

Army Regulation 614–120

Personnel—General

**Inter-Service
Transfer of
Army
Commissioned
Officers on the
Active Duty List**

**Headquarters
Department of the Army
Washington, DC
20 June 2016**

UNCLASSIFIED

SUMMARY of CHANGE

AR 614-120

Inter-Service Transfer of Army Commissioned Officers on the Active Duty List

This major revision, dated 20 June 2016--

- o Updates policy to deny consideration to officers not selected for promotion (para 2-1l).
- o Adds policy for Inter-Service transfer applicants from officers with undergraduate and/or graduate degrees (para 2-1n).
- o Updates application requirements (para 2-2b).
- o Adds policy for applications from Uniformed Services University of the Health Sciences and Health Professional Scholarship Program students of other Uniformed Services (para 2-2d).
- o Adds policy regarding processing through respective command channels (para 2-2d).
- o Adds policy clarifying determination of Inter-Service transfer approvals and disapprovals (para 2-2f).
- o Updates where applications should be submitted (para 2-2h).
- o Adds active duty service obligation information for transfers to the Army (para 2-2k).
- o Clarifies policy that disapproved applications will be returned to applicants through command channels (para 2-3b).
- o Combines information pertaining to application of officers of other Uniformed Services (formerly para 2-5) with paragraph 2-4.

Effective 20 July 2016

Personnel—General

Inter-Service Transfer of Army Commissioned Officers on the Active Duty List

By Order of the Secretary of the Army:

MARK A. MILLEY
General, United States Army
Chief of Staff

Official:



GERALD B. O'KEEFE
Administrative Assistant to the
Secretary of the Army

States or the United States Army Reserve. This regulation is applicable during mobilization.

Proponent and exception authority. The proponent of this regulation is the Deputy Chief of Staff, G–1. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or its direct reporting unit or field-operating agency, in the grade of colonel or the civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent. Refer to AR 25–30 for specific guidance.

Army internal control process. This regulation contains internal control provisions in accordance with AR 11–2 and identifies key internal controls that must be evaluated (see appendix B).

Supplementation. Supplementation of this regulation and establishment of command or local forms are prohibited without prior approval from Deputy Chief of Staff, G–1, through Commander, U.S. Army Human Resources Command (AHRC–ORD–A), 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5402.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Commander, U.S. Army Human Resources Command (AHRC–ORD–A), 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5402.

Distribution. Distribution of this publication is available in electronic media only and is intended for command levels A, B, C, D, and E for the Active Army, the Army National Guard/Army National Guard of the United States, and United States Army Reserve.

History. This publication is a major revision.

Summary. This regulation implements Title 10, United States Code, Section 716. It establishes policies and standards governing the Inter-Service transfer of Army commissioned officers on the active duty list and the application process.

Applicability. This regulation applies to commissioned officers on the active duty list requesting Inter-Service transfer from the Army to another Uniformed Service and those requesting Inter-Service transfer to the Army from another Uniformed Service. This regulation does not apply to the Army National Guard of the United

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*This regulation supersedes AR 614–120, dated 11 June 2007.

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Glossary

Chapter 1 Introduction

1–1. Purpose

This regulation establishes policies and procedures for all Uniformed Service commissioned and warrant officers serving on the active duty list (ADL). This includes students enrolled in the Uniformed Services University of the Health Sciences (USUHS); DODI 1205.05 governs all other Inter-Service transfers. This regulation governs the determination of grade and date of rank when commissioned or warrant officers of one Uniformed Service are reappointed to another Uniformed Service on the ADL due to Inter-Service transfers.

1–2. References

See appendix A.

1–3. Explanation of abbreviations and terms

See the glossary.

