

**17 JULY 2003**



**Personnel**

**INTERSERVICE TRANSFER OF OFFICERS  
TO THE UNITED STATES AIR FORCE (USAF)  
AND THE UNITED STATES AIR FORCE  
RESERVE (USAFR)**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**NOTICE:** This publication is available digitally on the AFDPO WWW site at:  
<http://www.e-publishing.af.mil>

---

OPR: HQ AFPC/DPPAOO (Blanche Thompson)

Certified by: HQ AFPC/DPP  
(Col Dale M. Vande Hey)

Supersedes AFI 36-2004, 1 October 1998.

Pages: 10

Distribution: F

---

This instruction explains how Regular, Guard and Reserve commissioned officers may transfer to the USAF and USAFR. It interfaces with Air Force Policy Directive 36-20, *Accession of Air Force Military Personnel*, and implements Department of Defense (DoD) Directives 1205.5, *Transfer of Members Between Reserve and Regular Components of the Military Services*, 10 April 1995 and 1300.4, *Inter-Service Transfer of Commissioned Officers*, 15 November 1996. The requirements in this instruction remain in effect during contingencies or wartime.

This instruction directs collecting and maintaining information subject to the Privacy Act of 1974 authorized by Title 10, United States Code (U.S.C.), Sections 716, *Commissioned officers: transfers among armed forces and from the National Oceanic and Atmospheric Administration, and from the Public Health Service* and 8013, *Secretary of the Air Force*. System of Records Notice F036 AF PC P, *Application for Appointment and Extended Active Duty Files*, also applies. Process supplements that affect any military personnel function as shown in Air Force Instruction (AFI) 33-360, volume 1, *Publications Management Program*. HQ AFPC/DPPAOO must coordinate on all supplements. Refer to **Attachment 1** for the Glossary of References and Supporting Information. Maintain and dispose of records created as a result of prescribed process in accordance with AFM 37-139, *Records Disposition Schedule*. Send comments and suggested improvements of this AFI on AF IMT 847, Recommendation for Change of Publication, to (HQ AFPC/DPPAOO), 550 C Street West Suite 10, Randolph AFB, TX 78150-4712.

**SUMMARY OF REVISIONS**

This revision explains that the date of rank of Public Health Officers and officers not on the Reserve Active Status List (RASL) in any active Reserve component will be adjusted. It includes the processing of transfers from the Guard and Reserve of other uniformed services. A bar (|) preceding the title indicates revision from the previous edition.

## 1. Overview.

1.1. An officer must meet the eligibility criteria for appointment in AFI 36-2005, *Appointment in Commissioned Grades and Designation and Assignment in Professional Categories -- Reserve of the Air Force and United States Air Force*, or AFI 36-2610, *Appointing Regular Air Force Officers and Obtaining Conditional Reserve Status*.

1.2. Transfers require that members be discharged or terminated from their current commissions and appointments without interrupting total service. Transferring service people receive credit for accrued total service before transfer.

1.3. Refer to AFI 36-3207, *Separating Commissioned Officers*, for transfer of Air Force officers on the active duty list to other Uniformed Services.

## 2. Authorized Grades.

2.1. Except as stated in paragraphs [2.1.1.](#), [2.2.](#) and [2.3.](#), an officer's current grade and date of rank (DOR) remain the same after transfer as on the day before transfer from the parent service.

2.1.1. Officers who have spent time in the Inactive Reserve may have their DOR adjusted.

2.2. Public Health Service officers and officers not on the RASL in the Inactive Reserve will have their date of rank adjusted.

2.3. A commissioned officer with constructive service credit for education, training, or experience who transfers to a different (noncomparable) category loses those credits. The officer receives the grade, DOR, and service dates appropriate for the credit granted in the new category.

## 3. Applying for Transfer.

3.1. Officers from Other Active Duty Uniformed Services Who Want To Join the Active Air Force. These officers must request transfers according to the rules and regulations of their parent services. Officers must get transfer requests approved by the Secretary of their parent uniformed service before sending requests to Headquarters (HQ) Air Force Personnel Center (AFPC)/DPPAOO.

3.2. Air Force Agencies Desiring Services of Officers of Other Uniformed Services. The agencies submit their request through the major commands (MAJCOM) to HQ AFPC/DPPAOO, which forwards them to the Secretary of the parent uniformed services for approval or disapproval. The applications must include statements signed by the officers consenting to the transfers.

