

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**

AIR FORCE INSTRUCTION 36-2122

30 JUNE 2025



Personnel

**INTERSERVICE OFFICERS ON
EXCHANGE DUTY WITH UNITED
STATES AIR FORCE**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Department of the Air Force Policy Directive (DAFPD) 36-21, *Utilization and Classification of Military Personnel*. It applies to officers in the Regular Air Force. It does not apply to members of the United States Space Force, Air National Guard, and Air Force Reserve. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. This instruction has been developed by the Deputy Chief of Staff for Manpower. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR), using Department of the Air Force (DAF) Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 from the field through the appropriate functional chain of command. This AFI may be supplemented at any level; all Major Command (MAJCOM)-level supplements must be approved by the Human Resource Management Strategic Board prior to certification and approval. The authorities to waive wing or unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See Department of the Air Force Manual (DAFMAN) 90-161, *Publishing Processes and Procedures*, Table A10.1, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, through the applicable MAJCOM for staffing to AFPC/DPM for final decision on non-tiered compliance items.

SUMMARY OF CHANGES

This publication has been revised. Significant revisions were made to include updating the opening paragraph and the roles and responsibilities, renumbering the paragraphs, and changing the office symbols for the Air Force Personnel Center throughout the publication.

Chapter 1

ROLES AND RESPONSIBILITIES

1.1. Assistant Secretary of the Air Force for Manpower and Reserve Affairs (SAF/MR). Approves new and changed guidance pertaining to this publication.

1.2. Director of Air Force Military Force Management Policy (AF/A1P).

1.2.1. Oversees the Air Force Interservice Officer Exchange Program, serving as the primary point of contact and ensuring all requirements are met within established deadlines.

1.2.2. Provides support and guidance to participating agencies, as needed, to ensure successful completion of assigned tasks and adherence to program timelines.

1.2.3. Maintains a list of key contacts for the exchange program, facilitating communication and coordination among stakeholders.

1.2.4. Exercises general administrative oversight to ensure effective management of personnel and exchange programs, addressing any issues that may arise.

1.2.5. Collaborates with officer exchange representatives from other Military Services to establish and implement approved exchange programs, promoting cooperation and efficiency.

1.2.6. Supports functional managers in developing and updating memorandums of agreement between participating Military Services, ensuring seamless program execution and compliance with program requirements.

1.3. Director of Manpower, Organization and Resources (AF/A1M). Establishes a manpower account for the administrators of exchange program, when joint offsets are identified, or the exchange program is approved by AF/A1P.

1.4. Air Force Personnel Center, Operations and Special Duty Career Management (AFPC/DPMO). Under the authority and direction of the AF/A1P, the AFPC/DPMO:

1.4.1. Initiates assignment processes and selects officers to fill officer exchange requirements.

1.4.2. Coordinates with the Air Force District of Washington (AFDW) Manpower office to obtain personnel accounting symbol codes (PASCODE) for interservice exchange officer to facilitate assignment of the officers.

1.4.3. Obtains copy of position description from program functional managers to begin fill actions.

1.5. Air Force District of Washington, Manpower, Personnel and Services (AFDW/A1).

1.5.1. Retrieves necessary documents identified in [paragraph 1.10](#) and assists functional manager in obtaining appropriate coordination on the documents.

1.5.2. Establishes and manages Officer Evaluation System actions as part of outside Department of Defense and other military departments management levels.

1.5.3. Provides administrative support, including MAJCOM-level management of Professional Military Education nominations, processing and approval of awards and decorations (if applicable), processing of assignment entitlement requests, separation and general courts martial action.

1.5.4. Updates requests from AFDW Manpower and Resources to establish PASCODEs for interservice exchange officers after validating senior rater identification codes.