1–4. Responsibilities

a. The Assistant Secretary of the Army (Manpower and Reserve Affairs) (ASA (M&RA)) will indicate final concurrence or non-concurrence for the Army when the Commanding General (CG), U.S. Army Human Resources Command (HRC), The Judge Advocate General (TJAG), or Chief of Chaplains (CCH), as appropriate, concurs with the proposed transfer.

b. The Deputy Chief of Staff, G–1 will act as an intermediate review authority between the CG, HRC and the ASA (M&RA).

c. The HRC, TJAG, or CCH, as appropriate, will—

- (1) Monitor program policies and procedures.
- (2) Process all active duty applications for Inter-Service transfer for their respective population.
- (3) Concur or non-concur with the proposed transfer.
- (4) Accomplish the transfer when it is acceptable to both the losing and gaining Uniformed Services.
- (5) Disapprove the transfer request if either the losing or gaining Uniformed Service does not concur.
- (6) Provide strength data for their respective population.

d. Commanders of Army commands, Army service component commands, and direct reporting units will process applications for Inter-Service transfer of Army commissioned or warrant officers in accordance with the provisions of this regulation.

e. Commanders of commissioned or warrant officers of other Uniformed Services to include USUHS will process applications for Inter-Service transfer to the Army in accordance with the provisions of their respective Service regulations.

1–5. Authority

The authority for this regulation is Title 10, United States Code, Section 716 (10 USC 716) and DODI 1300.04.

Chapter 2 Interservice Transfer

2–1. Transfer policy

a. Commissioned or warrant officers who are qualified to contribute to an activity of another Uniformed Service may be transferred and reappointed into another Uniformed Service, subject to this regulation. This will be done without interrupting their Service careers.

b. Transfer, mainly in technical fields, is to permit the fullest possible use of officers with critical or unusual skills. However, transfers between the Uniformed Services are not restricted to technical specialists.

c. Officers will be transferred only within authorized strength limitations of the gaining Uniformed Service.

d. No officer will be transferred without their written request or consent.

e. No officer will be transferred from one Uniformed Service and reappointed in another Uniformed Service with a precedence or relative rank higher than that held on the day before transfer.

f. No Regular Component officer may be transferred to a Reserve Component of another Service nor may a Reserve Component officer be transferred to a Regular Component of another Service. The National Oceanic and Atmospheric Administration (NOAA) Commissioned Corps does not have a Reserve Component.

g. Release of an officer for an Inter-Service transfer under this regulation, is not a release from fulfillment of the

military service obligation, established by 10 USC 651 or any other active duty obligation. However, additional service performed after a transfer will be counted toward fulfillment of such obligations.

h. No Army officer will be approved for an Inter-Service transfer until all service obligations incurred, under the provisions of AR 350–100, AR 351–3, and AR 27–1 have been completed.

i. Army officers may request an Inter-Service transfer, to another Uniformed Service, 12 months prior to the expiration date of their service obligation incurred under the provisions of AR 350–100, AR 351–3, and AR 27–1.

j. Termination of current commission and reappointment in the gaining Uniformed Service will be accomplished without interrupting the officer's total service. Officers, who transfer, will receive credit for the total amount of unused leave and military service accrued as of the date prior to transfer.

k. Transfers are subject to concurrence of both the gaining and losing Uniformed Services.

l. Applications from officers, who have been non-selected for promotion in their current grade, will not be considered.

m. Officers who have a mandatory release or mandatory removal date, have an approved retirement, involuntarily separated, or have been separated prior to finalization of their request, are ineligible to apply.

n. Inter-Service transfer applications from commissioned or warrant officers, with undergraduate and/or graduate degrees in science, technology, engineering, mathematics, and any health profession academic disciplines, are highly encouraged.

2–2. Application for transfer of commissioned or warrant officers

a. Secretaries of all Uniformed Services or the officers concerned may prepare applications for Inter-Service transfer.

b. Applications should consist of the following:

(1) Inter-Service transfer request, in memorandum format (see fig 2–1).

(2) Officers' written request or consent of Inter-Service transfer if submitted by the gaining or losing command.

(3) Ecclesiastical endorsement (chaplains only).

(4) Copies of current authorized DD Form 2808 (Report of Medical Examination), and DD Form 2807–1 (Report of Medical History).

(5) Current copy of officer's military personnel data sheet.

