

**U.S. DEPARTMENT OF HEALTH  
AND HUMAN SERVICES**

**COMMISSIONED CORPS INSTRUCTION**



**CC23.3.5**  
**EFFECTIVE DATE: 08 December 2008**

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

**ADM Joxel Garcia, USPHS**

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SUBJECT: Inter-Service Transfer

1. **PURPOSE:** This Instruction prescribes policy and procedures governing the transfer of officers between the Commissioned Corps of the Public Health Service (Corps) and the commissioned components of the six other uniformed services.
2. **APPLICABILITY:** This Instruction applies only to the transfer of officers on extended active duty; it does not provide authorization for transfer to, or from, the inactive reserve component of the Corps.
3. **AUTHORITY:** [10 USC 716](#) contains the basic authority for the inter-service transfer of commissioned officers. By mutual agreement of the Departments concerned, the Secretary of Defense has exercised the President's authority to prescribe regulations governing the inter-service transfer of commissioned officers. Those regulations are set forth in Department of Defense (DoD) [Instruction 1300.04](#) (27 December 2006).
4. **PROPONENT:** The proponent of this Instruction is the Assistant Secretary for Health (ASH). The responsibility for assuring the day-to-day management of the Corps is the Surgeon General (SG).
5. **SUMMARY OF REVISIONS AND UPDATES:** This is the first issuance of this Instruction within the electronic Commissioned Corps Issuance System (eCCIS) and replaces CC23.3.5, "Inter-Service Transfer," dated 13 May 1997. This issuance replaces the information from the previous INSTRUCTION of the Commissioned Corps Personnel Manual, and creates a stand alone Instruction within the eCCIS.

## 6. POLICY:

- 6-1. The primary purpose of the inter-service transfer is to allow full utilization of officers with critical or unusual skills. Although inter-service transfers of other officers will be considered, this will not be used as a primary method of appointing persons to the Corps.
- 6-2. Corps officers who are qualified to contribute to an activity of another uniformed service shall be permitted to apply for an inter-service transfer under the terms of this Instruction. Likewise, the Department of Health and Human Services (Department or HHS) will accept applications for transfer to the Department from officers of other uniformed services if the officers are able to contribute to a Department activity. However, this does not imply that the Office of the Surgeon General (OSG) is obligated to approve an application.
- 6-3. No transfer shall be accomplished without the request or consent of the officer concerned. However, a Corps officer may be assigned by detail to another uniformed service under [42 USC 215\(a\)](#) without his/her consent.
- 6-4. All inter-service transfers are subject to the approval of both the gaining and losing uniformed service. Approval of transfers shall be contingent upon meeting the criteria set forth in Appendix A. The ASH shall approve all inter-service transfers of Regular Corps officers.
- 6-5. No officer shall be transferred from one uniformed service and appointed to another with a precedence or relative rank higher than that held on the day before such transfer.
- 6-6. Inter-service transfers shall be made only within the authorized strength limitations (grade ceilings) of the gaining uniformed service.
- 6-7. Release of an officer for an inter-service transfer to another uniformed service does not constitute a release from or fulfillment of any military service obligation under [Title 10, United States Code](#), or any other active duty obligation (such as obligated service for government-sponsored training, scholarship obligation, medical special pay, dental special pay, nurse special pay, or any other pay agreement). Active duty (other than periods of absence without leave) performed after an inter-service transfer shall be counted toward the fulfillment of such obligation.
- 6-8. It is Department policy that officers wishing to transfer between the Corps and another uniformed service shall do so under the inter-service transfer rules. This does not prevent an officer who is otherwise eligible from resigning his/her commission in the current uniformed service and seeking a new appointment in another uniformed service; however, officers choosing the latter route should be aware that there are significant differences between the two means of joining another uniformed service, as indicated in Section 6-11.
- 6-9. An officer who has been approved for inter-service transfer may be granted annual leave during the period following approval and prior to the date of transfer. An officer may not be appointed in or serve with the gaining uniformed service while in a leave status.
- 6-10. Officers transferring into the Reserve Corps shall serve a 3-year probationary period of active duty as prescribed in [CC23.7.1](#), "Involuntary Separation (Probation Period)." During this time, an officer may be separated from the service without entitlement to review by a board of officers. Officers transferring into the Regular Corps at or above the grade of Senior Assistant shall be subject to the 3-year file review process prescribed in [CC43.7.1](#), "Involuntary Separation," as required by [42 USC 211\(l\)](#).

