



CCI 374.01
EFFECTIVE DATE: 11 December 2024

By Order of the Assistant Secretary for Health:

ADM Rachel L. Levine, M.D.

SUBJECT: Inter-Service Transfer

1. PURPOSE: This Instruction establishes policy and procedures governing the transfer of Public Health Service (PHS) officers between the U.S. Public Health Service (USPHS) and the active and reserve components of the other uniformed services.
2. APPLICABILITY: This Instruction applies to inter-service transfer of officers from:
 - 2-1. The Regular Corps of the USPHS Commissioned Corps to an active component of another uniformed service.
 - 2-2. An active component of another uniformed service to the Regular Corps of the USPHS Commissioned Corps.
 - 2-3. The Ready Reserve Corps (RRC) of the USPHS Commissioned Corps to a reserve component of another uniformed service.
 - 2-4. A reserve component of another uniformed service to the RRC of the USPHS Commissioned Corps.
 - 2-5. This Instruction does not apply to officers who are not using the Inter-service transfer process. It is not an inter-service transfer when an officer resigns and receives an original or new appointment.
3. AUTHORITY:
 - 3-1. [42 U.S.C. § 204](#), "Commissioned Corps and Ready Reserve Corps"
 - 3-2. [42 U.S.C. § 209](#), "Appointment of personnel"
 - 3-3. [10 U.S.C. § 716](#), "Commissioned officers: transfers among the armed forces, the National Oceanic and Atmospheric Administration, and the Public Health Service"
 - 3-4. [42 C.F.R. § 21.1 to 21.58](#), "Commissioned Officers"
 - 3-5. Commissioned Corps Directive (CCD) [111.03](#), "Conditions of Service"
 - 3-6. [CCD 122.01](#), "Promotions"
 - 3-7. [CCD 128.01](#), "Medical Fitness for Duty"

- 3-8. [Executive Order \(EO\) 11140](#), “Delegating certain functions of the President relating to the Public Health Service”
- 3-9. [84 Federal Register 1752-1753](#), “Statement of Organization, Functions, and Delegations of Authority”
- 3-10. [DoD Instruction 1300.04](#), “Inter-Service and Inter-Component Transfers of Service Members”
4. PROPONENT: The proponent of this Instruction is the Assistant Secretary for Health (ASH). The Surgeon General (SG) and Deputy Surgeon General (DSG) are responsible for providing supervision of activities relating to the day-to-day operations of the USPHS Commissioned Corps. The Director, Commissioned Corps Headquarters (CCHQ), provides overall management of USPHS Commissioned Corps’ personnel operations and processes.
5. SUMMARY OF REVISIONS AND UPDATES: This is the second issuance of this Instruction within the electronic Commissioned Corps Issuance System (eCCIS) and replaces Commissioned Corps Instruction (CCI) 374.01, “Inter-Service Transfer,” dated 08 December 2008 and rescinds Commissioned Corps Personnel Manual (CCPM) CC23.1.3, “Recruitment of Personnel of Other Uniformed Services,” dated 23 November 1976. This version:
 - 5-1. Includes, in Section 2., the applicability of officer transfers between the Ready Reserve Corps of the USPHS Commissioned Corps and the reserve component of another uniformed service.
 - 5-2. Includes additional authorities.
 - 5-3. Introduces new USPHS Commissioned Corps branding language throughout the Instruction.
 - 5-4. Updates hyperlinks throughout the Instruction.
 - 5-5. Introduces, in Section 6-1., a definition for “inter-service transfer” and removes the statement that officers shall be permitted to apply for such a transfer.
 - 5-6. Introduces, in Section 6-2., the eligibility criteria for transfer to the USPHS Commissioned Corps as previously outlined in Appendix A of the 2008 version; this Section replaces Appendix A.
 - 5-7. Introduces, in Section 6-2.c., the medical retention requirements for officers transferring from another uniformed service to the USPHS Commissioned Corps.
 - 5-8. Introduces, in Section 6-3., the ability of the Director, CCHQ, to approve the transfer of an officer otherwise excluded by Section 6-2.
 - 5-9. Introduces, in Section 6-4., the service and active-duty obligations of officers, including Commissioned Service Obligations for joining.
 - 5-10. Moves to Section 6-4.b., the content previously in Appendix A (of the 2008 version) regarding active-duty obligations.
 - 5-11. Introduces, in Section 6-5., the process by the USPHS Commissioned Corps determines service credit and permanent grade/rank of a transferring officer, including, in Section 6-5.a.(4), that of a PHS officer who had been selected for promotion in the USPHS.
 - 5-12. Introduces, in Section 6-5.b., the maximum entry grade for appointment to a component of the USPHS Commissioned Corps.

