1070/613](#) will document the probationary period duration and training 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 by the CMC/COB/CSEL.

10. **Detachment for Cause (DFC)**. For administrative removal from an assignment for substandard behavior or substandard performance of duty, comply with [MILPERSMAN 1616-010](#) 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 the NC rating ECM via the respective echelon 2 counselor on a case-by-case basis.

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