

Cryptologic Technician (Maintenance) (CTM) Conversion Package Checklist

Updated 02 August 2024

*****Read this document in its entirety to understand the process on conversion.*****

- Step 1) Talk to your Command Career Counselor to see if you are ASVAB eligible or within 15 points
- Step 2) Understand the OBLISERV requirements
- Step 3) Call the CTM TechAd at 901-874-3870 for questions and pre-screening
- Step 4) Submit the Package Documentation requirements to MNCC
- Step 5) Submit the SF 86 to the CTM TechAd and send the passphrase via email
- Step 6) Call the CTM TechAd at 901-874-3870 for the way forward
- Step 7) Be Patient. Getting the clearance takes time, as long as one year but the average is around 6 months
- Step 8) Once the interim SCI is granted, you will be booked for A school ASAP. Within 60 days in most cases

NOTE: CTM requires TS/SCI clearance. An initial screening interview must be completed prior to submitting a conversion package (Step 3). Download fillable PDF SF86 from the link below:

<https://www.gsa.gov/forms-library/questionnaire-national-security-positions>

NOTE: The SF-86 must be submitted directly to the CTM TechAd for processing. The SF-86 shall not be submitted by the command to an adjudicator. This way the command does not have to pay for the background investigation. Due to the personal information on this form send via DoD SAFE <https://safe.apps.mil>. CAC login prompt uses SIGNATURE (aka Email) certificate or AUTHENTICATION certificate.

NOTE: Based on the results of the initial screening interview, the TechAd will advise the Sailor to submit the conversion package.

Eligibility Requirements:

Security

- ☐ Applicant must be a U.S. citizen. **NO WAIVERS**
- ☐ All of the applicant's immediate family must be U.S. citizens. (May not be required of family members of certain countries)

Academic

- ☐ ASVAB composite of AR + MK + EI + VE = 221 or greater **WAIVERS ON A CASE BY CASE BASIS**

Service

- ☐ Paygrade E-6 and junior
- ☐ Within 18 months of PRD or EAOS and meets Time on Station requirements

Performance

- ☐ Evaluation marks at least "3.0" or higher and promotion recommendation of "P" or higher for past 36 months
- ☐ Meets PFA/BCA standards - no PRT failures for the past 36 months
- ☐ Clean record for 36 months prior to request

Physical

- ☐ Eye sight - normal color perception

- ☐ Speech - no speech impediment
- ☐ Worldwide assignable – shore, ships, and subs

Package Documentation Requirements (after notification by CTM TechAd to proceed STEP 3):

- ☐ 1306/7 requesting conversion to CTM; signed by CO or delegated By Direction
- ☐ Copy of PMK EE certificate for advancement eligibility to the next higher paygrade
- ☐ Copy of ASVAB scores
- ☐ Copies of evaluations for past 36 months
- ☐ PRIMS PFA and BCA results for last three years
- ☐ CWAY qualified job listing
- ☐ NEETS Modules 1, 2, 3, 4, 10, and 16 Completion Certificates
- ☐ Page 13 volunteering for Submarine duty per MILPERSMAN 1306-402 (see example below)
- ☐ Submit package via MNCC to askmncc.fct@navy.mil. This will allow encrypted email due to the PII involved.

Contact Information:

CTM Technical Advisor: (901) 874-3870

_____: I, _____, hereby volunteer for duty in any type of submarine in the Atlantic or Pacific Fleet. I understand my minimum initial sea tour will be 36 months, regardless of prior sea duty. I also agree to extend my enlistment or to reenlist, if necessary, to meet obligated service (OBLISERV) requirements per MILPERSMAN 1306-604.

Member's Signature

Witnessed: _____
(Commanding Officer, Executive Officer, CMC, or Command Career Counselor)