

Cryptologic Technician (Collection) (CTR) Conversion Package

-Updated April 2024-

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

Conversion to CTR is done outside of My Navy Assignments/CWAY. It is imperative that the Sailor and their COC communicate with the CTR ECM throughout the process. Any questions, contact the CTR ECM.

SSO/CSMs PLEASE BE ADVISED: Commands **do not** conduct the T5 investigations for Sailors undergoing PACT/Lateral/Force conversion into an Information Warfare Community Rating. If tentatively approved, the Fleet Cyber Command / USCOMTENTHFLT SSO will initiate.

Step 1) Talk to your Command Career Counselor 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 TechAd at 901-874-2286 for questions and pre-screening

Step 4) Submit the Package requirements to MNCC

Step 5) Submit the SF 86 to the CTR TechAd 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) Call the CTR TechAd at 901-874-2286 for the way forward

Step 7) Be Patient. Getting the clearance takes time, we'll discuss this when you call.

Step 8) Once the interim SCI is granted, the CTR TechAd will contact you to schedule A school

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

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

NOTE: CTR A School is over 20 weeks/140 days and as such, IAW MPM 1320-300, garners an accounting category code (ACC) of 342, "PCS Status for Training Courses of 20 Weeks or More. Member is 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. (Reference (a), paragraph 2240-B)," meaning Sailors will PCS to Pensacola and that **those eligible** will receive BAH for Pensacola while attending CTR A School. Please be prepared to plan accordingly.

HELPFUL LINKS:

Information Warfare Community Page

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

CTR Community Page

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

SF86: Download fillable PDF SF86 from the link below.

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

DoD Safe: The SF-86 must be submitted directly to the CTR TechAd for processing. The SF-86 shall not be submitted by the command to an adjudicator. Due to the personal information on this form send either via ENCRYPTED email or DoD SAFE. CAC login prompt uses SIGNATURE (aka Email) certificate or AUTHENTICATION certificate.

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

CTR Conversion Package Checklist

Any questions regarding the information on this page may be directed to the CTR TechAd
Of note, CTR A School is in Pensacola, Florida, and is 150 Days

Two Main Parts:

I: Conversion Package (submitted via MNCC)

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

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 → Please, do not hesitate to reach out and ask on this!)

Academic (Waivers on a case by case basis)

- ASVAB composite of MK + PC = 110 or greater OR MK+PC+AR = 164 or greater
- Proof of completion of NEETS Module 10, NEETS Module 12, NEETS Module 17 (further defined below)

Service

- Paygrade E-6 and junior, no more than 10 years of service
- 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 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 three years
- No NJP/Captains Mast for 36 months (Some NJP Prior to 36 months pay be prohibitive to conversion)

Physical

- Normal Hearing
- Worldwide assignable (no initial physical required for conversion package)

Package Documentation Requirements (after notification by CTR TechAd to proceed with conversion):

- 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 (may use the example below)
- Page 13** volunteering for Aircrew Duty per MILPERSMAN 1220-010 (may use the example below)
- NEETS Modules 10, 12, and 17** Certificates of Completions (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

These courses are rather length but lay a great base of foundational knowledge for Sailors prior to CTR A School. If Sailors need time completing them, due to the clearance taking an extended amount of time to complete, Sailors may request to submit these separately however CTR A School avail will not be submitted without them being completed)

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

Contact Information:

CTR Technical Advisor: (901) 874-2286; amanda.c.judson.mil@us.navy.mil

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

_____ : I, _____, am volunteering for the Aircrew Program. I understand the following concerning rigorous physical requirements of the Aircrew Program:

1. I am volunteering for aircrewman duty, which necessarily includes naval aircrewman candidate school. If I voluntarily disenroll from training as an aircrewman student, I will no longer be eligible for further aircrew training.
Initial: _____

2. I can swim. Initial: _____

3. I must pass the Navy physical fitness assessment (PFA) with a "satisfactory" in all categories to enter aircrew school. Initial: _____

4. I must meet the following minimum physical fitness requirements **to graduate** from aircrew school:

a. Be able to perform extensive daily calisthenics.

b. Pass a Navy PFA with a "good" in all categories for my age and gender.

c. Swim:

(1) 1 mile in flight suit in 80 minutes or less using sidestroke, breaststroke, or American crawl.

(2) 100 yards in full flight gear (flight suit, boots, helmet, gloves, and deflated life preserver) using each of the survival strokes for 25 yards (sidestroke, breaststroke, elementary backstroke, and American crawl), followed immediately by a 5-minute drown-proofing (face-down prone float).

(3) In full flight gear, tread water for 2 minutes followed immediately by 3 minutes of drown-proofing.

(4) 200 yards (50 yards each using breaststroke, elementary backstroke, sidestroke, and American crawl).

(5) Jump from a 12-foot tower and then swim 15 yards underwater wearing flight suit and boots using a modified breaststroke, immediately followed by floating using trouser inflation techniques.

(6) 75-yard flight equipment swim using breaststroke only.

(7) 100-yard swim using 25 yards sidestroke, 25 yards breaststroke, 25 yards elementary backstroke, and 25 yards American crawl. Initial: _____

(I must be able to pass a Navy PFA with a score of "good" in all categories for my age and gender at any time during the "training cycle")

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