

## MILPERSMAN 1306-602

### CLASS "A" AND SERVICE SCHOOL REQUIREMENTS

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<b>References</b>	<ul style="list-style-type: none"> <li>(a) NAVEDTRA 12061, Catalog of Nonresident Training Courses</li> <li>(b) NAVMED P-117, Manual of the Medical Department (MANMED)</li> <li>(c) OPNAVINST 6001.1C Navy Guidelines Concerning Pregnancy and Parenthood</li> <li>(d) OPNAVINST 5350.4D</li> <li>(e) SECNAVINST 5510.30B Department of the Navy (DON) Personnel Security Program (PSP)</li> <li>(f) OPNAVINST 6420.1A Physical Requirements for Non-Submarine Personnel Embarked on Submarines</li> <li>(g) NETCINST 1500.9 Training Requirement Identification and Resource Sponsor Commitment</li> </ul>
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1. **Purpose**. To establish and prescribe requirements, guidelines, and procedures for prospective Class "A" and Service school candidates.

2. **Eligibility Requirements**. Candidates for Class "A" or Service school must meet the general requirements described herein and the specific prerequisites for each school as set forth in reference (a) or other appropriate directives.

**a. Entrance Standards and Security Clearance**

(1) Commanding officers (COs) must screen candidates to ensure they meet school entrance standards, including appropriate security clearance requirements.

(2) Qualified personnel in pay grades E-1 through E-3 will be assigned to schools on an individual request basis.

With the exception of rating conversion, personnel selected for advancement or already advanced to E-4 will not normally be considered for Class "A" school.

b. **Physical.** Members must have passed most current physical readiness test and be within body composition assessment standards, in addition to being physically qualified for transfer per reference (b), article 15-30.

(1) Those requiring medical attention that will interrupt completion of course of instruction must not be transferred to any school.

(2) Refer to reference (c) for assignment of pregnant Navy members to school. Recommendation from the medical officer must be forwarded to Bureau of Naval Personnel (BUPERS), Enlisted Community Management (BUPERS-32).

c. **Education.** When high school graduation is a prerequisite for a particular Service school, successful passing of the high school level general educational development (GED) test will be accepted for qualification.

d. **Suitability Evaluation.** COs must ensure that members selected for transfer to Navy Service schools are well suited to the course of instruction, as well as the type of work associated with the training.

(1) The basis for evaluation should include performance, military behavior, physical characteristics, mental aptitude, applicable Navy test scores, civilian occupations, previous training, experience, hobbies, and interests.

(2) Initiative in pursuing college education, completing Navy courses, and participation in post-secondary, adult, and continuing education program courses should be factors in recommending a member for a specific "A" school. Grades received in any of the courses completed will also be considered during the screening process.

(3) All commands are reminded that fleet "A" school candidates will make a permanent impression on recruit accessions that make up most of the "A" school population; therefore, all COs are urged to endorse only the best in the fleet for assignment.

(4) If the unit is or will be deployed in the near future, the suitability evaluation must include the date the member will be made available for school by the command.

(5) Include the three most recent NAVPERS 1616/26 Evaluation Report and Counseling Record (E1 - E6) forms with suitability evaluations.

e. **Disciplinary Record.** Candidates must not have a record of conviction by any court-martial, nor have more than one non-judicial punishment (NJP) during the 18 months preceding assignment to school. Waivers for more than one NJP should be submitted to BUPERS-32 per paragraph 6 below.

f. **Time on Board**

(1) Fleet applicants may submit requests after completion of 12 months on board their current permanent duty station.

(2) Applicants assigned to their initial first duty station must also complete a minimum of 12 months on board prior to submission of requests for assignment to Class "A" or Service school, and must have a minimum of 18 months on board prior to transfer.

(a) Rated personnel must have 24 months on board prior to transfer.

(b) Participation in Navy-wide advancement examinations for open ratings and assignment via returnable quota (accounting category code (ACC) 341 schools only) remain an option for overseas commands. Waivers for up to 12 months of the required Department of Defense tour will be handled on a case-by-case basis and must be fully justified on NAVPERS 1306/7 Enlisted Personnel Action Request. NAVPERS 1306/7 may be accessed using the following Web address:  
<https://www.mynavyhr.navy.mil/References/Forms/NAVPERS/>.

g. **Active Obligated Service (OBLISERV).** Candidates must be eligible to extend or reenlist, per MILPERSMAN 1160-030 and 1160-040, and be willing to incur active OBLISERV per MILPERSMAN 1306-106 and 1306-604.

h. **Pending "A" School Request and Advancement Examination Participation.** Non-designated personnel who have an "A" school

request pending, or who have been approved for attendance at an "A" school, are not authorized to participate in an advancement examination for any other rating until completion of the "A" school. Once a member participates in an advancement examination, member may not request an "A" school for a different rating until the results of the Navy-wide advancement examination are released.

