

MILPERSMAN 1300-082

INTER-SERVICE TRANSFER OF AN OFFICER INTO THE NAVY

Responsible Office	BUPERS-31 (Active officer members)	Phone:	DSN:	882-3102
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MyNavy Career Center	Phone: Toll Free	1-833-330-MNCC (6622)
	E-mail:	askmncc@navy.mil
	MyNavy Portal:	https://my.navy.mil/

References	(a) 10 U.S.C. (b) DoD Instruction 1300.04 of 25 July 2017 (c) AR 614-120 Inter-Service Transfer of Commissioned Officers, 2022 (d) COMDTINST 1000.4B (e) SECNAVINST 1000.7G (f) DCNO ltr 5612 Ser N00/012 of 9 Mar 23
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1. Policy

a. Per reference (a), section 651, the President may, within authorized strengths, transfer any commissioned officer, with the officer's consent, from the United States:

- (1) Army,
- (2) Air Force,
- (3) Marine Corps,
- (4) Space Force,
- (5) Coast Guard, or
- (6) Public Health Service to any of the other Uniformed Services.

b. The Secretaries concerned, or a designated representative for the President, approve the inter-Service transfers, except for Reserve officers on inactive duty.

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

2. **Request from Officers on Active Duty.** Officers on an active duty list of another Uniformed Service submitting requests for inter-Service transfer into the Navy are discussed in this article. Bureau of Naval Personnel (BUPERS) Military Community Management Department (BUPERS-3) must receive applications no later than 9 months in advance of the requested transfer date. Preferred method to send request is through e-mail: bupers3-ist.fct@navy.mil and the alternate method is through mail:

Bureau of Naval Personnel (BUPERS-3) ATTN: BUPERS-31 Bldg. 453 Room 238 5720 Integrity Drive Millington, TN 38055-0003

3. **Active Duty Application Contents.** Applications must contain the information required and comply with the format prescribed by the parent Uniformed Service per references (b) through (e). Additionally, the following information and documents must be included:

ACTIVE DUTY APPLICATION CONTENTS	
a.	Conditional release from parent Service. Note: The Marine Corps' conditional release must be approved by the Commandant of the Marine Corps
b.	Verified statement from parent Service headquarters that the officer concerned has neither failed selection for promotion in present grade, nor had his or her name been removed from a promotion list
c.	Source of original commission
d.	Current DD 2808 Report of Medical Examination (original and one copy)
e.	Current DD 2807-1 Report of Medical History

f.	Resume of flying experience (aeronautical applicants only) including: (1) Date Service member entered training for original aeronautical rating (2) Rating held and date it was awarded (3) Total flying time (4) Total jet time
g.	A verified statement of service
h.	One of the statements of understanding shown in the paragraphs below
i.	A digital copy of the officer's master personnel record

4. Delegation of Authority

a. The Secretary of the Navy is responsible for approving or disapproving inter-Service transfer requests, which was delegated to the Deputy Chief of Naval Operations for Personnel, Manpower, and Training (CNO N1). Per reference (f), authority to approve or disapprove all inter-Service transfer requests was further delegated to Deputy Chief of Naval Personnel (DEP CHNAVPERS).

b. In the event the delegation authority changes, the approval process will update to the newly revised authority. In the case of no delegated authority, the responsibility for approving or disapproving reverts to the Secretary of the Navy.

5. Approval Process. Officers should send their applications to DEP CHNAVPERS at the address shown in paragraph 2 for processing, review, and evaluation.

IF ...	THEN ...
DEP CHNAVPERS disapproves request,	The disapproved application will be returned to BUPERS-31 with a memorandum noting disapproved, which will be forwarded by BUPERS-31 to the parent Service and member concerned
DEP CHNAVPERS approves request,	The approved package will be sent to Navy Personnel Command (NAVPERSCOM) Board Administration Branch (PERS-804) for preparation and submission of the scroll to the Office of the Secretary of Defense and the Senate for approval, as required. Once the approved scroll is received, it is sent to NAVPERSCOM Officer Accessions and Promotions

	Branch (PERS-806) for appointment documents, which PERS-806 will send to the Service member via the parent Service. NAVPERSCOM Career Management Department (PERS-4) will prepare active duty orders, obtain appointment documents from PERS-806, and coordinate the transfer with the parent Service.
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b. If an officer enters the Navy on active duty, is subject to placement on the active duty list, and would be eligible for consideration by a promotion selection board as an "in-zone" or "above-zone" eligible officer within a year of placement on the active duty list, he or she will be deferred unless he or she specifically request consideration. The officer may waive this deferment and request consideration for promotion, in writing, as specified in the naval administrative (NAVADMIN) message which announces the officer's eligibility. Requests must be received no later than the convening date of the board.