3.3. Line Guard and Reserve Officers From Other Uniformed Services Who Want to Join the Active Air Force. Before starting the process, these officers should contact HQ AFPC/DPPAOO at the address or phone number indicated in [Attachment 1](#). HQ AFPC/DPPAOO will put them in contact with the appropriate assignment officer to determine that the transfer meets the needs of the Air Force. DPPAOO will initiate the conditional release. When an approved conditional release is received, the officer submits the application at the address in [Attachment 1](#). When the process is complete and the officer is selected, HQ AFPC/DPPAOO will send the completed conditional release and the oath of office to the losing agency so they may discharge the member.

3.4. Guard and Reserve Officers From Other Uniformed Services Who Want to Join the Air National Guard (ANG) or Air Force Reserve. Members interested in transferring to the ANG or USAFR should contact a recruiter in their local area for information and assistance. Members interested in the ANG

should call 1-800-864-6264 to obtain the recruiter located closest to them. Members interested in the Reserve should call 1-800-257-1212.

#### 4. Documenting Applications.

##### 4.1. Each Applicant. Include:

- 4.1.1. Follow the procedures established by the parent service.
  - 4.1.2. Copy of the applicant's microfilmed master personnel record (MPerR). If a copy of the MPerR is not available, an officer must verify all appointments using other documents.
  - 4.1.3. Performance reports.
  - 4.1.4. Statement that the applicant does not currently have failed promotion status.
  - 4.1.5. Source of the applicant's original commission.
  - 4.1.6. Standard Form 88, **Report of Medical Examination**, Standard Form 93, **Report of Medical History**, and tracings of a standard 12-lead electrocardiogram (EKG).
  - 4.1.7. Résumé of flying experience including:
    - 4.1.7.1. Date the member began flight training.
    - 4.1.7.2. Current aeronautical rating and rating award date.
    - 4.1.7.3. Total flying time and total jet time.
  - 4.1.8. Verified statements of:
    - 4.1.8.1. Promotion and grade history (to determine the officer's position on the active duty list or the Reserve Active Status List).
    - 4.1.8.2. Service including Reserve time and points.
  - 4.1.9. Type of completed security investigation and clearance if this documentation is not in the MPerR.
  - 4.1.10. Statement of Understanding as shown in [Attachment 2](#).
  - 4.1.11. AF Form 2030, **USAF Drug and Alcohol Abuse Certificate**. Include a drug abuse circumstances statement (refer to AFI 36-2005, Appointment in Commissioned Grades and Designation and Assignment in Professional Categories—Reserve of the Air Force and United States Air Force (Temporary), attachment 4).
  - 4.1.12. DD Form 368, **Request for Conditional Release** (Guard and Reserve officers only).
  - 4.1.13. The officer's statement that he or she received counseling about the Air Force Direct Deposit/Electronic Funds Transfer (DD/EFT) policy. HQ AFPC/DPPAOO sends active duty officers a statement to sign. Guard and Reserve officers must initial the direct deposit statement in block 13 of AF Form 24, **Application for Appointment as a Reserve of the Air Force or USAF without component**, to comply.
- 4.2. Navy and Marine Corps Pilots. Document completed undergraduate flight training (fighter, multi-engine, or helicopter) and any subsequent flight training courses.

4.3. Army Pilots. Document completed undergraduate flight training programs (fixed wing and rotary wing training).

4.4. Health Care Practitioners. Contact HQ AFPC/DPAM (Medical Service Officer Management Division) and request AF Form 1540, **Application for Clinical Privileges**, AF Form 1541, **Credentials Continuing Health Education Training Record**, and AF Form 1562, **Credentials Evaluation of Health Care Practitioners**. Medical service officers should also summarize their professional qualifications. Members applying for transfer to the USAFR obtain these documents from their Air Force Reserve recruiter.

4.5. Uniformed Services University of Health Sciences (USUHS) Students. USUHS students are not considered to be on the Active Duty List and do not process their applications directly through their parent service. Applications for transfer are made through a Board of Review for Interservice Transfer (BRIT) at the Uniformed Services University, Bethesda, Maryland. The results of the BRIT are part of the application package. Approved applications are sent to the respective parent service for further processing.

4.6. Judge Advocate Applicants. Applicants for the Judge Advocate General's Department Reserve may contact the following for additional information concerning application requirements: for unit positions—the unit Staff Judge Advocate (SJA) or AFRC/JA; and for IMA positions--HQ ARPC/JAR.

## **5. Processing Applications For Active Duty Air Force.**

5.1. Ineligible Applications. HQ AFPC/DPPAOO returns applications that don't meet the Air Force eligibility criteria or criteria for an interservice transfer to the parent service.

5.2. Eligible Applications. HQ AFPC/DPPAOO processes and prepares eligible applications. It presents such applications to the USAF Interservice Transfer of Commissioned Officers Board (ITCOB). The senior officers that comprise the ITCOB review and evaluate each request according to this instruction. The ITCOB considers a request only once during a 12-month period. HQ AFPC/DPPAOO returns disapproved requests to the applicant through the parent service.

