



Headquarters  
Department of the Army  
Washington, DC  
11 January 2022

**\*Army Regulation 614–120**

Effective 11 February 2022

**Personnel—General**

## **Inter-Service Transfer of Commissioned Officers**

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By Order of the Secretary of the Army:

**JAMES C. MCCONVILLE**  
*General, United States Army*  
*Chief of Staff*

Official:

  
**MARK F. AVERILL**  
*Acting Administrative Assistant*  
*to the Secretary of the Army*

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**History.** This publication is an administrative revision. The portions affected by this administrative revision are listed in the summary of change.

**Authorities.** This regulation implements Section 716, Title 10, United States Code.

**Applicability.** This regulation applies to the Regular Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve, unless otherwise stated. It also applies to Army commissioned officers on the active duty list or the reserve active status list requesting Inter-Service transfer to another Uniformed Service active duty list or the reserve active status list (including the U.S. Coast Guard at all times, including when it is a Service in the Department of Homeland Security by agreement with that Department). It applies to the Commissioned Corps of the United States Public Health Service, under agreement with the Department of Health and Human Services; and the Commissioned Corps of the National Oceanic and Atmospheric Administration Corps, under agreement with the Department of Commerce, in the instance of a commissioned officer transferring from United States Public Health Service or National Oceanic and Atmospheric Administration Corps to a Military Service. This regulation does not apply to enlisted members. This regulation is applicable during mobilization.

**Proponent and exception authority.** The proponent of this regulation is Deputy Chief of Staff, G–1. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or its direct reporting unit or field operating agency in the grade of colonel or the civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent. Refer to AR 25–30 for specific requirements.

**Army internal control process.** This regulation contains internal control provisions in accordance with AR 11–2 and identifies key internal controls that must be evaluated (see appendix B).

**Suggested improvements.** Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Commander, U.S. Army Human Resources Command (AHRC–FSF–OA), 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5402.

**Distribution.** This regulation is available in electronic media only and is intended for the Regular Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve.

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\*This regulation supersedes AR 614–120, dated 20 June 2016.

# ***SUMMARY of CHANGE***

AR 614–120

Inter-Service Transfer of Commissioned Officers

This administrative revision, dated 31 January 2024—

- Updates office symbols (title page, figs 2–1 and 2–2, and B–6).
- Makes administrative changes (throughout).

This major revision, dated 11 January 2022—

- Changes title from Inter-Service Transfer of Army Commissioned Officers on the Active Duty List to Inter-Service Transfer of Commissioned Officers (cover).
- Updates policy outlined in DoDI 1300.04 (throughout).

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## **Chapter 1**

### **Introduction**

#### **1–1. Purpose**

To establish policies, procedures, and assignment of responsibilities governing the Inter-Service transfer of commissioned and warrant officers. The transfer of commissioned officers on the active duty list (ADL) or the reserve active status list (RASL) of a uniformed service to the ADL or RASL of another pursuant to Section 716, Title 10, United States Code (10 USC 716).

#### **1–2. References, forms, and explanation of abbreviations**

See appendix A. The abbreviations, brevity codes, and acronyms (ABCAs) used in this electronic publication are defined when you hover over them. All ABCAs are listed in the ABCA database located at <https://armypubs.army.mil/abca/>.

#### **1–3. Associated publications**

This section contains no entries.

#### **1–4. Responsibilities**

a. The Assistant Secretary of the Army (Manpower and Reserve Affairs) (ASA (M&RA)) will indicate final concurrence or non-concurrence for the Army when the Commanding General (CG), U.S. Army Human Resources Command (HRC); Chief of Chaplains (CCH); The Judge Advocate General (TJAG); or The Surgeon General (TSG), as appropriate, concurs with the proposed transfer.

b. The Deputy Chief of Staff, G–1 will act as an intermediate review authority between the CG, HRC; CCH; TJAG; TSG; and the ASA (M&RA).

c. The CG, HRC; CCH; TJAG; or TSG, as appropriate, will—

- (1) Monitor program policies and procedures.
- (2) Process all applications for Inter-Service transfer for their respective population.
- (3) Concur or non-concur with the proposed transfer.
- (4) Accomplish the transfer when it is acceptable to both the losing and gaining uniformed services.
- (5) Disapprove the transfer request if either the losing or gaining uniformed service does not concur.
- (6) Provide strength data for their respective population, by—

(a) Appointing a Headquarters, Department of the Army (HQDA) program manager for the Human Resource Support System.

