

DEPARTMENT OF THE NAVY
Office of the Chief of Naval Operations
Washington, DC 20350-2000

OPNAVINST 1440.1C
N09N1
2 February 1993

OPNAV INSTRUCTION 1440.1C

From: Chief of Naval Operations
To: All Ships and Stations (less Marine Corps field addressees not having Navy personnel attached)

Subj: MASTER-AT-ARMS (MA) RATING
ACCESSION/CONVERSION AND
FORCED CONVERSION PROCEDURES

Ref: (a) MILPERSMAN 2230180
(b) SECNAVINST 1160.1A
(c) NAVPERS 15909
(d) BUPERSINST 1430.16D
(e) OPNAVINST 6110.1D
(f) OPNAVINST 5510.1H
(g) BUPERSINST 1001.39A (NOTAL)

Encl: (1) Example of E-3 Accession MA Rating Application
(2) Example of E-4/E-5 Conversion MA Rating Application
(3) Example of Commanding Officer's Endorsement
(4) Example of Chronological History of Assignments
(5) Example of Page 13, Administrative Remarks
(6) Forced Conversion Check List

1. Purpose. To provide procedures for E3/E4/E5 personnel to access or convert to the MA rating.

2. Cancellation. OPNAVINST 1440.1B and OPNAVINST 1440.2.

3. Background

a. The MA rating was established to provide commanding officers with specially trained petty officers to assist in maintaining good order and discipline and to train personnel of other ratings assigned to law enforcement and physical security duties. MAs enforce appropriate orders and regulations, make apprehensions, conduct investigations/interrogations and prepare required records and reports. MAs occupy key managerial and supervisory positions as part of the

Navy Security Force. MAs develop security and base defense plans, and play a key part in antiterrorism defense.

b. Due to the unique functions and trust inherent in the MA rating, the quality of personnel selected is of paramount importance. Outlined are the strict eligibility criteria, procedures and policy for selection to and retention in the MA rating for active duty and Naval Reserve personnel not on active duty. References (a) through (g) apply to active duty personnel and reserve personnel not on active duty.

4. Policy

a. All accession and conversion requests will be submitted to Director, Naval Criminal Investigative Service (NCIS). Each applicant's motivation, qualifications and potential to succeed as an MA will be considered as well as the needs of the Navy and the need for additional MAs. Service needs will take precedence.

b. All eligible personnel may submit an Enlisted Personnel Action Request (NAVPERS 1306/7) and formal application to the Bureau of Naval Personnel (BUPERS) PERS/292 via (1) their commanding officer and (2) NCIS (24X3), Washington, DC 20388-5024. Training and Administration of Reserves (TAR) personnel will submit their applications via (1) their commanding officer, and the TAR monitor for release from the TAR program, per reference (d). All areas of the application must be completed. NCIS will review applications for eligibility and accuracy, and forward them to BUPERS. All first term personnel must also submit an Enlisted Navy Career Options for Reenlistment (ENCORE) request via Diary Message Reporting System (DMRS). The commanding officer's remarks should include the statement "MA conversion/accession package submitted this date per OPNAVINST 1440.1C." By virtue of the selection, a reenlistment quota will be reserved for first term personnel provided they successfully complete MA "A" school.

c. Applications will be accepted on a year-round basis.

d. Selectees will not be designated/converted until they have successfully completed the MA "A" School.



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e. Selectees will be designated "prospective MAs" and assigned Naval Enlisted Classification (NEC) MA-2099 until they have completed the training detailed in subparagraph 4d. NEC MA-2099 will be used for detailing personnel. Orders to MA "A" school will be issued by BUPERS.

f. Orders for duty in an MA billet will be negotiated and forwarded by the MA Detailer to personnel attending MA "A" School. All members will execute an Administrative Remarks (NAVPERS 1070/613), page 13 entry stating that they understand that failure to successfully complete the required training or failure to obligate service for at least 36 months upon completion of MA training will result in cancellation of their orders and preclude accession or conversion.

g. Accession selectees will advance to MA3 upon successful completion of MA "A" school. There are no Master-At-Arms Seamen. Fireman and Airman will also be advanced upon successful completion, however will not be redesignated Seaman in order that they may return to their respective fields if they do not complete MA "A" school.

h. Current Projected Rotation Dates (PRDs) of individuals selected may be adjusted.

i. Personnel receiving special duty assignment pay for skills/NECs, for which MA is not a source rating, will have entitlements discontinued upon change of rating/advancement to MA. Selective reenlistment bonus policy remains as detailed in references (a) and (c). Any waiver of more than 6 months must be submitted to BUPERS (PERS 20) and be approved prior to submission of conversion package.