- 5-13. Clarifies, in Section 6-6. how a transfer affects annual leave and replaces, in Section 6-6.d., "leave granting authority" with "Leave Approving Official (LAO)" for the purpose of continuity and consistency with CCMIS eCORPS (or equivalent system) information and resources.
- 5-14. Introduces, in Section 6-10., the disapproval of an inter-service transfer request.
- 5-15. Introduces, in Section 8-3.a.(1), the Applicant Evaluation System (AES) by which officers apply to a component of the USPHS Commissioned Corps.
- 5-16. Introduces, in Section 8-1. and 8-3., the procedures for transfer between uniformed services Reserve components and the use of DD Form 368, "Request for Conditional Release."
- 5-17. Introduces Appendix A, "Definitions."
- 5-18. Introduces Appendix B, "Required Information and Documents for an Inter-Service Transfer."
- 5-19. Introduces into Appendix D, "Statement of Understanding," the requirement that officers must serve at least 20 years to qualify for a voluntary non-regular retirement.

6. Policy:

6-1. General.

- a. An inter-service transfer is the movement of a commissioned officer in a regular or reserve component of a uniformed service by discharge and subsequent original or new appointment within 24 hours to the same component of another uniformed service.
- b. The USPHS Commissioned Corps cannot accept an officer for transfer if the transfer would exceed the authorized strength for the officer's entry grade in accordance with [CCD 122.02](#), "Force Distribution Management."
- c. Either the gaining (new) uniformed service or the officer concerned may request an inter-service transfer.
- d. The USPHS Commissioned Corps will transfer and simultaneously appoint an officer without interrupting the continuity of the officer's uniformed service. CCHQ will credit the total uniformed service accrued as of the date of transfer in accordance with applicable USPHS Commissioned Corps policies.
- e. The USPHS Commissioned Corps will accept inter-service transfers as original or new appointments under the provisions of [42 U.S.C. § 209\(a\)](#).
- f. Although the USPHS Commissioned Corps will consider applicants through inter-service transfers of officers from another uniformed service, this will not be the primary method of appointing individuals to the USPHS Commissioned Corps.
- g. No regular component officer may use an inter-service transfer to move to a reserve component of another uniformed service, nor may a reserve component officer transfer to a regular component of another uniformed service.
- h. Officers requesting an inter-service transfer into the USPHS Commissioned Corps must initiate the process via the USPHS Commissioned Corps' Applicant Evaluation System (AES) or equivalent system. Such officers must also follow their service's policies for requesting an inter-service transfer and can refer to Department of Defense Instruction (DoDI) [1300.04](#), "Inter-Service and Inter-Component Transfers of Service Members."
- i. Both the gaining and the losing uniformed service must approve an inter-service transfer before it can take effect.
- j. Except in the case of a disciplinary action or when the USPHS Commissioned Corps has been militarized by the President, the USPHS Commissioned Corps will not transfer an officer without the request or consent of the officer concerned.
- k. Once an officer has transferred to any other uniformed service, they must follow the rules and policies of that service.

6-2. Eligibility Criteria for Inter-Service Transfer. An officer of another uniformed service who is requesting an inter-service transfer to the USPHS Commissioned Corps, must:

- a. Meet the conditions of service in accordance with [CCD 111.03](#), "Conditions of Service."
- b. Meet the general appointment standards in accordance with [CCI 231.01](#), "General Appointment Standards" and [CCI 231.03](#), "Category Specific Appointment

Standards” for an original or new appointment for the category and discipline to which they are applying. An Appointment Board must then review the application;

- c. Meet the medical retention standards in accordance with [CCD 128.01](#), “Medical Fitness for Duty,” and [CCI 221.02](#), “Medical Readiness.” These standards may differ from the standards for retention on active duty or in the reserve component of the officer’s current uniformed service;
 - d. Obtain approval from the losing uniformed service (following their normal chain of command);
 - e. Not be in the process of being released from active duty due to being non-selected or non-recommended for promotion;
 - f. Have no records indicating questionable suitability for transfer, including, but not limited to, active investigations for misconduct or disciplinary actions in accordance with [CCD 111.02](#), “Disciplinary Action;”
 - g. Not be in the process of separation from the current uniformed service under other than honorable conditions;
 - h. Not have a previous request for an inter-service transfer denied or has submitted a prior transfer request within the last year;
 - i. Not have a mandatory release or mandatory removal date; not have an approved retirement; not facing involuntarily separation; or not have been separated prior to finalization of their request;
 - j. Have no current active-duty obligation (ADO), commissioned service obligation (CSO), or contract obligation (unless that obligation can be transferred to an obligation to the USPHS Commissioned Corps); and
 - k. Not be a warrant officer in another service.
- 6-3. The Director, CCHQ, without further delegation, may approve the inter-service transfer of an officer excluded by a criterion in 6-2.e. through j. after reviewing the circumstances of the exclusion and confirming that the officer is in a profession in which the USPHS Commissioned Corps is experiencing a shortage or has an inadequate number of candidates to contribute to the mission of the HHS and meet the USPHS Commissioned Corps.
- 6-4. Service and Active-Duty Obligations of Officers. Release of an officer for an inter-service transfer to another uniformed service does not automatically constitute a release from or fulfillment of any military service obligation under [10 USC § 651](#), or any other active-duty obligation (ADO) (such as obligated service for government-sponsored training, scholarship obligation, health professions special pay, or any other pay agreement) or Commissioned Service Obligation (CSO). Active duty (other than periods of absence without leave) performed after an inter-service transfer shall be counted toward the fulfillment of such obligation.
- a. Commissioned Service Obligation.
 - (1) The USPHS Commissioned Corps establishes the minimum service obligations that officers must agree to serve upon their appointment to the USPHS Commissioned Corps (see [CCD 122.02](#)). Officers transferring from another uniformed service to the USPHS Commissioned Corps must follow the CSO requirements in [POM 821.85](#), “Commissioned Service Obligation.” They must sign form [PHS-7087-RC](#), “USPHS Commissioned Service

