Information Systems Technician (IT)
Conversion Package Checklist
Updated 26 JULY 2023

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 >= 212 or VE + MK + GS >= 156 or
CT + MK + VE >= 156 <u>and</u> CT >= 60 or greater **(Contact the Enlisted Community Manager for ASVAB waiver inquires)**

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