5. Eligibility Requirements

a. Be a high school graduate or possess a general education diploma equivalent.

b. Have a minimum General Classification Test/Arithmetic (GCT/ARI) (WK/AR) of 100. (A minimum of 45 is required for WK/AR.) Waivers may be granted on a case-by-case basis for total score but not for minimum score of 45 in either area.

c. Have a good working knowledge of the spoken and written English language. Typing ability is highly desired but not required.

d. Be a United States citizen.

e. Meet eligibility criteria for assignment to sensitive duties and/or access to classified information per reference (f). (Note: EXH22C, Drug Abuse Mitigating Factors 2, 3 and 4 do not apply). A current OPNAV 5520/20, Certificate of Personnel Security Investigation, Clearance and Access, must be completed and filed in the service record.

f. Be in good physical condition capable of sustained exertion, meet body fat standards, have not been in the OVERFAT/OBESE category within 6 months of the date of application and be fit for full duty. Must achieve a score of "satisfactory" or better on the Navy Physical Readiness test per reference (e).

g. Have no history of mental impairment or disorder, emotional instability, alcoholism or drug abuse.

h. Have no record of conviction by court-martial, nonjudicial punishment or civil court for any offense other than MINOR traffic violations within the past 24 months. (Note: Driving under the influence of alcohol/illicit drugs is a major traffic offense).

i. Possess a valid motor vehicle operators license.

j. Have tested negative in a drug screening test within 30 days of the date of application.

k. Be recommended by members of the individual's command Professional Development Board (PDB). The PDB will have one of the following personnel as a member: Limited Duty Officer (649X), Chief Warrant Officer (749X), Master-at-Arms Master Chief, Master-at-Arms Senior Chief, or Master-at-Arms Chief. If one of the above is not assigned to the command, the requirement can be fulfilled by a similar individual from another command.

l. Be interviewed and recommended by the commanding officer in a formal letter of endorsement. Commanding officers shall obtain the results of a

review of the applicant's health record by competent medical authority to include a mental health exam for duty in law enforcement. Based upon that review, the commanding officer shall state in the forwarding endorsement whether the applicant is physically and mentally qualified and verify the current body fat percentage. The commanding officer's forwarding endorsement shall also contain comments relative to the applicant's motivation and qualifications for accession/conversion into the rating.

m. Have a minimum of 36 months obligated service remaining on current enlistment from date of completion of MA "A" School. If additional obligated service is required for first term personnel, the following pertains:

(1) All first term personnel will obtain a required quota via ENCORE as stated in paragraph 4b, after having been notified of selection by PERS (29).

n. Be within 1 year of completing present minimum activity tour/Department of Defense area tour as appropriate. A waiver of this requirement will only be considered if the command agrees to send the individual through MA "A" School on Temporary Additional Duty, on a returnable quota, and if the command has an open MA billet. This situation should be addressed in the commanding officer's endorsement on the request.

o. Accessions

(1) Be an undesignated E-3 eligible for E-4.

(2) Have completed the requirements for advancement to P03/MA3 per reference (d) with the exception of the Personnel Advancement Requirements (PARs) NAVPERS Form 1414/4 which will be part of the MA "A" School course of instruction. There is no MA3 rating exam. All personnel will be advanced to MA3 upon successful completion of MA "A" School.

p. Conversions

(1) Be an E5/E4 or designated E3 (E4 eligible).

(2) Have less than 8 years active duty by date of application.

(3) Have completed the requirements for advancement to MA2 or MA3 per reference (d).

(4) Have completed all appropriate PARs to include current paygrade and all junior paygrades (courses and PARs).

q. Waivers of eligibility criteria will not normally be granted. However, any waiver must be specifically addressed in the commanding officer's supporting endorsement.