(6) Conditional release from current component's personnel headquarters.

(7) Applications from USUHS students will include a recommendation from the president of USUHS.

(8) Army applicants should also include any other documents or information required by the requested Service Component.

c. Applications of Army commissioned or warrant officers, will be processed through normal command channels, to the appropriate addressee in paragraph 2–2*h*(1).

d. Applications of commissioned or warrant officers, of other Uniformed Services, will be processed through their respective services normal command channels, to the appropriate addressee in paragraph 2–2*h*(2). Applications from USUHS or Health Professional Scholarship Program (HPSP) students of other Uniformed Services will be processed through United States Army Recruiting Command (RCHS–SD), 1307 3rd Avenue, Fort Knox, KY 40121–2725.

e. Army commissioned and warrant officer applicants will be counseled (AR 600–8–24), with confirmation of counseling noted in a memorandum (see fig 2–2) by the first colonel-level commander through which the application is processed. The commander, at their discretion, may designate field grade officers to complete the counseling. If counseling by a colonel is not feasible, due to geographical separation, the senior field grade officer assigned nearest to the applicant will perform the counseling. Counseling will be explained by someone other than a colonel-level commander in the endorsement memorandum.

f. Concurrence or non-concurrence with Inter-Service transfers approvals or disapprovals will be determined based upon the applicant's skills, knowledge, qualifications, and the current and/or future needs of the gaining Uniformed Service.

g. If disapproval is recommended due to non-concurrence by an endorsing authority, the specific reasons will be stated in the endorsement memorandum. Each memorandum may include any information considered appropriate.

h. Applications will be sent to the following addresses, as appropriate:

(1) Army commissioned or warrant officers in the basic branches, functional areas, Army Medical Department (AMEDD) and USUHS students to Commander, U.S. Army Human Resources Command, (AHRC–ORD–A), 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5402.

(2) Army Chaplains will submit applications to Headquarters, Department of the Army (DACH–PE–Z), 2700 Army Pentagon 1D143, Washington, DC 20310–2700.

(3) Army Judge Advocate General's Corps will submit applications to Headquarters, Department of the Army (DAJA–PT), 2200 Army Pentagon, Washington, DC 20310–2200.

(4) Commissioned or warrant officers of other Uniformed Services, in accordance with their respective Service

regulations, to Commander, U.S. Army Human Resources Command (AHRC-ORD-A), 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5402.

(5) Commissioned or warrant officer Chaplains' and Judge Advocate General's Corps of other Uniformed Services will submit applications to the appropriate addressee in paragraph 2-2h(2) and paragraph 2-2h(3) above.

i. Army officers who desire transfer and currently on duty with other military Services, will submit applications through the commander of the organization they are assigned, to the appropriate addressee in paragraph 2-2h(1), above.

j. Commissioned or warrant officers of other Uniformed Services who desire transfer and currently on duty with the Army will submit applications through the commander of the organization they are assigned, to their services approving authority.

k. In addition to any other military service obligation incurred in other military services and any other active duty service obligation, in accordance with DODI 1300.04. Officers of other military services transferring to the Army will incur a 3 year active duty service obligation to run consecutively to all other active duty service obligations, as a result of their approved Inter-Service transfer.



DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

OFFICE SYMBOL

Date

MEMORANDUM THRU (Command Channels)

FOR Commander, HRC, ATTN: AHRC-ORD-A, 1600 Spearhead Division Avenue,
Department 240, Fort Knox, Kentucky, 40122-5204

SUBJECT: Inter-Service Transfer

1. Request Inter-Service Transfer to the United States (service to which transfer is requested) under the provisions of Department of Defense Instruction 1300.04.