5.3. Approved Applications. When the President of the USAF ITCOB approves a request, the two services manage the transfer. HQ AFPC/DPPAOO:

- 5.3.1. Obtains assignment instructions from the personnel assignments officer.
- 5.3.2. Prepares active duty orders on Line of the Air Force (LAF) officers.
- 5.3.3. Obtains appointment documents from HQ AFPC/DPPPOC for Regular officers.
- 5.3.4. Prepares appointment documents for Reserve officers.
- 5.3.5. Coordinates the transfer with the parent uniformed service.
- 5.3.6. Forwards their records to HQ AFPC/DPSAM.

## **6. Processing Applications for the Reserve of the Air Force.**

6.1. Ineligible Applications. HQ ARPC/DPABA states the reason for the ineligibility and returns applications that do not meet the Air Force Reserve eligibility criteria to the appropriate authority.

6.2. Eligible Applications. HQ ARPC/DPABA processes eligible applications for the Air Force Reserve. If the application is disapproved at any level HQ ARPC/DPABA returns the application to the appropriate authority. Unit Staff Judge Advocates and HQ ARPC/JAR accept applications for positions they manage. Applications are processed through judge advocate channels to The Judge Advocate General (TJAG) for approval. When approved, TJAG forwards the application to HQ ARPC/DPABA for further processing IAW paragraph 6.3. of this directive.

6.3. Approved Applications. HQ ARPC/DPABA processes the applications through distribution.

## 7. Information Collections, Records, and Forms.

7.1. Information Collections. No information collections are created by this publication.

7.2. Records. No records are created by this publication.

7.3. Forms Prescribed.

7.3.1. Adopted Forms. AF IMT 847, **Recommendation for Change of Publication**; AF Form 2030, **USAF Drug and Alcohol Abuse Certificate**; AF Form 1540, **Application for Clinical Privileges**; AF Form 1541, **Credentials Continuing Health Education Training Record**; AF Form 1562, **Credentials Evaluation of Health Care Practitioners**; AF Form 2030, **USAF Drug and Alcohol Abuse Certificate**; DD Form 368, **Request for Conditional Release**; SF 93, **Report of Medical History**, and SF 88, **Report of Medical Examination**.

7.3.2. Prescribed Forms. No forms are prescribed by this publication.

RICHARD E. BROWN III, Lt General, USAF  
DCS/Personnel

## Attachment 1

### GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

#### ***References***

Title 10, U.S.C., Section 716, *Commissioned officers: transfers among the armed forces, the National Oceanic and Atmospheric Administration, and the Public Health Service*

Title 10, U.S.C., Section 10211, *Policies and regulations: participation of Reserve officers in preparation and administration*

Title 10, U.S.C., Section 10305, *Air force Reserve Forces Policy Committee*

Title 10, U.S.C., Section 12310, *Reserves: for organizing, administering, etc, reserve components*

Title 10, U.S.C., Section 12402, *Army and Air National Guard of the United States; Commissioned Officers; Duty in National Guard Bureau*

Title 32, U.S.C., Section 708, *Property and Fiscal Officers*

DoD Directive 1205.5, 10 April 1995, *Transfer of Members Between Reserve and Regular Components of the Military Services*

DoD Directive 1300.4, 15 November 1996, *Interservice Transfer of Commissioned Officers*

AFPD 36-20, *Accession of Air Force Military Personnel*

AFI 36-2005, *Appointment in Commissioned Grades and Designation and Assignment in Professional Categories—Reserve of the Air Force and United States Air Force (Temporary)*

AFI 36-2107, *Active Duty Service Commitments (ADSC)*

AFI 36-2610, *Appointing Regular Air Force Officers and Obtaining Conditional Reserve*

AFI 36-3207, *Separating Commissioned Officers*

#### ***Abbreviations and Acronyms***

**ADSC**—Active Duty Service Commitment

**AFPC**—Air Force Personnel Center

**ANG**—Air National Guard

**ARPC**—Air Reserve Personnel Center

**BRIT**—Board of Review for Interservice Transfer

**CRS**—Conditional Reserve Status

**DoD**—Department of Defense

**DOR**—Date of Rank

**EAD**—Extended Active Duty

**EKG**—Electrocardiogram

**HQ**—Headquarters

**ITCOB**—Interservice Transfer of Commissioned Officers Board

**LAF**—Line of the Air Force

**MperR**—Master Personnel Record

**PCS**—Permanent Change of Station

**SAF**—Secretary of the Air Force

**RASL**—Reserve Active Status List

**U.S.C**—United States Code

**USUHS**—Uniformed Services University of Health Sciences

### **Terms**

**Extended Active Duty**—(defined only as it applies to this AFI) A tour of active duty (normally more than 90 days) by a member of the Air Reserve. Strength accountability for persons on EAD changes from the Air Reserve to the active force. Members do not receive credit for inactive duty training and active duty in a service academy or armed forces preparatory school.

