

**ENLISTED PERSONNEL ACTION  
REQUEST  
(NAVPERS 1306/7(REV. 7-01)  
GUIDE  
(UPDATED 04 OCT 02)**

THE ENLISTED PERSONNEL ACTION REQUEST (NAVPERS1306/7 (REV. 7-01) IS AN OFFICAL FORM OF NAVAL CORRESPONDENCE SIGNED BY THE COMMANDING OFFICER. THE SAME ACCUARACY AND CONSIDERATION SHOULD BE TAKEN AS WITH ANY TYPE OF CORRESPONDENCE THAT LEAVES THE COMMAND, SUCH AS MESSAGE TRAFFIC. FOR UNIFORMITY, TYPE IN CAPS ONLY AND CENTER ALL ENTRIES IN EACH BLOCK. WHEN ANSWERING YES / NO BLOCKS, US A CAPTIAL "X". USE ONE PAGE BOTH FRONT AND BACK. THE ONLY LOOSE ITEMS SHOULD BE ENCLOSURES.

THIS GUIDE IS TO ASSIST YOU IN THE PROPER PROCEDURE FOR FILLING OUT THE 1306/7. IF YOU HAVE ANY QUESTIONS, COMMENTS AND CONCERNS WHILE DOING THIS FOR YOUR PERSONNEL, PLEASE CALL ME FOR ANY ASSISTANCE OR AMPLIFICATION. THIS WILL ALEAVIATE ANY PROBLEMS AND POSSBLE RETURNS FOR RESUBMISSION

v/r,

H. N. ANDERS  
NCC(SW/AW) USN  
COMMAND CAREER COUNSELOR

## **TOP SECTION**

**DATE:** (DDMMYY) (31JAN01)

**SSN:** USE THE DASHES (000-00-0000)

**NEC:** IF MEMBER HAS TWO (2) NEC's (9588 / 9502)  
IF MEMBER HAS ONE (1) NEC (9588 / 0000)  
IF MEMBER HAS NO NEC's (0000 / 0000)

**DUTY PHONE:** (DSN) 836-1845  
(757) 836-1845

**FROM:** RATE(AW/SW) LAST, FIRST MIDDLE, USN/USNR (MS2(SW) SAILOR, JOSEPH JOHN, USN)

**TO:** COMMANDER, NAVY PERSONNEL COMMAND, MILLINGTON TN (PERS-000XX0)  
COMMANDER, ENLISTED PLACEMENT MANAGEMENT CENTER, NEW ORLEANS LA (EP-000X)

MATCH THE PERS/EP-CODES WITH THE DETAILER OR SPECIAL PROGRAMS MANAGER FROM THE LINK MAGAZINE.

**VIA:** COMMANDING OFFICER, NAVAL SUPPORT ACTIVITY NORFOLK, VA

**REF:** THIS IS FOR REFERENCES USED FOR REQUEST. REFERENCES ARE ALPHABETIZED.  
EXAMPLES: (A) ENLTRANSMAN, CHAPTER 8.03; (B) MILPERSMAN, ARTICLE 1160-010;  
(C) PHONCON ON 31JAN01 BTWN PN2 WEAVER (NPC) AND SH1 JONES (NSA).

**ENCL:** THIS IS TO INFORM THE DETAILER THAT ADDITIONAL ATTACHMENTS, PAPERWORK AND PACKAGES ARE ACCOMPANYING THE 1306/7. ENLCOSURES ARE NUMERICAL.  
EXAMPLES: (1) BUDS/SEAL/EOD PACKAGE; (2) AIRCREW PACKAGE; (3) IS/CT/NC/MA/HM/DT RATE CONVERSION PACKAGES; (4) OTHER SPOUSE'S 1306/7 FOR SPOUSE CO-LOCATION; ECT...

