

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

Updated 27 AUG 2020

General CTI conversion information:

To see which, if any, CTI career path is open for Conversion-In, review the individual Community Overview links on the CTI Rating webpage.

In some cases, waivers may be considered, but they will normally only be approved for applicants with demonstrated proficiency in a critical foreign language, and/or an in-scope final TS/SCI clearance. If a waiver is necessary, a waiver request must be included in the conversion package.

Conversion to CTI can be a lengthy process and applicants will not be eligible for promotion while in the CTI school pipeline unless they are in a Category III or IV language. These Sailors are eligible to compete for advancement in their current rating through pay grade E-6. Those advancing to E-6 at any point prior to reporting to CTI “A” school may have their conversion approval rescinded.

Upon graduation from CTI “A” school, CTI’s are typically stationed at one of four primary duty stations in Maryland, Georgia, Texas, and Hawaii. The majority of all CTI billets are located at these duty stations, and most billets of individual languages are located at the same operational site. Therefore, CTI’s can expect to spend a significant portion of their careers in one location. This concentration of billets makes spouse co-location with non-CT Sailors and other service branch members extremely difficult. There are also some opportunities for assignment overseas.

Sea duty for CTI’s includes duty as Naval Aircrew, and temporary assignments on board ships and submarines. All applicants for CTI are required to volunteer for duty involving aerial flight and for duty onboard submarines. No medical screening for either program is required. Sailors who are later found to be Not Physically Qualified for either program will not normally lose their rating.

NOTES:

CTI does not participate in SCORE or STAR. Sailors should convert to CTI using the “Obligate to Train” (OTT) option if possible; this is covered in MILPERSMAN Article 1306-106, paragraph 4. Requests for OTT should be forwarded to BUPERS-328 for approval. Obligated service may be obtained with either an OTT extension or OTT conditional reenlistment once authorization is received from BUPERS-328.

Security eligibility requirements will 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 Threat Matrix listed in Intelligence Community Directive 704 (ICD-704).

Sailors will NOT be released from language training to attend leadership training required for advancement while at the Defense Language Institute (DLI). Sailors who will be eligible for advancement to PO1 within six months of their projected graduation date from DLI should attend leadership training prior to departing their current command, before arrival at DLI.

Conversion to CTI requires screening by a C10F/FCC Special Security Representative, even if the member already possesses a TS or TS/SCI clearance. No final determination will be made until this review is complete.

CTI Conversion Package Checklist

Eligibility Requirements:

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 from certain countries)

Academic

- ASVAB Composite of VE + MK = 126 **or**
- ASVAB Composite of GS+MK+VE = 162 **and**
Defense Language Aptitude Battery (DLAB) standard score = 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 - no PRT failures for the past 48 months (8 PFA cycles)
- Clean record for 36 months prior to request

Physical

- Normal hearing
- Worldwide assignable

Package Documentation Requirements:

- 1306/7 requesting conversion to CTI
- Copy of DLAB score
- Copy of ASVAB scores
- Copy of SF-86 (Request for Security Clearance)
A fillable .pdf SF86 can be downloaded from: http://www.public.navy.mil/bupers-npc/enlisted/community/crypto_it/Pages/default.aspx
- Page 13 volunteering for Aircrew Duty per MILPERSMAN 1220-010
- Page 13 volunteering for Submarine Duty per MILPERSMAN 1306-402
- Copies of evaluations for past 36 months
- PRIMS PFA and BCA Data for the past 8 PFA cycles

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

CTI Conversion Request Submission Procedures

Submit conversion requests in accordance with the guidance provided on the NPC conversions web page:
<https://www.public.navy.mil/bupers-npc/career/enlistedcareeradmin/Pages/AcdConv.aspx>

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. The status of conversion requests can be found on the NPC conversions web page.

Applicants cannot be approved for conversion in to the CTI rating unless they are approved for conversion out of their current rating.

Conversion routing chain:

- Applicant's Chain of Command
- BUPERS-328 – Enlisted Career Admin
- Applicant's current Enlisted Community Manager (ECM)
- CTI ECM (BUPERS-327C)
- BUPERS-328 – Enlisted Career Admin

References:

Latest CWAY NAVADMINs
MILPERSMAN 1440-010 – Change in Rating, Authorization
MILPERSMAN 1306-106 – Time On Station (TOS) and Retainability/Obligated Service (OBLISERV)
MILPERSMAN 1306-608 – Class “A” School Opportunities
MILPERSMAN 1306-618 – Class “A” School and Rating Entry Requirements
MILPERSMAN 1220-010 – Aircrew Program
MILPERSMAN 1306-402 – Qualification for Assignment to Submarine Duty

Contact Information:

NPC Conversions Desk:
- Phone: (901) 874-3048/4523, DSN: 882-3908
- Email: askmncc@navy.mil

CTI ECM:

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

Notes: Please do not contact the CTI detailers unless approved for conversion. Do not fax documents directly to the CTI ECM unless specifically requested. **All PII material provided for conversion shall be sent by encrypted email or via DoD SAFE share portal <https://safe.apps.mil>.**

All ratings requiring TS and TS/SCI clearances must have an SF86 included with the conversion package. The SF86 can be accessed at https://www.public.navy.mil/bupers-npc/enlisted/community/crypto_it/Pages/default.aspx. The SF86 **SHOULD NOT** be submitted by the command through a local SSO. **It is recommended that the completed SF86 be submitted separately from the conversion package, via the CTI ECM, either by encrypted email or the DoD SAFE share portal.** The CTI ECM will forward the SF86 to a C10F/FCC Special Security Representative, who will expedite review under C10F/FCC funding.

_____ : I, _____, hereby volunteer for the Aircrew Program. I understand the following concerning rigorous physical requirements of the Aircrew Program:

1. I am volunteering for aircrewman duty, which necessarily includes Naval Aircrewman Candidate School. If I voluntarily disenroll from training as an aircrewman student, I will no longer be eligible for further aircrew training. Initial: _____
2. I can swim. Initial: _____
3. I must be certified as a Second Class Swimmer before beginning aircrew training. Initial: _____
4. I must pass the Navy Physical Fitness Assessment (PFA) with a "satisfactory-medium" in all categories to enter aircrew school. Initial: _____
5. I must meet the following minimum physical fitness requirements to graduate from aircrew school:
 - a. Be able to perform extensive daily calisthenics.
 - b. Pass a Navy PFA with a "good-medium" in all categories for my age and gender.
 - c. Swim:
 - (1) 1 mile in flight suit in 80 minutes or less using sidestroke, breaststroke, or American crawl.
 - (2) 100 yards in full flight gear (flight suit, boots, helmet, gloves, and deflated life preserver) using each of the survival strokes for 25 yards (sidestroke, breaststroke, elementary backstroke, and American crawl), followed immediately by a 5-minute drown-proofing (face down prone float).
 - (3) In full flight gear, tread water for 2 minutes followed immediately by 3 minutes of drown-proofing.
 - (4) 200 yards (50 yards each breaststroke, elementary backstroke, sidestroke, and American crawl).
 - (5) Jump from a 12-foot tower and then swim 15 yards underwater wearing flight suit and boots using a modified breaststroke, immediately followed by floating using trouser inflation techniques.
 - (6) 75-yard flight equipment swim; 25 yards sidestroke; 25 yards breaststroke; 25 yards elementary backstroke; and 25 yards American crawl. Initial: _____

The Aircrew Program is physically demanding. My success will depend upon my own physical conditioning program, which I have established for myself prior to reporting.

Member's Signature

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

_____: 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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