

MILPERSMAN 1306-618

CLASS "A" SCHOOL AND RATING ENTRY REQUIREMENTS

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References	(a) COMNAVCRUITCOMINST 1130.8
	(b) OPNAVINST 1220.2
	(c) SECNAVINST 5510.35

1. **General Information.** This article provides rating entry and Class "A" School requirements for accessions during initial classification (i.e., individuals enlisting, known as "future Sailors" at military entrance processing stations (MEPS)), reclassification at Navy Recruit Training Command (RTC) or at naval training activities, fleet Sailors who desire lateral conversions referenced in MILPERSMAN 1440-010, fleet Sailors who require forced conversion referenced in MILPERSMAN 1440-011, and Professional Apprentice Career Track (PACT) Program Sailors designating into permanent rating referenced in MILPERSMAN 1306-611. See reference (a) for rating requirements based on accession programs.

2. **Policy**

a. Class "A" School and minimum rating entry requirements are based on continued analysis of training curriculum, training outcomes, and on-the-job performance standards. Minimum rating entry requirements include mental (Armed Services Vocational Aptitude Battery (ASVAB) and special classification tests), medical, security clearance, and conduct attributes. Additional requirements are applicable for certain communities (e.g., legalman, religious personnel, nuclear, and special warfare/special operations). Basic rating entry standards may be accessed on the Navy Personnel Command (NAVPERSCOM) Web site address: <http://www.public.navy.mil/bupers-npc/career/careercounseling/Pages/default2.aspx> and within the Career Waypoints (C-WAY) System. Standards are defined for

classification and reclassification during accession and training, and for conversions and designations in the fleet.

b. Class "A" School and rating entry minimum standards are gender neutral and avoid reference to masculinity and femininity and their cultural associations.

Note: Although motivation is a major factor in completing many courses of instruction, there is a direct relationship between ASVAB test scores and the training success rate required for career progression.

c. C-WAY is the authoritative system for rating entry standards. C-WAY maintains all minimum rating entry qualification standards and provides an estimation of fit between the Sailor and rating match. The C-WAY System provides a functionality to support a comprehensive Sailor screening based on current ASVAB, physical, and conduct standards. C-WAY screening results in a list of ratings in which the Sailor is qualified to perform.

(1) For initial classification at MEPS, classifiers must use the current Navy Recruiting Classification System. The Navy Recruiting Classification System interfaces with C-WAY to provide a list of ratings for which the "future Sailor" is qualified and a classification opportunity exists. Policy and guidance related to initial classification process are available in reference (a).

(2) For reclassification at RTC, Class "A" School, and "C" School, classifiers must use the C-WAY-Reclassification Module. The C-WAY System will provide a list of ratings for which the Sailors are qualified and a reclassification opportunity exists. Policy and guidance related to reclassification processes are available in MILPERSMAN 1236-020 and reference (b).

(3) For PACT Sailor designation, command career counselor (CCC) must use C-WAY-PACT Designation Module within the C-WAY System. The system will provide a list of ratings for which the PACT Sailor is qualified and a designation opportunity exists. Policy and guidance related to PACT Sailor designation policy and processes are available in MILPERSMAN 1306-611.

(4) For lateral conversions, C-WAY applies only to rated Sailors E-3 through E-6 with 14 years or less of service, CCC

must use C-WAY-Reenlistment Module within the C-WAY System, except for nuclear applications processed per MILPERSMAN 1306-504. Rated E-6 Sailors with over 14 years of service and E-7 and above will submit lateral conversion requests per MILPERSMAN 1440-010 and the specific rating MILPERSMAN. The system will provide a list of ratings for which a Sailor is qualified and a conversion opportunity exists. Policies and guidance related to lateral conversions are available in MILPERSMAN 1440-010 and 1160-140.

(5) For forced conversions, CCC must follow the process and policy stated in MILPERSMAN 1440-011.

3. Roles and Responsibilities

a. Office of the Chief of Navy Personnel, Military Personnel, Plans, and Policies Division (OPNAV (N13)) is responsible for approval of enlisted force management policy in support of the Deputy Chief of Naval Operations (OPNAV (N1)).

b. OPNAV, Enlisted Force Shaping Plans and Policies Branch (N132) is responsible for developing enlisted force management policy in support of the Deputy Chief of Naval Operations, (OPNAV(N1)). As such, OPNAV (N132) will establish all applicable Class "A" School and rating entry standards. OPNAV, Navy Selection and Classification Office (N132G) provides oversight for the enlisted classification policy and program. OPNAV (N132G) is responsible for development, evaluation, and improvement of methods, techniques, and procedures for administration of the Enlisted Personnel Classification Program, see MILPERSMAN 1200-050. OPNAV (N132G) is the approving authority for Class "A" School and rating entry standards.

c. Nuclear Enlisted Community Manager (ECM), (OPNAV(N133)) in coordination with OPNAV (N132) and BUPERS, Enlisted Community Management (BUPERS-32) serves as the adjudicator for all nuclear-trained personnel.

d. Navy Recruiting Command (NRC) is responsible for all initial/accession classification actions. NRC, per OPNAV (N132) guidance, recruits applicants to fill accession goals and processes initial classification contracts ensuring compliance with Class "A" School and rating entry requirements.

