

U.S. SPACE FORCE INTERSERVICE TRANSFER PROGRAM PROCESS

Applicability: At this time, this document applies to *Regular Component Active Duty Officers and Enlisted personnel (Colonels and below) serving in the United States Air Force, Army, Navy, and Marine Corps.*

1. PROGRAM OVERVIEW

The Interservice Transfer program, or IST, allows qualified individuals from other Uniformed Services to apply for transfer to active duty in the United States Space Force to fill select career fields.

Personnel interested in IST should submit applications in accordance with the below guidance. Applications will be processed by the Space Force IST Program Manager then presented to the Space Force Interservice Transfer Board. The board will review and score each record, determining those best qualified for transfer. Upon completion of the board, the Space Force IST Program Manager will notify the following personnel with further instructions:

- For individuals *selected* for transfer: the parent service, commander (officer who signed the IST Unit CC Endorsement), and the applicant.

Active Duty Service Commitment (ADSC). Those selected for an interservice transfer incur an Active Duty Service Commitment of four (4) years.

2. MILESTONES

| Date | Event |
|-------------|---|
| 15 Jun 22 | Application Window Opens 0800 Eastern Standard Time (EST) |
| 30 Jun 22 | Application Window Closes - Packages Due 1700 EST |
| Jul 22 | Interservice Transfer Board |
| Sep 22 | Public Release of Selectees via Spaceforce.mil |
| Oct 22 | Transfers will take place throughout FY23 |

3. ELIGIBILITY

Basic Eligibility: All applicants must meet the eligibility criteria in AFMAN 36-2032, *Military Recruiting and Accessions*.

- This document applies to **Regular Component Active Duty officers and enlisted personnel (Colonels and below) serving in the United States Air Force, Army, Navy, and Marine Corps.**
- The following individuals are **not** eligible for IST at this time:
 - Reserve and National Guard personnel. Space Force will consider opening the Interservice Transfer program to these members in the future.

- Personnel who have been discharged from military service or who are serving in the Individual Ready Reserve of other Uniformed Services.
- Warrant or chief warrant officers. The Space Force does not have a warrant officer rank structure. Warrant officers may contact a Space Force Recruiter through www.spaceforce.com for OTS information and application procedures.
- Coast Guard and Merchant Marines.
- Individuals with specific types of derogatory information: Examples may include sexual assault convictions, punitive removal from command, and other issues as determined by USSF leadership.
- Individuals on any form of administrative or medical hold. These individual may apply during future IST opportunities should the hold be resolved favorably. Should a service member be placed on medical or administrative hold between applying-for and executing transfer, the member's selection for transfer will be withdrawn.

Additional Eligibility Criteria/Considerations:

- Interservice transfer requires individuals be discharged from their current enlistment or commission and be enlisted or appointed in the Space Force without interruption of total service. Individuals who transfer will receive credit for service accrued as of the date before the date of transfer.
- Selected applicants are transferred to the Space Force in the grade they currently hold.
- Applicants must have the ability to attain a minimum of four years of retainability from the date of transfer to the USSF. Exceptions may be granted by the SF/S1 on a case-by-case basis for exceptionally qualified applicants.
- Any accrued leave can be carried over to the USSF.
- Individuals who have incurred a financial obligation or received an incentive payment for the current term of appointment or enlistment must honor the conditions of the incentive or financial obligation pursuant to Chapter 2 of Volume 7A of DoD 7000.14-R, Department of Defense Financial Management Regulation. Additionally, for those receiving a bonus from their current service, it will be up to the losing service to determine if the bonus will be stopped or if any unearned portions already paid will be recouped.

4. APPLICATION PROCESS

Requirements: A complete application requires the following items:

NOTE: ONLY submit the items listed below. Any additional documents will NOT be considered by the Board.

