



DEPARTMENT OF THE NAVY
OFFICE OF THE SECRETARY
1000 NAVY PENTAGON
WASHINGTON, DC 20350-1000

SECNAVINST 1000.7E
N131D
16 MAY 02

SECNAV INSTRUCTION 1000.7E

From: Secretary of the Navy
To: All Ships and Stations

Subj: INTERSERVICE TRANSFER OF COMMISSIONED OFFICERS

Ref: (a) DODDIR 1300.4 of 15 Nov 96 (NOTAL)
(b) Title 10, Section 716 U.S. Code
(c) DODDIR 1205.5 of 10 Apr 95 (NOTAL)
(d) SECNAVINST 1427.2B
(e) SECNAVINST 1920.6B
(f) DODDIR 1312.3 of 21 Oct 96 (NOTAL)
(g) DODDIR 1320.8 of 21 Oct 96 (NOTAL)
(h) DODDIR 6000.12 of 29 Apr 96 (NOTAL)

Encl: (1) Definitions
(2) Procedural Guide for Active Duty Transfers
(3) Procedural Guide for Transfers between Reserve Components

1. Purpose. To revise established policies and procedures governing the transfer of commissioned officers on the active-duty list between the uniformed services under references (a) and (b) and transfer of commissioned officers not on the active-duty list under reference (c). This instruction is a complete revision. References (d) through (h) are additional guidance for interservice transfer procedures.

2. Cancellation. SECNAVINST 1000.7D.

3. Applicability

a. This instruction applies to all Regular and Reserve commissioned officers of the Navy and Marine Corps.

b. This instruction does not provide for the transfer of Regular officers to a Reserve component or Reserve officers to a Regular component. (The Commissioned Corps of National Oceanic

and Atmospheric Administration (NOAA) does not have a Reserve component.)

4. Policy. Commissioned officers qualified to contribute to an activity of another uniformed service will be given an opportunity to apply for interservice transfer without interruption in their service career.

a. Interservice transfers are intended for use primarily in technical fields to permit full use of specialists, but will not be restricted to technical specialists. 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. They may not be made from shortage specialties.

b. Transfers may be made only within authorized strength limitations (reference (b)).

c. Officers on extended active duty may qualify only for active duty interservice transfers. Commissioned officers not on extended active duty may qualify only for interservice transfer between inactive Reserve components.

d. Reserve component transfers must be to a Reserve category of equal or greater mobilization potential, e.g. from the Inactive Reserve of one service to the Selected Reserve of another. Transfers from the Selected Reserve of one service to the Individual Ready Reserve or Standby Reserve of another service are not permitted unless waived by the Secretary of the parent service as being in the best interest of national defense.

e. Officers may not be transferred without their written consent.

5. Definitions. The definitions in enclosure (1), unless otherwise qualified, apply throughout this instruction.

6. Eligibility of Navy and Marine Corps Officers. All officers are eligible for transfer to another uniformed service except officers who:

a. Have not completed all obligated service incurred;

(1) during initial appointment;

(2) for funded education programs including Naval Academy, NROTC, Armed Forces Health Professions Scholarships, Uniformed Services University of the Health Sciences, and equivalent funded education programs;

(3) for 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) for transfer to the Regular Navy, lateral transfer between competitive categories, or designators, entering a program; or

(5) for an incentive pay, continuation pay, or bonus.

b. Are serving in a competitive category, designator, occupational field, military occupational specialty (MOS) or other authorized officer classification in which Chief of Naval Personnel (CNP) or Commandant of the Marine Corps (CMC) determines that shortages against authorized strength necessitate retention;

c. Are serving in the Navy in professional categories, other than the Judge Advocate General (JAG) Corps, and seek transfer to the Marine Corps or Coast Guard, since those services do not have equivalent categories.

d. Have been officially notified of orders or have executed orders and have not served the period of time at the new duty station, prescribed by the CNP or CMC; or

e. Are Reserve officers on active duty who have been issued Release from Active Duty orders, unless the interservice transfer request is received at least six months before the scheduled release date.

f. Are Reserve officers on active duty who have attrited from training programs and who have no prior service in the gaining services;

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g. Have failed selection for promotion to the next higher grade in the member's present component (active or reserve) before submitting a request for transfer to another uniformed service;

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

i. Have applied for transfer to the gaining service within the last year.

