



DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
WASHINGTON, DC 20350-2000

IN REPLY REFER TO

OPNAVINST 1101.1  
N2R  
8 Jan 2003

OPNAV INSTRUCTION 1101.1

From: Chief of Naval Operations (N2)

Subj: GUIDELINES FOR INTER-SERVICE TRANSFERS OF RESERVE OFFICER  
AND ENLISTED PERSONNEL INTO THE NAVAL RESERVE INTELLIGENCE  
PROGRAM (NRIP)

Ref: (a) MILPERSMAN 1300-080  
(b) SECNAVINST 1000.7D  
(c) COMNAVRESCUITCOMINST 1133.1C  
(d) COMNAVRESCUITCOMINST 1131.1A

1. Purpose. To establish guidelines for processing inter-service transfers of reserve officer and enlisted personnel from other Reserve service components into the Naval Reserve Intelligence Program. These transfers would be for appointment in the United States Naval Reserve as either Restricted Line, Special Duty Officer - Intelligence (1635), or as enlisted Intelligence Specialists (IS).

2. Cancellation. COMNAVRESINTCOMINST 1101.1E.

3. Background. The Naval Reserve provides drill-pay billets for Special Duty Intelligence officers and enlisted ISs. When possible, these billets are filled by 1635 officers and IS personnel with prior active duty service or by other prior active duty Navy personnel who qualify for in-training status programs. Another source is the transfer of qualified reserve personnel from other military service components.

4. General Policy. Departments of Defense and Transportation policy (in the case of the Coast Guard in peacetime) states that an inactive, drilling reservist will be allowed to transfer between reserve components under certain conditions. In general, the transfer must be in the best interests of the national defense and the individual reservist, and must not alter the original military obligation of the reservist transferred. Per references (a) and (b), transfers will only be considered when:

a. The reservist has special experience or skills that would contribute to the success of another uniformed service to a

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greater degree than continued affiliation in the present organization.

b. The parent service has no appropriate pay billet for the reservist that is within reasonable commuting distance.

c. The parent service is willing to grant the unconditional release of the reservist.

d. The Naval Reserve is willing to unconditionally accept the reservist.

e. The request for transfer or the consent to transfer is made by the reservist in writing.

f. Transfers may be made within authorized strength limitations.

5. Officer Transfers. Officers in paygrades O4 or below, who are 38 years old or younger, are eligible for transfer to another uniformed service. Denial of transfer could occur for the following reasons:

- Failure to complete obligated service.
- Serving in competitive category where shortages exist.
- Under orders to report to a new duty station.
- Failure of Selection to the next higher grade prior to submitting transfer request.
- Eligible for mandatory retirement.
- Pending transfer to the Naval Reserve (within the last year). Specific details are provided in reference (b).

a. Grade Retention. In general, officers will be transferred in the grade held by the parent service on the day before transfer. Transfer to a lower grade, however, may occur to appropriately reflect training and experience. If the transferred officer is on the promotion list in the parent service, the officer will be integrated into the Naval Reserve promotion list.

b. Application Procedures. A qualified officer should initiate an application with the nearest Naval Reserve Officer Recruiter. The following information must be provided:

(1) Personal facts - Full name, social security number, date and place of birth, citizenship and how acquired.

(2) Military facts - Designator/Military Occupational Specialty (MOS), grade, date of rank, military specialty, branch of service, current assigned unit, total commissioned service, summary of previous interservice transfers and military duties performed.

(3) Statement of educational credentials and professional or technical qualifications.

(4) Reason for requesting transfer.

(5) A resignation statement which is contingent upon acceptance by the Naval Reserve.

(6) NAVCRUIT 1131/9 - Summary Sheet.

(7) SF 86 - Questionnaire for National Security Positions (National Agency Checklist) Blocks one through eight only.

(8) DD Form 214 - Certificate of Release or Discharge from Active Duty.

(9) NAVCRUIT 1100/13 - Interviewers Appraisal Sheet (two).

(10) Medical Information - SF 93 Report of Medical History (original plus one copy); SF 88 Current Report of Medical Examination (original plus one copy); a copy of chest X-ray and EKG results.

(11) An endorsement from the prospective reserve command with an available billet.

(12) DD Form 368 Conditional release from the parent service. (Officer inter-service transfers require this regardless of whether there is MSO remaining or not.)

(13) DD Form 258 - Fingerprint Card.

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(14) SF 86 - Questionnaire for National Security Positions (SSBI) Entire form.

(15) Verification of current grade, date of rank, number of fails to select to the next higher grade, or deferments on the Reserve Active Status List (RASL).