(b) Designating HQDA proponents for each Human Resource Support System function and core competency.

d. Commanders of Army commands, Army service component commands, and direct reporting units will process applications for Inter-Service transfer of Army commissioned or warrant officers in accordance with the provisions of this regulation.

*Note:* Commanders of commissioned or warrant officers of other uniformed services process applications for Inter-Service transfer to the Army in accordance with the provisions of their respective service regulations.

#### **1–5. Records management (recordkeeping) requirements**

The records management requirement for all record numbers, associated forms, and reports required by this publication are addressed in the Records Retention Schedule–Army (RRS–A). Detailed information for all related record numbers, forms, and reports are located in Army Records Information Management System (ARIMS)/RRS–A at <https://www.arims.army.mil>. If any record numbers, forms, and reports are not current, addressed, and/or published correctly in ARIMS/RRS–A, see DA Pam 25–403 for guidance.

#### **1–6. Policy**

a. Commissioned or warrant officers who are qualified to contribute to an activity of another uniformed service may be transferred and reappointed into another military service without interrupting their Service careers.

b. Transfers are subject to concurrence of both the gaining and losing uniformed services.

- c. No officer will be transferred without their written request or consent.
- d. Transfer, mainly in technical fields, is to permit the fullest possible use of officers with critical or unusual skills. However, transfers between the uniformed services are not restricted to technical specialists.
- e. Release of an officer for an Inter-Service transfer under this regulation, is not a release from fulfillment of the military service obligation, established by 10 USC 651, 10 USC 10145, 10 USC 10146, 10 USC 12104, or 10 USC 12208 or any other active duty obligation. However, additional service performed after a transfer will be counted toward fulfillment of such obligations.
- f. Officers will be transferred only within authorized strength limitations of the gaining uniformed service.
- g. No officer will be transferred from one uniformed service and reappointed in another uniformed service with a precedence or relative rank higher than that held on the day before transfer.
- h. No officer of a Regular Component may be transferred to a Reserve Component of another Service nor may a Reserve Component officer be transferred to a Regular Component of another Service. The National Oceanic and Atmospheric Administration (NOAA) Commissioned Corps does not have a Reserve Component.
- i. A commissioned officer or warrant officer who has incurred a financial obligation or received an incentive payment for the current term of appointment must honor the conditions of the incentive or financial obligation pursuant to Department of Defense (DoD) Financial Management Regulation (FMR) 7000.14–R, Chapter 2 of Volume 7A.
- j. The transfer of a commissioned officer or warrant officer from a Reserve Component of one military service to a Reserve Component of another military service or from the Ready Reserve Corps of United States Public Health Service (USPHS) to a military service will be to a category of equal or greater mobilization potential. This requirement may be waived if the Secretaries of the Military Departments concerned or TSG of the USPHS concur.
- k. Army officers may request an Inter-Service transfer, to another uniformed service, 12 months prior to the expiration date of their service obligation incurred under the provisions of AR 350–100, AR 351–3, and AR 27–1.
- l. Termination of current commission and reappointment in the gaining uniformed service will be accomplished without interrupting the officer's total service. Officers who transfer will receive credit for the total amount of unused leave and military service accrued as of the date prior to transfer.
- m. Applications from officers, who have been non-selected for promotion in their current grade, will not be considered.
- n. Applications from officers who already applied for Inter-Service transfer within the last year are ineligible to apply.
- o. Officers who have a mandatory release or mandatory removal date, have an approved retirement, are being involuntarily separated, or have been separated prior to finalization of their request, are ineligible to apply.

## **Chapter 2**

### **Inter-Service Transfer into the U.S. Army**

#### **2–1. Transfer to the Department of the Army**

- a. Inter-Service transfers to the Department of the Army may be requested either by the gaining service or by the officer concerned.
- b. In accordance with 10 USC 716, transfers will be made only within the authorized strength limitations of the Army.
- c. If an officer requests an Inter-Service transfer to the Department of the Army, then the officer will send the request through their chain of command of their Service. If their Service approves the transfer request, then the officer will forward their request to the CG, HRC; TJAG; CCH; and ASA (M&RA) as appropriate.
- d. If their Service disapproves their transfer request, then the officer concerned may elevate the request to the Under Secretary of Defense for Personnel and Readiness.
- e. If the transfer request is approved by their Service but disapproved by the CG, HRC; TJAG; CCH; and ASA (M&RA) as appropriate, then the officer concerned shall not be transferred.
- f. If the transfer request is approved by both their Service and U.S. Army, then CG, HRC will prepare active duty orders, initiate appointment documents, and coordinate the transfer with their Service.

g. An ADL officer who is transferred to the Army must agree to serve at least 3 years on active duty after transferring. A RASL officer must agree to serve at least 3 years of obligated service.

h. Transfer will be accomplished by discharge or termination of presently held commission and appointment in the U.S. Army without interruption of total service.