**Transfer**—When moving from one uniformed service to another, transfer is a discharge from the parent service on one day and appointment in the gaining service on the next.

**Uniformed Services or Uniformed Services Component**—The Army, Navy, Air Force, Marine Corps, Coast Guard, National Oceanic and Atmospheric Administration, and Public Health Service.

**Reserve Active Status List**—A list of all Reserve of the Air Force Officers in an active status, not on the Active Duty List (ADL), and in the order of seniority of the grade in which they are servicing. Officers serving in the same grade shall be carried in the order of the rank in that grade.

### **Addresses**

Office of the Secretary of the Air Force  
1670 Air Force Pentagon  
Washington DC 20330-1670

HQ AFPC/DPPA00  
550 C Street West, Suite 10  
Randolph AFB TX 78150-4712

HQ ARPC/DPABA  
6700 East Irvington Place #2400  
Denver CO 80280-2400

HQ ANG/DPE  
Jefferson Place One  
1411 Jefferson Davis Highway  
Arlington VA 22202-3231

HQ AFPC/DPPAOR  
550 C Street West, Suite 10  
Randolph AFB TX 78150-4712

HQ AFPC/DPAMF  
550 C Street West, Suite 27  
Randolph AFB TX 78150-4729

AR-PERSCOM Attn: ARPC-PRS  
1 Reserve Way  
St Louis MO 63132-5200

Navel Personnel Center NPC 313  
5720 Integrity Dr  
Millington TN 38055-3136

Director, Marine Corps  
Reserve Support Center  
15303 Andrews Road  
Kansas City MO 64147-1207



**Attachment 2****STATEMENT OF UNDERSTANDING****(INITIAL APPROPRIATE BLOCK AND SIGN)****A2.1. For Regular Officers, Line Guard/Reserve Officers, and Guard/Reserve Judge Advocates Applying for Active Duty Air Force.**

1. I am a Regular officer whose competitive category is: \_\_Line \_\_Chaplain \_\_Judge Advocate \_\_Medical Corps \_\_Dental Corps \_\_Nurse Corps \_\_Biomedical Sciences Corps \_\_Medical Service Corps or I am a Guard/Reserve officer whose competitive category is: \_\_Line \_\_Judge Advocate.
2. I understand if my request for transfer is approved, I will be ordered into active military service with the Air Force and must serve an initial active duty service commitment (ADSC) of 4 years (3 years for chaplains) before I will be eligible for separation or release from active duty.
3. I understand the Secretary of the Air Force will assign my grade and date of rank at the time of my appointment.
4. I understand I may be assigned to a government-sponsored training program or a permanent change of station (PCS) to meet Air Force needs. If I must undergo such training or PCS, I understand I must serve any additional ADSC that is appropriate for the training I received or my PCS assignment according to AFI 36-2107, *Active Duty Service Commitments (ADSC)*.

officer's signature  
(typed name, grade)

(date)

**A2.2. For All Other Reserve Officers Applying for the Active Duty Air Force.**

1. I am a Guard/Reserve officer whose competitive category is: \_\_Chaplain \_\_Medical Corps \_\_Dental Corps \_\_Nurse Corps \_\_Biomedical Sciences Corps \_\_Medical Service Corps.
2. I understand the Secretary of the Air Force (SAF) will assign my grade and date of rank at the time of my appointment.
3. I understand if my request for transfer is approved, I will be ordered into active military service with the Air Force and must serve an initial active duty service commitment (ADSC) of 4 years (3 years for chaplains) and I will be released from extended active duty (EAD) after I finish my initial ADSC unless I receive a Regular Air Force appointment or Conditional Reserve Status (CRS). I understand the SAF can release me from EAD before I complete my initial ADSC.
4. I further understand if I receive and accept a Regular Air Force appointment or CRS, my previous release from EAD is nullified and a change in law, instruction, or policy can require my separation even if I agree to serve in CRS.

5. If, after accepting a Regular Air Force appointment, I want to resign my commission and separate from active duty, I must resign under appropriate directives.
6. If I accept CRS and want release from EAD, I must apply under the appropriate directives. I understand such release depends on getting the approval of the SAF.

officer's signature  
(typed name, grade)

(date)