Obligation (CSO) Agreement,” if transferring to the Regular Corps or [PHS-7087-RRC](#), “SELRES Commissioned Service Obligation (CSO) Agreement,” if transferring to the SELRES. PHS officers may serve other obligations concurrent with their CSO to the USPHS Commissioned Corps (see Personnel Operations Memorandum [\(POM\) 821.85](#), “Commissioned Service Obligations”).

- (2) PHS officers cannot request an inter-service transfer if they have an uncompleted CSO (see [POM 821.85](#)) unless waived by the SG.
 - (3) Pursuant to [CCI 384.03](#), “Mandatory, Voluntary, and Involuntary Retirement,” all PHS officers, including those who transfer into the USPHS Commissioned Corps, must agree to serve at least 10 years in an active status in the USPHS Commissioned Corps before requesting voluntary retirement.
- b. Active-Duty Obligations (ADO). A PHS officer is not eligible for an inter-service transfer from the USPHS Commissioned Corps to another uniformed service before the fulfillment of any ADO (unless the ASH approves the transfer). Officers should refer to individual policies for specifics on ADOs and waiver requests.
- c. However, a PHS officer can request an inter-service transfer despite a CSO or ADO if the officer faces an involuntary release from active duty or involuntary reassignment (as defined in Appendix A of this Instruction) due to forced reductions of personnel (see [CCI 382.01](#), “Reduction in Strength Within the Public Health Service Commissioned Corps Due to Program Reductions;” [CCI 322.05](#), “Transfer and Reassignment of Commissioned Officers;” or [POM 821.78](#), “Guidance on Non-HHS and HHS Agency Returns”). The USPHS Commissioned Corps will not require the officer to repay any remaining contract obligation(s), but the officer must serve the remaining obligation in the gaining uniformed service.

6-5. Officer Permanent Grade/Rank and Service Credit Upon an Inter-Service Transfer.

- a. Determination of Service Credit and Permanent Grade/Rank.
- (1) Constructive Promotion and Base Pay Entry Credit. An officer transferring to the USPHS Commissioned Corps will receive the benefit of all allowable credit pursuant to [42 U.S.C. § 209](#).
 - (2) Seniority Credit. The USPHS Commissioned Corps will determine the Seniority Credit Date and Promotion Credit Date by counting active-duty time spent in an officer’s current grade in the former uniformed service as if it were active-duty time in that grade in the USPHS Commissioned Corps. Officers who performed an inter-service transfer to the USPHS Commissioned Corps are not eligible for any additional constructive seniority credit outlined for new appointments in [CCI 331.01](#), “Permanent Promotions.”
 - (3) Training and Experience. The USPHS Commissioned Corps will determine the Training and Experience Date (TED) using the professional experience and training associated with the degree that qualifies the officer for a commission in the USPHS Commissioned Corps (i.e., qualifying degree). The USPHS Commissioned Corps will not use constructive service credit for education, training, or experience that the losing uniformed service credited to the officer on their appointment to that service.

(4) An officer who transfers from the USPHS Commissioned Corps to another uniformed service, who had been previously selected for promotion in the USPHS, will not automatically receive this promotion. Instead, the gaining uniformed service will determine the officer's grade and date of rank in accordance with their own policies.

b. Maximum Entry Grade/Rank Upon Inter-Service Transfer. An officer who transfers to the USPHS Commissioned Corps from another uniformed service will continue to hold the same grade held in the losing uniformed service on the day before their transfer. However, if the officer was selected for promotion in the other uniformed service, the USPHS Commissioned Corps will integrate the officer onto the promotion list of the USPHS Commissioned Corps after their transfer (provided the promotion will not result in the USPHS Commissioned Corps exceeding the authorized strength for that grade (see [CCD 122.02](#))) as follows:

(1) Regular Component Promotions to the O-4 Grade and Above. A promotion to the O-4, O-5, or O-6 grade will take place on the latest date of the following:

- (a) The first day of the month after the officer meets the seniority credit requirements outlined in [CCI 331.01](#), "Permanent Promotions."
- (b) The first day of the month after the Senate confirmed the officer's promotion selection in the other uniformed service.
- (c) The first day of the month after the officer has served six months in an active status with the USPHS Commissioned Corps.