- 6-11. Inter-service Transfer Versus Resignation With New Appointment.
- a. An inter-service transfer will occur without a break in active service; if an officer resigns, the Department does not guarantee that there will be no break in service before the new appointment begins.
  - b. If an inter-service transfer is denied by either uniformed service involved, the officer will remain on active duty in the current uniformed service (assuming the officer is not otherwise being separated from the current uniformed service); if a Corps officer resigns and the prospective gaining uniformed service does not appoint and call the officer to active duty, the Department has no obligation to continue the officer on active duty beyond the scheduled separation date.
  - c. Officers who perform an inter-service transfer must transfer into the same type of component (i.e., regular or reserve) to which they belonged in the losing uniformed service. HHS Operating Divisions (OPDIVs), Staff Divisions (STAFFDIV), or non-HHS organizations recruiting officers should be aware of this latter fact when considering candidates from other uniformed services.
  - d. Upon inter-service transfer, an officer's entry grade may not be greater than that held in the losing uniformed service.
  - e. Upon an inter-service transfer, the annual leave credited to an officer as of the day before the transfer shall be transferred to the officer's leave account in the gaining uniformed service.  
  
Note: Subsection 6-11.e. does not apply to officers who have been divested of annual leave because of breaching a special contract, or for other reasons.
  - f. Upon the resignation of an officer, any unused annual leave to the officer's credit must be paid for in a lump-sum (if otherwise eligible for payment), and shall not be transferred to another uniformed service should the officer subsequently accept an appointment in that service. [CC29.1.2](#), "Annual Leave," provides information on lump-sum leave payments.
  - g. When an officer resigns and receives a new appointment, his/her entry grade and rank in the new uniformed service is not necessarily limited by the grade held in the former uniformed service. The actual grade upon entry would be determined in accordance with the rules governing new appointments in the gaining uniformed service.
  - h. Officers who resign may be accepted for a new appointment in either the reserve or regular component of the prospective gaining uniformed service, depending upon the rules of that service;
  - i. Corps officers contemplating an appointment in another uniformed service should be aware that time spent in a Department civil service position which would be creditable toward retirement in the Corps is not creditable toward retirement in the other uniformed services. This is true for both inter-service transfers and direct appointments.
- 6-12. 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 relocation of the officer to a new city, town, post, base, ship, or other location which meets the definition of a new duty station, the gaining uniformed service

will authorize the appropriate travel and transportation allowances. Determination of what constitutes a PCS shall be made in accordance with the [Joint Federal Travel Regulations](#). For officers transferring from the Department to another uniformed service, the termination personnel order shall not authorize travel and transportation allowances.