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

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

b. Are in year groups that, in the candidate Navy or Marine Corps competitive category, designator or MOS, are filled;

c. Have applied for 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 MSO, unless:

(1) the officer has or is willing and able to acquire special experience or professional, educational, or technical skills of greater value to the gaining component than to the losing component;

(2) the officer has skills that exceed the requirements of the parent component and are needed in the gaining component in an approved competitive category, designator or MOS which is below authorized strength; or

(3) for Selected Reservists the losing component has no organized paid-drill unit to which the member could be usefully assigned within commuting distance of the member's present or

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future home or place of business, and there is a Naval Reserve of Marine Corps Reserve activity within commuting distance with a desired billet available.

8. Exceptions for Ineligible Officers. CNP and CMC will disapprove applications of officers not eligible under paragraphs six and seven. They may recommend exceptions on a case-by-case basis with supporting justification when they find such action in the best interest of their service.

9. General Procedural Requirements

a. Regular officers transferred to the Navy or Marine Corps must agree to serve at least four years on active duty after transfer. Active duty Reserve officers must agree to serve at least three years active duty. For the Navy, if the transfer is for flight training, the active service obligation is eight years upon winging as a pilot and six years upon winging as a Naval Flight Officer. If the transfer is to the Marine Corps for undergraduate flight training, the active service obligation will be eight years for fixed wing and six years for rotary wing and Naval Flight Officers. This obligation will start upon completion of the flight training.

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

c. Officers on active duty transferred under this instruction will be credited by the gaining service with unused leave accumulated at the time of transfer.

d. CNP or CMC may deny applications submitted after the deadlines established in this instruction.

10. Procedures for Interservice Transfer Requests. Requests may be initiated by the individual officer or by the gaining service. Detailed procedural guides for active duty transfers are in enclosure (2) and for inactive duty transfers are in enclosure (3).

11. Authorized Grades

a. Officers on extended active duty.

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(1) Officers transferred to competitive categories other than professional categories shall continue to hold the same grade and date of rank as that held in the parent service on the day before transfer. They shall be assigned precedence and placed on the active-duty list under reference (d).

(2) Officers 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 grade determined under the applicable SECNAV instruction; 1120.12A, 1120.13A, 1120.6B, 1120.8B, 1120.4A, or 1120.5A.

(3) As an exception to subparagraph (2) 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 10 U.S.C. 533 or 10 U.S.C. 12207. Such officers will be reappointed in the grade and given a date of rank appropriate for the amount of credit determined under the applicable SECNAV Instruction, 1120.12A, 1120.13A, 1120.6B, 1120.8B, 1120.4A or 1120.5A for the gaining professional category.

(4) Officers on a promotion list in the losing service will be integrated into promotion lists of the gaining service following the precedence guidelines in reference (d).

b. Reserve officers not on active duty. Officers not on extended active duty will normally be transferred in the grade held in their parent service on the day before transfer. An officer may be transferred in a lower permanent grade to appropriately reflect training and experience; using as guidelines the career development guidelines for the designator or MOS established by the Chief of Naval Operations (CNO) or CMC. CNP or CMC shall provide supporting justification for the proposed grade in their recommendation to the Secretary of the Navy. An officer offered an appointment in a lower grade or with less seniority may decline the appointment and withdraw the request.

12. Action

a. CNP, under the CNO, and CMC:

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(1) are responsible for administering interservice transfers in their respective service in compliance with this instruction, and

(2) may propose changes to policies governed by references (a) and (c) for submission by the Secretary of the Navy to the Secretary of Defense via the Assistant Secretary of Defense (Force Management Policy).

b. The Assistant Secretary of the Navy (Manpower and Reserve Affairs) shall act on applications for interservice transfers requiring action by the Secretary under this instruction.

13. Forms. The following forms are available in the Navy supply system.

a. Report of Medical Examination (SF 88),
S/N 0105-LF-200-7140.

b. Report of Medical History (SF 93),
S/N 0102-LF-00-0931.

c. Certificate of Release or Discharge from Active Duty (DD 214), S/N 0102-LF-000-2140.

d. Interviewer's Appraisal Sheet (NAVCRUITCOM 1100/13), S/N 0114-LF-001-0065.

e. Personal Security Questionnaire (BI/SBI).

f. Single Scope Background Investigation (SSBI).

g. Summary Sheet (NAVCRUITCOM 1131/9),
S/N 0114-LF-011-3145.