Note: If the other service removed the officer from the Presidential nomination list due to the pending inter-service transfer, CCHQ will obtain a statement from the other uniformed service confirming the officer was selected for promotion but removed from the nomination list due to the transfer. Upon receiving this statement, CCHQ will submit a nomination for the President's approval and the promotion will take place on the latest date as outlined in Section 6-5.b.(1)(a) or (b) or on the first day of the month after the President approves the promotion, whichever is later.

(2) Regular Component Promotions to the O-3 Grade and Below. For a promotion to the O-2 or O-3 grade, CCHQ will submit a nomination for the President's approval and the promotion will take place on the latest date of the following:

- (a) The first day of the month after the officer meets the seniority credit requirements outlined in [CCI 331.01](#), "Permanent Promotions."
- (b) The first day of the month after the President approves the promotion.
- (c) The first day of the month after the officer has served six months in an active status with the USPHS Commissioned Corps.

(3) Reserve Component Promotions. The President must approve a promotion to any grade in a reserve component. If the President has not approved an officer's reserve promotion, CCHQ will submit a nomination for the

President's approval and the promotion will take place on the latest date of the following:

- (a) The first day of the month after the officer meets the seniority credit requirements outlined in [CCI 331.01](#), "Permanent Promotions."
- (b) The first day of the month after the President approves the promotion.
- (c) The first day of the month after the officer has served six months in an active status with the USPHS Commissioned Corps.

Note: If the President did approve a reserve officer's promotion prior to their transfer to the USPHS Commissioned Corps, their promotion will take place on the latest date as outlined in Section 6-5.b.(3)(a) or (c), whichever is later.

(4) Validation of Promotion.

- (a) CCHQ will obtain a statement from the losing uniformed service that the officer was selected for promotion and that service did not remove the officer from promotion for any reason other than the officer's transfer to the USPHS Commissioned Corps. If the losing service removed the officer, then the officer is not eligible for promotion under this Subsection (Section 6-5.b.).
- (b) As outlined in [CCI 331.01](#), the Director, CCHQ, may eliminate an officer who has a pending promotion under this Subsection (Section 6-5.b.) from promotion or suspend the elimination provided the effective date of the promotion has not passed and the decision of the Director, CCHQ, to eliminate or suspend the elimination is made prior to the effective date outlined in Section 6-5.b.(1), (2), or (3).

6-6. Annual Leave.

- a. The USPHS Commissioned Corps will not execute any inter-service transfer while an officer is on any form of leave status.
- b. When an officer transfers to another uniformed service, they can take any unused annual leave with them, up to the maximum allowed by the gaining service.
- c. Annual leave that exceeds 60 days may be credited to an officer's leave account (with supporting documentation) upon an approved inter-service transfer to the USPHS Commissioned Corps.
- d. For a PHS officer who has applied to transfer to another uniformed service, their Leave Approving Official (LAO) may approve their annual leave if the PHS officer's application has not yet been accepted by the gaining uniformed service. However, the LAO must not approve the officer's annual leave after they receive official confirmation that the gaining uniformed service has approved the inter-service transfer request (e.g., through email, memorandum, official form, etc.). This will ensure the officer's unused annual leave balance is accurately transmitted to the gaining uniformed service. The USPHS Commissioned Corps does not provide terminal leave (as defined in [CCI 362.01](#), "Annual Leave") for officers undergoing an inter-service transfer.