## MEMBER'S REQUEST SECTION

**REQUEST BOXES: CHECK THE BOX THAT COINCIDES WITH THE REQUEST:**

- TYPE DUTY:** IF APPLYING FOR A SPECIFIC TYPE OF DUTY (I.E. ON TYPE 2 DUTY (SEA DUTY) BUT WISH TO GO TO TYPE 3 DUTY (OVERSEAS DUTY).
- TOUR ADJUSTMENT:** USED IF TRYING TO EXTEND OR DECREASE PRD.  
FOR EXAMPLE: TO MATCH SEA/SHORE TOUR
- CHANGE OF RATE:** IF CONVERTING TO NEW RATING VIA LATERAL CONVERSION.  
NOT A SCORE CONVERSION.
- EXTENSION/  
REENLISTMENT:** USED FOR EXTENSIONS LESS THAN 24 MONTHS IN LENGTH THAT ARE NOT COVERED IN THE MILPERSMAN. ALSO USED FOR REENLISTMENTS IF THE MEMBER IS UNDER QUALITY CONTROL FOR AN ADVERSE EVALUATION.
- SCHOOL:** REQUESTING "A" OR "C" SCHOOL WHICH DOESN'T INVOLVE A SPECIAL PROGRAM.
- STAR:** SELECTIVE TRAINING AND REENLISTMENT (STAR) PROGRAM.  
(FOR FIRST TERM PERSONNEL ONLY)
- SCORE:** SELECTIVE CONVERSION AND REENLISTMENT (SCORE) PROGRAM
- SPECIAL PROGRAMS:**EXAMPLES: EOD/SEALS, AIR CREW, RECRUITING DUTY, COMPANY COMMANDER DUTY, ECT...  
I NORMALLY USE THE "OTHER" BLOCK VICE THIS ONE, SO I CAN SPELL OUT WHAT PROGRAM THE MEMBER SUBMITTING THE REQUEST FOR.
- OTHER:** EVERYTHING NOT COVERED IN THE OTHER BLOCKS AND EXPLAINED ON THE LINE TO THE RIGHT. SPLIT TOURS, DUTY SWAPS, SPOUSE CO-LOCATION, ECT...GO HERE AS WELL.
- REASON FOR REQUEST:** A BRIEF STATEMENT OF WHAT THE REQUEST IS FOR. IF YOU HAVE A REFERENCE, ESPECIALLY IF THERE WAS A PHONE CONVERSATION WITH THE DETAILER, START THE STATEMENT WITH: IRT/IAW REF (A) or IRT REF (A) AND IAW REF (B) or IRT/IAW REFS (A) & (B). ALSO NEED TO MENTION ANY ENCLOSURES AS ENCL (1).
- UPON APPROVAL, ETC:** ALWAYS CHECK "YES", OTHERWISE THERE'S NO POINT TO SENDING REQUEST.
- IF COST TRANSFER, ETC:** IF MEMBER IS REQUESTING A SWAP, CHECK "YES" OTHERWISE CHECK "NO".
- ANY OTHER REQUESTS PENDING:** THIS MEANS ANY OTHER 1306/7's PENDING IN MILLINGTON OR AN OFFICER PACKAGE IN FRONT OF THE BOARD, ETC...EXPLAIN ON THE FRONT IF THERE IS ROOM OR ON BACK PAGE.
- PREVIOUSLY SUBMITTED:** IF APPLIED IN THE PAST FOR THE EXACT SAME PROGRAM. EXPLAIN ON THE BACK PAGE. DISREGARD SPOUSE CO-LOCATION THAT WERE SUBMITTED.
- SIGNATURE:** MEMBER'S SIGNATURE. THIS IS STATING CORRECTNESS AND ACCUARACY OF MEMBER'S REQUEST AS WELL AS PRIVACY ACT INFORMATION TO BE USED FOR THIS REQUEST.

## MEMBER'S PERSONAL SECTION

**NUMBER OF DEPNS:** PUT NUMBER OF DEPENDENTS MEMBER HAS (-04- ). IF NO DEPNS, USE N/A. MILITARY SPOUSE IS NOT A DEPENDENT.

