SECNAV INSTRUCTION 1000.7G

From: Secretary of the Navy

Subj: INTERSERVICE TRANSFER OF OFFICERS

Ref: (a) 10 U.S.C.
(b) DoD Instruction 1300.04 of 25 July 2017
(c) DoD Instruction 6000.13 of 30 December 2015
(d) DoD Instruction 1336.08 of 13 November 2009
(e) DoD Instruction 5015.02 of 17 August 2017
(f) DoD Directive 5400.11 of 1 September 2011
(g) DoDM 5400.11-R, Department of Defense Privacy Program of 14 May 2007
(h) DoD Instruction 1312.03 of 28 December 2018
(i) DoD Instruction 1320.08 of 7 July 2017
(j) OPNAVINST 1120.4C
(k) OPNAVINST 1120.5B
(l) OPNAVINST 1120.7A
(m) OPNAVINST 1120.8A
(n) SECNAVINST 1120.9B
(o) OPNAVINST 1120.11A
(p) DoD Instruction 1200.15 of 13 March 2014
(q) DoD Instruction 1310.02 of 26 March 2015
(r) MILPERSMAN 1300-081
(s) MCO 1900.16 (chapter 3)
(t) SECNAVINST 5200.35F
(u) SECNAV M-5214.1

Encl: (1) Definitions
(2) Eligibility of Officers for Interservice Transfers
(3) Procedural Guide for Transfers to the Department of the Navy
(4) Procedural Guide for Transfers from the Department of the Navy
(5) Procedural Guide for Transfers within the Department of the Navy

1. Purpose. To revise established policies and procedures governing the interservice transfer of commissioned and warrant officers on the Active-Duty List (ADL) or the Reserve Active-
Status List (RASL) within the U.S. Navy or U.S. Marine Corps to or from the ADL or RASL of another Service pursuant to section 716 of reference (a) and references (b) through (t). This instruction has been completely rewritten and should be reviewed in its entirety.

2. **Cancellation.** SECNAVINST 1000.7F.

3. **Applicability.** This instruction:
   
   a. Applies to all Regular and Reserve commissioned and warrant officers of the U.S. Navy and the U.S. Marine Corps;

   b. Applies to commissioned and warrant officers of all other uniformed Services who wish to transfer to the U.S. Navy or the U.S. Marine Corps;

   c. Does not constitute authority, establish policy, or provide procedures for commissioned and warrant officers of the U.S. Navy or U.S. Marine Corps transferring to the U.S. Coast Guard (USCG), except when the USCG is operating as a Service in the Navy pursuant to law; the Commissioned Corps of the U.S. Public Health Service (USPHS); or the National Oceanic and Atmospheric Administration (NOAA) Corps;

   d. Does not apply to enlisted members.

4. **Policy**

   a. Through guidance in enclosures (1) through (5), qualified officers may be given the opportunity to apply for an interservice transfer without an interruption in their Service careers.

   b. Interservice transfers are authorized for all specialties and are subject to the concurrence of both the gaining Service and the losing Service.

   c. The release of an officer for an interservice transfer will not constitute a release from fulfillment of the military service obligation established by sections 651, 10145, 10146, 12104, or 12208 of reference (a); an active duty obligation in accordance with reference (c); any other active duty obligation; or any agreement, law, regulation, or policy of the losing
Service. Additional military service performed after such transfer will be counted toward fulfillment of a previous obligation.

d. Interservice transfers may be used to help fulfill authorized strength requirements in competitive categories, designators, occupational fields, military occupational specialties, and other authorized officer specialties.

e. Interservice transfers may be made only within authorized strength limitations in accordance with section 716 reference (a).

f. Officers must request or consent to interservice transfers.