- e. Upon an inter-service transfer, the annual leave credited to an officer as of the day before the transfer is transferred to the officer's leave account in the gaining uniformed service. Otherwise, if the officer is not performing an inter-service transfer, the USPHS Commissioned Corps cannot transfer the PHS officer's leave to another uniformed service even if the officer intends on joining it upon release from the USPHS Commissioned Corps (although they can take terminal leave).
- 6-7. Probationary Period for Officers. All officers transferring into the USPHS Commissioned Corps, regardless of grade, are subject to a probationary period in accordance with [CCI 341.01](#), "Probationary Period."
- 6-8. Retirement of Officers.
- a. Once an officer from another uniformed service has transferred to the USPHS Commissioned Corps, they must follow the retirement policies of the USPHS Commissioned Corps (see [CCD 124.01](#), "Retirement," [CCI 384.01](#), "Creditable Service for Retirement," and [CCI 384.03](#), "Mandatory, Voluntary, and Involuntary Retirement").
 - b. PHS officers who transfer to another uniformed service will not receive retirement credit for Civil Service employment with the PHS, other than as a PHS commissioned officer (see [CCI 384.01](#)).
- 6-9. Inter-Service Transfer Versus Resignation with an Original or New Appointment. Officers wanting to transfer directly between the USPHS Commissioned Corps, and another uniformed service must do so under this Instruction's inter-service transfer rules to avoid a possible break in service and qualify for certain entitlements (e.g., continuation of rank, Training, and Experience, and retention of their annual leave), subject to the gaining service's policies. This policy does not prevent an officer who is otherwise eligible from resigning their commission in the current uniformed service to seek an original or new appointment in another uniformed service (see [CCI 387.01](#), "Separation of Commissioned Officer"). In such a case, this policy would not apply.
- 6-10. Disapproval of an Inter-Service Transfer Request.
- a. If the Director, CCHQ, denies a PHS officer's request for an inter-service transfer to another uniformed service, the officer may appeal the decision to the SG, or designee.
 - b. If the Director, CCHQ, approves a PHS officer's request for a transfer to another uniformed service, but the gaining uniformed service does not accept the request, the officer cannot transfer. Any potential appeal is subject to the gaining service's policies.
- 6-11. Travel and Transportation. An inter-service transfer is not, in and of itself, a permanent change of station (PCS) for the purposes of travel and transportation allowances. If the transfer will involve the relocation of the officer to a new duty station, the gaining uniformed service will authorize the appropriate travel and transportation allowances in accordance with the [Joint Travel Regulations](#) (JTR). For officers transferring from the USPHS Commissioned Corps to another uniformed service, the USPHS Commissioned Corps termination personnel order must not authorize travel and transportation allowances.
7. RESPONSIBILITIES:
- 7-1. The ASH may promulgate any additional Instructions necessary to implement the provisions of this Instruction.

- 7-2. The SG is responsible for the day-to-day supervision of the USPHS Commissioned Corps and may issue POMs as necessary to implement this Instruction.
- 7-3. Under the direction of the SG, the Director, CCHQ, is responsible for the overall administration and management of all the personnel processes listed in this Instruction and any operational guidelines established by the SG. The Director, CCHQ, may further delegate the authorities in this Instruction, unless otherwise prohibited.
- 7-4. All officers are responsible for adhering to the guidelines and procedures included in this Instruction, as well as any additional guidance provided by the SG; Director, CCHQ; or their designees.

8. PROCEDURES:

- 8-1. Transfer from the USPHS Commissioned Corps to Another Uniformed Service. For a Regular Corps officer to transfer to an active component of another uniformed service or for an RRC officer to transfer to a reserve component of another service, the following must occur:
 - a. Action by the PHS Officer. A PHS officer who is requesting to transfer to another uniformed service must submit the required documents and forms listed in subsections 8-1.a.(1) thru (4) of this Instruction via their Agency Liaison, who then must submit the documents to the Separations and Assignments Branch (SAB), CCHQ, via email at: PHSCCSeparations@hhs.gov. However, members of the RRC must submit their documents directly to the Ready Reserve Affairs Branch. CCHQ must receive these documents at least 120 days prior to the desired transfer date.
 - (1) A "Consent for Inter-Service Transfer to Another Uniformed Service" (see Appendix C) signed by the officer.
 - (2) [Form PHS-1373](#), "Separation of Commissioned Officer" submitted by the officer through their chain of command via their Agency Liaison. If CCHQ receives the form after the 120-day deadline, the Director, CCHQ, may choose a new transfer date that is at least 120 days from the date CCHQ received the [Form PHS-1373](#).
 - (3) [DD Form 368](#), "Request for Conditional Release" or equivalent will be used in all cases involving inter-service transfers and must be signed by the officer.
 - (a) If the transfer must be delayed beyond 120 days, a new DD Form 368 is needed.
 - (b) A new conditional release request will reset the 120-day deadline.
 - (c) If the Director, CCHQ, approves a conditional release, the officer must forward a copy to the gaining uniformed service concerned.
 - (4) The officer's current Periodic Health Update (PHU) must be on file within the Medical Affairs Branch (MAB), CCHQ (see [POM 821.71](#), "Physical Examination Requirements").
 - b. Action by the Officer's Supervisor/Agency. For CCHQ to process an inter-service transfer request, the agency to which the officer is assigned or detailed must perform the following actions:
 - (1) Upon receipt of the officer's [Form PHS-1373](#), the officer's supervisor must complete Section B showing the agency's concurrence or non-concurrence

with the proposed transfer request. The agency must indicate the reason(s) on an attached statement, if the agency does not concur (e.g., ADO).

