



CCI 374.02  
EFFECTIVE DATE: 9 December 2024

---

**By Order of the Assistant Secretary for Health:**

**ADM Rachel L. Levine, M.D.**

---

SUBJECT: Inter-Component Transfer

1. PURPOSE: This Instruction establishes policy and procedures governing the transfer of Public Health Service (PHS) officers between the Regular component and the Ready Reserve component (and vice versa) of the U.S. Public Health Service (USPHS) Commissioned Corps.
2. APPLICABILITY: This Instruction applies to all PHS officers in the Regular Corps and Ready Reserve Corps (RRC).
3. AUTHORITY:
  - 3-1. [42 U.S.C. § 204](#), "Commissioned Corps and Ready Reserve Corps"
  - 3-2. [42 C.F.R. § 21.1 to 21.58](#), "Commissioned Officers"
  - 3-3. [Executive Order \(EO\) 11140](#), "Delegating certain functions of the President relating to the Public Health Service"
  - 3-4. 84 Federal Register 1752-1753, "Statement of Organization, Functions, and Delegations of Authority"
  - 3-5. Commissioned Corps Directive (CCD) [122.02](#), "Force Distribution and Management"
  - 3-6. [CCD 121.07](#), "Ready Reserve"
  - 3-7. [CCD 111.03](#), "Conditions of Service"
  - 3-8. Commissioned Corps Instruction (CCI) [322.06](#), "Ready Reserve Corps Management"
  - 3-9. [CCI 231.01](#), "General Appointment Standards"
  - 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) is responsible for providing supervision of activities relating to the day-to-day operations of the USPHS Commissioned Corps. The Director, Commissioned Corps Headquarters (CCHQ), under the supervision and guidance of the Deputy Surgeon General (DSG), provides overall management of USPHS Commissioned Corps personnel operations and processes.

5. SUMMARY OF REVISIONS AND UPDATES: This is the first issuance of this Instruction within the electronic Commissioned Corps Issuance System (eCCIS) and rescinds Commissioned Corps Personnel Manual (CCPM) CC23.3.7, "Regular Corps Assimilation Program," dated 26 May 1999.

## 6. Policy:

## 6-1. General.

- a. An inter-component transfer is the movement of a Public Health Service (PHS) officer from the Regular Corps to the RRC of the USPHS Commissioned Corps or from the RRC to the Regular Corps by discharge and subsequent original or new appointment to the new component without a break in service. For the purposes of this Instruction, there is no break in service when the officer separates from their original component and then is appointed to the new component within 24 hours.
- b. Regular Corps officers may request a transfer through their HHS Operating Division (OPDIV)/Staff Division (STAFFDIV) or their non-HHS organization's (hereafter labelled as agency) USPHS Commissioned Corps Liaison (LNO). RRC officers seeking an inter-component transfer must contact the Ready Reserve Commander with their intent via email. However, the Director, CCHQ is not obligated to approve any transfer request.
- c. CCHQ will process an approved inter-component transfer and subsequent appointment without interrupting the continuity of the officer's service in the USPHS Commissioned Corps. CCHQ will calculate the officer's uniformed service credit as the total uniformed active service accrued as of the date of transfer according to the instructions in [CCI 384.01](#), "Creditable Service for Retirement." The computation for retirement differs between the Regular Corps and the Ready Reserve Corps (see [CCI 384.03](#), "Mandatory, Voluntary, and Involuntary Retirement").
- d. The USPHS Commissioned Corps will process inter-component transfers as original or new appointments under the provisions of [42 U.S.C. § 209\(a\)](#).
- e. The Director, CCHQ:
  - (1) May approve a request for a transfer between components of the USPHS Commissioned Corps, subject to appointment by the President, only when a position is available in the new component, the transfer will not result in the new component exceeding the authorized strength for the officer's entry grade (see [CCD 122.02](#), "Force Distribution and Management"), and the transfer is in the best interest of the USPHS Commissioned Corps and the furtherance of its mission.
  - (2) Will consider the concurrence or non-concurrence of Ready Reserve Affairs (RRA) and the prospective agency to which the officer is or will be assigned when approving or disapproving an inter-component transfer.

