

MILPERSMAN 1300-082

INTERSERVICE TRANSFER OF AN OFFICER INTO THE NAVY

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References	(a) 10 U.S.C. 651 and 716 (b) SECNAVINST 1000.7F (c) DoD Directive 1205.05 of 22 Apr 04 In addition, applications are subject to the relevant directives of the respective services as follows:
Army	U.S. Army Regulation 614-120 of 11 Jun 07
Marine Corps	P1100.73B, U.S. Marine Corps Order
Coast Guard	U.S. Coast Guard Personnel Manual (CG), Article 12A3
National Oceanic Atmospheric Administration	NOAA Directive Manual, Section 43, Chapter 56
Public Health Service	DoD Instruction 1300.04

Forms	<ol style="list-style-type: none"> 1. DD 368 (11-94), Request for Conditional Release 2. DD 2807-1 (3-07) (formerly SF-93), Report of Medical History 3. DD 2808 (10-05), Report of Medical Examination 4. OPNAV 3710/37A (7-05), Anthropometric Data Measurement Record 5. SF-86 (7-08), Questionnaire for National Security Positions 6. SF-507 (Rev. 11-96), Continuation of SF 93: Special - Aviation Applicant
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1. **Policy**

a. Per reference (a), the President may, within authorized strengths, transfer any commissioned officer with the officer's consent from the

- Army,
- Air Force,
- Marine Corps,
- Coast Guard,
- National Oceanic and Atmospheric Administration (NOAA),
or
- Public Health Service (PHS),

and appoint the officer in any of the other Uniformed Services. Except for reserve officers on inactive duty, the interservice transfers are approved by the Secretaries concerned, or a designated representative, for the President.

b. The transfer must be within authorized strength limitations of the gaining Uniformed Service and must be, by mutual agreement of the two departments concerned, in the best interests of the national defense. Interservice transfers will be disapproved if either the gaining or losing service does not concur.

2. **Request from Officers on Active Duty.** Requests for interservice transfer into the Navy made by

- officers on active duty lists of another Uniformed Service, or
- a naval activity on behalf of an officer on the active duty list of another Uniformed Service,

are discussed in this article. Applications must be received by Navy Personnel Command no later than 9 months in advance of the requested transfer date.

3. **Active Duty Application Contents.** Applications must contain the information and comply with the format prescribed by the parent Uniformed Service. Additionally, the following information and documents must be included:

ACTIVE DUTY APPLICATION CONTENTS	
a.	Conditional release from parent service.
b.	Verified statement from parent service headquarters that the officer concerned has neither failed selection for promotion in the present grade nor had his/her name removed from a promotion list.
c.	Source of original commission.
d.	Current DD 2808 (10-05), Report of Medical Examination, original and one copy.
e.	Current DD 2807-1 (3-07) (formerly SF-93), Report of Medical History.
f.	Resume of flying experience, when applicable, including <ul style="list-style-type: none">• date member entered training for original aeronautical rating,• rating held and date it was awarded,• total flying time, and• total jet time.
g.	A verified statement of service.
h.	One of the statements of understanding shown in the blocks below.
i.	A microfiche or digital copy of the officer's master personnel record.

4. **Approval Process.** The parent service should send applications to Secretary of the Navy, Washington, DC 20350, who will forward them to Navy Personnel Command (NAVPERSCOM), LDO/CWO Procurement and Lateral Transfers Branch (PERS-803) for review and evaluation.

(Continued on next page.)

IF ...	THEN ...
NAVPERSCOM recommends disapproval,	the application will be sent to Secretary of the Navy (SECNAV) with a proposal memorandum returning the application, disapproved, to NAVPERSCOM, which will notify the parent service and officer concerned.
NAVPERSCOM recommends approval,	the application will be sent to SECNAV for approval. If SECNAV disapproves, SECNAV will return it to NAVPERSCOM for return to the parent service.
The transfer is acceptable to both the parent and gaining services,	NAVPERSCOM will prepare active duty orders, obtain appointment documents from NAVPERSCOM (PERS-803), and coordinate the transfer with the parent service.
If an officer enters on active duty and is subject to placement on the active-duty list,	NAVPERSCOM may, with the officer's consent or at the officer's request, at any time prior to the convening of the selection board to consider their case, defer the officer's eligibility for consideration in zone or above zone for promotion by any active-duty promotion selection board for up to 1 year from the date the officer enters on active duty.

5. Requests for a Specific Officer. Requests from Navy activities for a specific officer will be sent to the following:

Navy Personnel Command
 Attn: PERS-803
 5720 Integrity Drive
 Millington, TN 38055-8010

Requests must be fully justified, showing that the transfer is in the best interest of the Navy, and include a statement, signed by the officer concerned, consenting to the transfer.

IF ...	THEN ...
NAVPERSCOM recommends disapproval,	the application will be sent to SECNAV with a proposed memorandum returning the application, disapproved, to NAVPERSCOM, which will notify the parent service and the naval activity concerned.
NAVPERSCOM recommends approval,	the application will be sent to SECNAV with a proposed memorandum for the parent service for action. If SECNAV disapproves, SECNAV will return the application to NAVPERSCOM for return to the naval activity.

6. **Statement of Understanding for Regular Active Officers.**

Regular officers must read and sign the following Statement of Understanding:

"I understand that if my request is approved, I will be required to serve at least 4 years of active service in the regular component and retain my commission for a minimum of 8 years at the option of the service. I understand my active duty obligation and permanent grade and date of rank will be that assigned to me by Navy Personnel Command upon appointment. I understand that if this transfer is for flight training, I will incur a minimum service obligation corresponding to U.S. Code, Title 10 law as described in Chapter 37, Section 653. I further understand that, as an officer in the Regular Navy, I may be assigned to a government-sponsored training program or directed on permanent change of station (PCS) orders to meet the needs of the service. If I am required to undergo such training or PCS, I understand this additional active service may be served concurrently with the initial period of minimum required service."