- (2) The agency must follow [CCI 387.01](#), "Separation of Commissioned Officer," for any already approved annual leave. However, officers performing an inter-service transfer do not receive any payment for unused leave. Instead, that leave is transferred to the gaining service.
- c. Action by CCHQ. SAB, CCHQ, will evaluate the inter-service transfer request along with the submitted documents and comments. SAB will make a recommendation to the Director, CCHQ, or designee. If there are readily discernable reasons for denying an inter-service transfer request, the Director, CCHQ, or designee, will disapprove the request and notify all concerned parties. If the Director, CCHQ, or designee, approves the request, CCHQ will:
- (1) Submit an approved conditional release ([DD Form 368](#)) or equivalent to the gaining uniformed service with copies to the PHS officer and the officer's agency.
 - (2) Issue a DD-214, "Certificate of Uniformed Service" on or after the effective date on the personnel order.
 - (3) Coordinate with the gaining service to establish an agreed date on which to transfer the officer to the gaining uniformed service and issue a separation personnel order.

NOTE: CCHQ will provide information regarding officer biographical data (like that in Appendix B) upon request of the gaining uniformed service and the consent of the officer.

- d. Actions by Another Uniformed Service. If the Director, CCHQ, approves and the gaining uniformed service concerned agrees to the inter-service transfer, CCHQ will request that the gaining service:
- (1) Provide (in addition to the information required in subsection 8-1.a.(1)-(4) of this Instruction) written verification to CCHQ (e.g., memorandum, personnel order) via email that it will appoint the officer. CCHQ must receive this verification, before it can issue official personnel orders terminating the PHS officer's commission, which will permit them to transfer to the gaining uniformed service.
 - (2) Coordinate with SAB to establish an agreed date on which they will transfer the PHS officer to the gaining uniformed service. (See Section 8-1.c.(3).)
- 8-2. Inter-Service Transfer Request Withdrawal. If the PHS officer elects to withdraw an inter-service transfer request before transferring to the gaining service, the request must be submitted at least 30 days prior to the transfer date.
- a. A transfer withdrawal request must be submitted via an email or memorandum, with agency concurrence, via the officer's agency LNO or Ready Reserve Affairs (for members of the RRC).
 - b. Upon notification from the officer of a request to withdraw or cancel a transfer, the LNO will submit a memorandum to SAB addressed to the Director, CCHQ, requesting the officer's withdrawal or cancellation.

- c. The Director, CCHQ, will review the transfer cancellation request and ensure that the SAB notifies the LNO and the officer of the final decision.
 - d. If the Director, CCHQ, approves the transfer withdrawal request, SAB will forward a copy of the conditional release ([DD Form 368](#)) or equivalent to the uniformed service concerned.
- 8-3. Transfer from Another Uniformed Service to the USPHS Commissioned Corps. For a member of an active component of another uniformed service wanting to transfer to the Regular Corps or for a member of another service's reserve component wanting to transfer to the RRC, the following must occur:
- a. Action by Officer.
 - (1) When an officer in another uniformed service requests a transfer to the USPHS Commissioned Corps, they must:
 - (a) Initiate an account in the USPHS Commissioned Corps Applicant Enrollment System (AES) or equivalent system or process and upload the documents outlined in Appendix B.2. Additionally, the officer must submit a waiver request, if applicable according to [CCI 231.01](#), as follows:
 - (i) Age Waiver. Officers who exceed the age limit criteria must submit a waiver request to CCHQ.
 - (ii) Prior Service Waiver. A member of an active component must submit a prior service waiver request if they are within six months of having eight years (i.e., 7.5 years) or more of active service in another uniformed service (other than the USPHS Commissioned Corps). Similarly, a member of a reserve component must submit a prior service waiver request if they are within six months of having eight years or more of service creditable for a non-regular retirement from one of the uniformed services, other than the USPHS Commissioned Corps. However, the SG will not waive service more than 15 years.
 - (b) Include a written request (memorandum) for an inter-service transfer to the Director, CCHQ (see Appendix B).
 - (2) The USPHS Commissioned Corps will not accept an application submitted by an officer of another uniformed service unless they provide documentation of intent to separate from the losing uniformed service upon approval of their inter-service transfer.
 - (3) The officer must obtain and forward to CCHQ a conditional release ([DD Form 368](#)) or equivalent from their uniformed service. The conditional release must state that the officer will be separated from the other uniformed service upon appointment in the USPHS Commissioned Corps.
 - b. Action by CCHQ.
 - (1) The Director, CCHQ, will determine whether there is a vacancy within the applicable entry grade in the USPHS Commissioned Corps in accordance with [CCD 122.02](#). For transfers to the Regular Corps, the Director, CCHQ, will also take into account the restrictions in [42 U.S.C. § 209\(b\)](#) regarding

original or new appointments in the Regular Corps to grades above the O-3 grade.