- 6-13. Rules of Military Justice. A Corps officer who transfers to any other uniformed service, except the Commissioned Corps of the National Oceanic and Atmospheric Administration, will be subject to the Uniform Code of Military Justice.
7. RESPONSIBILITIES: The Director, Office of Commissioned Corps Operations (OCCO), Office of the Surgeon General (OSG) is responsible for processing requests for inter-service transfers to and from other uniformed services. Candidates with more than 8 years 0 months 0 days of active duty service in one of the uniformed services other than the Corps shall not generally be approved for appointment to the Corps. The Director, OCCO, or his/her designee, in consultation with the Director, Division of Commissioned Corps Assignments, OCCO, may waive this requirement for exceptionally qualified candidates who have 8 years 0 months 1 day to 15 years 0 months 0 days of active duty service in the uniformed services provided the candidate satisfies any additional requirements that are mandated by law, regulation, and/or the SG. For candidates with greater than 15 years 0 months 1 day of active duty service in the uniformed services, this requirement may be waived by the SG or when acting in his/her absence the Deputy SG (see [CCI 231.01](#), Subsection 6-1j and 6-1k).
8. PROCEDURES:
- 8-1. Transfer from the Department to Another Service. This Section applies to transfers of Corps officers to other uniformed services.
- a. Procedure.
- (1) Initiation by Other Uniformed Service. When another uniformed service wishes to initiate the transfer of a Corps officer to active duty with that service, a letter requesting such action should be sent to the Director, OCCO, OSG at the address specified in Section 8-1.a.(6). The letter should be originated in, or sent through, the office within the uniformed service concerned that has authority in such matters and should contain the following information:
- (a) Officer's full name and five-digit PHS serial number or Social Security Number, if known;
- (b) Officer's current duty station;
- (c) Whether the uniformed service concerned has communicated with and received the initial consent of the Corps officer involved, and whether any discussion has taken place with the OPDIV/STAFFDIV/non-HHS organization to which the officer is assigned;
- (d) The proposed assignment (i.e., type of duty) for the officer in the uniformed service concerned, and how this will serve the interests of that service and those of the officer;

- (e) A listing of the documents and information that the gaining uniformed service will need from the Corps in order to facilitate the transfer, if approved, and a point of contact in that service. OCCO, OSG will supply copies of the requested documents from the officer's electronic official personnel folder (eOPF);
- (f) A recommended transfer date (see Section 8-1.a.(2)(b)); and
- (g) Any additional information deemed necessary.

Upon receipt of the memorandum, OCCO, OSG will contact the officer involved and verify that he/she is interested in an inter-service transfer. OCCO, OSG will also contact the officer's Commissioned Corps Liaison to confirm that the OPDIV/STAFFDIV/non-HHS organization has no objections to releasing the officer for an inter-service transfer. Upon confirmation of the officer's interest and the OPDIV/STAFFDIV/non-HHS organization willingness to release the officer, the officer will be instructed to proceed as specified in Section 8-1.a.(2). Processing from this point onward shall proceed as described in the remainder of this section.

(2) Action by Officer.

- (a) When a Corps officer wishes to transfer to another uniformed service, he/she shall complete form [PHS-1373](#), "Separation of Commissioned Officer." The original copy of form PHS-1373 is forwarded directly to OCCO, OSG at the address specified in Section 8-1.a.(6). The remaining copies of the form are forwarded to the supervisor or appropriate administrative office. In addition to the original copy of form PHS-1373, the officer shall also submit a written consent to inter-service transfer, as prescribed in Appendix C.
- (b) Form PHS-1373 must be received in OCCO, OSG at least 60 days prior to the desired transfer date. It should not be sent to OCCO, OSG more than 180 days prior to the expected transfer date. A form received more than 180 days prior to the transfer date may be returned without action. A form received less than 60 days from the desired transfer date will be acted upon, but the transfer will not be made effective sooner than 60 days from the date of receipt.
- (c) A completed form DD-2808, "Report of Medical Examination," and form DD-2807-1, "Report of Medical History," shall be enclosed with form PHS-1373 or follow as soon as possible. This medical information will be made available to the perspective gaining uniformed service. If the officer has had a physical examination within the past 6 months, a copy of forms DD-2808 and DD-2807-1 used for that examination may be attached.

(3) Action by OPDIV/STAFFDIV/non-HHS organization.

- (a) Upon receipt of form PHS-1373 from the officer, the OPDIV/STAFFDIV/non-HHS organization to which the officer is assigned, shall process the form in accordance with its internal

operating procedures. The program official(s) responsible for internal review of form PHS-1373 should indicate concurrence or non-concurrence with the proposed transfer. Reasons for non-concurrence should be noted in a separate statement which is endorsed by the program official(s) concerned and attached to form PHS-1373.