## 6-2. Criteria for an Inter-Component Transfer. A PHS officer requesting an inter-component transfer, must meet:

- a. The conditions of service in accordance with [CCD 111.03](#), "Conditions of Service;"
- b. All basic force readiness standards in accordance with [CCD 121.02](#), "Deployment and Readiness," [CCI 241.01](#), "Readiness and Duty Requirements," and [POM 821.75](#), "Readiness Compliance;"
- c. The general appointment standards in accordance with [CCI 231.01](#), "General Appointment Standards," and [CCI 231.03](#), "Category Specific Appointment Standards." CCHQ will process officers who are approved for a transfer to the RRC or Regular Corps as an original or new appointment for the category and discipline to

which they are transferring. An Appointment Board must review the transfer request as an application to such component;

- d. The medical retention standards in accordance with [CCD 128.01](#), “Medical Fitness for Duty,” and [CCI 221.02](#), “Medical Readiness;” and
- e. The requirement to complete applicable ADOs or CSOs as outlined in Section 6-5.

6-3. Ineligibility for Inter-Component Transfer. A PHS officer is ineligible for an inter-component transfer under the following conditions:

- a. The officer was not recommended for promotion by the most recent promotion board. However, the Director, CCHQ, without further delegation, may approve the inter-component transfer of such an officer after reviewing the circumstances of the non-recommendation 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;
- b. The officer's records indicate questionable suitability for transfer, including, but not limited to, active investigations for misconduct or disciplinary actions in accordance with [CCD 111.02](#), “Disciplinary Action;”
- c. The officer is facing involuntary separation/termination from the Regular Corps or RRC (see [CCD 123.01](#), “Involuntary Separation”);
- d. The officer has a mandatory release or removal date from the USPHS Commissioned Corps; an approved retirement; an approved involuntary separation; or has been separated prior to finalization of their transfer request (see [CCI 384.03](#), “Mandatory, Voluntary, and Involuntary Retirement;” [CCD 123.01](#), and [CCD 111.02](#)); or
- e. The officer has been identified and marked by CCHQ as “Not Qualified” in accordance with [POM 821.75](#), “Readiness Compliance,” for two or more times in the 12 months prior to the month in which the officer initiated their request (e.g., the officer initiates their request on 3 June 2025, which starts on 1 July 2025, the dates checked will be 1 June 2024 through and including 1 May 2025); or if CCHQ has identified and marked an officer as “Not Qualified” more than 6 times in the previous 5 years.

6-4. Permission of Officers. Except in the case of a disciplinary action, the USPHS Commissioned Corps will not transfer a PHS officer to the other component (Regular Corps or RRC) without the request or consent of the officer concerned. All Regular Corps officers who transfer to the RRC are subject to involuntary recall to active duty during national emergencies and public health crises (see [CCI 322.06](#), “Ready Reserve Corps Management”).

6-5. Commissioned Service Obligations (CSOs) and Active-Duty Obligations (ADOs).

- a. The USPHS Commissioned Corps establishes the minimum service obligations that individuals must agree to serve upon their appointment to the USPHS Commissioned Corps (see [CCD 122.02](#), “Force Distribution and Management”). Additionally, officers may serve other obligations concurrent with their CSO to the USPHS Commissioned Corps (see [POM 821.85](#), “Commissioned Service Obligations”).
- b. After serving the initial period (normally four years) of active service (see [POM 821.85](#)), an officer of the Regular Corps may request an inter-component transfer to the RRC and fulfill the remaining portion of their CSO in the RRC. However, officers can only do this if they have no active duty obligations (ADOs) except as defined in this section.

