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Lateral Transfer Process

You can get information on the actual board here:

<https://www.mynavyhr.navy.mil/Career-Management/Boards/Administrative/Transfer-Redesignation/>

To be selected for IP lateral transfer, three criteria must be met:

- The IP community must select you at the lateral transfer board AND
- Your current community **MUST** have marked you as eligible for transfer prior to the board
- Your current community **MUST** grant you an out-quota during the board

It is HIGHLY RECOMMENDED that you speak to both your current OCM and your current detailee prior to applying for the board to verify whether or not your package is eligible for selection at the board.

IP Lateral Transfer Package Components and Requirements

NOTE: The most competitive candidates will contact the IP OCM to discuss eligibility and general competitiveness prior to package submission

Sea Duty Eligibility: Applicants **MUST** be both sea duty deployable and available for worldwide assignment. Lack of sea duty eligibility will likely lead to non-selection – contact the OCM to discuss possibilities.

SCI pre-screening Requirement

Applicants **MUST** complete a telephonic eligibility interview by contacting Fleet Cyber Command Security Directorate Field Office (CMCL: 850-452-6868) and informing the interviewer that the desired designator is 1820. Applicants **MUST** provide the letter from the C10F Security Directorate as part of the package in order to be considered.

Packages without a Favorable FCC SCI pre-screening memorandum **WILL NOT BE SELECTED**. Contact the OCM for any clarification.

APC Requirement: Applicants without a Master's degree **MUST** request to have an academic profile code (APC) calculated by the Naval Postgraduate School. Apply online and submit proof with the package.

APC Website: <http://www.nps.edu/Students/Prospective/index.html>

Undergraduate Degree information: Applicants must include their undergraduate transcript in their package unless they have a complete graduate degree. Preference will be given for

IT/Comp Science/Cyber Security majors and other STEM majors. Applicants with non-STEM majors can still be competitive. Contact the OCM for clarification.

Graduate Degree information: Applicants should include their graduate transcript in their package if applicable or include verifiable evidence if the degree is in progress. Preference will be given for IT/Comp Science/Cyber Security majors and other STEM majors. Applicants with non-STEM majors can still be competitive. Contact the OCM for clarification.

Qualifications and current community screenings: Candidates must be warfare qualified and it is preferred that they are positively screened in their current community (ie: DH-screened SWOs are preferred over those who did not satisfactorily screen). Contact the OCM for any clarifications or waiver requests.

Personal Statement (PS): Describes why you are interested in the IP community and what value/skills/benefits do you bring to IP (ie: why are you a good fit for IP). If you have any COMMO experience or IP-related experience (ex: Electronics DIVO), this is a good place to bring it up. Talk about why your education/Navy experience/civilian experience/interests and hobbies are relevant to the IP community and would improve your ability to excel. This is your chance to convince the board that you are very excited about the opportunity to be an IP and that you are the best candidate to become an IP out of all the available lateral transfer candidates.

Letters of Recommendation (LORs): LORs are good from people you have worked for - COs, XO, Department Heads, Instructors, etc - someone who can talk about your abilities, work ethic, adaptability, etc. Get a letter from an IP if possible. Ensure your letters address your potential capability as an IP officer if possible.

Certifications: Cybersecurity/networking certifications receive extra consideration, but are not required. Contact the OCM to discuss.

Lateral Transfer Package Best Practices

Well put-together packages consistently include the following items:

Proof of SCI pre-screening: Favorable SCI pre-screening memo from the FLTCYBERCOM SSO

Education: Transcript and proof of APC from NPS. Progress/completion of Master's included if applicable

Personal Statement: Well-written PS addressing both interest and IP community fit.

LORs: LORs from IPs and/or from current/past supervisors (COs, XOs, DHs, etc)

Certifications: Proof of any certifications held (Security+, Network+, CISSP, etc)

FITREPs: Any FITREPs specifically requiring attention (ex: FITREP that isn't in the record yet). All FITREPs in the applicant's will be reviewed, so if there isn't anything you specifically want to call out, don't include extra FITREPs.

Qualifications: Any completed Warfare Qualifications. This includes any in-progress/completed IP/IWO qualifications.

Highly Desirable Lateral Transfer Components

Preferred Education: An undergraduate or graduate degree in computer science, information systems technology, cyber security, space systems operations or engineering, systems networking, operational analysis, electrical engineering, electronic warfare, or other STEM-related field. It is preferable for applicants without a Master's to show completion of a calculus sequence (Calculus I and II) and a calculus-based physics sequence with a C average or better to support APC requirements (submitting the package with the APC calculated is the most effective way to demonstrate this).

Preferred Certifications: Packages with certifications are unusual and receive extra consideration.

Preferred Experience: Prior experience in IP-related jobs, activities, or fields. Examples include: ship/sub COMMO, electronics maintenance DIVO, computer/network helpdesk job as a civilian, computer/network building or programming hobby activities.

Personal Statement: Well-written PS addressing both interest and IP community fit. Prior IP related experience (ie: COMMO, CSO, Submarine COMMS Divo/DH, etc) receives extra consideration when called out here to address community fit.

Qualifications: Completed/partially completed IP BQ/IWO qualifications in addition to source community warfare qualification.

LORs: LORs from IPs (LCDR and above if possible) and current/past supervisors