- (b) Part B of form PHS-1373, pertaining to the recommendation for placing the officer into the Corps inactive reserve, shall be marked "Not Applicable."
  - (c) The normal requirements for processing the separation of a commissioned officer by the OPDIV/STAFFDIV/non-HHS organization apply (e.g., submission of form PHS-1373 to OCCO, OSG after review; verification of officer's leave in the Corps' Commissioned Officers Leave Tracking System (COLTS); collection of officer's and dependents' identification cards; etc.). The OPDIV/STAFFDIV/non-HHS organization must be certain to account for any leave granted and used after submission of form PHS-1373. This may not be possible until the end of the officer's active duty, since the normal terminal leave restrictions do not apply.
- (4) Action by OCCO, OSG.
- (a) OCCO, OSG will evaluate the request for inter-service transfer in accordance with the criteria set forth in Appendix A. In addition, any comments submitted by the officer's OPDIV/STAFFDIV/non-HHS organization officials will be considered. If there are readily discernable reasons for prohibiting a transfer, the request will be denied at this point, and all parties concerned will be notified.
  - (b) If the action was initiated by the officer and OCCO, OSG has not yet corresponded with the uniformed service concerned, that service shall be contacted and asked to provide the information described in Section 8-1.a.(1), items (c) through (g). It is not necessary that all the information be provided at one time; the gaining uniformed service may wish to review the officer's record before discussing transfer dates and potential assignments.
  - (c) If the transfer is acceptable to the Department, OCCO, OSG, upon direction of the SG, will issue a conditional release from active duty to the gaining service, with a copy going to the officer. The conditional release shall be in the format shown in Appendix B, and shall be effective for a period of 120 days from its issue date, or such shorter period as determined by OCCO, OSG.
  - (d) OCCO, OSG shall coordinate with the prospective gaining service and the OPDIV/STAFFDIV/non-HHS organization to determine the acceptability of the officer to the gaining service, transfer date (subject to the restrictions set forth in Appendix A for officers having active duty obligations), and other logistical matters.

- (e) When the officers' leave has been verified in COLTS, the gaining uniformed service will be informed of the amount of annual leave on the officer's leave account as of his/her last day of duty in the Department.
- (5) Action by Gaining Uniformed Service. In addition to the information set forth in Section 8-1.a.(1), the gaining uniformed service must furnish a written verification that it will appoint the officer and call him/her to active duty on the agreed date. This must be received by OCCO, OSG at the address in Section 8-1.a.(6), before official personnel orders terminating the Corps officer's commission and transferring him/her to the other uniformed service can be issued. If necessary to prevent delays, the verification referred to herein may be transmitted by government message.
- (6) Address of OCCO, OSG:
- Director, Office of Commissioned Corps Operations  
Plaza Level, Suite 100  
1101 Wootton Parkway  
Rockville, MD 20852  
Phone: 240-453-6000
- b. Determination of Grade and Service Credit.
- (1) Upon transfer to another uniformed service, a Corps officer shall have his/her entry grade, date of rank, retirement credit, and amount(s) of service for the various pay purposes (e.g., base pay entry date, creditable service entry date, etc.) in the gaining service determined in accordance with the rules applicable to that service (grade is subject to the limitation in Section 6-5.). These credit dates are referred to collectively as 'service credit.' All periods of active duty in the Corps shall count as active commissioned service for the purposes of determining grade and service credit in the gaining uniformed service.
  - (2) It is the responsibility of the Corps officer concerned to ascertain his/her grade and service credit in the gaining uniformed service.
- 8-2. Transfer from Another Service to the Department. This section applies to transfers of officers from other uniformed services to the Department.
- a. Procedure.
- (1) Initiated by Officer. When the officer wishes to request transfer to the Department, he/she shall submit the request in accordance with the administrative procedures of the uniformed service to which the officer is currently a member. If agreeable to the service concerned, the request shall be forwarded to the Director, OCCO, OSG at the address in Section 8-1.a.(6), along with the following information:
    - (a) Officer's full name, Social Security Number, and Home of Record;
    - (b) Grade and date of promotion or appointment in current grade;

- (c) The officer's current assignment, duty station, branch or corps within the uniformed service (e.g., Medical Service Corps, Army Medical Department, etc.), trained specialty, if any, and whether in the regular or reserve component of the uniformed service concerned;
- (d) Officer's promotion history and a statement as to whether the officer has failed to be selected for any promotion;
- (e) Copies of officer's efficiency reports;
- (f) Copies of officer's disciplinary record and any derogatory information which has been substantiated in accordance with the regulations of the uniformed service concerned regarding the officer;
- (g) Report of any security clearance held by the officer;

Note: Must be placed into a separate envelope marked "Confidential: Security."