(16) Microfiche or complete paper copy of service record.

(17) Statement of Retirement Point History for Reserve Retirement.

c. Processing Application. Once the application is complete, the Reserve Officer Recruiter will forward it to the cognizant Naval Reserve Recruiting Command (NAVRESCRUITCOM) Area for quality control. It will then be forwarded to:

Bureau of Naval Personnel  
Navy Personnel Command  
Attn: PERS-911C  
5720 Integrity Drive  
Millington, TN 38055-9110

References (a) and (b) should be consulted regarding application content and process. The Reserve Officer Recruiter will also assist in the preparation of the application for submission.

d. Reserve Intelligence Area (RIA) Responsibilities. Each RIA will function as the monitor for an officer's application for an inter-service transfer in conjunction with the appropriate NAVRESCRUITCOM Area. Applicants who appear better qualified for other programs should be counseled accordingly. Applicants who are not qualified shall not be otherwise encouraged. All applicants will be kept advised of their status, particularly during long waiting periods. Reserve Intelligence Area (RIA) Officers in Charge (OIC's) will:

(1) Act as a point of contact in inter-service transfer matters. Also provide the candidate with an endorsement stating the RIA has an available billet.

(2) Initiate a request for a Single Scope Background Investigation (SSBI) after receipt of written notification (from Bureau of Naval Personnel (BUPERS)) of the applicant's tentative selection.

(3) Refrain from contacting the applicant if the application has been rejected; BUPERS will accomplish this action directly.

(4) Observe appropriate Privacy Act requirements.

6. Enlisted Transfers. The vehicle for enlisted inter-service transfers is the Other Service Veteran (OSVET) Program described in reference (c). All enlisted personnel who have prior active or inactive service with other reserve service components are eligible, provided they were not assigned the equivalent of the Navy's RE-4 re-enlistment code (an RE-4 code means "Not eligible" for reenlistment without prior approval of CHNAVPERS), have a High School Diploma or GED, have achieved a score on the Armed Forces Qualification Test of at least 31 and attain the minimum line scores required to qualify for the Intelligence Specialist rating. The transfer must be in the best interest of the national defense and the individual reservist and must not alter the original military obligation of the reservist transferred.

a. Rating Retention. OIC's will coordinate and assist the local COMNAVRESCUITCOM Area in determining an equivalent Navy rating. Rating determination will be based upon the applicant's prior Army or Marine Corps Military MOS, Air Force Specialty Code (AFSC), or Coast Guard Rating. If the MOS/AFSC/Rating does not directly convert to a Navy rating, the applicant may be enlisted as a general apprentice (SN/AN/FN) at paygrade E-3, or the application (together with NAVRES 1100/11) may be forwarded to COMNAVRESCUITCOM for determination of the appropriate rating and paygrade. Any OSVET who was temporarily advanced must make their temporary rate permanent within 36 months of enlistment.

b. Paygrade Retention. If an OSVET is enlisted within four years of discharge from another component, the paygrade at discharge will be maintained, provided the paygrade is E-6 or below. Paygrade conversion when the break in service exceeds four years is determined by a sliding scale which is provided in reference (c). If the break in service exceeds 10 years, the maximum paygrade available is E-3. Inter-service transfer requests from personnel in paygrades E-7 or above must be submitted, via the chain of command, to PERS-913. The applicable RIA and CNO (N2R) will be included in the chain of command. CNO (N2R's) address is National Maritime Intelligence Center (RM 3A104), 4251 Suitland Road, Washington DC 20395-5720.

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c. Term of Enlistment. Applicants currently serving under their initial enlistment contract must enlist in the Navy for a period that, when combined with prior service, is sufficient to complete the initial enlistment contract. Applicants with a permanent rate and who have completed their initial enlistment will be enlisted for a minimum of two years. Those applicants having a temporary rate must enlist for a minimum of three years. Special care must be taken to ensure that the OSVET maintains eligibility for the Montgomery GI Bill.

d. Application Procedures. The documentation requirements for OSVETs are essentially the same as for other enlistments except that the applicant must also provide documented evidence about service with the parent service. Reference (c) provides more detailed procedures.

7. Privacy Act Considerations. Inter-service transfer application documents must be handled per policies set forth in references (c) and (d) which require special handling of application packages. OIC's will provide locked storage for all files and documents related to applications. Such information should be disclosed only to those who are directly involved with processing or approving the inter-service transfer request. Third party information should not be disclosed to the applicant.

*RB Porterfield*

R. B. PORTERFIELD  
Director of Naval Intelligence

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