

MILPERSMAN 1440-011

FORCED CONVERSION

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References	(a) OPNAVINST 1220.1E (b) NAVPERS 18068F, Navy Enlisted Occupational Standards (c) 18 USC §922 Lautenberg Amendment to Gun Control of 1968 (d) BUPERSINST 1430.16G
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1. **Policy.** Bureau of Naval Personnel (BUPERS) and Navy Personnel Command (NAVPERSCOM) may direct forced conversion - an involuntary change of rating based on loss of eligibility to further serve in present rating or specialty in an Active Component. All Reserve Component (RC) conversions, with the exception of full-time support, are processed using Career-Waypoints per [MILPERSMAN 1440-010](#).

a. Director, The Office of the Chief of Naval Operations Military Personnel, Plans, and Policy (OPNAV N13) is responsible for approval of enlisted force management policy in support of Deputy Chief of Naval Operations, Manpower, Training, and Education (CNO N1). As such, OPNAV (N13) is the approving authority for conversion policy and exceptions to policy.

b. OPNAV Nuclear Enlisted Community Manager (OPNAV N133) is responsible for managing the overall nuclear enlisted community health at the echelon 1 level. As such, OPNAV N133 will be consulted on nuclear conversion policy execution issues to ensure only the Sailors having their nuclear Navy enlisted classification (NEC) removed, per reference (a), are in the forced conversion process.

c. NAVPERSCOM Enlisted Performance and Separations Branch (PERS-832) serves as the final approval and disapproval

authority for voluntary early separation requests, per this article.

2. Primary Reasons for Forced Conversion (list is not all inclusive)

a. Loss of, or failure to, maintain a rating-specific prerequisite or qualification per references (b), volumes 1 and 2, and [MILPERSMAN 1306-618](#),

b. Disqualification, NEC loss, or commanding officer's (CO) loss of confidence for special warfare/operations personnel,

c. Disqualification from submarines for personnel in all submarine service ratings,

d. Disqualification from the nuclear field for personnel with related NEC, per reference (a),

e. Disqualification or drop on request from flying duties,

f. Disqualification from the Personnel Reliability Program, which precludes further performance of duty within current rating,

g. Permanent revocation or denial of security clearance by Department of Defense Central Adjudication Facility, when required by Service member's current rating or specialty,

h. When a Service member whose duties principally involve frequent access, carrying, or possession of firearms is prohibited to access firearms, per reference (c),

i. A medical condition which permanently renders member incapable of performance of duty within current rating, or

j. Loss of credibility that significantly diminishes or impairs ability to perform duties in current rating.

3. Forced Conversion Change of Rating Requests

a. Forced conversion must not be used in lieu of disciplinary or medical procedures or to relieve the command of a substandard performer. Only submit forced conversion requests for Sailors who are:

(1) Capable and qualified to serve in requested ratings,
and

(2) Not subject to administrative separation (ADSEP)
proceedings.

Note: Sailors that are not recommended for retention will have their packages returned to the command with instructions to separate them under [MILPERSMAN 1910-133](#).

b. Request submission guidance:

(1) Commands must submit forced conversion packages within 10 working days after disqualifying factors from current rating have been identified.

(2) For the purpose of forced conversion, the Service member's signature and or concurrence is not required on [NAVPERS 1306/7 Enlisted Personnel Action Request](#). If member refuses to sign, annotate the refusal to sign NAVPERS 1306/7 and submit without delay. [NAVPERS 1306/7](#) may be accessed by using the following Web address: <http://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Pages/default.aspx>.

(3) CO must ensure Sailors meet eligibility requirements and possess the potential to succeed, relevant to pay-grade.

(4) Members who do not stipulate requested rating choices if their forced conversion package will be processed by NAVPERSCOM and BUPERS into a rating based on "Needs of the Navy."

Note: "Needs of the Navy" refers to any open rating in which a Service member is accepted for conversion. The enlisted community managers determine the "Needs of the Navy."

(5) Command career counselors are encouraged to utilize the Career Navigator (C-NAV) System qualification functionality.

(6) Forced conversion is not authorized into the legalman (**LN**), Navy counselor (**NC**), religious program specialist (**RP**), or master-at-arms (**MA**) ratings.

