

MILPERSMAN 1910-133

FAILURE TO COMPLETE CHANGE OF RATING (CONVERSION) PROCESS

Responsible Office	NAVPERSCOM (PERS-832)	Phone: Toll Free	1-833-330-MNCC (6622)
MyNavy Career Center		Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

1. **General Information.** Members who fail to complete the change of rating process, as approved or directed through lateral or forced conversion, must be separated under the following articles as appropriate:

- a. [MILPERSMAN 1900-120](#) Separation by Reason of Convenience of the Government - Medical Conditions not Amounting to a Disability
- b. [MILPERSMAN 1910-156](#) Separation by Reason of Unsatisfactory Performance
- c. [MILPERSMAN 1910-164](#) Separation by Reason of Best Interest of the Service

2. **Policy.** Personnel approved through the lateral or forced conversion process must complete the conversion and change ratings. Sailors who fail to successfully convert for any reason listed below may be processed for administrative separation (ADSEP):

- a. Disqualification or loss of eligibility for new rating,
- b. Failure to execute orders required for the conversion process,
- c. Failure to meet obligated service requirement for training and or first duty station in new rating,
- d. Program and or rating training disenrollment and or failure for any reason, or
- e. When forced conversion from current rating is directed and the Bureau of Naval Personnel (BUPERS) Enlisted Community Management

Division (BUPERS-32) "Needs of the Navy" process does not result in selection to another rating.

3. **Separation Procedures**. The process for separation by either notification or administrative board procedures is under [MILPERSMAN 1910-402](#). Members meeting the criteria for ADSEP due to **misconduct** must be processed for ADSEP under the appropriate MILPERSMAN article(s) within the 1910 series.

4. **Characterization of Separation**. Per [MILPERSMAN 1900-120](#), [MILPERSMAN 1910-156](#), or [MILPERSMAN 1910-164](#) (as applicable).