6. Action

a. Accession applicants desiring selection to the MA rating should submit required documents in the following order:

(1) A formal letter of application. Enclosure (1) is a sample of an accession formal letter. Completeness and attention to detail, as demonstrated by strict compliance with the application format, will be considered in the selection process.

(2) NAVPERS 1306/7 signed by the commanding officer.

(3) Current photographs. Full front and left side profile with a solid background, taken in the service dress uniform (blue or white). A title board will be placed at the person's left foot for identification. The board must include last name, first and middle initials, rate, social security number and the date of the photograph.

(4) Copy of OPNAV 5520/20. Certificate of Personnel Security Investigation, Clearance and Access.

(5) First term personnel who require additional obligated service should submit an ENCORE request via Defense Message Routing System (DMRS).

b. Conversion applicants should submit:

(1) A formal letter of application. Enclosure (2) is a sample of a conversion formal letter. Completeness and attention to detail, as demonstrated by strict compliance with the application format, will be considered in the selection process.

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(2) Certified copy of Enlisted Performance Record (NAVPERS 1070/609) and certified copies of last three regular evaluations. Evaluations must be 3.6 or above on overall performance marks.

(3) Certified copies of Navy Occupation Training and Award history (NAVPERS 1070/604), page 4, indicating completion of advancement requirements for MA and any service schools related to the MA rating.

(4) Chronological History of Assignments (see enclosure (4)).

(5) Certified copy of PARs signed by a rated MA.

(6) Miscellaneous information. Endorsements from MAs, security officers/civilian law enforcement department supervisor(s) are strongly recommended.

(7) Page 13. Since there is a need for all MAs to maintain MA eligibility requirements once becoming rated, an original signed and witnessed Page 13 entry (enclosure (5)) will become part of an MA's service record. A copy of the signed Page 13 will be forwarded to NCIS (24X3).

c. Commanding officer's endorsement format contained in enclosure (3) and including the information requested in paragraph 5f is required for both the accession and conversion formal letter. "By direction" signatures are not acceptable.

7. Since personal information is requested in enclosures (1) and (3), the following Privacy Act Statement applies:

a. **Authority.** 5 USC 301, Departmental Regulations and E.O. 9397.

b. **Purpose.** The principal purpose of collecting this information is to identify your personal qualifications and skills applicable to the law enforcement occupational field for assignment within the Master-at-Arms rating.

c. **Routine Uses.** This information will be used to evaluate your potential to become a Master-at-Arms.

d. **Voluntary vs Mandatory.** Providing the information is voluntary, however, failure to provide may result in disapproval of your request.

8. Forced Conversion

a. All MAs are required to maintain the standards and qualifications as stated in paragraph 5 and enclosure (5) of this instruction. MAs failing to maintain these standards and qualifications are subject to removal from the rating by forced conversion in the following cases:

(1) Conviction by courts-martial, civil offenses other than minor traffic, and non-judicial punishment

(2) Substandard performance (overall mark of 3.4 or less)

(3) Exceeding body fat/physical fitness test failure

(4) Loss of drivers license

(5) Loss of security clearance and/or security clearance eligibility.

b. Enclosure (6) provides a check list of areas to be addressed in the commanding officer's letter recommending an individual for forced conversion. All documentation must be in the form of originals or certified copies. The commanding officer's letter should specifically address whether the individual should remain an MA, and address any requested waivers. Any individual reduced to the grade of E-3 must be force converted as there is no allowance for MASN. All documentation will be forwarded to BUPERS (PERS 29) via NCIS (24X3).

c. PEPS 29 will review the records of those personnel whose suitability for continued service in the MA rating is in question. Based upon the facts submitted, the recommendation of the individual's commanding officer and NCIS, personnel determined to be unsuitable will be recommended for reversion per reference (a) or this instruction, as appropriate.