2. The following information is required:

a. Biographical Summary:

Applicant's Name (Last, First Middle)

SSN: 000-00-0000

Date and Place of Birth: DD MMM YYYY, City, State, Country (If not US)

Home of Record: City, State

GR/DOR: 2LT/DD MMM YYYY

Current Component: USN

Current Control Branch/Specialty Code: Aviation/15A

Citizenship: US (if naturalized, when/how acquired)

Source and Date of Commission: OCS, 21 May 2004

Current Unit of Assignment: Unit Address, Base, City, State (or APO AX), Zip

Unit Telephone: (999) 555-5555, DSN 3xx-222-9999

Current Home address: Home address, City, State (or APO AX), Zip

Home Telephone: (999) 555-1234

Cell Phone: (999) 555-1235

E-mail address: xxxxxxx@xxx.xxx <mailto:xxxxxxx@xxx.xxx>

Marital Status: Married

Number of Dependent: Adults: # Children: #

Total Active Federal Commissioned Service: Years, months, and days

Total Active Federal Service: Years, months, and days

Current Physical: DD MMM YYYY, Height: Inches, Weight: Pounds,

Race/Ethnic Group: Other/Korean

Security clearance and type: Top Secret/SCI

Figure 2-1. Sample of Inter-Service Transfer Request

OFFICE SYMBOL
SUBJECT: Inter-Service Transfer

b. Summary of Education (including professional qualifications):

Civilian:

High School, Ayer, Massachusetts Graduated 1992
Chaminade University, Honolulu, Hawaii BA (Biology)
La Verne University, La Verne, California MA (Management)

Military:

AMEDD Officer Basic Course: 1999
Combat Casualty Care Course: 2003
Military Tropical Medicine Course: 2005
Fundamentals of Occupational Medicine: 2005
Medical Management of Chemical and Biological Casualties Course: 2005
Preventive Medicine Senior Leaders Course: 2006
Contracting Officer Representative Course: 2007
Global Medicine Course: 2010

c. Summary of Assignments:

Student, FA School, Fort Sill, OK	Sep 00 - Mar 01
HHC, 1 st ID, Fort Sill, OK	Mar 01 - Dec 05
HQ, MEDDAC, Fort Meade, MD	Dec 05 – Present

3. Justification for requested transfer: (Your justification for wanting to transfer and state how transfer is in the interest of national defense).

4. The point of contact for this memorandum is the undersigned at (999) 555-5555, xxxxxxx@xxx.xxx.

JOHN P. HANCOCK
Captain, AV
Battalion S1

Figure 2-1. Sample of Inter-Service Transfer Request—Continued



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

OFFICE SYMBOL

DATE

MEMORANDUM THRU

Commander, XX Infantry Battalion, 123 Street Address, City, State Zip Code
Commander, XX Infantry Brigade, 123 Street Address, City, State Zip Code
Commander, 1st HQ, 123 Street Address, City, State Zip Code

or

Commander, XXth Reserve Support Command, 123 Street Address, City, State
Zip Code

FOR Commander, Human Resources Command (AHRC-ORD-A), 1600 Spearhead Division Avenue,
Department 240, Fort Knox, KY, 40122-5204

SUBJECT: Request for Inter-Service Transfer for CPT Thomas E. Smith

1. CPT Thomas E. Smith has expressed a desire to pursue an inter-service transfer within the U.S. XX. I have counseled him and fully support his decision; therefore, I recommend he be considered for an inter-service transfer.
2. CPT Smith's particular skills, attributes, and/or accomplishments have merit; CPT Smith and the transfer would enhance his competitiveness for entry and continued service with the Department of Defense. CPT Smith is not pending any Uniform Code of Military Justice actions, and has not been deferred from promotion, nor failed selection for promotion in present grade.
3. You may reach me at 555-555-5555 for further comments or questions regarding CPT Smith.