- Transfer Request Letter (Sample Attachment 1)
- IST Unit CC Endorsement (signed by unit commander) (Sample Attachment 2)
 - The applicant will forward to his/her unit commander.
 - The “unit commander” is the first commander in the chain of command (i.e. Company Commander, Squadron Commander, or equivalent). A GS civilian may sign the letter if he/she is filling the unit commander role.
 - Commanders must answer the questions and may provide additional remarks (recommendation for transfer, reasons an applicant should not be considered for transfer, etc.) if desired. The commander will sign (digital or wet).
 - The commander will return the completed Endorsement to the applicant.
- Service Career Brief
 - Air Force: AMS Career Data Brief (AMS Consolidated SURF)
 - Army: Officer Record Brief (ORB) / Enlisted Record Brief (ERB)
 - Navy: Member Data Summary (Official NSIPS/ESR Form)
 - Marines: Master Brief Sheet (MBS)
- Last five signed performance reports
 - Monthly counselings and military training/academic reports can be submitted
- IST Candidate Data Form (Sample Attachment 3)

Submission: Submit applications IAW with the following instructions: **You will be submitting two (2) attachments (one comprehensive PDF file and one PDF fillable file) into our Salesforce Platform (link below).** See the Salesforce website PDF file instructions (Attached Reference 2) which lists what entries to make on the website. While this is an Air and Space Force Civilian Platform, we are utilizing the capability for the IST process. Disregard any references to civilian service. Please submit your FY23 IST Application as follows:

- Scan to combine (1) Transfer Request Letter, (2) IST CC Endorsement, (3) Service Career Brief, and (4) Last five performance reports into a **single** PDF file. Do not scan the *IST Candidate Data Form (submit separately, as is, once completed)*. Please name the single PDF file with the following naming convention:
LASTNAME_FIRSTNAME_IST_OFFICER (or ENLISTED)_CURRENT SERVICE
 - Example: DOE_JOHN_IST_OFFICER_ARMY
- The IST Candidate Data Form must be submitted as is (a fillable PDF file) with the following naming convention (please do not scan):
LASTNAME_FIRSTNAME_IST CANDIDATE FORM_OFFICER (or ENLISTED)_CURRENT SERVICE
 - Example: DOE_JOHN_IST CANDIDATE FORM_OFFICER_ARMY
- Submit your FY23 IST application via Salesforce web link (**Application window is 0800 EST on 15 June 2022 through 1700 EST on 30 June 2022**):
<https://afcs.experience.crmforce.mil/s/registration?jobId=a05t000000F0bbXAAR>

NOTE: ONLY submit the items outlined in Section 4, *Requirements*. Any additional documents will NOT be considered by the Board.

The Space Force IST Program Manager will contact the applicant upon receipt of submission and will return applications without action that do not meet the Space Force eligibility criteria for an interservice transfer.

NOTE: Vigilance must be taken to protect Personally Identifying Information (PII) when submitting or sending applications or other documents to DoD agencies through government internet, software applications, systems, e-mail, postal, faxing or scanning.

5. POST BOARD ACTIONS

Applicants selected for Interservice transfer to Space Force will be provided transfer instructions and expectations.

NOTE: Applicants selected for Interservice transfer must request and be released for interservice transfer according to the procedures, rules and regulations of their parent service. Parent Service authority:

- **AIR FORCE:** AFI 36-3207, Separating Commissioned Officer, SAF/MR Memorandum, "Continued Policies to Expedite United States Space Force Personnel Transfer Actions," dated 19 Aug 21
- **ARMY:** Officer IST Guidance: AR 614-120, Inter-Service Transfer of Army Commissioned Officers on the Active Duty List. Enlisted IST Guidance: ASA M&RA Policy Memorandum "Regular Army Enlisted Inter-Service Transfer to the U.S. Space Force – Initiative" dated 12 Nov 20
- **NAVY:** Officer IST Guidance: SECNAVINST 1000.7G and MILPERSMAN 1300-081, Enlisted IST Guidance: MILPERSMAN 1910-102, paragraph 7
- **MARINE CORPS:** Officer IST Guidance: SECNAVINST 1000.7G, Enlisted IST Guidance: Marine Corps Order (MCO) 1900.16 CH 2, MARCORSEPMAN

6. DESIRED CAREER FIELDS

All personnel who meet the eligibility requirements outlined in Section 3 may apply for interservice transfer. However, some sister service career fields are more desirable for transfer as their training and experience directly correlate with Space Force mission and skill sets. Please see the attached USSF Specialty Code Crosswalk for a list of Space Force career field specialty codes and the comparable sister service specialty codes.

- 7. POINT OF CONTACT:** If you have any questions, please include the following subject line: "FY23 IST QUESTION, RANK, LAST NAME" in an email to the USSF TMO at AF.USSF-Interservice.Transfers@us.af.mil.

8. RELATED RESOURCES

- The entire contents of this application process, attachments, references and Frequently Asked Questions (FAQs) can be found on the following website for your reference:
<https://www.spaceforce.mil/Transfer/> .