- c. Officers with an ADO resulting from training to become a medical doctor at the Uniformed Services University of Health Services (USUHS) Medical School can transfer to the RRC, if the officer elects to leave active duty after a minimum of 7 years, but before completing 10 years in the active duty service, and have their remaining ADO converted to a CSO of varying lengths depending on when they transfer (see [CCD 125.03](#), "Uniformed Services University of the Health Sciences").
- d. An officer of the RRC may request an inter-component transfer to the Regular Corps and will have a CSO as follows:
  - (1) If a member has served less than three (3) years of the SELRES CSO or if they are joining one of the special programs identified in Section 4. of POM 821.85, "Commissioned Service Obligations," their CSO upon appointment to the Regular Corps will be as outlined in [POM 821.85](#), "Commissioned Service Obligation."
  - (2) If a member has served at least three (3) years of the SELRES CSO, their CSO upon appointment to the Regular Corps will be the remaining years of their SELRES CSO (see [POM 821.85](#), "Commissioned Service Obligation").
- e. Special Ready Reserve Corps CSO Exception. Applicants who have been nominated for an appointment to the Regular Corps, but who have not secured a position with an agency within 12 months of their appointment board review and recommendation, may apply to the Ready Reserve Corps Selected Ready Reserve (SELRES). Such applicants will:
  - (1) Be exempt from the six-year CSO in the SELRES (see [POM 821.85](#)) and any minimum period in the RRC required before a transfer to the Regular Corps. Instead, the officer must serve at least six months in the SELRES.
  - (2) Have their time served in the SELRES count towards the minimum CSO requirement for the Regular Corps (see [POM 821.85](#)) if the officer undergoes or completes an inter-component transfer after serving the specified time period in sub-section 6-5.e.(1) above.
- f. ADO and Approved Reduction-in-Strength Action. PHS officers who normally cannot transfer due to an ADO can request to transfer to the Regular Corps or RRC (and vice versa) if they are facing involuntary release from their component due to forced reductions of personnel or an agency return (with the approval of the Director, CCHQ in cases when the officer and CCHQ cannot find a new position). 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," [POM 821.78](#), "Guidance on Non-HHS and HHS Agency Returns". In such a case, the USPHS Commissioned Corps will not require the officer to repay any remaining contract obligation(s) if the inter-component transfer is approved, but the officer must serve the remaining obligation in the gaining component of the USPHS Commissioned Corps (as a CSO if transferring to the RRC).
- g. Other than the above exceptions, officers cannot request an inter-component transfer if they have a current ADO or CSO.

6-6. Officer Permanent Grade/Rank and Service Credit.

- a. Maximum Entry Grade/Rank Upon Inter-Component Transfer.

- (1) Transfers from the RRC to the Regular Corps.
    - (a) The USPHS Commissioned Corps will appoint an officer transferring from the RRC to the Regular Corps at the rank/grade the officer held in the RRC on the day prior to their appointment to the Regular Corps, except in the case outlined in subsection 6-6.a.(1)(a)(ii).
      - (i) Officers' seniority credit will remain the date that they were promoted to the grade in the RRC, except for officers outlined in subsection 6-6.a.(1)(a)(ii) below.
      - (ii) An officer previously in the Regular Corps prior to their appointment to the RRC, who was promoted to the O-4 grade or higher while serving in the RRC, and who has not served at least three years in RRC at that grade before their transfer from the RRC to the Regular Corps, will be transferred to the Regular Corps at the next lowest grade and their seniority credit will be the date that they were last promoted to that lower grade.
    - (b) CCHQ will submit the officer's application documents to an Appointment Board that will review the officer's professional training and experience after the date the officer was appointed to the RRC, and, if necessary, recalculate the training and experience date based on creditable allied and relevant experience.
  - (2) Transfers from the Regular Corps to the RRC. The USPHS Commissioned Corps will appoint an officer transferring from the Regular Corps to the RRC at the highest permanent rank/grade the officer held in the Regular Corps on the day prior to their appointment to the RRC. CCHQ will not recalculate such an officer's TED. Their seniority credit date remains the same as it was in the Regular Corps on the day prior to the officer's appointment to the RRC. However, if the officer held a temporary grade in the Regular Corps, their seniority credit date will be the date that they were promoted to the permanent grade that they will hold in the RRC.
- b. Determination of Promotion Credit Date.
- (1) Appointment to the Regular Corps. The USPHS Commissioned Corps will determine the Promotion Credit Date of officers transferring from the RRC to the Regular Corps who have an appointment in the Regular Corps at the permanent O-2 grade and above in accordance with [CCD 122.01](#), "Promotions."
  - (2) Appointment to the RRC. The USPHS Commissioned Corps does not determine a Promotion Credit Date for officers transferring from the Regular Corps to the RRC because this date does not apply to the RRC.