AUTHORITY LINE: (if applicable)

Encl

THOMAS T. THOMAS
COL, IN
Commander

Figure 2–2. Sample of Army chain of command endorsement

2-3. Processing of applications

a. Applications of Uniformed Service commissioned/warrant officers for Inter-Service transfer in or out of the Army will be sent to the proper addressee in paragraph 2-2*h* for concurrence or nonconcurrence.

b. The application of an Army commissioned/warrant officer will be sent to the proper addressee in paragraphs 2-2*h*(1), 2-2 *h*(2), and 2-2*h*(3) for concurrence or nonconcurrence. If the CG, HRC, TJAG, TSG, or CCH (as appropriate) nonconcur, the application will be disapproved by that officer as the designee of the Secretary of the Army. The TSG's office will review all AMEDD and USUHS students Inter-Service transfer requests that involve active duty service obligations related to AMEDD dollars and/or expenditures (for example, training, special pays, or accession bonuses). Applications nonconcurrent by the CG, HRC, TJAG, or CCH (as appropriate) will be returned to the applicant through proper command channels as 'disapproved'. Applications concurred by the CG, HRC, TJAG, or CCH (as appropriate) will be submitted to the ASA (M&RA) for review in accordance with paragraph 1-4*a*.

c. All Army commissioned and warrant officer applications submitted through the chain of command, to the ASA (M&RA), will include: all service obligations the applicant currently has and the date each obligation ends; specialty; Army strength, by specialty and grade; and a statement as to whether the service member is on active duty, under the provisions of a special program (for example, Call to Active Duty Program and date of completion).

d. For service member applications, if the ASA (M&RA) concurs, the request will be forwarded to the service Secretary of the requested service. If the ASA (M&RA) non-concurs, the application will be disapproved and returned to the application through proper command channels. Approved Inter-Service transfer of an Army officer, transferring to another Uniformed Service is valid for 1 year from the date of signature by the ASA (M&RA), unless otherwise stated.

e. For service member applications, requesting transfer to the Army, if the ASA (M&RA) concurs with the request of the Secretary of the losing Uniformed Service, the commissioned/warrant officer will be processed for accession into the Army. If the ASA (M&RA) non-concurs with the request of the Secretary of the losing Uniformed Service, the application will be disapproved and returned to the Secretary.

f. When the transfer is acceptable to both the losing and gaining Uniformed Services, the officer will be transferred.

2-4. Grade determination upon transferring

a. Except for commissioned officers in the Public Health Service, commissioned or warrant officers transferred between two Uniformed Services will continue to hold the same grade, date of rank, and component held in the losing Uniformed Service on the day before transfer. The officer will be placed in an appropriate position on the ADL of the gaining Uniformed Service in accordance with regulations of the gaining Service.

b. As an exception to paragraph *a* above, an officer who transferred from a professional category (such as chaplain, AMEDD, or judge advocate) into the Army to other than the same or comparable professional category in the gaining Uniformed Service—

(1) May lose constructive service credit granted under 10 USC 533 and 10 USC 12207 in accordance with the gaining Service's regulations.

(2) Will be appointed in an appropriate grade based on total active Federal commissioned service and placed on the ADL of the gaining Uniformed Service in accordance with regulations of that Service.

c. Except for commissioned officers in the Public Health Service, a commissioned officer transferred to the Army under an Inter-Service transfer will have their Army grade determined using the procedures for officers transferring out of the Army. Determination of date of rank and placement on the ADL of the Army will be in accordance with AR 600-8-29, except that active commissioned service in Public Health Service will be counted as active commissioned service under AR 600-8-29.

d. If a commissioned/warrant officer transferred to the Army is on a promotion list to the next higher grade in the losing Uniformed Service, see AR 600-8-29 for promotion status.

Appendix A References

Section I Required Publications

AR 27–1

Legal Services, Judge Advocate Legal Services (Cited in paras 2–1h, 2–1i.)

AR 350–100

Officer Active Duty Service Obligations (Cited in paras 2–1h, 2–1i.)

AR 351–3

Professional Education and Training Programs of the Army Medical Department (Cited in paras 2–1h, 2–1i.)

DODI 1205.05

Transfer of Service Members Between Reserve and Regular Components of the Military Services (Cited in para 1–1.)

DODI 1300.04

Inter-Service Transfer of Commissioned Officers (Cited in paras 1–5, 2–2k.)

Section II Related Publications

A related publication is a source of additional information. The user does not have to read it to understand this regulation. All United States Codes are available at <http://uscode.house.gov>.