**Note:** Per MILPERSMAN 1510-030, advancement is not automatic for the Advanced Electronics Field (AEF), Advanced Technical Field (ATF), and Nuclear Field (NF) Programs. Sailors who begin and attrite from the AEF, ATF, and nuclear power training programs and are reclassified or force converted into either the AEF or ATF Program are not eligible for any payment of enlistment bonus for their new rating. However, they are eligible for accelerated advancement to E-2 along with their other AEF and ATF counterparts effective on the date of reclassification into the program.

3. **Recruit Input.** Recruits are assigned to "A" school by BUPERS-32.

a. Per MILPERSMAN 1306-618, some recruits may be granted an armed services vocational aptitude battery (ASVAB) test score waiver for assignment to Class "A" school.

b. Service record entries or reports of ineligibility set forth in this article are not required for recruits.

4. **Submission of Requests**

a. Per MILPERSMAN 1306-611 Professional Apprenticeship Career Track (PACT) Program, PACT Sailors will apply for Class "A" or Service school via the Career Waypoints (C-WAY)-PACT module.

b. Fleet Sailors with less than 14 years of service (between active duty service date and soft expiration of active obligated service (as extended)) who desire to laterally convert to another rating requiring Class "A" school, will apply for lateral conversion via the C-WAY-Reenlistment (C-WAY-REEN) module per MILPERSMAN 1440-010 Conversion Authorization.

c. Procedures and Information Requirements. Requests for Class "A" or Service school should be forwarded to the desired rating's cognizant enlisted community manager within BUPERS-32

using a hardcopy NAVPERS 1306/7 (not an electronic BUPERS ACCESS copy), and must include the following information:

(1) Command Endorsement. The command endorsement must certify the candidate has no history of in-service or prior service alcohol or drug abuse (alcohol and drug abuse is defined per reference (d)) or an offense involving the introduction, possession, or use of marijuana, narcotics, or other controlled substances. Waivers for pre-service experimental (one-time) use of marijuana will be considered on a case-by-case basis. Pre-service or in-service use of other drugs or any abuse of alcohol will not be waived. Required certification may be provided in the comment section of NAVPERS 1306/7 via memorandum or message.

(2) ASVAB Scores. All scores in the ASVAB test indicated on NAVPERS 1070/886 Member Data Summary. NAVPERS 1070/886 may be accessed using the following Web address:  
<https://www.mynavyhr.navy.mil/References/Forms/NAVPERS/>.

**Note:** If the member has taken the Armed Forces Classification Test, forward a certified copy of the new NAVPERS 1070/886 Member's Data Summary as an enclosure to the member's request.

(3) Evaluations. All submission requests must include the most recent NAVPERS 1616/26 reports. Up to three evaluation reports should be included in the request, unless otherwise specified in paragraph 5 below. Evaluations submitted must be chronologically continuous (i.e., day-for-day accountability of the member up through the most recent evaluation).

## 5. School Requirements

a. Candidates and COs should be cognizant of specific school requirements as set forth in reference (a) prior to submission of documentation to support waiverable selection requests.

### b. Specific Requirements for Designated Schools

#### (1) Air Traffic Controller (AC) "A" School

(a) Members must be physically qualified per reference (b), article 15-69 within 120 days of the class convening date.

(b) BUPERS 32 will notify the command of selection and request the physical be completed. It is imperative that BUPERS-32 is notified if the physical cannot be completed and or if the member is not qualified before the member transfers.

(2) Naval Aircrewman (AW) "A" School. Forward copy of completed NAVPERS 1070/613 Administrative Remarks, per MILPERSMAN 1220-010, pertaining to the Aircrew Program.

(3) Cryptologic Technician (CT)/Intelligence Specialist (IS) "A" School.

(a) All requests for CT and IS "A" school must include a copy (not original) of a newly prepared SF 86 Questionnaire for National Security Positions and a personal screening interview by a special security officer. See reference (e) for general form preparation.

(b) Do not initiate a Tier 5 (T5) background investigation prior to submitting the request for CT/IS "A" School, unless specifically directed by BUPERS-32. If selected, orders to school will direct initiation of a T5. Submit a T5 as soon as possible following receipt of orders to CT/IS "A" School. Any delay in submission of required paperwork to the Department of Defense, Central Adjudication Facility (DODCAF), Washington, DC will preclude student from convening on the scheduled class convening date.