6-7. Annual Leave.

- a. The USPHS Commissioned Corps may not appoint a PHS officer who is on any form of leave status to a component of the USPHS Commissioned Corps.
- b. The USPHS Commissioned Corps does not require an officer who is approved for an inter-component transfer to use all their annual leave (AL) prior to the transfer.

- (1) Upon an officer's transfer from the Regular Corps to the RRC, CCHQ will pay the officer the value of any unused AL (up to a lifetime maximum of 60 days) as a lump sum upon appointment to the RRC. However, if the officer remains in a form of active duty upon their inter-component transfer, all their unused AL will stay with them after the transfer until they leave active duty.
  - (2) RRC officers who are in a form of active duty on the day prior to their transfer to the Regular Corps will have all their unused AL transferred.
- 6-8. Probationary Period for Officers. In accordance with [CCI 341.01](#), "Probationary Period," all officers transferring to a different component of the USPHS Commissioned Corps must serve a three year probationary period in that component. This probationary period applies to each component move.
- 6-9. Appeal of an Inter-Component Transfer Denial.
  - a. If the Director, CCHQ, disapproves an inter-component transfer request, the PHS officer may appeal the decision to the SG or designee.
  - b. An officer must submit an appeal within 30 days of the Director, CCHQ, or designee, notifying the officer of the disapproval. They must submit their appeal in writing to Separations and Assignment Branch (SAB), CCHQ at: [PHSCCSeparations2@hhs.gov](mailto:PHSCCSeparations2@hhs.gov).
  - c. The SG or designee will review the appeal and approve or disapprove the transfer. The decision of the SG or designee will be final.
- 6-10. Travel and Transportation. An inter-component transfer is not, in and of itself, a permanent change of station (PCS) for the purposes of travel and transportation allowances. If an officer transfers from the Regular Corps to the RRC, they may be entitled to the same travel and transportation allowances as if the officer was separating from the USPHS Commissioned Corps. If an officer transfers from the RRC to the Regular Corps and this transfer requires the relocation of the officer to a new duty station, the USPHS Commissioned Corps will authorize the appropriate travel and transportation allowances in accordance with the [Joint Travel Regulations](#) (JTR).
7. RESPONSIBILITIES:
  - 7-1. The ASH may promulgate any additional policy Instructions necessary to implement the provisions of this Instruction.
  - 7-2. The SG may issue Personnel Operations Memoranda (POM) to implement this Instruction.
    - a. The SG approves or denies transfers of officers with Accession Bonuses (see Section 6-5.d.).
    - b. The SG manages appeals of officers when the Director, CCHQ, disapproves an inter-component transfer request (see Section 6-9.).
  - 7-3. Under the direction of the SG and DSG, 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 by this policy.



- 7-4. All officers are responsible for adhering to the guidelines and procedures listed 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 Regular Corps to the RRC.
- a. A Regular Corps officer who seeks to transfer to the RRC must notify their agency LNO and submit an inter-component transfer request via a Letter of Interest to RRA at: [USPHSReserveAffairs@hhs.gov](mailto:USPHSReserveAffairs@hhs.gov). The officer must also notify SAB, CCHQ at: [PHSCCSeparations2@hhs.gov](mailto:PHSCCSeparations2@hhs.gov).
  - b. Transfer Request to the RRC. After receiving a transfer request, RRA will notify the officer if a position in the officer's grade is available (for applications to the SELRES). Then, the officer will create an account in the Applicant Enrollment System (AES) or equivalent system on the [USPHS Commissioned Corps](https://www.usphs.gov/USPHS-Commissioned-Corps) website and initiate their transfer application request to the RRC.
    - (1) The officer will complete a preliminary screening in AES or equivalent system.
    - (2) CCHQ will review existing and/or new waivers. If CCHQ determines that the applicant needs a waiver, the officer must have all waivers approved before continuing through the application process. If an officer cannot obtain a necessary waiver, the application is closed and the USPHS Commissioned Corps will deem the inter-component transfer request disapproved.
  - c. Periodic Health Update (PHU). A current PHU must be on file in the officer's medical record for review by the Medical Affairs Branch (MAB), CCHQ. MAB will notify the officer if additional information or documents are required.
  - d. Appointment Board. CCHQ will convene an appointment board, which may include an interview with the officer (see [CCI 391.01](#) and [CCI 231.03](#)), to review the transfer request. Based on the recommendations of the appointment board and RRA, the Director, CCHQ, will either deny or approve the officer's request for an inter-component transfer.
  - e. Security Clearance. The officer's security clearance or national security background investigation will be reviewed. RRA may initiate a new security background investigation if a current investigation is not on file.
  - f. Appointment.
    - (1) Personnel Orders. Once the President has appointed the officer, SAB will process the PHS-1373 and CCHQ will issue personnel orders with an effective date of transfer.
    - (2) Officer Basic Course. The USPHS Commissioned Corps does not require transferred officers to complete the Officer Basic Course (OBC) provided the officer has already completed an OBC or its predecessor (i.e., Basic Officer Training Course (BOTC)).
    - (3) Inactive Duty for Training. Officers will be notified of the Inactive Duty for Training (IDT) requirements.