1.6. Air Force District of Washington, Manpower and Resources (AFDW/A1M).

1.6.1. Reviews, evaluates, and coordinates or recommends revisions to the documents identified in [paragraph 1.10](#).

1.6.2. Implements changes in unit manpower documents for officer exchange program manager authorizations.

1.6.3. Establishes PASCODEs for interservice exchange officers as needed to support requirements outlined in the position description.

1.7. Air Force District of Washington, Financial Analysis (AFDW/FM).

1.7.1. Establishes financial account to support exchange programs.

1.7.2. Coordinates with program functional manager and determines funding requirements, to include temporary duty costs and professional gear, if applicable.

1.7.3. Coordinates with the MAJCOM providing the positions/officers to be exchanged to determine funding to be transferred to AFDW in support of personnel assignment to Air Force Element Command and ensure that appropriate funding is realigned between MAJCOMs during financial plan preparation.

1.8. Air Force District of Washington, Plans and Readiness (AFDW/XP). Reviews the skills, experiences, and perspective of interservice officers to strategically leverage their expertise in planning, readiness, and emergency management.

1.9. Air Force District of Washington, Programs Development Division (AFDW/A1MP). Facilitates management of AFDW/A1M manpower inputs for the Strategy, Planning, Programing, Budgeting, and Execution process.

1.10. Headquarters Air Force, Functional Managers.

1.10.1. Coordinate with Military Service counterparts and obtain approval of the program proposal from the appropriate authority to establish an interservice exchange program. Since an increase in U.S. Air Force (USAF) strength or Joint Duty Assignment Listing is not permissible, as part of the proposal for establishing and exchange program, USAF officers must be identified to ensure no increase in end strength or Joint Duty Assignment List, if applicable. **(T-0)**

1.10.2. Prepare memorandums of agreement and position descriptions; coordinate documents with Military Service counterparts, AF/A1P, AF/A1M, AFPC/DPM, and AFDW (Personnel and Services, Manpower and Resources, Financial Analysis, Plans and Readiness, and Program Divisions). Provide copies to same agencies when approved.

1.10.3. Submit requisitions according to this instruction when replacement officers are required.

1.10.4. Revalidate position descriptions each time a requisition is processed and forward changes to AFPC/DPMO.

1.10.5. Notify all participating agencies when exchange program is projected for cancellation.

Chapter 2

ADMINISTRATIVE PROCEDURES

2.1. Background. This instruction is not applicable to officers serving in Joint Staff, joint activities, or liaison roles as representatives of their parent Military Service. The primary objective of the Interservice Officer Exchange Program is to enable participating officers to gain hands-on experience and in-depth understanding of the mission, policies, and procedures of other Military Services, particularly in areas where there are shared interests and opportunities for mutual support and cooperation.

2.2. Establishing Interservice Programs or Positions.

2.2.1. New Programs. Submit new program proposals for interservice exchanges to the respective MAJCOM Commander, including a comprehensive justification and a detailed explanation of the proposed use of the USAF officer in the offset position. **(T-1)** The proposal will then be routed to AFPC for staffing, and subsequently to AF/A1P for further review and processing.

2.2.2. New Positions in an Existing Program. Submit new position proposals to the respective MAJCOM Commander for review and processing. **(T-1)** Each proposal should include a completed proposed station report (**Attachment 2**) and a detailed position description (**Attachment 3**), which must identify the designated Interservice program point of contact for exchange-related matters. **(T-1)** AFPC will then review and staff the proposal, forwarding it to the Military Force Policy Division (AF/A1PP) for further evaluation and processing.

2.3. Notification of Inbound Exchange Officers. AFPC/DPMO receives notification of inbound officers, including their name, grade, career brief/resume, and evaluations of their qualifications and duty history, from the designated Interservice program point of contact. This information is then forwarded to the gaining unit, which will utilize it to make necessary arrangements for the officer's upcoming arrival, ensuring a smooth transition and integration into their new role. **(T-2)**

2.4. Status of Attached Interservice Officers. Under the terms of the Interservice agreement, exchange officers from other services are granted the same level of authority and supervisory responsibilities as Air Force officers of equivalent grade. However, as a general rule, attached exchange officers are not assigned responsibilities that are typically reserved for Air Force officers, such as disciplinary actions, financial management, or other duties that are specifically mandated by Air Force directives or public law.