- (h) Whether the officer has any remaining active duty service obligation or contract obligation;
- (i) Report of latest physical examination (a new examination is not required if examination has been performed during the past 6 months); and

Note: Must be placed into a separate envelope marked "Medical Confidential."

- (j) The amount of annual leave accrued and accumulated to the officer's credit, subject to update and correction as of the actual date of transfer.

(2) Action by the Director, OCCO, OSG.

- (a) If the transfer will require accessing an officer directly into the Regular Corps (applies if he/she is in a regular component of the losing service), or at the Senior or Director grade, the necessary justifications shall be obtained from the OPDIV/STAFFDIV/non-HHS organization.
- (b) OCCO, OSG shall send an application package to the officer involved and an "Inter-Service Transfer Statement of Understanding," as shown in Appendix E. OCCO, OSG requires a completed [Form PHS-50](#), "Application for Appointment as a Commissioned Officer in the U.S. Public Health Service," from the officer.
- (c) Upon receipt of all needed materials, including the completed form PHS-50 and "Inter-Service Transfer Statement of Understanding," the Director, OCCO, OSG shall review the request and determine if the basic approval criteria set forth in Appendix A have been met.



- (d) If the approval criteria have not been met, but the SG believes that approval of the inter-service transfer would be in the best interests of the Department, he/she may authorize an exception to the criteria.
  - (e) OCCO, OSG shall determine whether there is a vacancy within the authorized grade ceiling for the applicable entry grade (see Section 8-2.b.). Such determination shall take into account the Regular Corps total strength ceiling and the restrictions in [42 USC.209\(b\)](#) concerning original appointments in the Regular Corps above the grade of Senior Assistant, if transfer is into the Regular Corps. The SG shall forward requests for inter-service transfers to the Regular Corps to the ASH for approval.
  - (f) If not yet received, the losing uniformed service shall be asked to provide a conditional release from duty or other written notice that it concurs in the proposed transfer.
  - (g) OCCO, OSG shall coordinate with the losing uniformed service and the OPDIV/STAFFDIV/non-HHS organization concerned to establish the exact transfer date. OCCO, OSG shall then notify the losing uniformed service in writing (or by Government message in the event of time constraints) that the Department intends to appoint and call the officer to active duty on the agreed date.
- b. Determination of Grade and Service Credit.
- (1) Temporary Grade. A commissioned officer who transfers to the Department, shall continue to hold the same grade held in the losing uniformed service in accordance with DoD Instruction 1300.04, paragraph 3.3.1. This ruling does not apply to a commissioned officer previously awarded constructive service credit for education, training, or experience who transfers to a different professional category. In this case, the officer shall lose that credit and shall receive only the credit applicable to the category into which the officer is transferred.
  - (2) Permanent Grade.
    - (a) Regular Corps Transfer. An officer transferring to the Regular Corps, shall keep the permanent grade held in the losing uniformed service. The Seniority Credit Date and Promotion Credit Date shall be determined in the same manner as for a Corps officer assimilating into the Regular Corps from the Reserve Corps, with the active-duty time spent in current grade in the losing uniformed service counted as if it were active-duty time in grade in the Reserve Corps. The transferring officer will thus receive the benefit of all allowable credit under 42 USC 209, and be on par with Corps officers in the same discipline.
    - (b) Reserve Corps Transfer. A commissioned officer who transfers to the Department, shall continue to hold the same grade held in the losing uniformed service (already indicated in Section 8-2.b.(1)).

