

Cryptologic Technician (Maintenance) (CTM) Conversion Package Checklist

updated 23 September 2019

Eligibility Requirements:

NOTE: CTM requires TS/SCI clearance. An initial screening interview must be completed prior to submitting a conversion package. This interview is initiated via an SF-86 and can be completed using a fillable PDF available from:

https://www.public.navy.mil/bupers-npc/enlisted/community/crypto_it/Pages/default.aspx.

NOTE: The SF-86 must be submitted directly to the CTM ECM for processing. The SF-86 shall not be submitted by the command to an adjudicator. This way the command does not have to pay for the background investigation. Due to the personal information on this form, use encrypted email or via DoD SAFE <https://safe.apps.mil>. CAC login prompt uses SIGNATURE (aka Email) certificate or AUTHENTICATION certificate.

NOTE: Based on the results of the initial screening interview, Sailors will then be advised to submit the conversion package.

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)**

Academic

- ASVAB composite of MK+EI+GS+AR of 223 or greater **NO WAIVERS**

Service

- Pay grade E-4 only (pay grade restriction does not apply to PACT)
- No more than 6 years of service
- Within 1 year of PRD or EAOS and met Time on Station requirements

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 48 months (8 PFA cycles)
- Clean record for 36 months prior to request

Physical

- Eye sight - normal color perception
- Speech - no speech impediment
- Worldwide assignable – shore, ships, and subs

Package Documentation Requirements (after notification by CTM ECM to proceed with conversion):

- 1306/7 requesting conversion to CTM; signed by CO or delegated By Direction
- Copy of ASVAB scores
- Copies of evaluations for past 36 months
- PRIMS PFA and BCA results for last four years

- CWAY qualified job listing
- Page 13 volunteering for Submarine duty per MILPERSMAN 1306-402 (see example below)
- Package submitted to Active Duty Conversion desk (BUPERS-328) COMM: (901)874-4523/3048
MILL_RE_EXT_CONV.FCT@NAVY.MIL

Contact Information:

CTM ECM: (901) 874-3870

_____: 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.

Member's Signature

Witnessed: _____
(Commanding Officer, Executive Officer, CMC, or Command Career Counselor)

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