5. Definitions. See enclosure (1).

6. Responsibilities

a. The Assistant Secretary of the Navy (Manpower and Reserve Affairs) (ASN(M&RA)) will adjudicate interservice transfers within the Department of the Navy (DON) when the losing Service disapproves an officer’s transfer request and the officer elevates the request to ASN(M&RA).

b. The Deputy Chief of Naval Operations (Manpower, Personnel, Training and Education) (DCNO N1)) and the Deputy Commandant for Manpower and Reserve Affairs (DC, M&RA) shall approve interservice transfers to and from the DON that are acceptable to both the DON and the gaining or losing Service. DCNO (N1) and DC, M&RA:

(1) Shall establish standards and criteria related to interservice transfer processing;

(2) For transfers to the Navy or Marine Corps, shall integrate transferring officers already on a promotion list to the next higher grade of the losing Service into the promotion list of their respective Service;

(3) Shall ensure that any personally identifiable information included in the proposed transfer documentation is
collected, maintained, used, and disseminated in accordance with references (d) through (g);

(4) May propose changes to policies governed by reference (b) for submission by the Secretary of the Navy and to the Secretary of Defense via the ASN (M&RA).

7. Records Management

   a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned according to the records disposition schedules found on the Directives and Records Management Division (DRMD) portal page:  

   b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local Records Manager or the DRMD program office.

8. Internal Controls. In accordance with reference (t), the establishment and use of internal controls and accounting procedures are mandated to ensure: effectiveness and efficiency of operations; reliability of financial reporting; and compliance with applicable laws and regulations. Additionally, as part of the annual Manager’s Internal Control Program (MICP) report, the Navy and Marine Corps will provide the Assistant Secretary of the Navy for Manpower and Reserve Affairs (ASN (M&RA)) with copies of the sections of their reports that are relevant to interservice transfers.

9. Forms and Reports

   a. DD Form 368 (08-11), Request for Conditional Release, is available at  

   b. SF 88 (10-94), Medical Record - Report of Medical Examination and SF 93 (06-96), Report of Medical History, are available at:

c. The reporting requirement contained in paragraph 8 is exempt from information collection control per part IV, paragraph 7n of reference (u).

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(Manpower and Reserve Affairs)

Distribution:
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DEFINITIONS

1. Component. A Regular or Reserve component of the uniformed Services. The U.S. Navy Reserve and U.S. Marine Corps Reserve are Reserve components of the Navy and Marine Corps, respectively.

2. Gaining Service. The uniformed Service requesting the transfer of a member or the uniformed Service to which a member has requested a transfer.

3. Interservice transfer. The transfer of an officer on the ADL or RASL of a uniformed Service to the ADL or RASL of another pursuant to references (a) and (b), and this instruction.

4. Losing Service. The uniformed Service in which an officer is presently appointed.

5. Officer. For purposes of this instruction, “officer” refers to both commissioned officers and warrant officers.

6. Professional category. The Medical Corps, Dental Corps, Nurse Corps, Chaplain Corps, Medical Service Corps, and Judge Advocate General’s Corps.

7. Transfer. The movement of a service member from a Regular or Reserve Component of a uniformed Service by discharge and subsequent appointment within 24 hours, to the Regular or Reserve Component of another uniformed Service.

ELIGIBILITY OF OFFICERS FOR INTERSERVICE TRANSFERS

1. Eligibility to Transfer from the Navy or Marine Corps. All officers of the Navy and Marine Corps are eligible to transfer to another uniformed Service except officers who:

   a. Have not completed their obligated service commitments incurred:

      (1) During their initial appointments;

      (2) As a result of funded education programs including the U.S. Naval Academy, Naval Reserve Officers Training Corps, Armed Forces Health Professions Scholarships, Uniformed Services University of the Health Sciences, and equivalent funded education programs;

      (3) As a result of advanced education or technical training requiring additional obligated Service, including postgraduate education, Service school or college, law school, medical residency, flight training, naval flight officer training, nuclear propulsion training, and equivalent programs;

      (4) As a result of a transfer to the Regular Navy or Marine Corps, a lateral transfer between competitive categories, or designators entering a program; or,

      (5) As a result of any incentive pay, continuation pay, or bonuses.

   b. Are serving in a competitive category, designator, occupational field, military occupational specialty (MOS) or other authorized officer classification in which DCNO (N1) or DC, M&RA determines that shortages against authorized strength necessitate retention;

   c. Are serving in the Navy in professional categories, other than the Judge Advocate General’s Corps, and seek transfer to the Marine Corps or Coast Guard, since those Services do not have equivalent professional categories;

   d. Are Reserve officers serving on active-duty who have been issued a release from active-duty orders, unless the
interservice transfer request is received at least six months before the scheduled release date;

e. Are Reserve officers serving on active-duty who have attrited from training programs and who have no prior service in the gaining Service;

f. Have documented misconduct or substandard performance in their official records;

g. Have been notified of mandatory retirement for any reason; or

h. Have applied for an interservice transfer during the last year.