William A. Navas, Jr.
Assistant Secretary of the Navy
(Manpower and Reserve Affairs)

Distribution:

SNDL Parts 1 and 2

MARCORPS PCN 71000000000 and 71000000100

DEFINITIONS

1. Component. A Regular or Reserve component of the Uniformed Services. The USNR-R and USMCR are Reserve components of the Navy and Marine Corps, respectively.
2. Extended Active Duty. A period of active duty resulting in the placement of the officer in an active-duty list maintained under 10 U.S.C. 620, or equivalent service in the Public Health Services (PHS) or NOAA.
3. Gaining Service. The uniformed service requesting the transfer of a member or the uniformed service to which a member has requested a transfer.
4. Interservice Transfer. The transfer of commissioned officers serving on active duty, between uniformed services, and the transfer of commissioned officers not on active duty, between the Reserve components of the uniformed services.
5. Obligor. A member of the uniformed services with a Military Service Obligation (MSO) remaining in the parent service.
6. Parent Service. The uniformed service in which the member is presently appointed.
7. Services or Uniformed Services. A term used to denote collectively the uniformed services: the Army, Navy, Air Force, Marine Corps, Coast Guard, PHS, and NOAA.
8. Professional Category. The Medical Corps, Dental Corps, Nurse Corps, Chaplain Corps, Medical Service Corps and Judge Advocate General's Corps.

PROCEDURAL GUIDE FOR ACTIVE DUTY TRANSFERS

1. Transfer from the Navy and Marine Corps

a. Navy and Marine Corps officers on extended active duty desiring transfer to another service must submit applications in letter form at least six but not more than nine months before the desired detachment date. Requests should be submitted to the Secretary of the Navy via the chain of command and Commander, Navy Personnel Command, Millington, TN 38055-8100 (ATTN: PERS-801G) and Commandant of the Marine Corps, (MMSR) Washington, DC 20380.

b. Requests may be initiated by the gaining service. These requests should be submitted through the Secretary of the gaining Department and Commander, Navy Personnel Command (PERS-801G) or Commandant of the Marine Corps (MMSR), 3280 Russell Road, Quantico, VA 22134-5103, to the Secretary of the Navy. The request must be accompanied by a consent to the transfer from the officer concerned. The request should include sufficient justification to show the transfer is in the best interests of the national defense and the officer.

c. Requests should include the following information and be marked "For Official Use Only:"

- (1) Applicant's last, first and middle name
- (2) Social security number 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
- (7) Summary of any previous interservice transfers
- (8) Date and place of birth
- (9) Citizenship and how acquired

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(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) Contingent resignation, including the following statement, "I hereby tender my resignation from the (U.S. Navy, U.S. Naval Reserve, U.S. Marine Corps, 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)."

d. The following information must be attached to the application as enclosures:

(1) Current Report of Medical Examination (Standard Form 88) 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 Report of Medical History (SF 93) original and one copy.

2. Transfer to the Navy or Marine Corps. Application may be made by officers on active-duty lists of another uniformed service for transfer to the Navy or Marine Corps or by a naval or Marine Corps activity on behalf of an officer on the active-duty list of another uniformed service.

Applications must arrive no later than nine months before the requested transfer date.

a. Requests are subject to the appropriate directives of the respective service. These are:

- (1) Air Force Instruction 36-3207
- (2) Army Regulation 614-120
- (3) Article 12A3, U.S. Coast Guard Personnel Manual CG 207
- (4) Section 01501-01504, Part 5 NOAA Corps Regulations
- (5) Reference (a) for PHS

b. Applications must contain the information and comply with the format prescribed by the parent uniformed service. Additionally, the following information and documents must be included:

- (1) Conditional release from parent service;
- (2) Statement that the officer has neither been deferred from promotion nor failed selection for promotion in present grade;
- (3) Source of original commission;
- (4) Original and duplicate copy of Report of Medical Examination (SF 88);
- (5) Current Report of Medical History (SF 93) original and one copy;
- (6) Resume of flying experience, when applicable, including date member entered training for original aeronautical rating, rating held and date it was awarded, total flying time, and total jet time;
- (7) A verified statement of service;
- (8) One of the statements of understanding shown in paragraphs five or six.