- (2) If the losing uniformed service has not provided a conditional release ([DD Form 368](#)) or equivalent or other written notice that the losing uniformed service approves the proposed transfer, CCHQ will request one. The USPHS Commissioned Corps will not commission the officer until CCHQ receives this approval.
- (3) When deciding whether to approve or deny an officer's request for an inter-service transfer into the USPHS Commissioned Corps, the Director, CCHQ, or designee, will consider a statement or memorandum from the losing (prior) uniformed service. This statement should indicate the approval or disapproval of the transfer request and may include additional information (e.g., pending disciplinary action, character of the officer, failure of promotion). Also, the Director or designee will require the concurrence of the HHS Operating Division (OPDIV)/Staffing Division (STAFFDIV)/non-HHS organization (hereto known as agency) to which the officer will be assigned.
- (4) If the officer already was approved by the President when they joined the losing uniformed service, the officer does not need Presidential approval to join the USPHS Commissioned Corps. However, depending on circumstances, CCHQ may choose to send the officer to the Presential nomination list.
- (5) CCHQ will coordinate with the losing uniformed service and the agency concerned to establish the exact transfer date. It will then notify the losing uniformed service in writing or Government email that HHS intends to appoint the officer on the agreed date.

- c. Action by the Losing Service. Upon inter-service transfer, the losing uniformed service must submit documentation of the amount of annual leave accrued and accumulated to the officer's credit, as of the actual date of transfer.

9. HISTORICAL NOTES: This is the second issuance of this Instruction within the eCCIS.

- 9-1. CCI 374.01, "Inter-Service Transfer," dated 8 December 2008.
- 9-2. Commissioned Corps Personnel Manual (CCPM) CC23.3.5, "Inter-Service Transfer," dated 13 May 1997.
- 9-3. This Instruction also incorporates and rescinds CCPM CC23.1.3, "Recruitment of Personnel of Other Uniformed Services," dated 23 November 1976.

Appendix A

Definitions

1. Active-Duty Obligation (ADO). A requirement to serve on active duty due to a uniformed services' requirement derived from receipt of a benefit, pay, training, or promotion that the officer voluntarily agrees to accept.
2. Active Service. Included in "active service" are services performed in the following duty statuses:
 - a. Active Duty. Full-time duty in an active uniformed service of the United States. Such term includes full-time training duty, annual training duty, and attendance, while in an active uniformed service, at a school designated as a service school by law, the ASH, or by the Secretary of the uniformed service concerned. This term does not include full-time National Guard duty.
 - b. Active Duty for a Period of More than 30 Days. Active duty under a call or order that does not specify a period of 30 days or less.
 - c. Active Reserve. An RRC member who is ordered to Active Duty for Operational Support to either the Regular Corps or RRC missions.
3. Active Status. Included in "Active Status" are memberships in the following components of the USPHS Commissioned Corps. (This term does not include members while placed on the Temporary Disability Retired List (TDRL), an inactive status list, in the inactive Army National Guard or inactive Air National Guard, or in a retired status):
 - a. Regular Corps.
 - b. Selected Ready Reserve (SELRES).
 - c. Active Individual Ready Reserve (IRR).
4. Certificate of Release or Discharge from Active-Duty (DD-214). The USPHS Commissioned Corps uses the DD-214 form to document members' service when discharged, retired, or separated from active duty. The Department of Defense also uses the DD-214 for its members.
5. Commissioned Service Obligation (CSO). An obligation that an officer may serve on active duty, in the SELRES, or in the Active IRR.
6. Conditional Release (DD Form 368). A conditional release is a request for release from a uniformed service on the condition the member is accepted for an appointment to an active or reserve component of another uniformed service.
7. Gaining Uniformed Service. The uniformed service requesting the transfer of an officer or the uniformed service to which an officer has requested a transfer.
8. Losing Uniformed Service. The uniformed service in which an officer has been appointed prior to their transfer to another uniformed service.
9. Probationary Period. A probationary period is an assessment timeframe for PHS officers in the USPHS Commissioned Corps. During this period the SG may separate an officer for reasons outlined in [CCI 341.01](#), "Probationary Period."
10. Reserve Component. The uniformed services reserve components consist of the Army National Guard of the United States, the Army Reserve, the Navy Reserve, the Marine Corps Reserve, the Air National Guard of the United States, the Air Force Reserve, the Coast Guard Reserve, and the USPHS Commissioned Corps Ready Reserve Corps.

11. Transfer. The movement of a Service member from an Active or Reserve component of a uniformed service by discharge and subsequent enlistment or appointment within 24 hours to the same component of another uniformed service.

Appendix B

Required Information and Documents for an Inter-Service Transfer

1. Transfer from a Component (Regular or RRC) of the USPHS Commissioned Corps to Another Uniformed Service (Active or Reserve) Initiated by the Officer.
 - a. Form PHS-1373, "Separation of Commissioned Officer"
 - b. DD Form 368, "Request for Conditional Release"
 - c. Consent to Inter-Service Transfer to a Uniformed Service from the USPHS Commissioned Corps (Appendix C)