2. Eligibility to Transfer to the Navy and Marine Corps. All officers of other uniformed services are eligible to transfer to the Navy or Marine Corps except those who:

a. Have been deferred from promotion or have failed to select for promotion one or more times in their present grade;

b. Are in competitive categories that do not comport to the authorized strength limitations of the Navy or Marine Corps;

c. Have already applied for an interservice transfer to the gaining Service within the last year;

d. Have been notified of mandatory retirement for any reason; or

e. Are inactive-duty Reservists with a remaining Military Service Obligation unless:

(1) Such officers have or are willing and able to acquire special experience or professional, educational, or technical skills of greater value to the gaining Service than to the losing Service;

(2) Such officers possess skills that exceed the requirements of the losing Service and are needed in the gaining
Service in an approved competitive category, designator or MOS, which is below authorized strength; or

(3) Such officers belong to the Selected Reserves and their uniformed Service has no organized paid-drill unit to which the members could be usefully assigned within commuting distance of the member's present or future home or place of business, and there is a Navy Reserve or Marine Corps Reserve activity within commuting distance with a desired billet available.
PROCEDURAL GUIDE FOR TRANSFERS TO THE DEPARTMENT OF THE NAVY

1. General Information

   a. Interservice transfers to the DON may be requested either by the gaining Service or by the officer concerned.

   b. In accordance with reference (a), transfers will be made only within the authorized strength limitations of the Navy and Marine Corps.

   c. If an officer requests an interservice transfer to the DON, then the officer will send the request through the chain of command in the losing Service. If the losing Service approves the transfer request, then the officer will forward the request to the DCNO (N1) or DC, M&RA as appropriate in accordance with the procedures outlined below.

   d. If the losing Service disapproves the 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 the losing Service but disapproved by the DCNO (N1) or DC, M&RA as appropriate then the officer concerned shall not be transferred.

   f. If the transfer request is approved by both the losing and gaining Service, then Commander, Navy Personnel Command (CNPC) or Director, Manpower Management (Dir, MM) (MMAO-3) will prepare active duty orders, initiate appointment documents, and coordinate the transfer with the losing Service.

   g. An ADL officer who is transferred to the Navy or Marine Corps must agree to serve at least four years on active duty after transferring. A RASL officer must agree to serve at least three years of obligated service.

   h. For transfers to flight training within the DON, the following requirements apply:

       (1) For Navy flight training transfers, the active Service obligation is eight years upon winging as a pilot and six years upon winging as a Naval Flight Officer.
(2) For Marine Corps flight training transfers, the active Service obligation will be eight years upon winging for fixed wing aviators and six years upon winging for rotary wing aviators or naval flight officers.

   i. Transfer will be accomplished by discharge or termination of presently held commissions and appointments in the gaining Service without interruption of total Service.

   j. DCNO (N1) or DC, M&RA may deny applications submitted after the deadlines established in this instruction.

2. Processing Requests

   a. Interservice transfer requests concerning officers who desire to join the Navy must be submitted to CNO (N131) via Military Community Management (BUPERS-3), Attn: BUPERS-31B1, Millington, TN 38055-8100 and their chains of command.

   b. Interservice transfer requests concerning ADL officers who desire to join the Marine Corps must be submitted to CMC via Headquarters United States Marine Corps (MMOA-3), 3280 Russell Road, Quantico, VA 22134-5103 through their chains of command.

   c. Interservice transfer requests concerning RASL officers who desire to join the Marine Corps must be submitted to CMC via Headquarters Marine Corps (RA), 3280 Russell Road, Quantico, VA 22134-5103 through their chains of command.