## **2-2. Applications**

Inter-Service transfer requests concerning officers who desire to join the Army will be processed through their respective Services normal command channels to Commander, U.S. Army Human Resources Command, 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5402 and their chains of command.

a. Students from other services, Uniformed Services University of the Health Sciences (USUHS) or Health Professional Scholarship Program (HPSP), will submit their applications through their respective services, normal command channels, to United States Army Recruiting Command (RCHS-SD), 1307 3rd Avenue, Fort Knox, KY 40121-2725.

b. Chaplains from other services will submit applications through their respective services normal command channels to Headquarters, Department of the Army (DACH-PE-Z), 2700 Army Pentagon 1D143, Washington, DC 20310-2700.

c. Judge Advocate General's Corps (JAGC) officers of other services will submit applications through their respective services normal command channels to Headquarters, Department of the Army (DAJA-PT), 2200 Army Pentagon, Washington, DC 20310-2200.

d. TSG Corps officers of other services will submit applications through their respective services normal command channels to Headquarters, Department of the Army (DASG-HR), 7700 Arlington Boulevard, Falls Church, VA 22042-5140.

## **2-3. Contents of application**

a. All Inter-Service transfer requests to the Department of the Army must be submitted in letter format between 6 and 9 months before the desired separation date.

b. Requests shall include the following information:

- (1) Conditional release from current component's personnel headquarters.
- (2) Applications from USUHS students will include a recommendation from the president of USUHS.
- (3) Request for Inter-Service transfer (see fig 2-1).
- (4) Statement from their Service that the officer has neither been deferred from promotion nor failed to select for promotion in present grade.
- (5) Officers' written request or consent of Inter-Service transfer if submitted by their command.
- (6) Copies of current authorized DD Form 2807-1 (Report of Medical History), and DD Form 2808 (Report of Medical Examination) with supporting documents. For Aviators, application will also need a flight physical in accordance with AR 40-501.
- (7) DA Form 705 (Army Combat Fitness Test Scorecard) signed by an officer (cannot be signed by applicant), dated within 6 to 9 months of application, accompanied with the DA Form 5500 (Body Fat Content Worksheet (Male)) or DA Form 5501 (Body Fat Content Worksheet (Female)) if warranted in accordance with AR 600-9.
- (8) Civilian education (diploma with degree, major and year, or a copy of transcript with conferred date).
- (9) Transcripts from all post-secondary educational institutions attended.
- (10) Military education/training documents.
- (11) Security clearance and type (a signed memo from the requestor's security officer stating the type of clearance, date granted, and type of investigation).
- (12) Military Evaluations (at least last 3).
- (13) Military Personnel Data Sheet (that is, U.S. Air Force-Single Unit Retrieval Format, U.S. Navy-Officer Data card; U.S. Marine Corps-Master Brief sheet).
- (14) Military photograph.
- (15) Statement of understanding from the officer concerned (see fig 2-2 for ADL and RASL).



DEPARTMENT OF THE ARMY  
ORGANIZATIONAL NAME/TITLE  
STANDARDIZED STREET ADDRESS CITY,  
STATE, AND ZIP + 4 CODE

OFFICE SYMBOL

[Date]

MEMORANDUM THRU (Command Channels)

FOR Commander, HRC, ATTN: AHRC-FSF-OA, 1600 Spearhead Division  
Avenue, Department 240, Fort Knox, Kentucky, 40122-5204

SUBJECT: Inter-Service Transfer Procurement Program

1. Request Interservice Transfer to the United States (Service to which transfer is requested) under the provisions of Department of Defense Instruction 1300.04.
2. The following information is provided:
  - a. Biographical Summary:

Applicant's Name [Last, First Middle]  
SSN: [000-00-0000]  
Date and Place of Birth: [DD MMM YYYY], [City, State, Country] (If not US)  
Home of Record: [City, State]  
GR/DOR: [2LT] [DD MMM YYYY]  
Current Component: [USA]  
Current Control Branch/Specialty Code: [Aviation/15A]  
Citizenship: [US] (if naturalized, when/how acquired)  
Source and Date of Commission: [OCS, DD MMM YYYY]  
Current Unit of Assignment: [Unit Address, Base, City, State (or APO AX), Zip]  
Unit Telephone: [XXX-XXX-XXXX], DSN [XXX-XXX-XXXX]  
Current Home address: [Home address, City, State (or APO AX), Zip]  
Home Telephone: [XXX-XXX-XXXX]  
Cell Phone: [XXX-XXX-XXXX]  
E-mail address: [xxxxxxx@xxx.xxx] \ [mailto:xxxxxxx@xxx.xxx]  
Marital Status: [Married]  
Number of Dependent: [Adults: #\_\_ Children: #\_\_]  
Total Active Federal Commissioned Service: [Years, months, and days]  
Total Active Federal Service: [Years, months, and days]  
Current Physical: [DD MMM YYYY], Height: [Inches], Weight: [Pounds],  
Race/Ethnic Group: [Other/Korean]  
Security clearance and type: [Top Secret/SCI]

Figure 2-1. Sample of Inter-Service Transfer Request

OFFICE SYMBOL

SUBJECT: Inter-Service Transfer Procurement Program

b. Summary of Education (including professional qualifications):

Civilian:

High School, Ayer, Massachusetts Graduated 1992  
Chaminade University, Honolulu, Hawaii BA (Biology)  
La Verne University, La Verne, California MA (Management)

Military:

AMEDD Officer Basic Course: 1999  
Combat Casualty Care Course: 2003  
Military Tropical Medicine Course: 2005  
Fundamentals of Occupational Medicine: 2005  
Medical Management of Chemical and Biological Casualties Course: 2005  
Preventive Medicine Senior Leaders Course: 2006  
Contracting Officer Representative Course: 2007  
Global Medicine Course: 2010

c. Summary of Assignments:

Student, FA School, Fort Sill, OK	Sep 00 - Mar 01
HHC, 1 <sup>st</sup> ID, Fort Sill, OK	Mar 01 - Dec 05
HQ, MEDDAC, Fort Meade, MD	Dec 05 – Present

3. Justification for requested transfer: (Your justification for wanting to transfer and state how transfer is in the interest of national defense).

4. The point of contact for this memorandum is the undersigned at XXX-XXX-XXXX, xxxxxxx@xxx.xxx.

[FIRST MI. LAST]  
[RANK, BRANCH]  
[Principle Duty Title]

Figure 2-1. Sample of Inter-Service Transfer Request—Continued





DEPARTMENT OF THE ARMY  
ORGANIZATIONAL NAME/TITLE  
STANDARDIZED STREET ADDRESS CITY,  
STATE, AND ZIP + 4 CODE

OFFICE SYMBOL

[DATE]

MEMORANDUM THRU (Command Channels)

FOR Commander, HRC, ATTN: AHRC-FSF-OA, 1600 Spearhead Division  
Avenue, Department 240, Fort Knox, Kentucky, 40122-5204

SUBJECT: Request for Interservice Transfer for CPT [First, MI, Last]

1. CPT [First, MI, Last] has expressed a desire to pursue an interservice transfer within the U.S. XX. I have counseled him and fully support his decision; therefore, I recommend he be considered for an interservice transfer.
2. His particular skills, attributes, and/or accomplishments have merit this officer and the transfer would enhance the officer's competitiveness for entry and continued service with the Department of Defense. This officer is not pending any UCMJ actions, and has neither been deferred from promotion nor failed selection for promotion in present grade.
3. You may reach me at [XXX-XXX-XXXX] for further comments or questions regarding CPT [Last Name].

[FIRST MI. LAST]  
[RANK, BRANCH]  
[Principle Duty Title]

Figure 2-2. Statement of Understanding

## **2-4. Original appointments**

a. An officer transferring between services or an officer transferring from the U.S. Coast Guard (USCG), USPHS, or NOAA to the Department of the Army will be processed for an original appointment in accordance with DoDI 1310.02. The officer's appointment grade and date of rank will be determined by the U.S. Army in accordance with DoDI 6000.13 and DoDI 1336.08, as appropriate.

b. A former officer of the USPHS Commissioned Corps who resigned from the USPHS Commissioned Corps and was given an original appointment as an officer in another uniformed service will be credited with any period of active commissioned service that they performed in the USPHS Commissioned Corps. Such an appointment to the Department of the Army will be processed as an original appointment.