- 8-2. Transfer from the RRC to the Regular Corps. An RRC officer who seeks to transfer to the Regular Corps must apply as a new applicant through the regular active-duty application process on the [USPHS Commissioned Corps](#) website.
- a. Application to the Regular Corps. The PHS officer must:
    - (1) Submit an inter-component transfer request electronically via a Letter of Interest (memorandum) to RRA at: [USPHSReserveAffairs@hhs.gov](mailto:USPHSReserveAffairs@hhs.gov).
    - (2) Create an account in AES or equivalent system and initiate their application to the Regular Corps as a new call to active duty (CAD).
      - (a) The officer will complete a preliminary screening in AES or equivalent system.
      - (b) the Call to Active Duty and Recruitment (CADRe) Branch , CCHQ, will review existing and/or new waivers. If they determine that the applicant needs a waiver, all waivers must be approved before the officer can continue through the application process. If the denial of any waiver disqualifies an applicant, the application is closed, and the USPHS Commissioned Corps will deem the inter-component transfer request disapproved.
  - b. Periodic Health Update (PHU). A current PHU must be on file in the officer's medical record for review by MAB. MAB will notify the officer if additional information or documents are required.
  - c. Appointment Board. CCHQ will convene an Appointment Board to review the officer's request, which may include an interview with the officer (see [CCI 391.01](#) and [CCI 231.03](#)). Based on the Board's recommendation, the Director, CCHQ, will either deny or approve the officer's request for an inter-component transfer.
  - d. Security Clearance. CCHQ will review the officer's security clearance or national security background investigation and initiate a new security background investigation if a current investigation is not on file.
  - e. Apply with an Agency. An officer must secure employment with a federal government agency to which the USPHS Commissioned Corps assigns officers before CCHQ can call the officer to active duty. The officer must obtain a federal position within 12 months of the officer's appointment board review at which point CCHQ will close their application unless they have secured a position.
  - f. The officer must submit a memo to request release from one component to join the other component. See Appendix B.
  - g. Call to Duty.
    - (1) Personnel Orders.
      - (a) Once a position is secured and accepted, the officer's agency will submit a PHS-1662 to CCHQ for the commissioning of the RRC officer as an officer in the Regular Corps.
      - (b) Once final requirements are completed and verified (e.g., Presidential appointment completed), the USPHS Commissioned Corps will extend a commissioning offer to the officer.

- (c) Once the officer accepts the offer for commissioning in the Regular Corps and submitted their Request Memo, CCHQ will transfer them out of the RRC and issue official personnel orders to call the officer to active duty.
  - (2) Officer Basic Course. The USPHS Commissioned Corps does not require transferred officers to complete the OBC if the officer has already completed an OBC or its predecessor.
- 9. HISTORICAL NOTE: This is the first issuance of this Instruction within the eCCIS.