- (3) Maximum Grade Upon Inter-Service Transfer. If either the temporary or permanent grade, as determined under Sections 8-2.b.(1) and (2), is greater than the grade held by the officer in the losing uniformed service on the day before the transfer, then the permanent and/or temporary grade shall be reduced to the equivalent of the grade held in the losing uniformed service. In this instance, the officer shall be eligible to be considered for promotion to the higher permanent and/or temporary grade, as applicable, during the promotion cycle following his/her appointment to the Corps. However, the officer shall not be considered for promotion until he/she has been on active duty with the Department for a period of at least 6 months.
  - (4) Other Credit. Credit for retirement purposes, basic pay purposes, and special and incentive pay purposes shall be determined in accordance with the usual procedures for a newly appointed officer. All active-duty time in the losing uniformed service which would have been applicable towards the credit concerned, had it occurred while on active duty in the Corps, shall be creditable. However, to be eligible for a less than 30-year voluntary retirement, the officer must have at least 10 years of service with the Corps, as prescribed in [CC23.8.1](#), "Creditable Service for Retirement."
9. HISTORICAL NOTES: This is the first issuance of this Instruction within the electronic Commissioned Corps Issuance System (eCCIS) and replaces CC23.3.5, "Inter-Service Transfer," dated 13 May 1997. This issuance replaces the information from the previous INSTRUCTION of the Commissioned Corps Personnel Manual, and creates a stand alone Instruction within the eCCIS.

Appendix A  
Criteria for Approval of Transfer

Transfer from the Department of Health and Human Services (Department or HHS)  
to Another Uniformed Service

1. For Medical Officers: Current medical special pay agreement (or current year of multi-year pay agreement) must be fulfilled before transfer can be effective. If approved by the HHS OPDIV/STAFFDIV/non-HHS organization, and the Office of the Surgeon General, pro rata repayment of an unexpired pay agreement (or current year, as applicable) for which the officer has been paid, may be made in lieu of waiting for fulfillment of pay agreement. In this instance, the officer must submit repayment before inter-service transfer is approved.
2. For Dental Officers: Current dental special pay agreement (or current year of multi-year pay agreement) must be fulfilled before transfer can be effective. If approved by the OPDIV/STAFFDIV/non-HHS organization, and the Office of the Surgeon General, pro rata repayment of an unexpired pay agreement (or current year, as applicable) for which the officer has been paid, may be made in lieu of waiting for fulfillment of pay agreement. In this instance, the officer must submit repayment before inter-service transfer is approved.
3. For Students at the Uniformed Services University of Health Sciences (USUHS) and officers serving obligations pursuant to attendance at USUHS, there is no inter-service transfer except as specifically approved by the ASH.
4. For officers serving obligations pursuant to participation in the National Health Service Corps (NHSC) scholarship program, there is no transfer except as approved by the Administrator, Health Resources and Services Administration and the Surgeon General.
5. For officers involved in an approved reduction-in-strength action, the officer may be transferred under this Instruction if facing involuntary release from active duty or involuntary reassignment. In the case of a reassignment, the OPDIV/STAFFDIV/non-HHS organization to which the officer is being assigned must grant approval for transfer. The officer will not be required to repay a remaining obligation, but will be required to serve the remaining obligation in the gaining uniformed service.  
  
Note: Such actions are not considered derogatory in any manner and are due to forced reductions in the size of Department programs.
6. For officers serving an obligation pursuant to a long-term training agreement, there is no inter-service transfer except as approved by the head of the OPDIV/STAFFDIV/non-HHS organization to which the officer is assigned, and the Surgeon General. Any remaining obligation must be served in the gaining uniformed service.
7. For all officers there must be a clear indication that the disruption, if any, to the activities of the OPDIV/STAFFDIV/non-HHS organization are outweighed by the potential benefit to the gaining uniformed service, or that the transfer is in the interest of the national defense. The statement of the gaining uniformed service and the concurrence or non-concurrence of the OPDIV/STAFFDIV/non-HHS organization officials, will be taken into account when evaluating the merits of the transfer.

Appendix A (continued)  
Criteria for Approval of Transfer

Transfer from Another Uniformed Service to the Department of Health and Human Services

The following criteria are in addition to the requirements for vacancies in grade and total end strength limitations as specified in Section 8-2.