**LOCATION OF DEPNS:** USE THREE (3) LETTER AREA CODE (BELOW) IF NOT BELOW, CONTACT CCC FOR CODE. IF NO DEPNS, USE N/A.

FDN: VIRGINIA BEACH	FNO: NORFOLK	FCF: CHESAPEAKE
FPO: PORTSMOUTH	FHM: HAMPTON	FNN: NEWPORT NEWS
FYK: YORKTOWN	FWO: WILLIAMSBURG	FLI: LITTLE CREEK

**LOCATION OF HHG:** USE THREE (3) LETTER AREA CODE (ABOVE). IF MEMBER IS LIVING ON SHIP AND HAS NO OTHER HOUSEHOLD GOODS, USE AREA CODE FOR WHERE SHIP IS HOMEPORTED.

**EDUCATION:** NUMBER OF YEARS (12 / 14 / 16 / 18) EXAMPLE: HS GRADUATE: 12.

**CITZ:** CITIZENSHIP. IF YES, PUT US. IF NOT US, PUT NO.

**CLEARANCE/BASIS:** CONFIDENTIAL, SECRET, TOP SECRET / FINAL, INTERIM, SSBI  
IF NO CLEARANCE, TYPE NONE  
EXAMPLES: SECRET/FINAL, CONF/INTERIM, NONE

**DLAB:** DEFENSE LANGUAGE APTITUDE BATTERY. ONLY REQUIRED FOR CTI.  
NORMALLY N/A

**DATE REPORTED:** FROM EDVR COLUMN "W" (YYMMDD) (010415)

**PRESENT PRD:** FROM EDVR COLUMN "U" (YYMM) (0405). THERE IS NO DAY!

**EAOS/EAOS AS EXTENDED:** FROM EDVR COLUMN S (YYMMDD) (021205). EXAMPLE: AN EAOS OF 021205, PLACE 021205 IN BLOCK. IF THERE IS A NUMBER TO THE RIGHT OF THE EAOS, THAT MEAN THE MEMBER HAS A NON-OPERATIVE EXTENSION ON THEIR CURRENT ENLISTMENT CONTRACT. SO IF A MEMBER HAS A 14 MONTH EXTENSION, YOU SHOULD ADD NUMBER AND TYPE IT NEXT TO THE EAOS. BLOCK SHOULD LOOK LIKE: 021205 / 040205.

**SEX:** M / F

**MILITARY SPOUSE:** IF YES, INCLUDE SSN OF SPOUSE IN THIS BLOCK ALSO.

**LAST 2 EVALS:** DATES (DDMMYY) (15MAR01). TYPE IN MARK FROM EVAL (0.0, 1.0, 2.0, 3.0, 4.0 or 5.0) IN BLOCK 33-39. BLOCK 40 IS FOR OVER-ALL MARK OR "NOB" ON BACK OF THE EVAL IN BLOCK. IF EVALS ARE PART OF AN ENCLOSURE, TYPE ACROSS BLANKS "SEE ENCLOSURE (#)".

**YES / NO BLOCKS:**

**ELIGIBLE FOR DUTY REQUESTED:** YES, IF MEMBER QUALIFIES IN ALL RESPECTS.  
NO, IF NEEDS AN ASVAB WAIVER, THEN CHECK NO AND EXPLAIN IN REQUEST.

**CLEAR RECORD:** FILL IN NUMBER OF MONTHS BASED ON PROGRAM REQUIREMENTS IN 12 MONTH INCREMENTS (12, 24, 36 & 48). IF NO REQUIREMENTS, PUT IN 24 FOR DEFAULT. IF NOT ENOUGH TIME IN SERVICE TO MATCH REQUIREMENTS PUT LOS (LENGTH OF SERVICE). IF THERE IS A REQUIREMENT AND ALSO AN NJP INSIDE THE TIMEFRAME, THE ELIGIBLE FOR DUTY BLOCK WILL ALSO BE CHECKED NO.

**MEETS SECURITY CLEARANCE REQUIREMENTS:**  
IF MEMBER MEET REQUIREMENTS, CHECK YES. SHOULD USE ALMOST ALL THE TIME UNLESS CLASSIFIED.  
IF MEMBER DOESN'T MEET REQUIREMENTS, CHECK NO.