3. Contents of Requests

   a. All interservice transfer requests to the DON must be submitted in letter form between six and nine months before the desired detachment date. Requests shall include the following information and be marked “For Official Use Only”:

      (1) Applicant’s first, middle, and last name;

      (2) Electronic Data Interchange Personal Identifier (EDIPI) and designator or MOS;

      (3) Grade, date of rank, and military specialty;
(4) Branch of Service and component;

(5) Command to which presently assigned;

(6) Total active Federal commissioned service and source of original commission;

(7) Summary of any previous interservice transfers;

(8) Date and place of birth;

(9) Citizenship and how acquired;

(10) Summary of military duties performed;

(11) A complete statement of professional or technical qualifications and educational background;

(12) Reason for requesting transfer;

(13) Home address;

(14) Telephone number (daytime);

(15) Conditional release from losing Service;

(16) Statement from the losing Service that the officer has neither been deferred from promotion nor failed to select for promotion in present grade;

(17) If applicable, a resume of flying experience, including date the officer entered training for original aeronautical rating, rating held and date it was awarded, total flying time, and total jet time;

(18) A verified statement of service;

(19) A digital copy of the officer’s master personnel record;

(20) Applications for transfer to the Marine Corps must include a recent full-length, uncovered front view, left-shoulder-forward photograph. In addition, the Marine Corps
applicant must be interviewed by two Marine Corps officers. The officers holding the interview will forward recommendations concerning the applicant's interservice transfer to Headquarters Marine Corps (MMOA-3). Applications for interservice transfers to the Marine Corps will normally be considered as part of the semi-annual officer retention board (ORB) held in 2nd and 4th quarters of the fiscal year. Exact dates for submission deadlines are available by contacting Headquarters Marine Corps (MMOA-3);

(21) Statement of understanding from the officer concerned, as outlined in paragraph 3.c. of this enclosure;

(22) Justification to demonstrate why such transfer is in the best interest of the gaining Service;

(23) A letter of acceptance from the respective officer community manager in the gaining Service to ensure an accession quota is available and that the applicant meets all specific screening criteria for the desired officer community, if applicable.

b. The following information must be attached to requests as enclosures:

(1) Current SF 88, Report of Medical Examination (original and one copy). If requesting transfer for aviation programs include an up-to-date flight physical examination, including the following information on SF 88: Block 60 refraction, Block 62 prism diversion, buttock-leg length and sitting height;

(2) A copy of chest x-ray and EKG;

(3) Current SF 93, Report of Medical History (original and one copy).

c. Statement of Understanding

(1) For ADL Officers: "I understand that if my request is approved, I will be required to serve at least four 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, Navy Personnel Command or Commandant of the Marine Corps upon appointment. I understand that if this transfer is for flight training in the Navy, I will incur an eight-year obligation upon winging as a pilot, or a six-year obligation upon winging as a Naval Flight Officer. I understand that if this transfer is for flight training in the Marine Corps, I will incur an eight-year obligation upon winging as a fixed wing pilot, or a six-year obligation as rotary wing pilot or Naval Flight Officer. This obligation will start upon completion of flight training. I further understand that as an officer in the Regular Navy or Marine Corps, 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.

(2) 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. Navy or U.S. Marine Corps 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, Navy Personnel Command or Commandant of the Marine Corps upon appointment. I understand that if this transfer is for flight training, I will incur five-year minimum required active Service upon completion of training. 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."

4. Original Appointments

a. An officer transferring between Services or an officer transferring from the USCG, USPHS, or NOAA to the DON will be processed for an original appointment in accordance with
reference (q). The officer’s appointment grade and date of rank will be determined by the gaining Service in accordance with references (c) and (d), 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 DON will be processed as an original appointment.

5. Officers on a Promotion List

a. If an officer who transfers to the DON is on a promotion list to the next higher grade in accordance with sections 624 or 14308 of reference (a), CNO or CMC shall integrate that officer into the promotion list of the respective Service based on the officer’s date of rank in the current grade in the losing Service.

b. If an officer who transfers from the USCG or NOAA Corps to the DON has been selected for promotion in the USCG or NOAA Corps, CNO or CMC shall place the officer on the promotion list of the respective Service 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 DON who has been selected for promotion in the USPHS shall have the grade and date of rank determined in accordance with references (c) and (l). Active commissioned service in the USPHS Commissioned Corps will be counted as active commissioned service in accordance with references (c) and (l).