2.5. Strength Accountability. Interservice exchange officers shall not be assigned to Air Force units for duty, but rather are reported as attached officers. **(T-2)** Actual strength accountability for Interservice exchange officers shall remain with the parent Military Service. **(T-1)**

2.6. Duty Positions. Interservice exchange officers who fill authorized personnel management positions within an Air Force unit are typically attached to that same unit for the duration of their tour. However, if the installation commander requests a transfer, these officers may be moved to a different unit or reassigned to a new position, but only with prior coordination and approval from AFPC/DPMO. **(T-1)** In contrast, if an officer is being considered for a new position within the same unit, there are no restrictions or coordination requirements.

2.7. Using Exchange Officers during Hostilities. In the event of general hostilities, exchange officers will remain with their unit of attachment and follow the orders and directives issued by that unit. If the parent Military Service of the exchange officer wishes to recall them, such a recall should be mutually agreed upon by both the parent Military Service and the host Military Service.

2.8. Tour Lengths and Adjustments:

2.8.1. **Tour Lengths.** The standard duration of an Interservice tour is 36 months, including time spent on travel and training. However, with the consent of both the USAF and the parent Military Service, the tour can be extended for an additional 12 months.

2.8.2. **Tour Length Adjustments.** If an exchange officer wishes to adjust their tour length, they must submit a written request through their USAF operational commander. **(T-1)** The wing commander will review the request, provide a recommendation, and forward it to the Military Personnel Exchange Program office at AFPC/DPMO (email: afpc.DPMOSS.IntlAffairsAsgmnts@us.af.mil). The request will then be coordinated with the relevant Military Service. **(T-2)** It is essential to obtain approval for the tour adjustment from the parent Military Service before requesting a replacement. [OBJ]

2.9. Financial Responsibilities:

2.9.1. Pay and Allowances. Charge pay and allowances to the parent Military Service's appropriations.

2.9.2. Travel costs:

2.9.2.1. Permanent change of station (PCS) to and from the Air Force Duty Station. The parent Military Service publishes orders and funds the cost of travel for the initial move of an exchange officer to and final move from the Air Force duty station. **(T-1)**

2.9.2.2. PCS moves during tour. The parent Military Service publishes orders and funds a Permanent change of station move (including movement of dependents and household goods) during the time an officer is attached to the Air Force. **(T-1)** AFPC/DPMO will be an information addressee on all correspondence.

2.9.2.3. Temporary Duty. The USAF funds the travel/per diem costs for Temporary Duty performed on behalf of the USAF. **(T-1)** The parent Military Service funds travel/per diem costs for directing the attached exchange officer to perform temporary duty for any parent Military Service requirements. **(T-1)**

2.9.2.4. Enroute Temporary Duty. If an incoming exchange officer is required to undergo training, such as aircraft conversion training, while traveling to their duty station, the parent Military Service will fund the travel and training costs. **(T-1)**

2.10. Submitting Reports:

2.10.1. **Activity Reports.** When directed, exchange officers submit activity reports based on their Military Service-specific requirements to their parent commander through directed channels. If channels do not include the USAF commander, the exchange officer provides an additional information copy at time of submission.

2.10.2. **Station Report.** A station report is a document that outlines station demographics, facilities, etc. The incumbent exchange officer shall prepare or update this report, and it accompanies requests for replacement (see [paragraph 2.21](#) and [Attachment 1](#)). **(T-1)**

2.11. Personnel Record Maintenance:

2.11.1. **Personnel Record Management.** The management of personnel records for attached exchange officers is primarily the responsibility of their parent service. However, certain records are maintained and managed through specific channels:

2.11.1.1. Health and dental records are to be mailed to the servicing medical treatment facility.

2.11.1.2. Emergency data information can be accessed through the virtual Military Personnel Flight and obtained from the servicing military personnel section.