**SECNAV FIND REQUIRED:** USUALLY CHECK NO. HOWEVER CHECK YES ONLY IF PROGRAM WILL INVOLVE A SECOND TRANSFER IN THE SAME FISCAL YEAR. THIS DOES NOT MEAN TO "A" SCHOOL THEN A FOLLOW-ON TOUR.

**COMMANDING OFFICER'S SECTION**

**FROM:** COMMANDING OFFICER, NAVAL SUPPORT ACTIVITY NORFOLK, VA

**TO:** COMMANDER, NAVY PERSONNEL COMMAND, MILLINGTON TN (PERS-000XX0)  
COMMANDER, ENLISTED PLACEMENT MANAGEMENT CENTER, NEW ORLEANS LA (EP-000X)  
(USE THE SAME PERS/EP-CODES FROM THE TOP)

**DATE:** (DDMMYY) (31JAN01) SAME AS TOP DATE

**PHONE:** CCC (DSN) 836-1845  
PHONE: (757) 836-1845

**YES/NO BLOCKS:** MARK YES, RELIEF REQUIRED 00-MONTHS GAP ACCEPTABLE (ALWAYS USE -00-)

**YES/NO BLOCKS:** MARK YES, RECOMMENDED UNLESS THE CHAIN OF COMMAND DOESN'T SUPPORT THEN LEAVE BLANK.

**UIC:** THE UIC THAT THE MEMBER IS ASSIGNED TO:  
(3165B, 31896, 3269A, 3270A, 3271A, 3272A, 4158A, 48663, 48669 or 57095)