1. The officer must meet Department appointment standards for the category and discipline to which he/she is applying, and the application must be reviewed by an appointment board.
2. Officers who face release from active duty for failure to be recommended or selected for promotion in the current uniformed service will not be accepted for inter-service transfer.
3. Officers who face separation from the current uniformed service under other than honorable conditions, and officers whose disciplinary records indicate questionable suitability for service in the Department, will not be accepted for inter-service transfer.
4. Officers must meet Department medical standards for entry on active duty in the Corps. These standards may be more restrictive than standards for retention on active duty in the officer's present uniformed service. In addition, no officer found physically unfit for retention by his/her present uniformed service will be considered for inter-service transfer to the Corps.
5. Officers who would have remaining active duty service obligations (e.g., pay agreements, USUHS training) following transfer, will not be accepted for inter-service transfer. However, prior to graduation, USUHS students may be transferred to the Department when it is determined to be in the best interests of the Department.
6. There must be a clear indication that the transfer will benefit the Department activity to which the officer will be assigned while maintaining suitable progression of the officer's career.
7. Candidates with more than 8 years (8 years, 0 months, 0 days) of active-duty service in one of the uniformed services other than the Commissioned Corps of the U.S. Public Health Service (Corps) shall not generally be approved for appointment in the Corps. However, if a candidate is found to be exceptionally qualified and the candidate meets all other requirements necessary for appointment to the Corps, the Director, OCCO may waive this requirement for those candidates who have 8 years 0 months 1 day to 15 years 0 months, 0 days of active duty service in the uniformed services.

Appendix B  
Sample Conditional Release from Active Duty

**DATE:****TO:** (Gaining Service)**FROM:** The Surgeon General  
Commissioned Corps of the U.S. Public Health Service**SUBJECT:** Conditional Release from Active Duty Pertaining to (Rank and officer's full name),  
123-45-6789

The Department of Health and Human Services (HHS) hereby grants conditional release from active duty to the officer of the Commissioned Corps of the U.S. Public Health Service named above for the purpose of performing an inter-service transfer to the (branch of service). This release is effective beginning (date) and shall remain in effect for (120 or fewer) days. The inter-service transfer must take place during this period.

This conditional release does not constitute actual inter-service transfer of the officer named above. Upon final agreement between HHS and the (branch of service) concerning the actual transfer date, official personnel orders will be issued by both uniformed services effecting such transfer.

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(signature of authorized Office of the  
Surgeon General official)

Copy to:

1. (Officer)
2. (HHS OPDIV/STAFFDIV/non-HHS organization)
3. (Category of Officer)
4. (Electronic Official Personnel Folder)

Appendix C  
Consent to Inter-Service Transfer to the Military Service

I hereby consent to being transferred to the (branch of service). If the transfer is approved, I understand that the grade, date of rank, and other credits that I will have in the (branch of service) will be as 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 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 or Coast Guard, I further understand that I will be subject to the Uniform Code of Military Justice.

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

(signature of officer)  
(typed name and grade)  
(date)

Appendix D  
Inter-Service Transfer Statement of Understanding

My rank (permanent grade and temporary grade, if applicable), and other credits that affect pay and retirement, will remain as they are with my military service, unless I change professional categories. I understand that I may be directed on permanent changes of station to meet the needs of the Commissioned Corps of the U.S. Public Health Service, Department of Health and Human Services (HHS). I further understand that I may be assigned to government-sponsored training programs to meet the needs of HHS, and if so assigned, I will be required to perform such minimum active duty service in HHS as is specified in the applicable HHS instructions and training agreements.

I also understand that HHS may require the use of information contained in the official records of any other uniformed service(s) in which I have served, and hereby grant permission for the release of information, including but not limited to personnel records (such as my superiors' evaluations, disciplinary records, promotion and assignment history) and medical records, to HHS for the purpose of evaluating and facilitating the proposed transfer.

I understand that to be qualified for voluntary retirement, I must have served a minimum of 20 years on active duty, 10 of which must be as an active-duty officer with the Commissioned Corps of the U.S. Public Health Service.

(signature of officer)  
(typed name and grade)  
(date)