9. **Forms.** The following forms may be obtained through normal supply channels following NAVSUP P-2002:

- a. NAVPERS 1070/604 (Rev. 11-81), Navy Occupational/Training and Awards History, S/N 1006-LF-010-6948.
- b. NAVPERS 1070/609 (Rev. 3-83), Enlisted Performance Record, S/N 0106-LF-010-6971.
- c. NAVPERS 1070/613 (Rev. 10-81) Administrative Remarks, S/N 0106-LF-010-6991.
- d. NAVPERS 1306/7 (Rev. 4-86), Enlisted Personnel Action Request, S/N 0106-LF-013-0637.
- e. NAVPERS 1414/4 (Rev. 4-86), Personnel Advancement Requirements (PARs), S/N 0106-LF-141-4871.
- f. OPNAV 5520/20 (Rev. 10-79), Certificate of Personnel Security Investigation, Clearance and Access, S/N 0107-LF-055-2101.

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NON-DESIGNATED E-3--MA RATING APPLICATION

(DATE: _____)

PRIVACY ACT STATEMENT

a. Authority: 5 U.S.C. 301, Departmental Regulations and E.O. 9397.

b. Purpose: The principal purpose of collecting this information is to identify your personal qualifications and skills applicable to the law enforcement occupational field for accession to and assignment within the Master-at-Arms (MA) rating.

c. Routine Uses: This information will be used to evaluate your potential to become a Master-at-Arms.

d. Voluntary vs. Mandatory: Providing the information is voluntary, however, failure to provide may result in disapproval of your request.

APPLICANT INFORMATION

NAME: _____

SSN: _____ SEX: _____ RACE: _____

DATE: _____ PLACE OF BIRTH: _____

DATE OF ENLISTMENT: _____ DATE OF RATE: _____

APPLICANT'S ELIGIBILITY REQUIREMENTS PER OPNAVINST 1440.1C

	YES	NO
(1) ELIGIBLE FOR PAYGRADE E-4:	_____	_____
(2) COMPLETED MA3 and MA2 CORRESPONDENCE COURSE:	_____	_____
(3) HIGH SCHOOL GRAD OR GED EQUIVALENT:	_____	_____
(4) GCT/ARI (WK/AR) OF 100 (MIN OF 45 IN EITHER AREA) (WAIVER MAY BE GRANTED):	_____	_____
(5) GOOD WORKING KNOWLEDGE OF SPOKEN AND WRITTEN ENGLISH:	_____	_____
(6) UNITED STATES CITIZEN:	_____	_____

Enclosure (1)

- | | YES | NO |
|--|-------|-------|
| (7) OPNAV 5520/20 (REV 10-79) COMPLETED AND MEMBER CAN HOLD AT LEAST SECRET CLEARANCE IF REQUIRED | _____ | _____ |
| (8) GOOD PHYSICAL CONDITION/FIT FOR FULL DUTY/MEETS BODY FAT STANDARDS: | _____ | _____ |
| (9) CLEAN MILITARY AND CIVILIAN RECORD FOR PAST 24 MONTHS OTHER THAN MINOR TRAFFIC OFFENSES: | _____ | _____ |
| (10) MEET MINIMUM ACTIVITY TOUR/DOD AREA TOUR REQUIREMENT OR ELECT TO SEND TAD ON A RETURNABLE QUOTA | _____ | _____ |
| (11) POSSESS A VALID MOTOR VEHICLE OPERATOR'S LICENSE: | _____ | _____ |
| (12) TESTED NEGATIVE IN LAST 30 DAYS ON DRUG SCREENING TEST: | _____ | _____ |
| (13) WILL OBLIGATE FOR A MINIMUM OF 36 MONTHS, IF REQUIRED (APPLICANT TO SIGN): | _____ | _____ |

SIGNATURE

PROFESSIONAL DEVELOPMENT BOARD RESULTS PER OPNAVINST 1440.1C

DATE OF BOARD: _____ LOCATION OF BOARD: _____

BOARD MEMBERS (NAME/RATE-RATING): _____

BRIEF COMMENTS OF BOARD: _____

BOARD RECOMMENDATION: APPLICANT (SHOULD)/(SHOULD NOT) BE ALLOWED INTO THE MA RATING.

