

Master at Arms (MA) Conversion Package Checklist

(AC and RC to AC)
Updated 01 January 2025

Eligibility Requirements:

Security

- ☐ **Citizenship:** Applicant must be a U.S. citizen.
- ☐ **Security Clearance:** Proof of adjudicated Secret Clearance (non-waiverable).

Academic

- ☐ **ASVAB Scores:** VE+AR+MK+MC= 188 (FY25). Contact ECM for ASVAB waiver inquiries.
- ☐ **Language Proficiency:** Must have an excellent command of the English language and write effectively.

Performance

- ☐ **Letter of Recommendation:** From an E-7 or above rated MA or LDO/CWO (649x/749x series).
- ☐ **Evaluations:** Copies of evaluations covering the last 36 months.
- ☐ **Disciplinary Record:** No history of NJP/civilian misconduct in the past 36 months.
- ☐ **PFA/BCA Standards:** Must meet PFA/BCA standards, have passed the last two PFAs, and have remained within body fat standards for the past year.

Physical

- ☐ **Fit for Duty:** Documentation confirming FFD and world-wide assignable status.
 - ☐ **Mental Health:** No history of mental impairment, emotional instability, or any condition that impairs law enforcement and security duties.
 - ☐ **Physical Examination:**
 - ☐ Documentation showing normal color and depth perception.
 - ☐ Vision correction to 20/20.
 - ☐ Normal hearing test results within the last 12 months.
 - ☐ Medical form must be endorsed by a Medical Officer or IDC.
- (To expedite processing, we recommend using the medical form on the MA Community Management page on MyNavyHR by clicking on the Career Counselor Toolbox link).**

Additional Documentation Requirements:

- ☐ **1306/7 Form:** Requesting *conversion to MA via MA "A" School*, signed by the CO (no "by direction" signature). Include any *waiver requests* (i.e., a 6 point ASVAB waiver), and indicate that *member agrees to OBLIGATED service requirement of 36 months upon graduation of MA "A" School*.
- ☐ **Driver's License:** Color copy of valid state driver license (no suspended or temporary license).
- ☐ **Firearm and AA&E Screening for Security related duties:** DD Form 2760 and OPNAV 5530/1.
- ☐ **Drug Screening Test:** Current and documented NEGATIVE urinalysis results via NDSL within the last 30 days (memo/testing history from CMD UPC/ADMITS accepted).
- ☐ *** RC to AC applicants:** Must include a copy of DD 214 and MA "A" School certificate (if applicable).

Package Submission:

Active Duty Applicants: E-mail package to: My Navy Career Center at: askmncc@navy.mil

RC2AC applicants: Apply via C-WAY. Once in "Approved Pending" status, e-mail package to: MA_ECM.fct@navy.mil

*** Ensure that all required documents are submitted together; partial submissions will delay processing ***

For any assistance, please contact the MA Enlisted Community Manager at: MA_ECM.fct@navy.mil.