4. **Forced Conversion Request Procedures**

a. Personnel submitting forced conversion packages are encouraged to request ratings of choice in which they are qualified on [NAVPERS 1306/7](#). Use of BUPERS-Online (BOL) electronic NAVPERS 1306/7 for submitting forced conversion requests is not authorized.

b. The reason for forced conversion must clearly be annotated on [NAVPERS 1306/7](#) in the "Reason for Submission" block.

c. [NAVPERS 1306/7](#) must be signed by the CO or delegated by direction of the CO. Requests must include the following enclosures:

(1) Applicable substantiating documents for forced conversion (i.e., evaluations, [NAVPERS 1070/613 Administrative Remarks](#), medical doctor recommendations, results of nonjudicial punishment, etc.),

(2) Last three evaluations,

(3) Most recent Armed Services Vocational Aptitude Battery Test scores,

(4) Physical fitness assessment results for last 4 years from the Physical Readiness Information Management System (PRIMS),

(5) C-NAV-qualified job list printout identifying requested ratings,

(6) Additional rating-specific documentation (as required), and

(7) For medical disqualifications, [NAVMED 1300/3 Medical Assignment Screening](#) for world-wide assignability screening determination (complete with applicable ICD-10 code) must be submitted as part of the forced conversion request.

d. Packages must be forwarded as an attachment via encrypted e-mail to BUPERS Enlisted Community Management Support Branch (BUPERS-328) at e-mail address: askmncc.fct@navy.mil.

Note: All electronic correspondence (e-mail) that contains names, Social Security numbers, or personal health information (PHI) or personally identifiable information (PII) must be digitally-signed and public key infrastructure-encrypted. In the event that encryption is not possible, the only other authorized means of electronically transmitting PII/PHI is through use of Department of Defense [\(DoD\) Secure Access File Exchange \(SAFE\)](#).

5. **Advancement**. Per reference (d), Service members who are no longer qualified in their current rating are not authorized to compete for advancement or to be advanced. If frocked, frocking will be removed and the command is required to notify the Naval Education and Training Professional Development and Technology Center to have the Navy-wide advancement examination invalidated.

6. **Extensions and Reenlistment**. Members who are no longer qualified in rating must not be allowed to extend, reenlist, or have inoperative extensions made operative without BUPERS-328 authorization.

7. **Bonuses and Special Pays**. Immediately stop payment of any rating-related bonuses and special pays (e.g., selected reenlistment bonus, enlistment bonus, special duty assignment pay, submarine pay, etc.). Contact local personnel offices immediately to stop and or recoup unearned entitlement.

8. **Voluntary Early Separation in Lieu of Forced Conversion or ADSEP Processing**. Service members may request immediate voluntary early separation in lieu of forced conversion or ADSEP processing from NAVPERSCOM Personnel Performance and Transition Division (PERS-83). Requests must contain a statement of understanding that any unearned bonuses will be recouped and separation pay will not be authorized.

9. **Limited Duty**. Service members in a limited duty status must not be processed for forced conversion until these have been designated as fit for duty, in addition to having been found permanently disqualified or incapable to perform required duties in current rating. For special circumstances or when the member's case has been accepted by the physical evaluation board, contact BUPERS-328 to hold forced conversion in abeyance.

10. **Disposition of Members Directed to Force Convert.** One of the following actions must be directed by NAVPERSCOM or BUPERS:

a. Conversion to requested rating or an alternative rating, should "Needs of the Navy" preclude entry into the requested rating,

b. ADSEP processing, per appropriate MILPERSMAN article,

c. Submission of a Fleet Reserve or retirement request,

d. Retention in current rating with:

(1) Separation at expiration of active obligated service (EAOS), if within 12 months of EAOS, or

(2) Cancellation of forced conversion

e. Sailor is directed to complete additional screenings. If the additional screenings result in the Sailor being ineligible for the newly selected rating, the Sailor will be placed back into the "Needs of the Navy" status, or

f. Sailors found to be non-deployable or who have the potential to be found non-deployable will be referred to NAVPERSCOM Distribution Management Division (PERS-45) for additional screening.

11. **Additional Disposition Requirements for Members Force-Converted Out of Nuclear Ratings.** Within 30 days of receipt of conversion approval from BUPERS-328, force converted Sailors will be required to negotiate reassignment with their new rating detailer. Failure to follow this direction will result in a "Needs of the Navy" assignment, as directed by the respective rating assignment detailer, to the highest priority billet. Sailors who fail to complete this redistribution process will be considered as noncompliant and processed for ADSEP per [MILPERSMAN 1910-133](#) or other appropriate MILPERSMAN article(s).

Note: "Needs of the Navy," with regard to distribution, refers to billets advertised on the [MyNavy Assignment](#) that are loaded via the cognizant manning control authority. The new rating assignment detailer will determine the "Needs of the Navy" assignment for personnel force converted out of nuclear ratings.

12. **Sailors not Selected for Conversion.** Sailors who are not selected for a new rating during the forced conversion process may be administratively separated per [MILPERSMAN 1910-133](#).

13. **Failure to Complete Conversion.** Sailors who fail to complete the conversion process may be administratively separated.

Note: Sailors approved for forced conversion must maintain all eligibility requirements throughout the entire conversion process. Failure to maintain rating entry requirements may result in ADSEP per [MILPERSMAN 1910-133](#).