

Interservice Transfer Checklist (Inbound)

CONDITIONAL RELEASE FROM CURRENT COMPONENT (DD Form 368 or Memo)

CHAIN OF COMMAND (CoC) ENDORSEMENTS (THROUGH FIRST O-6 TO SECRETARY OF SERVICE OR DESIGNATED AUTHORITY) CoC _____ Service_____

GENERAL/FLAG OFFICER LETTER OF RECOMMENDATION(s); one LoR must be from current service

* A Chain of Command endorsement (see example) is correspondence sent to higher authority via the chain of command that requires an endorsement by each interim authority to demonstrate concurrence and support of officer's application for Interservice Transfer. A Letter of Recommendation is a letter in which the writer (O7 or above) assesses the qualities, characteristics, and capabilities of the person being recommended.

IST REQUEST IN MEMORANDUM FORMAT (see attached example).

DD FORM 2807-1 and 2808 W/SUPPORTING DOCS.

HT/WT STATEMENT (which says you comply with the Army standards IAW AR 600-9)

CIVILIAN EDUCATION (Diploma, w/Degree, Major and Year or Transcript (A Copy Is Fine)).

MILITARY EDUCATION (Certificates of Training)

SECURITY CLEARANCE & TYPE (JPAS printout or a signed letter from your security officer stating type of clearance, date granted and type of investigation.).

AWARDS (Orders or Certificates)

EVALUATIONS (AT LEAST LAST 3-5)

PERSONNEL DATA SHEET:

(USAF-SURF, INDIVIDUAL INFO, DVB; USN-OFFICER DATA CARD; USMC-MASTER BRIEF SHEET)

OFFICIAL PHOTOGRAPH