**CO's SIGNATURE:** J. M. MCDONNELL, CAPTAIN, USN

~~~~~**BACK OF 1306/7**~~~~~

**REPLY SECTION**

**FROM:** COMMANDER, NAVY PERSONNEL COMMAND, MILLINGTON TN (PERS-000XX0)  
COMMANDER, ENLISTED PLACEMENT MANAGEMENT CENTER, NEW ORLEANS LA (EP-000X)  
(USE THE SAME PERS/EP-CODES FROM THE TOP)

MATCH THE PERS/EP-CODES WITH THE DETAILER OR SPECIAL PROGRAMS MANAGER FROM THE FRONT.

**TO:** RATE(AW/SW) LAST, FIRST MIDDLE, USN/USNR (FROM FRONT TOP)

**VIA:** COMMANDING OFFICER  
NAVAL SUPPORT ACTIVITY NORFOLK, VA  
7918 BLANDY ROAD, SUITE 100  
NORFOLK, VA 23551-2419

**DETAILER'S ACTION AND COMMENTS SECTION**

EVERYTHING IN THIS AREA IS FOR THE DETAILER'S USE ONLY, INCLUDING THE "ADDITIONAL INFORMATION" BLOCK.

**COMMENTS SECTION, BOTTOM OF PAGE**

**USE THIS SPACE FOR ADDITIONAL COMMENTS:**

THIS IS USED TO CONTINUE MEMBER'S REASON FOR REQUEST AND/OR AMPLIFYING INFORMATION. THIS CAN ALSO BE USED EXPLAIN ALL BLOCKS THAT REFERENCE THE BACK PAGE. ALSO CAN BE USED WHEN EXPLAINING OR ASKING FOR A WAIVER. ALSO, COMMANDING OFFICER'S COMMENTS WILL GO HERE. ANY PROGRAM THAT REQUIRES ADDITIONAL INFORMATION NOT COVERED ON THE FRONT GOES HERE. USE NAVPERS 1070/604 (PAGE 4) AS AN ENCLOSURE FOR COURSES AND ASVAB SCORES.

## **SAMPLES & EXAMPLES**

BELOW ARE SOME SAMPLES AND EXAMPLES OF DIFFERENT TYPES OF REFERENCES, ENCLOSURES AND REQUEST WRITE-UPS. THESE ARE TO HELP YOUR WITH COMPLETING YOU 1306/7's FOR YOUR PERSONNEL. AS ALWAYS, IF YOU NEED HELP WITH VERBAGE OR NOT SURE OF REQUEST, PLEASE CONTACT ME, OTHERWISE EMAIL YOUR 1306/7 TO ME FOR SCREENING AND CORRECTION BEFORE SENDING.

### **SPOUSE CO-LOCATION**

REF: (A) ENLISTED TRANSFER MANUAL, CHAPTER 3.21, MILITARY COUPLE ASSIGNMENT POLICY.  
ENCL: (1) 1306/7 ICO RATE LAST, FIRST ML., USN/R, 000-00-0000.

IAW REF A, I RESPECTFULLY REQUEST SPOUSE CO-LOCATION WITH ENCL (1) MM2(SW) WINTER, EDNA C. STATIONED AT NAVSTA NORVA SIMA UIC: 65918. SPOUSES EAOS 020217, PRD 0202.

### **HIGH YEAR TENURE (HYT) REENLISTMENT REQUEST**

REF: (A) NAVADMIN 284/00, ADJUSTMENT OF HIGH YEAR TENURE (HYT) SERVICE LIMITS.

IAW REF (A), I RESPECTFULLY REQUEST TO REENLIST PAST MY HIGH YEAR TENURE (HYT) DATE OF 000802 FOR TWO (2) YEARS.

### **HIGH YEAR TENURE (HYT) MODIFICATION REQUEST**

REF: (A) PHONCON ON 25MAR00 BTWN MR. PARMER (NPC) & NCC ANDERS (NSA).  
(B) RMG DTG 241101Z MAY 00 (PERS-82).

IRT REF (A) AND IAW REF (B), I RESPECTFULLY REQUEST TO EXTEND MY HYT FOUR (4) MONTHS, FROM 30APR00 TO 31AUG00, TO AWAIT CPO 2003 SELECTION BOARD RESULTS.

### **GUARD III REQUEST FOR PCS ORDERS**

REF: (A) ENLISTED TRANSFER MANUAL, CHAPTER 8.01.  
(B) PHONCON ON 010413 BTWN SK1 O'BRIEN (NPC) AND SK2 BENOTAKEIA (NSA).

IAW REF (A) AND IRT REF (B), I RESPECTFULLY REQUEST TO REENLIST FOR GUARD III FOR PCS ORDERS TO SEAL TEAM 8 (UIC 46985) OR PATROL COSTAL MST-6 (UIC 49714) BOTH HOMEPORTED AT NAB LITTLE CREEK IN VIRGINIA BEACH, VA.

### **GUARD 2000 REQUEST FOR PCS ORDERS**

REF: (A) NAVADMIN 083/00, GUARD 2000 PROGRAM  
