SUBJECT: Procedures for Transfer of Members Between Reserve and Regular Components of the Military Services

References: (a) DoD Directive 1205.5, Transfer of Members Between Reserve and Regular Components of the Military Services, April 10, 1995
(b) Sections 451 and 454 of title 50, Appendix, United States Code
(c) DoD Directive 1300.4, "Inter-Service Transfer of Commissioned Officers," April 2, 1984
(d) DoD Instruction 7730.54, "Reserve Components Common Personnel Data System (RCCPDS)," January 17, 1994
(e) DoD Instruction 1336.5, "Automated Extracts of Active Duty Personnel Records," August 17, 1993

1. PURPOSE

This Instruction implements policy, assigns responsibilities, prescribes procedures, and establishes requirements for the transfer of Service members between Reserve and Regular components of the Military Services under reference (a).

2. APPLICABILITY AND SCOPE

This Instruction:
2.1. Applies to the Office of the Secretary of Defense (OSD) and the Military Departments. The term "Military Services," as used herein, refers to the Army, the Navy, the Air Force, the Marine Corps, and the U.S. Coast Guard by agreement with the Department of Transportation, when it is not operating as a Military Service in the Navy.

2.2. Applies to all military personnel other than retired personnel.

2.3. Does not apply to members of the Army National Guard or the Air National Guard who are ordered to or relieved from active duty. Sections 451 and 454 of title 50, Appendix, United States Code (reference (b)) apply in such cases.

3. POLICY

It is DoD policy under DoD Directive 1205.5 (reference (a)) and DoD Directive 1300.4 (reference (c)) to provide guidance for the transfer of Service members between the Reserve and Regular components of the Military Services.

4. RESPONSIBILITIES

4.1. The Under Secretary of Defense for Personnel and Readiness, consistent with (reference (a)), shall:

    4.1.1. Provide overall policy guidance on the transfer of Service members between Reserve and Regular components in the Military Services.

    4.1.2. Ensure that the Director, Defense Manpower Data Center (DMDC), provides monthly reports based upon extracts from DoD Instruction 7730.54 (reference (d)) and DoD Instruction 1336.5 (reference (e)).

4.2. The Secretaries of the Military Departments shall implement this Instruction.

5. PROCEDURES

5.1. The DD Form 368, "Request for Conditional Release," (enclosure 1) shall be used in all cases involving inter-Service transfers and may be used for intra-Service transfers.
5.2. Section I of DD Form 368 shall be completed by an appropriate authority of the requesting Service or component and forwarded to the member's current Service or component for action.

5.3. The DD Form 368 shall not be used to enroll a member of a Reserve component into the Delayed Entry Program of a Regular component.

5.4. The member's Service or component shall respond to the requesting Service or component within 30 days of receipt of the DD Form 368. The requesting Service or component shall not enlist or appoint the member without the approval of the losing Service or component.

5.5. The member's current Service or component shall complete Section II of DD Form 368. All transition benefits that result in an additional service obligation that cannot be waived shall be documented in Section IV. Justification of disapproval shall be documented in Section IV of DD Form 368.

5.6. Upon receipt of an approved Section II, the gaining Service or component may process the member for enlistment or appointment. The gaining Service or component shall certify by completing Section III that the member has been enlisted or appointed, and the appropriate change in strength has been reported. The completed DD Form 368 with a copy of the oath shall be returned to the losing Service or component within 10 working days of the administration of the oath.

5.7. If the requesting Service or component does not enlist or appoint the member, Section IV shall be completed with an explanation and returned to the member's current Service or component not later than the expiration date of approval indicated in Section II.

5.8. The losing Service or component shall process the member for separation and report the appropriate change in strength upon receipt of the completed DD Form 368 and documentation of the Oath of Office.

5.9. **Strength Accounting Requirements.** The DMDC shall produce an automated match report from the Reserve Components Common Personnel Data System (RCCPDS) (reference (d)) and the Automated Extracts of Active Duty Military Personnel Records under DoD Instruction 1336.5 (reference (e)) and provide such report to each component of the Military Services on a monthly basis. Upon receipt of this report indicating the dual affiliation of a member, the gaining Service or component shall resolve the duplication with the losing Service or component. The losing Service or component may use the match report as verification that the member has been
enlisted or appointed in another Service or component. Both Services or components shall ensure proper strength accounting changes are entered into their automated personnel system within two reporting procedures.

5.10. Verification Procedure

5.10.1. Military Entrance Processing Command (MEPCOM) Activities. Services and components shall request the MEPCOM to make a file check on all applicants to establish if a member has a current enlistment or appointment in other Services. Gaining Service or components who have access to the MEPCOM shall verify status of applicant via the Joint Computer Center - DMDC file check process.

5.10.2. Non-MEPCOM Activities. DoD Components without access to the MEPCOM shall verify the status of an applicant by matching applicant data with the DMDC Reenlistment Eligibility System. Requests for access to this system should be addressed to: Defense Manpower Data Center (Attention: Manager, Recruit System) 99 Pacific Street, Suite 155A Monterey, CA 93940-3231.

6. INFORMATION REQUIREMENTS

The report described at subparagraphs 4.1.2. and paragraph 5.9., above, is exempt from licensing in accordance with subparagraph 5.4.2. of DoD 8910.1-M (reference (f)).

7. EFFECTIVE DATE

This Instruction is effective immediately.

Edwin Dorn
Under Secretary of Defense for Personnel and Readiness

Enclosures - 1
E1. DD Form 368, "Request for Conditional Release"
E1. ENCLOSURE 1

DD FORM 368, "REQUEST FOR CONDITIONAL RELEASE"

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REQUEST FOR CONDITIONAL RELEASE

APPROVED.

Release is valid until 15 March 95

DISAPPROVED.

Release is not granted. (explain or "Prema")

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DD FORM 368, NOV 94

PREVIOUS EDITION IS OBSOLETE.
DODI 1205.19, April 3, 1995

ENCLOSURE 1

SECTION 1. BACKGROUND

This section contains the background information necessary for the implementation of the requirements outlined in this directive.

SECTION 2. REQUIREMENTS

This section outlines the specific requirements that must be met in order to comply with the directive.

SECTION 3. IMPLEMENTATION GUIDELINES

This section provides guidelines for the implementation of the requirements outlined in this directive.

SECTION 4. REPORTING

This section outlines the reporting requirements for compliance with the directive.

SECTION 5. MISCELLANEOUS

This section contains any additional information that is necessary for the implementation of the directive.

APPENDIX A

This appendix contains additional information that may be useful in implementing the requirements outlined in this directive.

APPENDIX B

This appendix contains any additional forms or templates that may be necessary for the implementation of the requirements outlined in this directive.

APPENDIX C

This appendix contains any additional references that may be useful in implementing the requirements outlined in this directive.

APPENDIX D

This appendix contains any additional charts or diagrams that may be useful in implementing the requirements outlined in this directive.

APPENDIX E

This appendix contains any additional tables that may be useful in implementing the requirements outlined in this directive.

APPENDIX F

This appendix contains any additional graphs that may be useful in implementing the requirements outlined in this directive.

SECTION A

This section contains any additional information that may be useful in implementing the requirements outlined in this directive.

SECTION B

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SECTION G

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