

Cryptologic Technician (Collection) (CTR) Conversion Package

-Updated July 2026-

***** Please read this document in its entirety to understand the process on conversion to CTR *****

Conversion to CTR is done outside of MNA/CWAY. Sailors and their COC must communicate with the CTR ECM throughout the process. Any questions, contact the CTR ECM.

Contact Information:

CTR Technical Advisor: tyler.r.lesser.mil@us.navy.mil

SSO/CSMs PLEASE BE ADVISED: Do not conduct the T5 investigations for Sailors undergoing PACT/Lateral/Force conversion into CTR rating. If tentatively approved, the Fleet Cyber Command / U.S. COMTENTHFLT SSO will initiate.

Step 1) Talk to your CCC to see if you are ASVAB eligible. If you are not, check the current CTR Community Overview on the CTR Community Page for guidance on ASVAB Point Waivers

Step 2) Understand the OBLISERV requirements

Step 3) Call the CTR ECM: 901-874-2286 for questions and pre-screening

NOTE: Based on the initial screening, the ECM will advise the Sailor on package submission.

Step 4) Submit the Package requirements to MNCC

Step 5) Submit SF-86 to the CTR ECM either via ENCRYPTED email or DoD Safe (*if you use DoD Safe, please do not forget to send the passphrase via a separate email*)

Step 6) Be Patient. Getting the clearance takes time, we'll discuss this when you call.

Step 7) Once the interim SCI is granted, the CTR ECM will contact you to schedule A-school

NOTE: Please do not contact the CTR detailers. The CTR ECM will be your main POC through the conversion process and will put you in contact with the CTR detailers when appropriate.

NOTE: IAW MPM 1320-300, CTR A-School has an ACC Code 342, "PCS Status for Training Courses of 20 Weeks or More." Members ordered to attend a course(s) of instruction at a school or installation where the scheduled cumulative duration is more than 140 days (20 weeks). The school or installation is the member's PDS, regardless of the terms of the orders involved. Sailors will PCS to Pensacola and those eligible will receive BAH for Pensacola while attending CTR A School.

HELPFUL LINKS:

CTR Community Page

<https://www.mynavyhr.navy.mil/Career-Management/Community-Management/Enlisted/Information-Warfare/CTR/>

SF86: <https://www.gsa.gov/reference/forms/questionnaire-for-national-security-positions>

DoD Safe: <https://safe.apps.mil/>

CTR Conversion Package Checklist

****Any questions regarding the information on this page may be directed to the CTR ECM****

Two Main Parts:

I: Conversion Package (submitted via MNCC)

II: SF86 (submitted directly to CTR ECM via ENCRYPTED email or DoD SAFE)

Security:

- ☐ Applicant must be a U.S. citizen. **NO WAIVERS**
- ☐ All the applicant's immediate family must be U.S. citizens. **(May not be required of family members of certain countries → Please, do not hesitate to reach out and ask on this!)**

Academic (*Waivers on a case-by-case basis and only granted by the CTR ECM*):

- ☐ ASVAB composite of MK + PC = 110; AR + PC = 110; OR MK+PC+AR = 164
- ☐ Proof of completion of NEETS Modules 10, 12, and 17 (further defined below)

Service:

- ☐ Paygrade E-6 and junior, no more than 10 years of service (case-by-case)
- ☐ Within 18 months of PRD or EAOS and meets Time on Station requirements
- ☐ Willing to OBLISERV an additional 36 months upon completion of CTR A School

Performance:

- ☐ Evaluation marks "3.0" or higher and minimum "P" promotion recommendation for past 36 months
- ☐ Meets PFA/BCA standards - no PRT failures for the past three years
- ☐ No NJP for 36 months (Some NJP Prior to 36 months' pay be prohibitive to conversion)

Physical (*no initial physical required for conversion package*):

- ☐ Normal Hearing
- ☐ Worldwide assignable

Package Documentation Requirements:

- ☐ **1306/7** requesting conversion to CTR; signed by CO or delegated By Direction
- ☐ **Evaluations** for past 36 months
- ☐ **PRIMS** PFA and BCA results for last three years
- ☐ **Page 13** volunteering for Submarine Duty per MILPERSMAN 1306-402
- ☐ **NEETS Modules 10, 12, and 17 Certificates** (These can be found on Navy eLearning).

NEETS Module 10: Wave Propagation, Transmission Lines, Antennas

NEETS Module 12: Modulation

NEETS Module 17: Radio-Frequency Communications Principles

- ☐ Submit package via MNCC to askmncc.fct@navy.mil. This will allow encrypted email due to the PII.

*****THIS IS THE TEXT THAT SHALL BE PLACED INTO THE SUBMARINE VOLUNTEER
NAVPERS 1070/613 Administrative Remarks (Pg 13) *****

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 re-enlist, if necessary, to meet obligated service (OBLISERV) requirements per MILPERSMAN 1306-604.