(c) Fingerprint cards are not desired.

(d) Both the applicant and applicant's immediate family member(s) must be U.S. citizens. A waiver for U.S. citizenship requirement for immediate family may be considered due to a "compelling need." Include an intelligence risk assessment and a foreign contact interview with the waiver. Only DONCAF may authorize these waivers based on CT enlisted community manager's recommendation for severely undermanned CT branches.

(e) Generally, moral turpitude offenses are disqualifying.

(f) Former Peace Corps volunteers are not eligible.

(g) Must be a high school graduate or equivalent GED, college preparatory training, home study, or other

equivalency. If not a diploma graduate, applicant must provide a high school transcript verifying successful completion of the tenth grade.

(4) Cryptologic Technician (Interpretative) (CTI) "A" School

(a) May be assigned to duty in submarines or duty involving aerial flight. Reference (b), chapter 15 and reference (f) pertain.

(b) Defense language aptitude battery (DLAB) requirement for all languages is 110 or better. This minimum score may be waived on a case-by-case basis for native speakers of certain languages. Request DLAB tests through the Naval Education and Training Professional Development and Technology Center Pensacola, FL. The Defense Language Proficiency Test requires a minimum score of Listening 2+ and Reading 2+ to qualify for direct conversion as a native linguist. Only candidates applying for direct conversion who are fluent in a foreign language need to take this exam per reference (g).

(5) Religious Program Specialist (RP) "A" School. All requests must include a chaplain's endorsement.

(6) Mineman (MN) "A" School

(a) Have no uncorrectable condition which precludes assignment overseas per MILPERSMAN 1306-600 through 1306-618.

(b) Request must include specific remarks from the CO on the member's suitability for overseas duty.

(c) Temporary medical or dental problems that can be corrected prior to "A" school are not disqualifying.

(7) Hospital Corpsman (HM) "A" School

(a) Personnel applying for hospital corpsman training are required to have an ASVAB composite of 156 (VE+MK+GS).

(b) Must have no record of conviction of court-martial or non-judicial punishment during the 18 months preceding assignment to "A" school.

(c) Must be within body composition assessment standards and must not have failed their most recent physical fitness assessment (PFA) or any two of the last four PFA's preceding assignment to school.

(d) Must be found worldwide assignable for potential operational and overseas assignments, and must maintain worldwide assignable status throughout "A" school.

(e) Must be informed they will be assigned to duties involving direct patient care and clinical services and may be assigned to the Fleet Marine Force for duty.

(f) Requests must include a copy of all NAVPERS 1616/26 evaluations.

(g) COs are encouraged to consult with local medical department representatives to further determine a candidate's suitability for medical duty.

(h) A licensed physician or dentist, or any graduate of a medical or dental school in any country is not eligible for entrance into the HM rating.

(i) Applicants meet standards as requirements are strictly adhered to for accession into the HM community.

#### (8) Submarine Rating Schools

(a) Member must be a volunteer for submarine duty, per MILPERSMAN 1306-400, and meet physical standards per reference (b).

(b) Generally, moral turpitude offenses are disqualifying.

(c) No history of drug abuse.

(9) Temporary Duty Under Instruction (TEMDUINS) and Duty Under Instruction (DUINS). All assignments to AW/CT/HM "A" school will be made on a TEMDUINS/DUINS (non-returnable) basis due to follow-on training requirements.

6. Requests for Waiver of Eligibility Requirements

a. Waiver of eligibility requirements (except requirements involving security clearance, OBLISERV, requisite training/physical standards for personal safety) contained in MILPERSMAN 1306-618 may be requested for members who have exceptional potential.

b. Waiver requests must be submitted in the CO's endorsement to the quota request and must include the following:

(1) Specific deficiency and full justification for waiver. In cases of ASVAB test score waiver, list all available scores separately.

(2) Length of time the member has been striking for the rating for which training is requested, and comments concerning the member's civilian experience as it relates to the requested course of instruction.

(3) Evaluation of the member's overall potential to the Navy, including the member's career intentions and leadership potential.

(4) Courses the member has completed which will enhance the prospect of successful school completion.

c. When a waiver has been granted, an appropriate NAVPERS 1070/613 entry must be made prior to the candidate's transfer to school.

7. Re-Interview and Reclassification

a. For re-interview or reclassification of personnel disenrolled from a Class "A" school, see MILPERSMAN 1236-020.

b. Reclassification to a second "A" school will only be approved if applicant is fully qualified and recommended to a less technical and demanding Class "A" School Program.

**Note:** Voluntary drops will be availed to the fleet as PACT members per MILPERSMAN 1306-611.