e. Production Management Office (PMO) (BUPERS-6) is responsible for executing Post Accession Reclassification

Program, see MILPERSMAN 1236-020. PMO must develop reclassification quotas and adjudicate reclassification actions for individuals who require program changes post accession at RTC, "A" School, or "C" School prior to arriving at their permanent duty station (PDS).

f. Head Enlisted Community Manager (BUPERS-32), in coordination with OPNAV (N132), is responsible for managing individual ratings. Head Enlisted Community Manager (BUPERS-32) must manage individual rating quota plans and adjudicate all lateral conversions and PACT designation applications as directed by OPNAV N13 and delineated by Military Community Management (BUPERS-3). Career Waypoints (C-WAY) Program Manager (BUPERS-33) is responsible for C-WAY execution.

g. NAVPERSCOM, Career Administration Division (PERS-81) is responsible for processing and adjudicating forced conversion packages via MILPERSMAN 1440-011.

h. NAVPERSCOM, Shore Special Assignments Branch (PERS-4010) is responsible for processing approved conversions, adjusting PRDs, and writing PCS orders as applicable.

i. NAVPERSCOM, Nuclear Power/Submarine Assignments Branch (PERS-403) is responsible for processing submarine and nuclear-approved conversions, adjusting PRDs, and writing PCS orders as applicable.

j. Immediate Superior in Command (ISIC) career counselors will monitor C-WAY via "ISIC level" access to ensure subordinate commands are complying with all applicable Class "A" School and rating entry standards and C-WAY related polices.

k. Command Responsibility. Commanding officers and officers-in-charge, hereinafter referred to as commanding officers, are responsible for the completeness and accuracy of all applicable C-WAY and other applications. Commanding officers must ensure that their command personnel understand and comply with applicable Class "A" School and rating entry requirements and C-WAY related polices.

l. Sailor Responsibility. Sailors are ultimately responsible for their own careers. Not being aware of Navy policies will not justify additional reviews requesting designation or conversion actions. Sailors should use their most recent career development boards (CDB) as a guide in making

their career decisions. Additionally, Sailors are encouraged to engage other Sailors already designated in ratings, in which they have interest, to better understand duties, rating requirements, and skill sets unique to each rating. Additionally, Sailors are strongly encouraged to use Job Opportunities In the Navy (JOIN) <https://join.sscno.nmci.navy.mil/> to identify their interests and CEM within C-WAY System to identify eligibility requirements for additional ratings of interest.

Note: Career Exploration Module (CEM) assists in determining correctable deficiencies that would otherwise render Sailors ineligible for desired ratings (e.g., retake the Armed Forces Classification Test (AFCT), in-service version of the ASVAB, to improve their scores in order to expand their rating entry opportunities, apply for security clearance, or earn a driver's license, etc.).

4. Waivers

a. All rating requirement waivers for "future Sailors" will be processed per reference (a).

b. BUPERS, Enlisted Community Management (BUPERS-32) ECM or OPNAV, Nuclear Propulsion Program Management Branch (N133) may grant rating requirement waivers under certain conditions for accession and fleet Sailors.

(1) Post accession Sailors at RTC may submit rating requirements waivers to BUPERS-32 or OPNAV N133 per reference (a).

(2) A fleet Sailor who has shown a particular aptitude for a rating and is considered an exceptional candidate may request a waiver via command endorsement, refer to MILPERSMAN 1440-010. Based on command endorsement and quota availability, BUPERS-32 will consider granting waivers on a case-by-case basis for Sailors requesting lateral conversion.

c. ASVAB waivers

(1) No waivers authorized for single score minimum requirement (e.g., Minimum WK = 45);

(2) Six points (maximum) on two test score combinations (i.e., VE + AR);

(3) Nine points (maximum) on three test score combinations, (e.g., VE + MK + GS);

(4) Twelve points (maximum) on a four score combination; including where a score is doubled (e.g., AR + 2MK + GS).

Note: Retest of ASVAB. Although this paragraph provides an avenue for members who do not meet Class "A" School or rating entry requirements, retesting using the AFCT is advised to meet minimum scores, see MILPERSMAN 1236-010.

d. Admitted pre-service drug usage concerning fleet Sailors.

(1) For ratings which stipulate "no history of drug usage," waivers for top performing Sailors with admitted pre-service drug usage will be considered on a case-by-case basis. For waiver requests, submit NAVPERS 1306/7 Enlisted Personnel Action Request to the appropriate NAVPERSCOM (BUPERS-32) ECM. Sailors must be able to obtain the appropriate security clearance to be eligible for the rating to which they are requesting to convert. Sailors will be granted tentative conversion approval pending the adjudication of their security clearance from the Department of Defense Central Adjudication Facility (DODCAF). If the adjudication results in the Sailor not being able to obtain the appropriate security clearance, the Sailor will not be able to convert into that rating.

(2) For submarine and nuclear field duty enlisted ratings, pre-service substance abuse waivers may be granted for marijuana only per MILPERSMAN 1306-402 and MILPERSMAN 1306-502. For these ratings submit NAVPERS 1306/7 waiver request to Navy Personnel Command (NAVPERSCOM) (PERS-403) or OPNAV (N133). Additionally, submarine/nuclear personnel requirements for the Personnel Reliability Program (PRP) are listed in reference (c).