

MILPERSMAN 1910-133

FAILURE TO COMPLETE CHANGE OF RATING (CONVERSION) PROCESS

Responsible Office	NAVPERSCOM (PERS-832)	Phone:	DSN	882-4431
			COM	(901) 874-4431
			FAX	882-2754
NAVPERSCOM CUSTOMER SERVICE CENTER		Phone: Toll Free	1-866-U ASK NPC	

1. **General Information.** Members may be separated under MILPERSMAN 1910-156 Separation by Reason of Unsatisfactory Performance for failure to complete the change of rating process as approved or directed through lateral conversion or forced conversion (due to loss of security clearance or Navy enlisted classification for reasons **not** medically related) if the member fails to successfully convert due to reasons outlined under paragraph 2 below.

2. **Policy.** Personnel approved or directed to convert must complete the conversion. Sailors who fail to successfully convert for any reason listed below may be processed for separation:

a. Disqualification or loss of eligibility (except for medical reasons) 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 **not** medically related; or

e. When forced conversion from current rating is directed (per paragraph 1 above) and "needs of the Navy" preclude rating entry as determined by Bureau of Naval Personnel (BUPERS), Enlisted Community Management (BUPERS-32).

NOTE 1: Members meeting the criteria for administrative separation (ADSEP) due to misconduct shall be processed for ADSEP under the appropriate MILPERSMAN article(s).

NOTE 2: Members disqualified or who fail to complete training or rating requirements due to medical reasons shall be processed for ADSEP under the appropriate MILPERSMAN article(s).

3. **Separation Procedures.** NAVPERS 1910/32 Administrative Separation Processing Notification Procedure will be used per MILPERSMAN 1910-402 Notification Procedure to process members for separation under MILPERSMAN 1910-156 Separation by Reason of Unsatisfactory Performance.

4. **Characterization of Separation.** Per MILPERSMAN 1910-156.