



UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES

4301 JONES BRIDGE ROAD
BETHESDA, MARYLAND 20814-4799
www.usuhs.edu



SUBJECT: Inter-Service Transfer of a Medical Officer Candidate

March 3, 2021

Instruction 1303

(BDE)

ABSTRACT

This Instruction establishes policies and procedures for the governance of medical student Inter Service Transfers (IST) among Uniformed Services University of the Health Sciences (USU), The Services (Army, Navy, Air Force, and Public Health Service) and ensures appropriate review prior to consideration of the applications by the President, USU, Brigade Commander (BDE CO), and the Dean, F. Edward Hebert School of Medicine (SOM).

A. Reissuance and Purpose. This Instruction reissues USU Instruction 1303 (*Reference (a)*) and states USU policies and procedures for medical student transfers among the Services (Army, Navy, Air Force, and Public Health Service) (*Reference (b)*).

B. References. See *Enclosure 1*.

C. Policy. The affected Service's leadership will advise the President, BDE, and the Dean SOM of the nature and merits of a request for an IST. IST are not possible without the concurrence of the losing and gaining Services. Recommendations will be based upon:

1. The best interests of the gaining and losing Services.
2. The advantages and disadvantages to the medical student applying for an IST.
3. The impact of the desired transfer on the required allocation of medical officer graduates for the respective Services.

D. Responsibilities.

1. Service specific leadership (which will include, but are not limited to, the USU Senior Service Advisors from the losing and gaining Service, Associate Dean, Student Affairs (OSA) and the Company Commanders from both gaining and losing Services) will:

- a. Be requested, by the Commandant (CMD), F. Edward Hebert SOM, to review requests for IST.

b. Review applicant's requests for transfer along with their academic and military performance records. The Service specific leadership will interview applicants as desired.

c. The following two categories of recommendations will be used:

1) Category A: "Recommend."

2) Category B: "Do not recommend."

d. The Service leaders will review each requested action and accompanying documentation, and will provide their recommendation to the USU leadership (President, USU, BDE, and the Dean SOM).

e. The USU leadership forwards the recommendation with or without concurrence, to the potentially losing Service and the potentially gaining Service for final determination.

2. The Applicant shall:

a. Be solely responsible for initiating the transfer action and providing the requisite documentation.

b. Prepare a draft "Letter of Request for IST." This letter will be addressed to the President, USU. A template for the letter is attached (*Enclosure 4*). The letter must be typed and clearly explain a reason for the request.

c. Initiate appointments for interviews and assistance. Appointments will be accomplished in the following order:

1) Meet with IST Coordinator (ISTC), review and sign IST Counseling Statement (see *Enclosure 2*)

2) USU Company Commanders (CC) of the potentially losing Service.

3) USU CC of the potentially gaining Service.

4) Associate Dean, OSA.

5) Complete IST Applicant Checklist (see *Enclosure 5*)

6) Sign the Privacy Act Statement (see *Enclosure 6*).

3. The Associate Dean, OSA and/or Assistant Dean, Clinical Sciences (ADCS) shall:

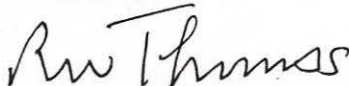
a. Interview applicants to discuss the basic issues prompting the request for transfer.

b. Provide guidance on medical career planning, graduate medical education, and the impact that the desired transfer may have on the student's remaining curriculum, and application for-internship if the transfer is approved.

c. Provide guidance on other relevant matters, as appropriate.

E. Procedures. See *Enclosure 2*.

F. Effective Date. This Instruction is effective immediately.



Richard W. Thomas, MD, DDS, FACS
President

22 FEB 2021

Date

Enclosures.