6. Rank and Seniority of Commissioned Officers

a. In accordance with section 716 of reference (a), no commissioned officer will be transferred from a uniformed Service and appointed to the DON 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 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.

c. Except for officers in the USPHS Commissioned Corps and Reserve officers not on active duty, an officer transferred in accordance with this instruction will continue to hold the same grade and date of rank held in the losing Service. The officer will be placed on the ADL or RASL of the gaining Service, in accordance with regulations prescribed by that uniformed Service.

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 the losing 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 the losing Service to the same or comparable professional category of the Navy or Marine Corps shall have their grades determined under references (j) through (o).

c. As an exception to paragraph 7b above, officers who transfer from a professional category in the losing Service to a different professional category of the Navy or Marine Corps will not be credited with any constructive service credit granted under sections 533 or 12207 of reference (a). Such officers will be reappointed in the grade, and given a date of rank appropriate for, the amount of credit determined in references (i) through (n).

d. Officers who are on a promotion list in the losing Service will be integrated into the promotion list of the gaining Service based on the officer’s date of rank in the current grade in the losing Service.
8. Reserve Officers Not on Active Duty. Reserve officers will normally be transferred in the grade held in the losing Service on the day before their transfer. CNPC or Director, Reserve Affairs (Dir, RA) shall provide supporting justification for the proposed grade in their recommendations, to DCNO (N1) or DC, M&RA as appropriate.
PROCEDURAL GUIDE FOR TRANSFERS FROM THE DEPARTMENT OF THE NAVY

1. General Information

   a. Interservice transfers from the DON may be requested either by the gaining Service or by the officer concerned.

   b. In accordance with reference (a), transfers will be made only within the authorized strength limitations of the Navy and Marine Corps.

   c. If the officer requests a transfer from the DON, then the officer will send the request to DCNO (N1) or DC, M&RA as appropriate through the chain of command. If the losing Service and DCNO (N1) or DC, M&RA as appropriate approve the transfer request, then the officer will forward the request to the Secretary of the gaining Service.

   d. If the losing Service disapproves the 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 the losing Service but disapproved by the gaining Service, then the officer concerned shall not be transferred.

   f. If the transfer is approved by both the losing and gaining Service, then Commander, Navy Personnel Command (PERS-4) or DC, M&RA (MMOA-3) will coordinate the transfer with the gaining Service.

   g. In accordance with reference (p), inactive duty officers may request an interservice transfer approval from the Navy via Navy Personnel Command, Reserve Officer Status Branch (PERS-911). Reference (r) provides execution level procedures.

   h. Marine Corps Reserve Officers in the Individual Ready Reserve (IRR) may request an interservice transfer from the Marine Corps per reference (s).

2. Processing Requests

   a. Interservice transfer requests concerning Navy officers must be submitted to CNO (N131) via Military Community
b. Interservice transfer requests concerning Marine Corps officers on the ADL must be submitted to CMC via Headquarters Marine Corps either (MMSR) or (MMOA-3), 3280 Russell Road, Quantico, VA 22134-5103 through their chains of command and based on career designation status.

c. Interservice transfer requests concerning Marine Corps officers on the RASL must be submitted to CMC via Headquarters Marine Corps (RA), 3280 Russell Road, Quantico, VA 22134-5103 through their chains of command.

d. IRR Officers in the Marine Corps shall route packages to CMC via Marine Corps Individual Reserve Support Activity (MCIRSA), 2000 Opelousas Ave, New Orleans, LA 70114. Marine Corps Officers in the Inactive Status List (ISL) must join the IRR before requesting an interservice transfer.