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(9) Microfiche copy of the officer's master personnel record; and

(10) Applications for transfer to the Marine Corps must include a recent photograph, full-length, uncovered front view, left shoulder forward. In addition, the applicant must be interviewed by two Marine Corps officers. The officers holding the interview will forward recommendations concerning the applicant's interservice transfer to the CMC (MMOA-3). Applications for interservice transfer to the Marine Corps will normally be considered as part of the annual officer retention board (ORB) held in late February or early March. Exact dates for submission deadlines are available by contacting CMC (MMOA-3).

c. To ensure an accession quota is available, and that the applicant meets all specific screening criteria for the desired officer community, a letter of acceptance from the respective Officer Community Manager should be sought and included in the interservice transfer application. This is particularly important for small officer communities (such as Special Warfare and Special Operations), where annual accession quotas are very limited, and filled on a competitive basis.

3. Processing Applications from Individual Officers. The parent service should send applications to the Secretary of the Navy, 2000 Navy Pentagon, Washington, DC 20350-2000, who will forward them to Deputy Chief of Naval Operations (M&P) (ATTN: N131D), 2 Navy Annex, Washington, DC 20370 or CMC (MMOA-3).

a. If CNP or CMC recommends disapproval, they will send it to the Secretary of the Navy with a proposed memorandum returning the application to the parent service for forwarding to the officer.

b. If CNP or CMC recommends approval, they will send it to the Secretary for his approval. If the Secretary disapproves he will return it to CNP or CMC for return to the parent service.

c. If the transfer is acceptable to both the parent and gaining Services, COMNAVPERSCOM (PERS-4) or CMC will prepare active duty orders, obtain appointment documents from PERS-854 or CMC (MMOA-3), and coordinate the transfer with the parent Service.

4. Processing Applications from Navy Activities. Requests from Navy activities will be sent to Commander, Navy Personnel Command, (ATTN: PERS-801G) Millington, TN 38055-8110. Requests from Marine Corps activities are sent to Commandant of the Marine Corps (Code MMOA-3), Washington, DC 20380. Requests must be fully justified, showing that the transfer is in the best interest of the Navy or Marine Corps, and include a statement, signed by the officer concerned, consenting to the transfer.

a. If CNP or CMC recommends disapproval, they will send it to the Secretary of the Navy with a proposed memorandum returning the request, disapproved, to CNP or CMC.

b. If CNP or CMC recommends approval, the request will be sent to the Secretary of the Navy with a proposed memorandum for the parent service for action. If disapproved, the Secretary will return it to CNP or CMC for action.

5. Statement of Understanding

"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 my active duty obligation and permanent grade and date of rank will be that assigned to me by the Commander, Naval 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 eight years upon winging as a pilot, and six years upon winging as a Naval Flight Officer. I understand that if this transfer is for undergraduate flight training in the Marine Corps, the active service obligation will be eight years of fixed wing and six years for rotary wing and Naval Flight Officers. This obligation will start upon completion of the 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."

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(signature of officer)
(typed name, grade)

6. Statement of Understanding, Reserve 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 active duty 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 that assigned to me by the Commander, Naval Personnel Command or Commandant of the Marine Corps upon appointment. I understand that if this transfer is for flight training, I will incur five years 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 Navy 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."

(signature of officer)
(typed name, grade)

PROCEDURAL GUIDE FOR TRANSFERS BETWEEN RESERVE COMPONENTS

1. Transfer to the Naval and Marine Corps Reserve. Application may be made by an officer on inactive duty in a Reserve or Guard Component of another service or by a naval activity or Marine Corps activity on behalf of an officer of another service.

a. Since transfers to the Selected Reserve depend upon availability of a suitable billet, the candidate should consult with a Naval Reserve or Marine Corps Reserve activity within commuting distance to determine whether the desired billet is available. If a billet is available, the officer should initiate the application with the nearest Navy Reserve Recruiting Command Area (Officer Program Section) or the nearest Selected Marine Corps Reserve Unit.

b. Requests are subject to the appropriate directives of the respective service. At a minimum, the following information must be included in the official letter which is marked "For Official Use Only".