## **2-5. Officers on the promotion list**

a. If an officer who transfers to the Department of the Army is on a promotion list to the next higher grade, see AR 600-8-29 for promotion status.

b. If an officer who transfers from the USCG or NOAA Corps to the Department of the Army has been selected for promotion in the USCG or NOAA Corps, the CG, HRC shall place the officer on the promotion list based on the officer's date of rank in the current grade in the USCG or NOAA Corps.

c. An officer who transfers from the USPHS Commissioned Corps to the Department of the Army who has been selected for promotion in the USPHS shall have the grade and date of rank determined in accordance with DoDI 6000.13. Active commissioned service in the USPHS Commissioned Corps will be counted as active commissioned service in accordance with DoDI 6000.13 and 10 USC 533 and 10 USC 12207.

## **2-6. Rank and seniority of commissioned officers**

a. In accordance with 10 USC 716, no commissioned officer will be transferred from a uniformed service and appointed to the Department of the Army with a precedence or relative rank higher than held on the day before such transfer occurs.

b. If the request for transfer has received final approval, the continuity of the officer's total service between the termination of the current commission and reappointment in the U.S. Army will not be interrupted. Officers transferred will be credited with the total amount of unused leave, and they will be credited with the total amount of service accrued as of the date before the date of the transfer. This does not apply to commissioned officers in the USPHS Commissioned Corps.

c. An officer who transferred from a professional category into the Army to other than the same or comparable professional category may lose constructive service credit granted under 10 USC 533 and 10 USC 12207 in accordance with the gaining service's regulations. The officer will be appointed in an appropriate grade based on total active Federal commissioned service and placed on the ADL or RASL of the U.S. Army, in accordance with AR 600-8-29.

d. Except for officers in the USPHS Commissioned Corps and Reserve officers not on active duty, an officer transferred in accordance with this regulation will continue to hold the same grade and date of rank held in their Service. The officer will be placed on the ADL or RASL of the U.S. Army, in accordance with AR 600-8-29.

e. A commissioned officer of the USPHS Commissioned Corps transferred to the U.S. Army will have his or her prior commissioned service credit, grade, and date of rank determined in accordance with DoDI 1312.03 and DoDI 6000.13.

## **2-7. Officers on active duty**

a. Officers who are transferred to competitive categories other than professional categories shall continue to hold the same grade and date of rank as that held in their Service on the day before transfer. They shall be assigned precedence and placed on the ADL.

b. Officers who are transferred from a professional category in their Service to the same or comparable professional category of the Army shall have their grades determined in accordance with AR 600-8-29.

c. Officers who transfer from a professional category in their Service to a different professional category of the U.S. Army will not be credited with any constructive service credit granted under 10 USC 533 or 10 USC 12207. Such officers will be reappointed in the grade, and given a date of rank appropriate for, the amount of credit determined in accordance with AR 600-8-29.

d. Officers who are on a promotion list in their Service will be integrated into the promotion list of the U.S. Army based on the officer's date of rank in the current grade in their Service.

## **Chapter 3**

### **Inter-Service Transfer from the U.S. Army**

#### **3-1. Transfer of commissioned or warrant officers**

- a. Inter-Service transfers from the Department of the Army may be requested either by the gaining service or by the officer concerned.
- b. In accordance with 10 USC 716, transfers will be made only within the authorized strengths.
- c. Officers may request an Inter-Service transfer, to another uniformed service, 12 months prior to the expiration date of their service obligation incurred under the provisions of AR 350-100, AR 351-3, and AR 27-1.
- d. If an officer requests an Inter-Service transfer from the Department of the Army, the officer will send the request through their chain of command to the CG, HRC; CCH; TJAG; TSG; and ASA (M&RA) as appropriate. If their transfer request is approved, then the officer will forward their request to the gaining service.
- e. If their transfer request is disapproved, then the officer concerned may elevate the request to the Under Secretary of Defense for Personnel and Readiness.
- f. If the transfer request is approved by the CG, HRC; CCH; TJAG; TSG; and ASA (M&RA) as appropriate, but disapproved by the gaining service, then the officer concerned shall not be transferred.
- g. If the transfer request is approved by both the Department of the Army, and the gaining service, then CG, HRC will coordinate the transfer with the gaining service.
- h. Approved Inter-Service transfer of an Army officer, transferring to another uniformed service is valid for 1 year from the date of signature by ASA (M&RA), unless otherwise stated.
- i. Transfer will be accomplished by discharge or termination of presently held commission and appointment in the gaining service without interruption of total service.