(B) PHONCON ON 15JUN01 BTWN MSC COLLINS (NPC) AND MS1 BROCK (NSA)

IAW REF (A) AND IRT (B), I RESPECTFULLY REQUEST TO RE-ENLIST FOR GUARD 2000 FOR PCS ORDERS TO MAYPORT / JACKSONVILLE, FL. I WILL RE-ENLIST FOR FIVE YEARS UPON APPROVAL OF GUARD 2000 REQUEST.

**PRD EXTENSION FOR SCHOOL**

REF: (A) ENLISTED TRANSFER MANUAL, CHAPTER 7.03.  
(B) PHONCON ON 000306 BTWN OSC ETZEL (NPC) AND MSC BLAIR (NSA).

I AW REF (A) AND IRT REF (B), I RESPECTFULLY REQUEST TO EXTEND MY PRD (0112) SIX (06) MONTHS TO 0206 TO STAY ONBOARD USS HARRY S. TRUMAN (CVN-75) AND ATTEND AIC SCHOOL NEC 0318. IRT REF (B), I AGREE TO EXTEND MY EAOS TWELVE (12) MONTHS TO 010619.

**PRD EXTENSION**

REF: (A) ENLISTED TRANSFER MANUAL, CHAPTER 3.114.

I AW REF (A), I RESPECTFULLY REQUEST TO EXTEND MY PRD (0102) SIX (06) MONTHS TO 0108 TO STAY ONBOARD USS SAN JACINTO (CG-56) TO AWAIT THE DISPOSTION OF MY PACKAGE FOR CONVERSION TO THE INTELLIGENCE SPECIALIST (IS) RATING.

**PRD ADJUSTMENT FOR RECRUITING DUTY**

REF: A) ENLISTED TRANSFER MANUAL, CHAPTER 9.63.

I AW REF (A), I RESPECTFULLY REQUEST TO HAVE MY PRD (0212) ADJUSTED THREE (3) MONTHS TO 0209 FOR SEA DUTY CREDIT FROM RECRUITING DUTY. AT NRD RICHMOND, VA FROM FEB 97 TO OCT 00.

**APPLICATION FOR THE NAVY BUDS/SEAL**

REF: (A) ENLISTED TRANSFER MANUAL, CHAPTER 9.10.  
ENCL: (1) BUD/SEAL APPLICATION PACKAGE (LISTED ON BACK).

I AW REF (A), I RESPECTFULLY REQUEST TO APPLY FOR THE BUDS/SEAL (NAVAL SPECIAL WARFARE) PROGRAM. IRT ENCL (1), I MEET SECURITY, PHYSICAL AND ASVAB REQUIREMNTS (cont. on back)...

(continued from front):

ENCL: (1) BUD/SEAL APPLICATION PACKAGE WITH CERTIFIED COPIES OF THE FOLLOWING:

- MEDICAL FORMS SF93 AND SF88
- SEAL PT SCREENING
- PAGE 3 WITH ASVAB SCORES
- LAST THREE EVALUATIONS

|                        |                                |
|------------------------|--------------------------------|
| <u>ASVAB REQUIRED:</u> | <u>MY ASVAB:</u> 65 + 52 = 117 |
| AR + VE = 104          | 65 + 52 = 117                  |
| MINIMUM MC = 50        | MC = 65                        |

**RECRUITING DUTY REQUEST**

REF: (A) PHONCON ON 010203 BTWN MRC HARRIS (PERS) AND MS1 BROCK (NSA).  
(B) ENLISTED TRANSFER MANUAL, CHAPTER 9.63.

IRT REF (A), I RESPECTFULLY REQUEST TO BE RELEASED TO THE RECRUITING DETAILER FOR ORDERS TO NRD BUFFALO, NY. I HAVE MET ALL REQUIREMENTS FOR RECRUITING SCREENING IAW REF B.

**EARLY SEPARATION SERVICE**

REF: (A) MILPERSMAN, ARTICLE 1910-108.

IAW REF (A), I RESPECTFULLY REQUEST TO SEPARATE FROM SERVICE 10 DAYS EARLY TO ATTEND LEBANON VALLEY COLLEGE WINTER SEMESTER STARTING 02JAN12. EAOS 02JAN13.

**SPLIT TOUR REQUEST**

REF: (A) ENLISTED TRANSFER MANUAL, CHAPTER 3.12.

IAW REF (A), I RESPECTFULLY REQUEST A SPLIT TOUR ANYWHERE IN THE TIDEWATER AREA. I HAVE BEEN COUNSELED THAT UPON RECEIPT OF ORDERS, THAT I WILL OBLIGATE A MINIMUM OF TWO (2) YEARS OR 24 MONTHS TO COMPLETE THE MINIMUM ACTIVITY TOUR REQUIRED.