## Appendix A

## Definitions

1. Active-Duty Obligation (ADO). A requirement to serve on active duty derived from receipt of a benefit, pay, training, or promotion that an officer accepts voluntarily.
2. Active Service. Included in “active service” are the following services:
  - 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 or approved to provide training through a Memorandum of Understanding/Agreement. Active Duty 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. A Ready Reserve Corps member who is ordered to Active Duty for Operational Support to either the Regular Corps or RRC missions.
  - d. Full-Time National Guard Duty. Training or other duty, other than inactive duty, performed by a member of the Army National Guard or the Air National Guard in the member's status as a member of the National Guard of a State or territory, the Commonwealth of Puerto Rico, or the District of Columbia.
3. Active Status. Included in “Active Status” are memberships in the following units of the USPHS Commissioned Corps. This term does not include members while placed on the Temporary Disability Retired List (TDRL), on 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). A DD-214 is a form issued by the Department of Defense (DoD) and the USPHS Commissioned Corps to every veteran discharged, retired, or separated from service in the Armed Forces or the USPHS Commissioned Corps of the United States.
5. Commissioned Service Obligation (CSO). An obligation that an officer may serve on active duty or in the SELRES.
6. Individual Ready Reserve (IRR). The IRR consists of officers who have had military and/or USPHS Commissioned Corps training. Such officers are not required to participate in training or other USPHS Commissioned Corps activities. However, they are subject to involuntary recall to active duty under certain circumstances.
  - a. Active IRR. Members of the IRR who the Director, CCHQ, has assigned to an Individual Augmentation Duty (IAD) position.
  - b. Standby IRR. Members of the IRR who are an additional mobilization resource for the USPHS Commissioned Corps and who the SG or his/her designee, can involuntarily recall to active

duty if he/she determines that there are not enough qualified members of the SELRES and Active IRR available to meet the USPHS Commissioned Corps' requirements.

7. 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."
8. Promotion Credit Date. Promotion credit is the total active-duty time of a Regular Corps officer in the Assistant grade (O-2) or above. Constructive service credit will be granted to officers originally appointed to permanent grades above the O-2 grade (see [CCD 122.01](#)).
9. Selected Ready Reserve (SELRES). The SELRES consists of officers who are required to train, in accordance with policies issued by the ASH, for a minimum of at least 15 days active duty per fiscal year and four drill periods per month or equivalent. Such officers also must be prepared for active-duty mobilization within 24 hours to respond to an urgent or emergency public health care need, which may be voluntary or involuntary calls to active duty. Members of the SELRES may also volunteer for additional training or active-duty assignments.
  - a. Active IRR. Members of the IRR who the Director, CCHQ, has assigned to an Individual Augmentation Duty (IAD) position.
  - b. Standby IRR. Members of the IRR who are an additional mobilization resource for the USPHS Commissioned Corps and who the SG or his/her designee, can involuntarily recall to active duty if he/she determines that there are not enough qualified members of the SELRES and Active IRR available to meet the USPHS Commissioned Corps' requirements.
10. Seniority Credit. The total amount of time an officer is in their current permanent grade while in an active status during a continuous tour of duty (i.e., an officer who has a break in their service will have their seniority credit restarted on their next appointment).
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

Request for Inter-Component Transfer from One Component to Another Within the  
United States Public Health Service (USPHS) Commissioned Corps

I hereby request an inter-component transfer from the Regular Corps/Ready Reserve Corps of the USPHS Commissioned Corps to the Ready Reserve Corps/Regular Corps. If the USPHS Commissioned Corps approves the transfer, I understand that my grade, date of rank, and other credits will be determined by CCI 374.02, "Inter-Component Transfer."

I understand that I will be subject to all the laws, regulations, and policies applicable to my new component after the transfer takes place. I further understand and agree that I will complete any remaining portion of my Commissioned Service Obligation detailed in POM 821.05, "Commissioned Service Obligations," in my new component.

I understand that the USPHS Commissioned Corps will review my official records, including, but not limited to, my personnel records (such as my superiors' evaluations, disciplinary records, readiness history, and promotion and assignment history) and my medical records, for the purpose of determining my suitability for the proposed transfer.

I am requesting this transfer because:

---

---

---

---

---

---

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