SENIOR BOARD MEMBER SIGNATURE: _____

* FILED 1993

EXAMPLE OF FORMAL LETTER FOR CONVERSION

(DATE : _____)

REQUEST FOR CONVERSION TO THE
MASTER-AT-ARMS RATING

From: BM2/BM3 John J. JONES, USN, 000-00-0000
 To: Chief of Naval Personnel, (PERS-292)
 Via: (1) Commanding Officer, _____
 (2) Director, Naval Criminal Investigative Service
 (NCIS 24X3)

Subj: APPLICATION FOR CONVERSION TO THE MASTER-AT-ARMS RATING

Ref: (a) OPNAVINST 1440.1C

Encl: (1) NAVPERS 1306/7
 (2) Current Photographs
 (3) Certified Copy of Enlisted Performance Record
 (NAVPERS 1070/609)
 (4) Certified Copies Last Three Sets of Regular
 Evaluations
 (5) Certified Copies of Navy Occupation Training and
 Awards History (NAVPERS 1070/604)
 (6) Chronological History of Assignments
 (7) Certified Copy of Personnel Advancement Requirement
 (PARS)
 (8) Certified Copy of OPNAV 5520/20, Security Clearance
 Statement
 (9) Appropriate Letters from Master-at-Arms, Security
 Officers or Civilian Law Enforcement Supervisor(s)/
 Other Supporting Documentation

1. As provided for in reference (a), I request lateral conversion to Master-at-Arms rating.
2. I have a Planned Rotation Date (PRD) of _____ and my End of Active Obligated Service (EAOS) is _____. I reported to my present command on _____.
3. I will have completed _____ years of active service as of _____.
4. I do/do not possess a valid motor vehicle operator's license.
5. My date of birth is _____.

Enclosure (2)

6. My height is _____. My weight is _____. My body fat percentage of _____ was taken by (medical person) at (activity) on (date). I currently do/do not have a medical waiver from physical training.

7. I have/have not previously applied for conversion. (If "yes" indicate the rating(s), year(s) applied and final result(s).)

8. Highest grade or rate held _____. My present rate is _____ and the Time In Rate (TIR) date of this rate is _____.

9. Education

a. General Classification Test/Word Knowledge (GCT/WK) _____ Arithmetic Test/Arithmetic Reasoning (ARI/AR) _____. I attained these scores on (approximate date).

b. Civilian

(1) Graduated from high school on (date) _____.

(2) Satisfactorily completed General Education Diploma (high school level) on _____. (Attach copy of certificate).

(3) College courses completed. List course title(s) and college. (Attach copy of transcript).

(4) Graduated from _____ college/university in Month/Year with a _____ degree in (major). (Attach copy of diploma and transcript).

(5) List any post graduate degrees obtained (furnish same information as 9b(4) above).

(6) List any law enforcement/security training completed (attach copy of applicable certificate/diploma).

c. Military (list all courses: if none so state)

(1) Class "A" _____ from _____ to _____. Graduated number _____ in class of _____.

(2) Class " " _____ from _____ to _____. Graduated number _____ in class of _____.

d. Navy or Other Correspondence Courses Completed. Omit courses required for normal advancement (including MA courses).

(1) _____ Naval Education and Training
(NAVEDTRA) _____, grade _____, date completed _____ or date
passed/failed _____, as appropriate.

10. List of Extracurricular/Community Activities.

11. Include a clear, concise and grammatically correct statement of
"Why I want to convert to the Master-at-Arms rating."

12. I understand that actual conversion is contingent upon successful
completion of the Master-at-Arms Conversion Course and an obligation
for a minimum of 36 months service. I further understand that members
who fail to complete the course of instruction (including
qualification with appropriate firearms) or to incur the required
obligated service will not be authorized to convert.

(Signature)

EXAMPLE OF COMMANDING OFFICER'S ENDORSEMENT

(DATE)

FIRST ENDORSEMENT on

From: Commanding Officer, _____
To: Bureau of Naval Personnel (PERS-29)
Via: (1) As Appropriate
(2) Director, Naval Criminal Investigative Service
(NCIS 24X3)

Subj: APPLICATION FOR (ACCESSION/CONVERSION) TO THE
MASTER-AT-ARMS RATING

Ref: (a) OPNAVINST 1440.1C

1. Forwarded recommending approval/disapproval per reference (a). Applicant is/is not eligible in all respects. Required application has been reviewed for accuracy. (For first term personnel enter the statement "ENCORE quota request submitted via DMRS this date").

