

# **Cryptologic Technician Interpretive (CTI) Conversion and “A” School Requests**

Updated JUNE 2026

**\*\*Read this checklist in its entirety\*\***

## **General CTI conversion information:**

Conversion to CTI can be a lengthy process and Sailors will continue to compete for advancement in their current rating until CTI training is complete if otherwise eligible per the advancement manual and any subsequent NAVADMINS.

**Note: Sailors will not normally be released from language training to attend Leadership Development Courses (LDC) required for advancement. Sailors should make all possible effort to attend LDC prior to departing their current command.**

Upon graduation from CTI “A” school at Defense Language Institute (DLI), Sailors will attend the cryptologic portion of training at Goodfellow AFB in San Angelo, TX. Training at DLI lasts from 9 to 18 months, depending on the language, and follow-on training at Goodfellow lasts ~3 months.

New CTI’s are typically stationed at one of five primary duty stations in Maryland, Georgia, Texas, Hawaii or Korea and the majority of billets for individual languages are located at the same operational sites. Therefore, CTI’s can expect to spend a significant portion of their careers in one location depending on language. This concentration of billets makes spouse co-location with non-CT Sailors and other service branch members extremely difficult. There are also some limited opportunities for assignment overseas.

Sea duty for CTI’s includes temporary assignments aboard surface ships and submarines as well as aircrew duty and tours with Naval Special Warfare. All applicants for CTI are required to volunteer for duty onboard submarines. No medical screening for submarine duty is required prior to acceptance. Sailors who are later found to be Not Physically Qualified (NPQ) will not normally lose their rating.

## **NOTES:**

**CTI does not participate in the STAR program. Sailors should convert to CTI using the “OBLISERV to Train” (OTT) option, if eligible. Information on the OTT program can be found in MILPERSMAN 1306-604 and associated references. OBLISERV will be 5 years (60 months) from language course start date.**

**Security eligibility requirements shall NOT be waived. The member **MUST** be a US citizen (no waivers) and all immediate family members must be either a US citizen or the citizen of a country on the “Low” list in the Intelligence Community Directive 704 (ICD-704) threat matrix.**

**Conversion to CTI requires screening by a FCC/C10F Special Security Representative, even if the member already possesses a TS or TS/SCI clearance. No final determination on conversion will be made until this review is complete. DO NOT submit clearance via the local command, this may delay the process. The CTI TECHAD/ECM will forward the SF86 to the FCC/C10F Special Security Representative, who will expedite review under FCC/C10F funding.**

# CTI Conversion Package Checklist

## Eligibility Requirements:

### Security (NO WAIVERS)

- Applicant must be a U.S. citizen.
- All of the applicant's immediate family must be a U.S. citizen or a citizen of a country on the "Low" list in the current ICD-704 threat matrix.

### Academic (Waivers on a case by case basis)

- ASVAB Composite of MK + VE  $\geq$  126 **or**
- ASVAB Composite of MK + VE  $\geq$  108 **and**  
Defense Language Aptitude Battery (DLAB) standard score  $\geq$  110 **or**
- ASVAB Composite of PC + MK  $\geq$  108 **and**  
Defense Language Aptitude Battery (DLAB) standard score  $\geq$  110

### Service

- Pay grade E-5 or below
- No more than 10 years of service

### Performance

- Evaluation marks at least "3.0" or higher and promotion recommendation of "P" or higher for past 36 months
- Meets PFA/BCA standards and has scored at least "Good" in all PFA categories.
- No NJP for 36 months prior to request

### Physical (medical screenings not required for conversion package)

- Normal hearing
- Worldwide assignable

## Package Documentation Requirements:

- 1306/7 requesting conversion to CTI
- Copy of DLAB score
- Copy of ASVAB scores
- Page 13 volunteering for Submarine Duty and confirming OBLISERV requirements per MILPERSMAN 1306-604 (Sample text below)
- Copies of evaluations for past 36 months
- PRIMS PFA and BCA Data for the past 4 PFA cycles
  
- Copy of SF-86 (Request for Security Clearance) \*\*\***DO NOT SUBMIT VIA CURRENT COMMAND**\*\*\*  
A fillable .pdf SF86 can be downloaded from: <https://www.gsa.gov/forms-library/questionnaire-national-security-positions>

## Optional Documentation:

- Defense Language Proficiency Test results – Must be less than one year since test
- Request for waiver – If applicant does not meet all requirements, waiver requests must be included on 1306/7

## CTI Conversion Request Submission Procedures

Submit conversion requests in accordance with the guidance provided via the MYNAVY HR web portal:  
<https://www.mynavyhr.navy.mil/Career-Management/Community-Management/Enlisted-Career-Admin/Active-Duty-Conversions/>

Conversion to CTI can be a lengthy process due to the security review requirement. Delays may also occur as a result of incomplete package submissions. Please ensure all required documents are included when submitting requests.

Applicants will not be approved for conversion into the CTI rating unless they are approved for conversion out of their current rating.

Conversion routing chain:

- Applicant's Chain of Command
- BUPERS-312 Conversions desk
- Applicant's current TECHAD/ECM
- CTI TECHAD/ECM (BUPERS-312 IW)
- BUPERS-312 Conversions desk

CTI TECHAD:

- Phone: (901) 874-2653, DSN: 882-2653

**All PII material provided for conversion shall be sent by encrypted email or via DoD SAFE share portal <https://safe.apps.mil>.**

The SF86 **SHALL NOT** be submitted by the command through a local SSO. Submitting via local command will result in further delays. **It is recommended that the completed SF86 be submitted separately from the conversion package to the CTI TECHAD, either by encrypted email or via the DoD SAFE share portal.**

**\*\*THIS IS ONLY THE TEXT AND SHALL BE PLACED INTO A  
NAVPERS 1070/613 Administrative Remarks (Page 13)\*\***

I hereby volunteer for duty in any type of submarine in the Atlantic or Pacific Fleet.

I understand my minimum initial 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.

I confirm I have read, understand, and will comply with MILPERSMAN 1306-604.