2.11.1.3. For routine personnel information or to obtain parent service forms, the attached Air Force unit will communicate directly with the exchange officer's parent service unit.

2.11.2. **Flight Records.** The USAF commander is responsible for maintaining individual flight records for exchange officers who are assigned to flying positions or are required to maintain flying proficiency by their parent service. **(T-1)** The host USAF commander will assist the exchange officer in maintaining these records in accordance with Air Force Instruction 11-401, *Aviation Management* and the Air Force Records Disposition Schedule. **(T-1)**

2.12. Casualty Reporting. Follow the procedures in Air Force Instruction 36-3002, *Casualty Services*, should an exchange officer become a casualty.

2.13. Fitness and Effectiveness Reports. Upon receiving Fitness and Effectiveness Reports from the parent Military Service, the USAF supervisor will follow specific procedures to evaluate the performance of attached exchange officers from different branches:

2.13.1. For Naval Exchange Officers: The USAF supervisor will use the current Fitness Report (FITREP) and Counseling Record (W2-06) to assess the officer's performance. Before submitting the report to the Commander, Navy Personnel Command, a naval officer will review it as part of standard procedure. The report will be annotated with proof of the completed review, including the signature, grade, and title of the reviewer. **(T-2)**

2.13.2. For Marine Corps Exchange Officers: The USAF supervisor will use the current Navy Marine Corps Form 10835, *United States Marine Corps Fitness Report*, to evaluate the officer's performance. The next senior USAF officer in the exchange officer's chain of command will review the report and document its completion. **(T-2)** The report will then be sent to the Performance Evaluation Branch, Code MMPE-2, Headquarters, United States Marine Corps, Washington DC 20380-0001, for administrative review. **(T-2)** If there is no naval or Marine Corps officer available in the chain of command to complete the review, the USAF supervisor will request a review from the major Naval command from which the exchange officer is detached.

2.13.3. For guidance on performance evaluations for other Military Services, the USAF supervisor should refer to the following resources:

2.13.3.1. Bureau of Naval Personnel (BUPERS) Instruction 1610.10F, *Navy Performance Evaluation System*.

2.13.3.2. Marine Corps Order (MCO) P1610.7F, *Performance Evaluation System*.

2.14. Disciplining Exchange Officers. Disciplinary actions against exchange officers assigned to USAF units are the responsibility of their parent Military Service. In cases where nonjudicial punishment under Article 15 of the Uniform Code of Military Justice is necessary, the parent Military Service should take the lead in administering the action. Generally, exchange officers should not be subject to court-martial proceedings convened by an Air Force officer, except in specific circumstances outlined in Rule for Court-Martial 201(e). The parent Military Service is also responsible for processing any involuntary administrative separation of an exchange officer from the military. If disciplinary or punitive action is being considered by the parent Military Service, the USAF commander will provide supporting documentation and a recommendation on whether the exchange officer should be relieved of their duties with the USAF. However, the USAF commander may still utilize non-punitive administrative measures, such as counseling or reprimands, as deemed necessary to address performance or conduct issues. The USAF commander should consult the servicing staff judge advocate when contemplating disciplinary or administrative action against exchange officers.