2. (This paragraph should contain a review of the applicant's health record and state whether the applicant is physically and mentally qualified. Verification of current body fat percentage is also required.)

3. (This and subsequent paragraphs should include up-to-date information on past and current performance, member's potential to perform as a permanent Master-at-Arms, academic ability, general attitude and motivation and appearance. Special care should be given to this evaluation because of the future command relationship selectees will have on a permanent basis.)

4. I would (particularly desire/agree/not desire) to have applicant serving in my security department or Master-at-Arms force.

s/Commanding Officer

Copy to:
Applicant

Enclosure (3)

1000000

EXAMPLE OF CHRONOLOGICAL HISTORY OF ASSIGNMENTS

CHRONOLOGICAL HISTORY OF ASSIGNMENTS

NAME	(LAST/FIRST/MIDDLE)	CURRENT RATE	SSN:	
DATES (FROM/TO)	PAY GRADE	ASSIGNMENT	PRIMARY DUTIES	COLLATERAL DUTIES
MAY - AUG 74	SR	RTC GREAT LAKES	RECRUIT TRAINING	NONE
SEP 74 - AUG 76	SR/SA/SN GMGSN	USS WICHITA (AOR-1)	MAGAZINE SPRINKLER SYSTEM UPKEEP	ASST PUBLICATION PETTY OFFICER
SEP 76	GMG3 (FROCKED)	NTC SAN DIEGO	STUDENT (3/50" RAPID FIRE COURSE)	NONE
OCT 76 - SEP 79	GMG3/GMG2	NAVAL BRIG, NAS MEMPHIS, MILLINGTON, TN	CORRECTIONS SPECIALIST DUTY SUPERVISOR	TRAINING PO SECURITY RESERVE FORCE
OCT 79 - MAR 80	-----	BREAK IN SERVICE	-----	-----
APR 80 - PRESENT	GMG1	USS SAMUEL E. MORRISON (FFG-13)	ASST CHIEF MA	NONE

SHIP OR STATION

I have been advised that I must maintain all standards and qualifications listed below after entry into the Master-at-Arms rating. If I fail to maintain these standards and qualifications, I will be force converted from the Master-at-Arms rating. A waiver, in writing, must be obtained from the Bureau of Naval Personnel (PERS-483) for me to remain in the Master-at-Arms rating. There will be no exceptions to this policy.

STANDARDS/QUALIFICATIONS

- (a) No conviction by court-martial or nonjudicial punishment;
- (b) No conviction in a civil proceeding except for minor traffic violations;
- (c) No Driving Under the Influence (DUI) or Driving While Intoxicated (DWI) incidents;
- (d) Meet eligibility criteria for assignment to sensitive duties and/or security clearance eligibility;
- (e) Meet body fat standards for security duties as outlined in Enlisted Transfer Manual, chapter 9, article 9.071;
- (f) Be in good physical/mental condition, capable of sustained exertion (LIMDU status will not disqualify);
- (g) Possess a valid motor vehicle operator's license;
- (h) Maintain or be able to meet MA functional skills (i.e., weapons proficiency), and
- (i) Maintain overall performance evaluations of at least 3.6 as depicted on enlisted evaluations.

NAME (Last, First, Middle)

SSN

BRANCH AND CLASS

FORCED CONVERSION CHECK LIST

1. **COMMANDING OFFICER'S RECOMMENDATION**
2. **AS APPROPRIATE:**
 - A. **NJP REPORT/DISPOSITION OF OFFENSE FORM WITH ACTION TAKEN**
 - B. **COURT-MARTIAL CHARGE SHEET WITH ACTION TAKEN**
 - C. **CIVIL COURT CHARGE WITH ACTION TAKEN**
 - D. **RESULTS OF APPEAL**
 - E. **MEDICAL REPORTS**
 - F. **LETTERS OF INSTRUCTION**
 - G. **COUNSELING SHEETS**
 - H. **ANY ADDITIONAL STATEMENTS/PAPERWORK CONCERNING INDIVIDUAL**
3. **COPIES OF LAST TWO EVALUATIONS**
4. **MEMBER'S STATEMENT CONCERNING FORCED CONVERSION**