1. References
2. Procedures
3. Memorandum for Records: Counseling Statement
4. Transfer Sample Letter
5. IST Applicant Check List
6. Privacy Act Statement

REFERENCES

- (a) USU Instruction 1303, "Inter-Service Transfer of Medical Officer Candidates," dated October 13, 2015 (hereby canceled).
- (b) Army Regulation 614-120, "Inter-Service Transfer of Army Commissioned Officers on the Active Duty List," dated 20 June 2016.
- (c) MILPERSMAN 1300-081, "Inter-Service Transfer of an Officer out of the Navy," dated June 03, 2011 and MILPERSMAN 1300-082 "Inter-Service Transfer of an Officer into the Navy," dated September 25, 2009.
- (d) Air Force Instruction 36 2005, Inter-Service Transfer of Officers on the Active Duty List to the United States Air Force (USAF)," dated August 2, 2017.
- (e) Department of Health and Human Services, Commissioned Corps Instruction CC23.3.5, dated December 8, 2008.

PROCEDURES

1. A medical student is eligible to request an application for an IST after the completion of the first year (MS-I), and prior to the end of August of the MS-III year. The student must inform the Office of the CMD of his/her wish for an IST, and complete a Counseling Statement and IST Applicant Checklist (*see Enclosure 3 and 5*).
2. Each request will be considered on its own merits.
3. Favorable consideration is most likely to be given to applicants who:
 - a. Have prior service in the Service to which he/she desires to transfer.
 - b. Have participated in a Reserve Officers Training Corps (ROTC) program of the Service to which he/she desires to transfer.
 - c. Are married to a member of the Service to which he/she desires to transfer.
 - d. Desire training in a specialty not available in the applicant's current Service.

DATE

MEMORANDUM FOR RECORD

FROM: Inter Service Transfer (IST) Coordinator

SUBJECT: Counseling for RANK, First Name, Last Name

1. RANK First Name Last Name has been counseled on the below mentioned regarding his/her IST request.

a. The process takes approximately 12-18 months to be finalized and requires expeditious response on the part of the requesting Service Member when documents or actions are requested by the IST Coordinator and/or personnel Service leads.

b. If the IST is not complete prior to graduation you may experience a delay in promotion.

c. There is a possibility of pay issues (to include, but not exclusive to – rank issues, break in pay at time of transfer and incorrect pay).

d. Completing an IST is a privilege, not a right.

2. You have hereby been counseled. By signing below you acknowledge and understand the possible outcomes you may experience by completing the IST request.

FIRST NAME MIDDLE INITIAL LAST NAME
RANK, SERVICE
MEDICAL STUDENT

FIRST NAME MIDDLE INITIAL LAST NAME
RANK, SERVICE
INTERSERVICE TRANSFER COORDINATOR

TRANSFER SAMPLE LETTER

From: RANK NAME, SERVICE
To: Secretary of the LOSING SERVICE
Via: University President, USUHS Bethesda MD
Commander, LOSING SERVICE PERSONNEL COMMAND

Subj: REQUEST FOR INTER-SERVICE TRANSFER

Ref: **APPROPRIATE INSTRUCTION FOR LOSING SERVICE**

Encl: (1) DD 2808 (10-05), Report of Medical Examination
(2) Copy of Electrocardiogram
(3) DD 2807.-1 (10-03) Report of Medical History

1. I hereby request an Inter-Service Transfer to the Selected Service Name. Per reference, enclosures, and one through three are provided along with the following information:

- a. Applicant's last, first, and middle name.
- b. Social Security Number, designator, corps (if any).
- c. Grade, date of rank, frocked rank.
- d. Branch of Service.
- e. Command to which presently assigned: Uniformed Services University of the Health Sciences.
- f. Total active Federal commissioned service.
- g. Summary of any previous Inter-Service Transfers.
- h. Date and place of birth.
- i. Citizenship and how acquired.
- j. Summary of military duties performed.
- k. A complete statement of professional or technical qualifications and educational background.
- l. Reason for requesting transfer.
- m. Home address

- n. Daytime telephone number, DSN and commercial, if available.
- o. "I hereby tender my resignation from the (specify Service) and request that it be accepted contingent upon final approval of my application for transfer to the (specify Service) and effective as of the day preceding my acceptance of an appointment in the (specify Service)."
- p. Scheduled release from active duty (RAD) date (if any).