2.15. Leave and Passes. The USAF commander of an exchange officer is responsible for approving leave and passes in accordance with the officer's legal entitlements and the directives of their parent Military Service. **(T-2)** When the exchange officer returns from leave, the USAF commander or their designated representative must provide a copy of the leave order, including the dates of departure and return, to the administrative commander of the officer's parent Military Service. This information is necessary for processing and maintaining accurate leave accounting records. **(T-2)**

2.16. Wearing the Uniform. Exchange officers are required to adhere to the uniform directives of their parent Military Service when wearing their uniform. **(T-0)** Additionally, they must wear a uniform combination that is equivalent to the requirements of their host Military Service. **(T-2)** In situations where they are deployed to combat areas, exchange officers will wear the battle dress uniform of their respective Military Service. **(T-2)**

2.17. Awards and Decorations. USAF commanders may recommend Interservice exchange officers for awards and decorations according to DAFMAN 36-2806, *Military Awards: Criteria and Procedures*, or the relevant directives of the officer's parent Military Service. To avoid duplicate awards, the Air Force commander of the attached officer must coordinate with the parent Military Service. **(T-0)**

2.18. Supply Items and Issue. Exchange officers will be provided with the necessary supply items to effectively perform their duties. **(T-2)** Upon completion of their exchange duty, it is mandatory for these officers to return all issued supply items through the established Air Force supply channels, ensuring that all government property is properly accounted for and returned. **(T-3)**

2.19. Government Quarters. The USAF shall provide family type or single quarters, if available, to exchange officers on the same basis it provides for its own officers as outlined in Air Force Instruction 32-6000, *Housing Management*. **(T-0)**

2.20. Flying Status and Facility Use. When a parent Military Service's directives mandate that an attached officer must retain their flying proficiency, the Air Force operational commander will ensure the officer has access to necessary flying facilities and opportunities to fly. **(T-2)** Additionally, the nearest USAF flight records management officer will provide support to the

officer in maintaining their individual flight records and associated information, thus helping the officer comply with their parent service's requirements. (T-2)

2.21. Requesting Replacement Officers. The USAF commander or their representative of an Interservice Exchange Officer is responsible for initiating the process for requesting a replacement exchange officer. To initiate the request, the Air Force unit sends a station report and position description to AFPC/DPMO via email to afpc.DPMOSS.IntlAffairsAsgmts@us.af.mil. It is crucial that these requests are submitted well in advance, specifically 12 months prior to the current exchange officer's completion of their tour, to account for the extensive pre-employment training required. (T-2) Use Attachments 2 and 3 when requesting replacement officers.

2.22. Detaching Exchange Officers. When the exchange officer completes his or her tour, the parent Military Service publishes orders reassigning or detaching the exchange officer from the USAF.

2.23. Station Reports. The incumbent exchange officer shall prepare a station report (see [Attachment 2](#)) and submit it to the attached USAF commander as part of the replacement process. (T-1) Base or post brochures are not acceptable substitutes for the station report requirement. The applicable USAF commander shall forward the station report and request for backfill ([Attachment 3](#)) to AFPC/DPMO at email: afpc.DPMOSS.IntlAffairsAsgmts@us.af.mil. (T-1)

GWENDOLYN R. DEFILIPPI
Acting Assistant Secretary
Manpower and Reserve Affairs

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

DAFPD 36-21, *Utilization and Classification of Air Force Military Personnel*, 25 August 2023
AFI 32-6000, *Housing Management*, 18 March 2020
AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020
DAFMAN 36-2806, *Military Awards: Criteria and Procedures*, 27 October 2022
DAFI 36-3002, *Casualty Services*, 4 February 2021
DAFMAN 90-161, *Publishing Processes and Procedures*, 18 October 2023
DAFMAN 11-401, *Aviation Management*, 27 October 2020
BUPERS Instruction 1610.10G, *Navy Performance Evaluation System*, 28 January 2025
MCO P1610.7F, *Performance Evaluation System*, 19 November 2010

Adopted Forms

DAF Form 847, *Recommendation for Change of Publication*
Navy Marine Corps Form 10835, *USMC Fitness Report*