#### **3-2. Applications**

- a. Inter-Service transfer requests from officers in the Department of the Army will be processed through their normal command channels to Commanding General, U.S. Army Human Resources Command, 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5402.
- b. Inter-Service transfer requests from Officers who desire transfer and currently are on duty with other military services, will submit applications through the commander of the organization to which they are assigned, to Commanding General, U.S. Army Human Resources Command, 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5402.
- c. Students from Army USUHS or HPSP will be processed through their normal command channels to United States Army Recruiting Command (RCHS-SD), 1307 3rd Avenue, Fort Knox, KY 40121-2725.
- d. Chaplains will submit applications through their respective services normal command channels to Headquarters, Department of the Army (DACH-PE-Z), 2700 Army Pentagon 1D143, Washington, DC 20310-2700.
- e. JAGC officers will submit applications through their respective services normal command channels to Headquarters, Department of the Army (DAJA-PT), 2200 Army Pentagon, Washington, DC 20310-2200.
- f. TSG Corps officers will submit applications through their respective services normal command channels to Headquarters, Department of the Army (DASG-HR), 7700 Arlington Boulevard, Falls Church, VA 22042-5140.

#### **3-3. Contents of application**

- a. All Inter-Service transfer requests from the Department of the Army must be submitted in letter format between 6 and 9 months before the desired separation date.
- b. Requests shall include the following information:
  - (1) DD Form 368 (Request for Conditional Release) signed by the first O6/colonel, or designated authority, in the Chain of Command. If designated representative, need delegation of authority orders to accompany DD Form 368.
  - (2) Counseling by the first O6 commander in your chain of command in accordance with AR 600-8-24 (see fig 3-1).
  - (3) Applications from USUHS students will include a recommendation from the president of USUHS.
  - (4) Request for Inter-Service transfer (see fig 2-1).

- (5) Officers' written request or consent of Inter-Service transfer if submitted by their command.
- (6) Ecclesiastical endorsement (chaplains only).
- (7) Copies of current authorized DD Form 2807-1, and DD Form 2808 with supporting documents. For Aviators, application will also need a flight physical in accordance with AR 40-501.
- (8) DA Form 705 signed by an officer (cannot be signed by applicant), dated within 6 to 9 months of application, accompanied with body fat content worksheet (DA Form 5500) or DA Form 5501 if warranted in accordance with AR 600-9.
- (9) Civilian education (diploma with degree, major and year, or a copy of transcript with conferred date).
- (10) Transcripts from all post-secondary educational institutions attended.
- (11) Military education/training documents.
- (12) Security clearance and type (a signed memo from your security officer stating type of clearance, date granted, and type of investigation).
- (13) Military Evaluations (at least last 3).
- (14) Officer Records Brief.
- (15) Military photograph.

**For ADL Officers:** "I understand that if my request is approved, I will be required to serve at least three years of active service in the Regular component and retain my commission for a minimum of eight years at the option of the Service. I understand that my active-duty obligation and permanent grade and date of rank will be assigned to me by the Commander, Army Human Resources Command upon appointment. I further understand that as an officer in the Regular Army, I may be assigned to a government-sponsored training program or directed on permanent change of station (PCS) 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".

**For RASL Officers:** "I understand that if my request for transfer is approved, I will be ordered into active military service with the U.S. Army in a reserve status and will be required to serve at least three years of obligated service and retain my commission for a minimum of eight years before separation at the option of the Service. I understand that my active duty obligation and permanent grade and date of rank will be assigned to me by Commander, Army Human Resources Command upon appointment. I further understand that as a Reserve officer on extended active duty, I may be assigned to a government-sponsored training program or directed on permanent change of station (PCS) to meet the Service needs. 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."

Figure 3–1. Sample of Army chain-of-command endorsement

### 3–4. Application approval authorities

a. CG, HRC, for all officers, with the exception of officers in the Army Medical Department (AMEDD), the JAGC, and Chaplain Corps, may disapprove the Inter-Service transfer requests of individual officers requesting transfer from the Department of the Army.

b. The Director, Military Personnel Management, for all officers, with the exception of officers in the AMEDD, JAGC, and Chaplain Corps, may approve or disapprove the inter-service transfer requests of individual officers requesting transfer from the Department of the Army.

c. The ASA (M&RA) will approve or disapprove the Inter-Service transfer requests of individual officers in the AMEDD, JAGC, and Chaplain Corps.