NAME, RANK

**INTER-SERVICE TRANSFERS
SIGNATURE APPLICATION CHECKLIST**

Any student requesting transfer must have a completed package to include a copy of the marriage certificate and commissioning physical prior to submission to the losing Service.

Name: _____ SSN: _____

Mailing Address: 4301 Jones Bridge Road, Bethesda, MD 20814

Phone: _____ E-mail Address: _____

Transfer from: _____ to: _____ Class: _____ MS: _____

Applicant's Requirements:

1. Statement to the leadership: The applicant must write a letter addressed to the senior leadership explaining his/her reason(s) for requesting the transfer.
2. U.S. Navy students requesting transfer are required to complete an application for Inter-Service Transfer as outlined in MILPERSMAN 1300-081.
3. Commissioning Physical Examination: The exam is valid for one year (two for the Air Force). The commissioning physical must include the following: DD Form 2807-1 & DD Form 2808, laboratory test results (i.e. CBC, Chem 20, RPR, HIV, and Drug & Alcohol Screen), eye exam (for severely myopic patients, a complete ophthalmologic exam must be performed), audiometry, EKG, chest x-ray, pap exam and dental exam. Request a copy of the commissioning physical AHLTA note.
4. Undergraduate Transcript(s): Contact all the undergraduate schools attended for an official transcript to be forwarded to the below:

Uniformed Services University of the Health Sciences
Attn: IST Coordinator
4301 Jones Bridge Road, Room C1019
Bethesda, MD 20814-4799

5. Marriage Certificate: Must be able to provide a copy of Marriage Certificate for package to be sent to losing Service.

6. Signatures: Please arrange appointments with the following personnel to discuss your request: (Package must be complete – except for marriage certificate -- prior to meeting)

Initials, Date, & Recommendation

Losing Service Company Commander	_____
Gaining Service Company Commander	_____
Associate Dean for Student Affairs	_____
Losing Service Senior Officer	_____
Gaining Service Senior Officer	_____
Commandant, School of Medicine	_____
Brigade Commander	_____

Points of Contact: (Phone prefix 295)

<u>Company Commanders:</u>	<u>Location</u>	<u>Extension</u>
Air Force:	C1019	x3280
Army:	C1019	x9433
Navy:	C1019	x9667
PHS:	C1008	x3965

Senior Officers:

Air Force:	B3074	x9888
Army:		
State		
Navy:		
PHS:	B3048	x9461

Associate Dean for Student Affairs: C1020 x3764

Commandant, School of Medicine: C1021A x3121

Brigade Commander: C1023 x9654

Applicant Checklist

☐ Statement of Understanding

☐ Counseling Memo

☐ Promotion Statement

☐ Privacy Act Statement

PRIVACY ACT STATEMENT

AUTHORITY: 10 U.S.C. §2114(a), 32 C.F.R. §242.4

PRINCIPAL PURPOSES: To determine your suitability for Inter-Service Transfer within the Uniformed Services of the United States. This information is for Official Use Only, and will be maintained within the Department of Defense according to Federal laws and regulations.

ROUTINE USES: This information may be disclosed to authorities in the military or Public Health Service to determine qualifications for commissioning; to a congressional office in response to an inquiry made at the request of the individual; to Federal, state, local, or foreign law enforcement authorities for investigation or prosecution of a violation or potential violation of the law; and, to the Department of Justice in pending or potential litigation to which the record is pertinent.

DISCLOSURES: VOLUNTARY; however, failure to furnish information needed to determine your suitability for Inter-Service Transfer within the Uniformed Services of the United States will result in a denial of the application.

Signature

Date