2. Transfer from Another Uniformed Service (Active or Reserve) to the Same Component of the USPHS Commissioned Corps (Regular or RRC) Initiated by the Officer.
 - a. After beginning the process of obtaining the conditional release to transfer from their original uniformed service, and gaining preliminary approval from their losing uniformed Service, the officer must initiate an AES account to begin the process of applying for an inter-service transfer. Requests for transfer should include the following in a memorandum to the Director, CCHQ, and uploaded to AES. The written request must include the following information:
 - (1) Biographical Summary:
 - (a) Last Name, First Name
 - (b) SSN: XXX-XX-XXXX
 - (c) Date and Place of Birth
 - (d) Home of Record
 - (e) Grade and Date of Rank
 - (f) Current Component
 - (g) Current Control Branch/Specialty Code
 - (h) Citizenship
 - (i) Source and Date of Commission
 - (j) Current Unit of Assignment and Address
 - (k) Unit Telephone
 - (l) Current Home Address
 - (m) Home Telephone
 - (n) Cell Phone
 - (o) E-mail Address
 - (p) Marital Status
 - (q) Security Clearance and Type
 - (2) Summary of Education (including professional qualifications):
 - (a) Civilian
 - (b) Military
 - (3) Summary of Assignments
 - (4) Justification for Requested Transfer
 - b. Documents for upload to AES include:

- (1) Last five annual performance evaluation reports;
- (2) DD 214(s), "Certificate of Release or Discharge from Active-Duty;"
- (3) PHS-6134, "Statement of Uniformed Service other than U.S. Public Health Service Commissioned Corps;" this form is used to establish service credit dates for base pay, special pay, incentive pay, and retirement credit.
- (4) Copies of any active-duty service obligation (ADO) or service obligation;
- (5) Existing waivers or new waiver requests;
- (6) Promotion history report/records;
- (7) Copies of disciplinary record and derogatory information (if applicable);
- (8) Report of any security clearance held by the officer;
- (9) Oath or other appointment documents;
- (10) Any Call to Active-Duty Orders;
- (11) DD Form 368, "Request for Conditional Release," from the losing uniformed service; and
- (12) A signed and dated inter-service transfer statement of understanding in accordance with Appendix D of this Instruction.

Note: A recent physical medical examination will be required but not uploaded to AES.

Appendix C

Consent for Inter-Service Transfer to Another Uniformed Service from the
United States Public Health Service (USPHS) Commissioned Corps

I hereby consent to being transferred to the (branch of uniformed service). If the USPHS Commissioned Corps approves the transfer, I understand that the grade, date of rank, and other credits that I will have in the (branch of uniformed service) will be determined under the laws and regulations applicable to that uniformed service and as assigned by the Secretary (or the Secretary's designated representative) of that uniformed service.

I understand that I will be subject to all the laws and regulations applicable to my new uniformed service after the transfer takes place. If the transfer is to the Army, Navy, Air Force, Marine Corps, Space Force, or Coast Guard, I further understand and acknowledge that I will be subject to the Uniform Code of Military Justice (UCMJ).

I grant permission for the USPHS Commissioned Corps to release to the (branch of uniformed service) any official records pertaining to me, including, but not limited to, my personnel records (such as my superiors' evaluations, disciplinary records, and promotion and assignment history) and my medical records, for the purpose of evaluating and facilitating the proposed transfer.

(Signature of officer)
(Typed name and Grade/Rank)
(DD Month YYYY)

Appendix D

Inter-Service Transfer to the United States Public Health Service
(USPHS) Commissioned Corps Statement of Understanding

I understand that, if my request for transfer is approved, I will become an officer of the USPHS Commissioned Corps. I understand that my rank and other credits that affect pay and retirement will remain as they are with my current uniformed service on the day prior to my transfer to the USPHS Commissioned Corps, unless I change professional field, category, or designation. I understand that I may be directed to a permanent change of station (PCS) to meet the needs of the USPHS Commissioned Corps. I further understand that I may be assigned to Government-sponsored training programs to meet the needs of the USPHS Commissioned Corps, and if so assigned, I will be required to perform such minimum active-duty service or active status in the USPHS Commissioned Corps as is specified in the applicable USPHS Commissioned Corps Instructions and training agreements.

I also understand that the USPHS Commissioned Corps may require the use of information about me contained in the official records of any other uniformed service(s) in which I have served, and hereby grant permission for the release of such information, including my personnel records (such as my superiors' evaluations, disciplinary records, and promotion and assignment history) and my medical records, to the USPHS Commissioned Corps for the purpose of evaluating and facilitating the requested transfer.

I understand to qualify for voluntary retirement, I must serve a minimum of 20 years of creditable service, and I further understand that the USPHS Commissioned Corps may require me to serve a minimum of 10 years either on active duty in the Regular Corps of the USPHS Commissioned Corps or in an active status in the Ready Reserve Corps of the USPHS Commissioned Corps. Furthermore, I understand to qualify for a voluntary non-regular retirement, I must serve a minimum of 20 years of creditable service, of which 10 years must be on active status with the Ready Reserve Corps of the USPHS Commissioned Corps."

(Signature of officer)
(Typed name and Grade/Rank)
(DD Month YYYY)