### 3–5. Original appointments

The officer's appointment grade and date of rank will be determined by the gaining service.

### 3–6. Officers on the promotion list

If a commissioned officer who transfers between military services is on a promotion list to the next higher grade in accordance with 10 USC 624 or 10 USC 1403, the Secretary of the Military Department concerned will integrate the officer into the promotion list of the gaining military service based on the officer's date of rank for the current grade in the losing military service.

### **3–7. Rank and seniority of commissioned officers**

a. In accordance with 10 USC 716, no commissioned officer will be transferred from a uniformed service and appointed to a military service with a precedence or relative rank higher than held on the day before such transfer occurs.

b. If the request for transfer has received final approval, the continuity of the officer's total service between the termination of the current commission and reappointment in the gaining military service will not be interrupted. Officers so transferred will be credited with the total amount of unused leave, and they will be credited with the total amount of service accrued as of the date before the date of the transfer. This does not apply to commissioned officers in the USPHS Commissioned Corps.

c. Officers transferred in accordance with DoDI 1300.04 will continue to hold the same grade and date of rank held in the Army. The officer will be placed on the ADL or RASL of the gaining military service, in accordance with regulations prescribed by that military service.

## **Appendix A**

### **References**

#### **Section I**

##### **Required Publications**

###### **AR 27–1**

Judge Advocate Legal Services (Cited in para 1–6*k*.)

###### **AR 350–100**

Officer Active Duty Service Obligations (Cited in para 1–6*k*.)

###### **AR 351–3**

Professional Education and Training Programs of the Army Medical Department (Cited in para 1–6*k*.)

###### **DoDI 1300.04**

Inter-Service and Inter-Component Transfers of Service Members (Cited in para 3–7*c*.)

###### **10 USC 716**

Commissioned officers: transfers among the armed forces, the National Oceanic and Atmospheric Administration, and the Public Health Service (Cited in para 1–1.)

#### **Section II**

##### **Prescribed Forms**

This section contains no entries.

## **Appendix B**

### **Internal Control Evaluation**

#### **B-1. Function**

The function covered by this evaluation is for the Inter-Service Transfer Program.

#### **B-2. Purpose**

The purpose of this evaluation is to assist the program manager in evaluating the key internal controls listed. It is intended as a guide and does not cover all controls.

#### **B-3. Instructions**

Answers must be based on the actual testing of key internal controls (for example, document analysis, direct observation, sampling, simulation, or other). Answers that indicate deficiencies must be explained and the corrective action identified in supporting documentation. These internal controls must be evaluated at least once every 5 years. Certification that the evaluation has been conducted must be accomplished on DA Form 11-2 (Internal Control Evaluation Certification).

#### **B-4. Test questions**

- a. If an inter-service transfer application has been disapproved at any level, has a memorandum been forwarded notifying the Service member and his or her Service?
- b. Upon receiving an approved application from the Deputy Chief of Staff, G-1, has name, social security number, and rank been submitted for active component scrolling?
- c. If 30 days have passed from initial scroll date, has it been verified that the scroll has been approved and submitted?
- d. Have Regular Army appointment orders been generated once the scroll has been approved?
- e. Has the Service member been contacted to ensure receipt of orders?

#### **B-5. Supersession**

This evaluation replaces the evaluation previously published in AR 614-120, dated 20 June 2016.

#### **B-6. Comments**

Help make this a better tool for evaluation internal controls. Submit comments to Commander, U.S. Army Human Resources Command (AHRC-FSF-OA), 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5402.



## **Glossary of Terms**

### **Active duty list**

A single list for the Army, required by 10 USC 620, that contains the names of all officers of the Army (other than officers described in 10 USC 641) who are serving on active duty.

### **Inter-service transfer**

The transfer of commissioned officers on the ADL between the uniformed services.

### **Military Service**

Refers to the Army, the Navy, the Air Force, or the Marine Corps.

### **Uniformed service**

Refers to the Army, the Navy, the Air Force, the Marine Corps, the Coast Guard, the Commissioned Corps of the National Oceanic and Atmospheric Administration, or the Commissioned Corps of the U.S. Public Health Service.

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