3. Contents of Requests. All interservice transfer requests from the DON must be submitted in letter form between six and nine months before the desired detachment date. Requests shall include the following information and be marked “For Official Use Only”:

   a. Applicant’s first, middle, and last name;

   b. EDIPI and designator or MOS;

   c. Grade, date of rank, and military specialty;

   d. Branch of service and component;

   e. Command to which presently assigned;

   f. Total active Federal commissioned service and source of original commission;

   g. Summary of any previous interservice transfers;

   h. Date and place of birth;
i. Citizenship and how acquired;

j. Summary of military duties performed;

k. A complete statement of professional or technical qualifications and educational background;

l. Reason for requesting transfer;

m. Home address;

n. Telephone number (daytime);

o. Contingent resignation, including the following statement, "I hereby tender my resignation from the (U.S. Navy, U.S. Navy Reserve, U.S. Marine Corps, or U.S. Marine Corps Reserve) and request that it be accepted contingent upon final approval of my application for transfer to the (specify Service) and effective as of the day preceding my acceptance of appointment in the (specify Service);"

p. Justification to demonstrate why such transfer is in the best interest of the gaining Service;

q. Statement certifying that the officer desiring an interservice transfer has completed any previous obligated service. If any previous obligated service has not been completed, enclose applicable conditional release waiver (DD 368);

4. Appointments. The officer's appointment grade and date of rank will be determined by the gaining Service in accordance with references (c) and (h), as appropriate.
PROCEDURAL GUIDE FOR TRANSFERS WITHIN THE DEPARTMENT OF THE NAVY

1. General Information

   a. Interservice transfers within the DON may be requested either by the gaining Service or by the officer concerned.

   b. In accordance with reference (a), transfers will be made only within the authorized strength limitations of the Navy and Marine Corps.

   c. If the officer requests an interservice transfer, then the officer will send the request to the Service Chief (CNO or CMC, as applicable) through the chain of command. If the losing Service concurs, then the officer will forward the request to the Service Chief of the gaining Service.

   d. If the losing Service disapproves the transfer request, then the officer concerned may elevate the request to the ASN (M&RA).

   e. If the transfer request is approved by the losing Service but disapproved by the gaining Service, then the officer concerned shall not be transferred.

   f. If the transfer is approved by both the losing and gaining Service, then the gaining Service will coordinate the transfer with the losing Service.

2. Processing Requests

   a. Interservice transfer requests concerning Navy officers must be submitted to CNO (N131) via Military Community Management (BUPERS-3), Attn: BUPERS-31B1, Millington, TN 38055-8100 and their chains of command.

   b. Interservice transfer requests concerning Marine Corps officers on the ADL must be submitted to CMC via Headquarters Marine Corps either (MMSR) or (MMOA-3), 3280 Russell Road, Quantico, VA 22134-5103 through their chains of command and based on career designation status.

   c. Interservice transfer requests concerning Marine Corps officers on the RASL must be submitted to CMC via Headquarters
3. Contents of Requests. All interservice transfer requests within the DON must be submitted in letter form between six and nine months before the desired detachment date. Requests shall include the following information and be marked “For Official Use Only”:

   a. Applicant’s first, middle, and last name;

   b. EDIPI and designator or MOS;

   c. Grade, date of rank, and military specialty;

   d. Branch of service and component;

   e. Command to which presently assigned;

   f. Total active Federal commissioned service and source of original commission;

   g. Summary of any previous interservice transfers;

   h. Date and place of birth;

   i. Citizenship and how acquired;

   j. Summary of military duties performed;

   k. A complete statement of professional or technical qualifications and educational background;

   l. Reason for requesting transfer;

   m. Home address;

   n. Telephone number (daytime);

   o. Contingent resignation, including the following statement, "I hereby tender my resignation from the (U.S. Navy,
U.S. Navy Reserve, U.S. Marine Corps, or U.S. Marine Corps Reserve) and request that it be accepted contingent upon final approval of my application for transfer to the (specify Service) and effective as of the day preceding my acceptance of appointment in the (specify Service);" 

p. Justification to demonstrate why such transfer is in the best interest of the gaining Service;

q. Statement certifying that the officer desiring an interservice transfer has completed any previous obligated service. If any previous obligated service has not been completed, enclose applicable conditional release waiver (DD 368).

4. Appointments. The officer’s appointment grade and date of rank will be determined by the gaining Service in accordance with references (c) and (h), as appropriate.