(signature of officer)
(typed name, grade)

7. **Applications from Officers on Inactive Duty**

a. Application may be made by reserve officers on inactive duty in a Reserve or Guard Component of another service for transfer into the Navy Reserve. Officers on inactive duty will normally be transferred in the grade held in their parent service on the day before transfer. An officer may be transferred in a lower permanent grade to appropriately reflect training and experience, using as guidelines the career development guidelines for the designator as established by Chief of Naval Operations (CNO).

b. Except for inactive duty aviators and flight officers, who should initiate the interservice transfer process through a local Navy Reserve aviation activity, inactive duty officers considering interservice transfer into the Navy Reserve should contact their nearest Navy Recruiting District (NAVCRUITDIST). Although NAVPERSCOM maintains primary responsibility for reviewing and adjudicating inactive duty officers' requests for interservice transfer into the Navy, Commander Navy Recruiting Command (COMNAVCRUITCOM) is critical to the completion of the application process per reference (b).

c. Navy Recruiters will do the following:

(1)	Serve as the initial point of contact for inactive duty officers (except for aviators and flight officers seeking duty in a flight status) considering inter- service transfer into the Navy.
(2)	Assist the officer, as necessary, with completing an SF-86 (7-08), Questionnaire for National Security Positions.
(3)	Schedule, as necessary, an applicant's required medical examination with a Military Entrance Processing Station (MEPS).
(4)	Obtain COMNAVCRUITCOM "physically qualified" determinations.
(5)	Witness Navy Reserve appointments as required.
(6)	Following appointment in the Navy Reserve, affiliate approved officers with a drilling Navy Reserve unit.

8. **Inactive-Duty Application Contents.** Requests are subject to the appropriate directives of the respective service. At a minimum, the following information must be included:

INACTIVE DUTY APPLICATION CONTENTS	
a.	Name. Applicant's last, first, and middle name.
b.	Service number (if applicable) and designator or Military Occupation Specialist (MOS).
c.	Current grade, date of rank, military specialty, and designator for which the member is applying.
d.	Branch. Branch of service and component.
e.	Present Assignment. Organization to which presently assigned.
f.	Service. Total years of commissioned service, active and reserve.
g.	Previous Interservice Transfers. Summary of any previous interservice transfers.
h.	Birth. Date and place of birth.
i.	Citizenship. Citizenship and how acquired.
j.	Summary of Duties. Summary of military duties performed. (Continued on next page.)

k.	Education and Qualifications. Brief statement of educational credentials and military and civilian professional or technical qualifications.
l.	Reason. Reason for requesting transfer.
m.	Recruiters' contact information. Rank, Name, Phone number, and E-mail address (if applicable).
n.	Contingent resignation. Contingent resignation, including the following statement: "I hereby tender my resignation from the (specify component) and request that it be accepted upon final approval of my application for transfer to the (specify component), and be effective as of the day before the date of my acceptance of the appointment in the (specify component)."
o.	Enclosures to the Request. The following documents will be enclosures to the official letter request. (1) Current DD 368 (11-94), Request for Conditional Release, approved by officer's Reserve Component headquarters or authorized personnel command per reference (c). (2) Resume. (3) Last three Fitness Reports. (4) DD 214 (2-00), Certificate of Release or Discharge from Active Duty (if applicable). (5) Verified statement from officer's Reserve Component headquarters of the officer's grade, date of rank, military specialty, and number of failed selections for promotion in current grade. (6) Complete up-to-date microfiche or digital record or entire paper copy of service record in order to complete accurate statement of service. (7) Joint Personnel Adjudication System (JPAS) printout indicating current security clearance or a completed SF-86 (7-08), Questionnaire for National Security Positions. (8) DD Form 2807-1 (3-07) (formerly SF-93), Report of Medical History. (9) Current DD Form 2808 (10-05), Report of Medical Examination. (10) COMNAVCRUITCOM physically qualified (PQ) letter or not physically qualified (NPQ) letter as applicable. (Continued on next page.)

	<p>(11) Latest point-capture report from the officer's Reserve Component.</p> <p>(12) For aviator and flight officers requesting aviation duty, the following additional items:</p> <ul style="list-style-type: none"> • Up-to-date flight physical examination • OPNAV 3710/37A (07-05), Anthropometric Data Measurement Record • SF-507 (Rev. 11-96), Continuation of SF 93: Special Aviation Applicant • Naval Operational Medical Institute's (NAVOPMEDINST's) endorsement that the officer is physically qualified for aviation • Current aeronautical rating • An endorsement from the reserve command possessing the available flying billet to which the individual will be assigned • An endorsement from the Wing Commander
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9. **Approval Process.** NAVPERSCOM will review and evaluate the application per this article and reference (b).

IF ...	THEN ...
NAVPERSCOM disapproves the application,	NAVPERSCOM will notify the applicant and parent service by letter and file the application without further action.
NAVPERSCOM approves the application,	The officer will be transferred. NAVPERSCOM will obtain appropriate appointment documents from NAVPERSCOM (PERS-803) and coordinate the transfer with the parent service.

10. **Where to Send Inactive Duty Applications.** Applications from inactive duty officers requesting interservice transfer into the Navy Reserve should be sent to the following:

Navy Personnel Command
 Attn: PERS-911
 5720 Integrity Drive
 Millington, TN 38055-9110