- (1) Applicant's last, first, and middle name.
- (2) Social security number (SSN), service number (if applicable) and designator or MOS;
- (3) Grade, date of rank and military specialty;
- (4) Branch of service and component;
- (5) Organization to which presently assigned;
- (6) Total federal commissioned service, active and Reserve;
- (7) Summary of any previous interservice transfers;
- (8) Date and place of birth;
- (9) Citizenship and how acquired;
- (10) Summary of military duties performed;

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(11) Brief statement of educational credentials and military and civilian professional or technical qualifications;

(12) Reason for requesting transfer;

(13) 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)";

c. The following documents will be enclosures to the official letter request.

(1) Conditional Release from member's reserve component (DD-368);

(2) Summary Sheet (NAVCRUIT 1131/9);

(3) Questionnaire for National Security Positions (SF 86);

(4) Interviewer's Appraisal Sheet (NAVCRUIT 1100/13) two copies;

(5) Certificate of Release or Discharge from Active Duty (DD Form 214);

(6) Verified statement from officer's reserve component of the officer's grade, date of rank, military specialty and number of failed selections for promotion in current grade;

(7) Complete up-to-date micro fiche record or entire paper copy of service record in order to complete accurate statement of service;

(8) Latest point capture report from officer's reserve component;

(9) Report of Medical History (SF 93) original and one copy; and

(10) Current Report of Medical Examination (SF 88) original and one copy.

NOTE: If requesting transfer for aviation programs include up-to-date flight physical examination. In aviation physicals, the following information must be included on SF 88: Block 60-refraction, Block 62-prism diversion, and buttock-leg length and sitting height.

The aviation physical must have NOMI's endorsement that the officer is physically qualified for aviation.

(11) Current aeronautical rating (when applying for aviation duty);

Additional guidelines for interservice transfer of inactive duty Reserve aviators and flight officers are contained in BUPERSINST 1001.41. These officers must obtain endorsements from Reserve Force Squadron (RESFORON)/Master Augmentation Unit (MAU)/Selected Augment Unit (SAU commanding officer), Local Area Commander for Air (LACAIR), and Commander, Naval Air Reserve Force. RESFORON/MAU/SAU commanding officers must identify a flying billet to which the officer will be assigned and must outline a specific training plan.

d. The following information should be attached as enclosures to application for transfer to the Marine Corps Reserve component:

(1) Current Report of Medical History (SF 93) original and one copy. In aviation physicals the applicant must enter and sign the following statement in Block 8 on SF 93: "I certify that I do not use, nor have I ever used, contact lens for any purpose, and that I am not aware that my uncorrected vision has ever been less than 20/20"; and

(2) Recent photo, standard full-length uncovered, from view, left shoulder forward.

e. Officers requesting transfer to the Selected Marine Corps Reserve must submit their requests via the Selected Marine Corps unit with which they desire to affiliate.

2. Processing Applications

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a. Application from Individual Officers. Requests for transfers to the Naval Reserve should be sent to Commander, Navy Personnel Command, (ATTN: PERS-911C), Millington, TN 38055-9110, or to Commandant of the Marine Corps (MMOA-3), Washington, DC 20380, as applicable.

b. Applications from Navy Activities. Requests from Navy activities for a specific officer must be in the above form and addressed to Commander, Navy Personnel Command, (ATTN: PERS-911C), Millington, TN 38055-9110. Requests from Marine Corps activities must be sent by letter to Commandant of the Marine Corps (MMOA-3), 3280 Russell Road, Quantico, VA 22314-5103. Requests must be justified, showing that the transfer is in the best interest of the Naval or Marine Corps Reserve and must include a statement, signed by the officer concerned, consenting to the transfer.

c. Service Action on Applications. CNP or CMC will review and evaluate the application under this instruction. CMC will approve or disapprove any applications as part of the annual Marine Corps officer retention board (ORB) held in late February or early March.

(1) If CNP or CMC disapproves, they will notify the applicant and parent service by letter and file the application without further action.

(2) If CNP or CMC approves, the officer will be transferred. PERS-911C or CMC will obtain appropriate commissioning documents from Commander, Navy Personnel Command (PERS-854) or CMC (MMOA-3) and coordinate the transfer with the parent service.

(3) If CNP or CMC desires a waiver of provisions of this instruction the application will be sent to the Secretary of the Navy with supporting justification, and proceed as (1) or (2) above based on the Secretary's decision.