



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON DC 20350-2000

ACTION MEMO

FOR: DIRECTOR, MILITARY PERSONNEL PLANS AND POLICY (N13) *[Signature]* 22 Dec 2020

FROM: NCCM Latonya Luter, MyNavy HR Fleet Navy Counselor (N1 Fleet)

SUBJECT: Changes to the Navy Counselor Rating Conversion Requirements

- Admiral, respectfully request you review and sign this action memo below, approving the recommended changes to the Navy Counselor (NC) rating conversion requirements. This effort to change NC requirements was undertaken to expand the eligibility pool of Fleet returnee Sailors interested in becoming Navy Counselors and to align NC community health needs with Fleet requirements. The NC rating is not an accession rating and relies entirely on Fleet Sailors to fill its manning requirements through the conversion process.
- Recognizing the need to update the Armed Services Vocation Aptitude Battery (ASVAB) for Navy Counselor (Counselor) (NC) and in collaboration with Fleet and Force NCs, the Navy Education and Training Command, Navy Testing Science (N55) approved updates to the NC rating entry standards on 15 April 2020 (TAB A). The rating entry standard update removed the Arithmetic Reasoning (AR) as a composite of the line score, as it was found not to be a determining factor in rating success. The previous line score was Verbal Expression (VE) +AR (minimum AR of 50) = 105 and the new line score is VE+ Math Knowledge (MK) +General Sciences (GS) >= (greater than or equal to) 156.
- On 15 November 2019, the Military Community Management, Enlisted (BUPERS-32), NC enlisted community manager technical advisor (ECM Tech Ad) provided a community health brief that stated in order to meet Fleet manning requirements, 111 NC conversions were required for fiscal year (FY) 2020 (TAB B). In addition to the rating entry standard update, a complete review of the applicable eligibility requirements (Military Personnel Manual (MPM) 1440-020, Conversion to the Navy Counselor (NC) Rating (Less Career Recruiter Force (CRF), reference (a)) was conducted via the Fleet and Force Career Counselor Working Group (WG), held in Millington, TN on 3-5 March 2020. The WG concluded that a revision to current NC conversion eligibility requirements was necessary in order to generate a larger pool of eligible candidates.
- The WG also discussed current NC conversion limiting factors and forecasted that the community would not meet the 111 conversions needed to meet manning requirements for FY-20 (TAB C). The limiting factors include the minimum and maximum length of service (LOS) requirements, months of collateral duty career counselor experience, history of non-judicial punishment (NJP), and years between physical fitness assessment (PFA) failures.
- NC conversion policy and eligibility requirements listed in reference (a) provide that applicants must have at least 6, but no more than 14 years LOS, have completed 12 consecutive months of experience as a departmental or divisional career counselor, have no

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history of NJP in the previous 36 months, and no documented PFA failures within the last 3 years.

- In an effort to immediately increase the eligibility pool of NC conversion candidates, respectfully recommend you review and approve the following updates to the NC conversion eligibility requirements found in reference (a):
 - applicants have completed a minimum of 5 but not more than 16 years of service (Paragraph 2. a. 1.),
 - have 12 cumulative months of experience as a departmental or divisional career counselor (Paragraph 3. a. 3),
 - no history of NJP for previous 24 months (Paragraph 3. a. 4.), and
 - no documented PFA failures within the last two years (Paragraph 3. a. 9.).


These line items will be updated in future changes to reference (a), which is currently under review.

RECOMMENDATION: Admiral, request you approve the aforementioned changes to NC conversion requirements by signing the itemized recommendations below:


- Change time in service requirements to 5 but no more than 16 years.

Approve  Disapprove _____

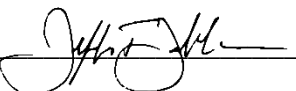
- Change departmental and divisional career counselor experience to 12 cumulative months.

Approve  Disapprove _____

- Change NJP requirement to 24 months prior to application.

Approve  Disapprove _____

- Change PFA failures to no documented failure within the last 2 years.

Approve  Disapprove _____

COORDINATION: TAB D

Attachments:
As stated

Prepared By: NCCM Latonya Luter, MyNavy HR Fleet Navy Counselor (N1 Fleet),
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