**COMNAVPERSCOM ASSISTED EXCHANGE OF DUTY**

REF: (A) ENLISTED TRANSFER MANUAL, CHAPTER 16.01.

IAW REF (A), I RESPECTFULLY REQUEST FOR A BUPERS ASSISTED EXCHANGE OF DUTY.

**EXCHANGE OF DUTY (SELF NEGOTIATED SWAP)**

REF: (A) ENLISTED TRANSFER MANUAL, CHAPTER 16.02.  
ENCL: (1) 1306/7 ICO MS3 CAMPBELL, DALE A., USN, 144-33-7638

IAW REF (A), I RESPECTFULLY REQUEST AN EXCHANGE OF DUTY WITH MS3 CAMPBELL, DALE A., USN, 144-33-7638, EAOS 021116, PRD 0205 STATIONED ONBOARD USS CURTS (FFG-38) HOMEPORTED IN SAN DIEGO, CA. I AGREE TO EXTEND MY PRD AND ENLISTMENT TO COMPLETE MINIMUM ACTIVITY TOUR.

**SENIOR ENLISTED ACADEMY APPLICATION**

REF: (A) ENLISTED TRANSFER MANUAL, CHAPTER 9.24

IRT REF (A), I RESPECTFULLY REQUEST TO ATTEND THE NAVY’S SENIOR ENLISTED ACADEMY IN CONJUNCTION WITH PCS TRANSFER. PRT INFORMATION:  
HEIGHT: 72” WEIGHT: 187 BODY FAT: P/WS OVERALL: OUTSTANDING.

-OR-

IRT REF (A), I RESPECTFULLY REQUEST TO ATTEND THE NAVY’S SENIOR ENLISTED ACADEMY. PRT INFORMATION: HEIGHT: 71” WEIGHT: 172 BODY FAT: P/WS OVERALL: EXCELLENT.

**TWILIGHT TOUR**

REF: (A) ENLISTED TRANSFER MANUAL, CHAPTER 13.

IAW REF (A), I RESPECTFULLY REQUEST MY TWILIGHT TOUR FOR JULY, 2001 IN THE FOLLOWING ORDER: DENVER, CO; JACKSONVILLE, FL; CHICAGO, IL; CLEVELAND, OH; PARIS, FRANCE; BERLIN, GERMANY & SYDNEY, AUSTRALIA.

**SCORE CONVERSION AND ASVAB WAIVER TO THE “PR” RATING:**

REF: (A) ENLISTED TRANSFER MANUAL, CHAPTER 7.  
(B) MILPERSMAN, ARTICLE 1160-090.

IAW REFS (A) & (B), I RESPECTFULLY REQUEST SCORE CONVERSION TO THE AIRCREW SURVIVAL EQUIPMENTMAN (PR) RATING. I ALSO REQUEST AN ASVAB WAIVER:

ASVAB REQUIRED: VE + MC + AS = 158.

MY ASVAB SCORE: 44 + 60 + 48 = 152.

**SCORE CONVERSION AND ASVAB WAIVER TO THE “YN(SS)” RATING**

REF: (A) ENLISTED TRANSFER MANUAL, CHAPTERS 5 & 7.  
(B) MILPERSMAN, ARTICLE 1160-090.  
(C) PHONCON ON 010518 BTWN YNC FULLER (NPC) AND NCC ANDERS (NSA).

ENCL: (1) YN(SS) APPLICATION PACKAGE (SF-86, SF-88, SF-93 & LAST 3 EVALS).

IAW REFS (A) & (B), I RESPECTFULLY REQUEST SCORE CONVERSION TO THE YEOMAN SUBMARINE (YNSS) RATING. IRT ENCL (1), I MEET PHYSICAL AND SECURITY REQUIREMENTS FOR SUBMARINE DUTY. I ALSO REQUEST AN ASVAB WAIVER WITH MY SCORES LISTED BELOW:

ASVAB REQUIRED: VE + NO + GS = 160 / VE + AR + MC = 147 / VE = 41

MY ASVAB SCORES: 52 + 62 + 56 = 170 / 52 + 49 + 40 = 141 / VE = 52

**SCORE CONVERSION TO THE “CTO”, “CTR” OR “CTM” RATINGS**

REF: (A) ENLISTED TRANSFER MANUAL, CHAPTER 7.  
(B) MILPERSMAN, ARTICLE 1160-090.

ENCL: (1) SECURITY PACKAGE (SF-86, SSO INTERVIEW & LAST 3 EVALS).

IAW REFS (A) & (B) AND IRT ENCL (1), I RESPECTFULLY REQUEST SCORE CONVERSION TO THE FOLLOWING RATINGS ON THE REVERSE SIDE IN ORDER OF CHOICE PREFERENCE:

(continued from front):

|                                                        |                                                                                                 |                                                                               |
