

Information Systems Technician (IT) Conversion Package Checklist

Eligibility Requirements:

Security

- ☐ Applicant must be a U.S. citizen. **NO WAIVERS**
- ☐ All of the applicant's immediate family must be U.S. citizens. **(May not be required of family members of certain countries)**

Academic

- ☐ ASVAB composite of: AR + MK + EI + VE $\geq$ 212 or VE + MK + GS $\geq$ 156 or CT + MK + VE $\geq$ 156 and CT $\geq$ 60 or greater **(Contact the Enlisted Community Manager for ASVAB waiver inquiries)**

Service

- ☐ Pay grade E-5 or below
- ☐ No more than 10 years of service
- ☐ Within 18 months of PRD or EAOS and met Time on Station requirements

Performance

- ☐ Evaluation marks at least "3.0" or higher and promotion recommendation of "P" or higher for past 36 months
- ☐ Meets PFA/BCA standards - no PRT failures for the past 36 months (6 PFA cycles)
- ☐ Clean record for 36 months prior to request

Physical

- ☐ Eye site - Normal color perception
- ☐ Speech – No speech impediment
- ☐ Hearing – Average hearing threshold level in the 3000, 4000, 5000, and 6000 frequencies must be less than 30db with no level greater than 45db in any one frequency
- ☐ Worldwide assignable

Package Documentation Requirements:

- ☐ 1306/7 requesting conversion to IT
- ☐ Copy of ASVAB scores
- ☐ Copies of evaluations for past 36 months
- ☐ PRIMS PFA and BCA Data for the past 8 PFA cycles
- ☐ Copy of certificate of completion for the following NAVEDTRA's. All are located on Navy E Learning.
 - NAVEDTRA 15027
 - NAVEDTRA 15028
 - NAVEDTRA 15030
 - NAVEDTRA 15031
 - NAVEDTRA 15032
 - NAVEDTRA 14168A

Optional Documentation:

- ☐ College transcripts/Copies of an IT related civilian certifications