

**Master at Arms (MA)
RC2AC Package Checklist**

Updated 13 October 2023

Eligibility Requirements:

Security

- Applicant must be a U.S. Citizen
- Security Clearance- Proof that SVM possesses a DONCAF adjudicated Secret - Security Clearance (no Interims accepted, NSIPS print out)

Academic

- ASVAB Scores VE+AR+MK+MC= 188 (FY24). Contact the Enlisted Community Manager for ASVAB waiver inquires
- Copy of MA A School certificate (if rated MA)

Performance

- A Letter of Recommendation from a rated MAC/MACS/MACM or Security Officer LDO (only 649x/749x series)
- Copies of evaluations covering the last 36 months
- No history of NJP/civilian misconduct in the past 36 months
- Meets PFA/BCA standards – Pass the last 2 PFAs. If no PFA on record, member will be required to complete PFA and submit results with complete package (Submit PRIMS or hard copy from member's CFL)

Physical

- Fit for full Duty/world-wide assignable documentation
- No history of mental health issues within the last 36 months
- Documented physical examination showing member has normal color and depth perception
 - Vision correction to 20/20 (DD FORM 2808)
 - Normal hearing test results within last 12 months
 - Endorsed by Medical Officer or IDC

Additional Documentation Requirements:

- 1306/7 requesting conversion to MA via A School, signed by the CO (also annotate "available dates if requesting before member's PRD)
- Color Copy of valid state driver license
- Lautenberg Act form / DD Form 2760
- Current and documented drug-screening test via NDSL within last 30 days (will accept memo/testing history from CMD UPC/ADMITS)
- Copy of DD 214
- Include any waiver requests with the package (i.e. a 6 point ASVAB waiver)

Note:

- * Obligated service requirement of 36 months post MA A School
- * Do not send a portion of the package, submission/receipt of all documents is required to approve conversion
- * E-MAIL COMPLETE PACKAGE TO: MA_ECM.FCT@NAVY.MIL