AR 11–2

Managers' Internal Control Program

AR 25–30

The Army Publishing Program

AR 140–10

Assignments, Attachments, Details, and Transfers

AR 600–8–29

Officer Promotions

AR 600–8–24

Officer Transfers and Discharges

TC 7–21.13

The Soldier's Guide

10 USC 533

Service credit upon original appointment as a commissioned officer

10 USC 620

Active-duty lists

10 USC 641

Applicability of chapter

10 USC 651

Members: required service

10 USC 716

Commissioned officers: transfers among the armed forces, the National Oceanic and Atmospheric Administration, and the Public Health Service

10 USC 12207

Commissioned officers: service credit upon original appointment

Section III

Prescribed Forms

This section contains no entries.

Section IV

Referenced Forms

Unless otherwise indicated, DA forms are available on the Army Publishing Directorate (APD) Web site (<http://www.apd.army.mil>) and DD forms are available on the Office of the Secretary of Defense (OSD) Web site (<http://www.dtic.mil/whs/directives/forms/index.htm>).

DA Form 11-2

Internal Control Evaluation Certification

DA Form 2028

Recommended Changes to Publications and Blank Forms

DD Form 2807-1

Report of Medical History

DD Form 2808

Report of Medical Examination

Appendix B

Internal Control Evaluation

B-1. Function.

The function covered by this evaluation is for the Inter-Service Transfer Program.

B-2. Purpose.

The purpose of this evaluation is to assist the program manager in evaluating the key internal controls listed. It is intended as a guide and does not cover all controls.

B-3. Instructions.

Answers must be based on the actual testing of key internal controls (for example, document analysis, direct observation, sampling, simulation, or other). Answers that indicate deficiencies must be explained and the corrective action identified in supporting documentation. These internal controls must be evaluated at least once every 5 years. Certification that the evaluation has been conducted must be accomplished on DA Form 11-2 (Internal Control Evaluation Certification).

B-4. Test questions.

- a.* If Inter-service transfer application has been disapproved at any level, has a memorandum been forwarded notifying the Service member and his or her Service?
- b.* Upon receiving approved application from the Deputy Chief of Staff, G-1, has name, social security number, and rank been submitted for active component scrolling?
- c.* If 30 days have passed from initial scroll date, has it been verified that the scroll has been approved and submitted?
- d.* Have Regular Army appointment orders been generated once the scroll has been approved?
- e.* Has the Service member been contacted to ensure receipt of orders?

B-5. Supersession.

This evaluation is the initial internal control evaluation for the Inter-Service Transfer Program.

B-6. Comments.

Help make this a better tool for evaluation internal controls. Submit comments to Commander, U.S. Army Human Resources Command (AHRC-ORD-A), 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5402.

Glossary

Section I Abbreviations

ADL

active duty list

AMEDD

Army Medical Department

AR

Army Regulation

ASA (M&RA)

Assistant Secretary of the Army (Manpower and Reserve Affairs)

CCH

Chief of Chaplains

CG

commanding general

DA

Department of the Army

DD

Department of Defense (forms)

FM

field manual

DODI

Department of Defense Instruction

HPSP

Health Professional Scholarship Program

HRC

U.S. Army Human Resources Command

NOAA

National Oceanic and Atmospheric Administration

TJAG

The Judge Advocate General

TSG

The Surgeon General

USC

United States Code

USUHS

Uniformed Services University of the Health Sciences

Section II

Terms

Active duty list

A single list for the Army, required by 10 USC 620 to be maintained, that contains the names of all officers of the Army (other than officers described in 10 USC 641) who are serving on active duty.

Inter-Service transfer

The transfer of commissioned officers on the ADL between the Uniformed Services.

Uniformed Services

The Army, Navy, Air Force, Marine Corps, Coast Guard, Commissioned Corps of the National Oceanic and Atmospheric Administration, and the Commissioned Corps of the Public Health Service.

Military Services

The Army, Navy, Air Force, and Marine Corps.

Section III

Special Abbreviations and Terms

This section contains no entries.

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