6. **Statement of Understanding for Officers on Active Duty.**
Officers on active duty must read and sign the following statement of understanding:

<p>"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, permanent grade, and date of rank will be that assigned to me by NAVPERSCOM upon appointment. I understand that if this transfer is for flight training, I will incur a minimum service obligation corresponding to chapter 37, section 653 of U.S. Code, Title 10 law. I further understand that, as an officer on active duty, 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."</p> <p>(signature of officer) (typed name, grade)</p>

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

a. Applications for appointment into the U.S. Navy Reserve (USNR) may be made by officers on inactive duty of another Service without interruption to their career.

(1) Reservists must initiate the inter-Service transfer process through an USNR officer recruiter.

(2) Officers on inactive duty will normally be transferred in the grade held in their parent Service on the day before transfer.

(3) If the officer is on a promotion list to the next higher grade per reference (a), section 14308, the officer will be added to the Reserve active status list based on the officer's date of rank in his or her current grade in his or her current branch of Service.

(4) Per reference (e), an officer who has failed to select for promotion one or more times in his or her present grade or has been notified of mandatory retirement processing is ineligible to apply for an inter-Service transfer.

(5) Navy officer recruiters will do the following:

(a) 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.

(b) Assist the officer, as necessary, with completing [SF-86 Questionnaire for National Security Positions](#).

(c) Schedule, as necessary, an applicant's required medical examination with a military entrance processing station.

(d) Obtain Commander, Navy Recruiting Command (NAVCRUITCOM) (COMNAVCRUITCOM) "physically qualified" determinations.

(e) Witness and sign NAVPERS 1000/4 Officer Appointment Acceptance and Oath of Office into the USNR.

(f) Following appointment in the USNR, affiliate approved officers with a drilling USNR 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 names)
b.	Department of Defense identification number and designator or military occupation specialty
c.	Current grade, date of rank, military occupation specialty, and designator for which the Service member is applying
d.	Branch and component
e.	Present assignment (organization to which presently assigned)
f.	Service (total years of commissioned service (active and reserve))
g.	Previous inter-Service transfers (summary of any previous inter-Service transfers)
h.	Birth (date and place of birth)
i.	Citizenship (citizenship and how acquired)
j.	Summary of duties (summary of military duties performed)
k.	Education and qualifications (brief statement of educational credentials and military and civilian professional or technical qualifications)
l.	Reason for requesting transfer
m.	Recruiter's contact information (rank, name, phone number, and e-mail address (if applicable))
n.	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. The following documents will be enclosures to the official letter request:
1. Current [DD 368 Request for Conditional Release](#) approved by officer's Reserve Component headquarters or authorized personnel command per reference (b)
 2. Resume
 3. Last three fitness reports
 4. DD 214 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 occupation 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 to complete an accurate statement of service
 7. Defense Information System for Security printout indicating current security clearance or a completed [SF 86 Questionnaire for National Security Positions](#). If clearance is not current and [SF 86](#) is not completed, include legal action, pending legal action, convictions, or financial delinquencies since the last security clearance investigation. The Information Warfare Community requires a completed sensitive compartmented information suitability pre-screen with the local Naval Information Forces Reserve readiness center's special security officer.
 8. [DD 2807-1](#)
 9. Current [DD 2808](#)
 10. COMNAVCRUITCOM "physically qualified" or "not physically qualified" letter (as applicable)
 11. Latest point-capture report from the officer's Reserve Component

<p>12. For aviator and flight officers requesting aviation duty, the following additional items are required:</p> <ul style="list-style-type: none">a. Current DD 2992 Medical Recommendation for Flying or Special Operation Duty (flight physical examination)b. OPNAV 3710/37A (07-05) Anthropometric Data Measurement Recordc. SF 507 Medical Record as a continuation of SF 93 Report of Medical History (note "Special Aviation Applicant" on block 6 of SF 93)d. Naval Operational Medical Institute's endorsement stating the officer is physically qualified for aviatione. Current aeronautical ratingf. Endorsement from the Reserve command possessing the available flying billet to which the individual will be assignedg. Endorsement from the wing commander of the unit to which the officer will be assigned <p>13. Medical Corps, Dental Corps, Medical Service Corps, or Nurse Corps applicants who are applying for a clinical sub-specialty will include a favorable credentials verification letter from the Bureau of Medicine and Surgery Centralized Credentials and Privileging Department in their application package.</p>
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9. **Submission and Approval Process.** Applications will be submitted through Personalized Recruiting for Immediate and Delayed Enlistment Modernization II (PRIDE Mod II) to NAVCRUITCOM's Navy Veteran Program Manager (N31) who will then forward the application to NAVPERSCOM Reserve Officer Status Branch (PERS-911). PERS-911 will coordinate a review of the application with BUPERS Reserve Officer Community Management Branch (BUPERS-351) for evaluation and recommendation per this article and reference (b).

a. If NAVPERSCOM disapproves the application, PERS-911 will notify COMNAVCRUITCOM by letter via PRIDE MOD II, and file the application without further action.

b. If NAVPERSCOM approves the application, PERS-911 will notify COMNAVCRUITCOM by letter via PRIDE MOD II, to request the NAVPERS 1000/4 from NAVPERSCOM Career Progression Division (PERS-80) and coordinate the transfer with PERS-911 and the parent Service.