|--------------------------------------------------------|-------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|
| 1) CRYPTOLOGIC TECHNICIAN COMMUNICATIONS (CTO) RATING: | <u>REQUIRED ASVAB:</u><br>VE + AR = 103                                                         | <u>MY ASVAB:</u><br>54 + 58 = 112                                             |
| 2) CRYPTOLOGIC TECHNICIAN COLLECTION (CTR) RATING:     | <u>REQUIRED ASVAB:</u><br>VE + AR = 110                                                         | <u>MY ASVAB:</u><br>54 + 58 = 112                                             |
| 3) CRYPTOLOGIC TECHNICIAN MAINTENANCE (CTM) RATING:    | <u>REQUIRED ASVAB:</u><br>MK + EI + GS = 156<br>+AR = 218<br>MINIMUM MK = 57<br>MINIMUM AR = 57 | <u>MY ASVAB:</u><br>57 + :53 + 52 = 162<br>+AR:58 = 220<br>MK = 57<br>AR = 58 |

I MEET ALL REQUIREMENTS FOR THESE RATINGS. ALL RATINGS ARE PRESENTLY CREO GROUP 1.

**LATERAL CONVERSION “MA” RATING**

REF: (A) MILPERSMAN, ARTICLE 1440-010  
ENCL: (1) MASTER-AT-ARMS CONVERSION PACKAGE

IAW REF (A), I RESPECTFULLY REQUEST A LATERAL CONVERSION TO THE MASTER-AT-ARMS (MA) RATING. IRT ENCL (1), I MEET SECURITY AND ASVAB REQUIREMENTS:

|                        |                  |
|------------------------|------------------|
| <u>ASVAB REQUIRED:</u> | <u>MY ASVAB:</u> |
| WK + AR = 100          | 47 + 54 = 101    |
| MINIMUM WK = 45        | MINIMUM WK = 47  |

**LATERAL CONVERSION AND ASVAB WAIVER REQUEST FOR THE “IS” RATING**

REF: (A) ENLISTED TRANSFER MANUAL, CHAPTER 7.  
ENCL: (1) INTELLIGENCE SPECIALIST (IS) CONVERSION PACKAGE

REASON FOR REQUEST/ AMPLIFYING INFORMATION/OTHER

IAW REF (A), I RESPECTFULLY REQUEST TO ASVAB WAIVER TO LATERALLY CONVERT TO THE INTELLIGENCE SPECIALIST (IS) RATING. ASVAB REQUIRED: VE + AR = 103, MY ASVAB: 46 + 50 = 96.

**“A” SCHOOL REQUEST & ASVAB WAIVER**

REF: (A) ENLISTED TRANSFER MANUAL, CHAPTER 7.

IAW REF (A), I RESPECTFULLY REQUEST AN ASVAB WAIVER TO ATTEND ELECTRICIAN’S MATE (EM) OR HULL MAINTENANCE TECHNICIAN (HT) “A” SCHOOL.

MY ASVAB RATING REQUIREMENTS FOR EM & HT RATINGS:

| <u>RATING</u> | <u>QUALIFICATIONS:</u>              | <u>MY ASVAB:</u>                    |
|---------------|-------------------------------------|-------------------------------------|
| EM            | AR + 2MK + GS = 196                 | 57 + 102 + 41 = 200                 |
| HT            | VE + AR = 113<br>VE + MC + AS = 167 | 44 + 57 = 101<br>44 + 55 + 55 = 154 |

**“A” SCHOOL REQUEST FOR THE “EM” OR “CE” RATING**

REF: A) ENLISTED TRANSFER MANUAL, CHAPTER 7

IAW REF A, I RESPECTFULLY REQUEST ATTEND ELECTRICIAN’S MATE (EM) OR CONSTRUCTION ELECTRICIAN (CE) “A” SCHOOL. ASVAB REQUIREMENTS ARE THE SAME FOR BOTH THE EM & CE RATINGS:

|                        |                     |
|------------------------|---------------------|
| <u>ASVAB REQUIRED:</u> | <u>MY ASVAB:</u>    |
| AR+2MK+GS=196          | 45 + 104 + 47 = 196 |