Abbreviations and Acronyms

AFDW—Air Force District of Washington
AFPC—Air Force Personnel Center
AFPD—Air Force Policy Directive
BUPERS—Bureau of Naval Personnel
DoDI—Department of Defense Instruction
FITREP—Fitness Report
IATS—Integrated Automated Travel System
MAJCOM—Major Command
MCO—Marine Corps Order
PAS—Patient Administration System
PASCODE—Personnel Accounting Symbol Code
PCS—Permanent Change of Station
USAF—United States Air Force

Office Symbols

AFDW/A1—Air Force District of Washington, Manpower, Personnel and Services

AFDW/A1M—Air Force District of Washington, Manpower and Resources

AFDW/A1MP—Air Force District of Washington, Programs Development Division

AFDW/FM—Air Force District of Washington, Financial Analysis

AFDW/XP—Air Force District of Washington, Plans and Readiness

AFPC/DPMO—Air Force Personnel Center, Operations Staff and Special Duty Branch

AF/A1M—Director of Manpower, Organization and Resources

AF/A1P—Director of Air Force Military Force Management Policy

AF/A1PP—Military Force Policy Division

SAF/MR—Assistant Secretary of the Air Force for Manpower and Reserve Affairs

Attachment 2

SAMPLE STATION REPORT

A2.1. Attach station report to the requisition for a replacement officer. The station report should include as a minimum the following items:

A2.1.1. Station location.

A2.1.2. Station facilities. General information on the type of housing available (government quarters and economy, whether furnished or unfurnished, size, number of bedrooms, cost, and so forth). Type of medical and dental support, to include youth programs available.

A2.1.3. Schools Available (elementary, middle and high schools).

A2.1.4. Medical and Dental Care.

A2.1.5. Recreation Activities.

A2.1.6. Churches or Synagogues.

A2.1.7. General Comments.

A2.2. Backfill/Replacement Action Information. The Interservice Exchange Program point of contact uses the description and station report when selecting a replacement. This report should therefore be both informative and factual.

Attachment 3**SAMPLE REQUEST FOR REPLACEMENT OFFICER POSITION DESCRIPTION**

MEMORANDUM FOR HQ AFPC/DPMOSS

FROM: (Functional address symbol)

SUBJECT: Request for Replacement Action of Interservice Exchange Officer

1. Request your assistance in identifying a replacement for the incumbent listed below:
 - a. Name, Grade, Service Number, and Branch of Military Service: Jones, John H., Lt, 123-45-6789, United States Navy
 - b. Projected Departure Date: July 1996
 - c. Reporting Date to United States Air Force Unit: 10 January 1996
 - d. Position Title: F-16 Flight Commander
 - e. Position Location: Nellis Air Force Base, Nevada 89191-5000
 - f. United States Air Force Unit of Attachment: 57 Wing (Air Combat Command)
 - g. Tour length (including pre-employment conversion training): 36 months inclusive of pre-employment conversion training.
 - h. Unit Mission (provide a brief description of the unit's mission):
 - i. Primary Duties: Supervises the duty performance of six United States Air Force F-16 pilots; serves as four-ship flight lead on air-to-surface and air-to-air missions and other assigned missions as required; conducts briefings and critiques on all missions.
 - j. Type of Aircraft the Officer Will Fly: F-16C
 - k. Type of Training Required: F-16 conversion training at Luke Air Force Base, Arizona, approximately six months. NOTE: The attached unit schedules inbound exchange officer's required training through the Major Command Director of Personnel staff and advises the Air Force Personnel Center when training is scheduled.
- l. Qualifications and Experience:
 - (1) Mandatory Requirements:
 - (a) Top Secret (or the appropriate security clearance level needed)
 - (b) Grade Required: United States Navy Lieutenant or Lieutenant Commander (or other Military Service's rank as appropriate)
 - (c) No less than 1000 first pilot hours in fighter or trainer aircraft
 - (d) Flight Commander Qualified
 - (e) Four-Ship Flight Lead Qualified

(2) Desired Requirements:

- (a) Graduate of Navy Fighter Weapons School
- (b) Previous Instructor Pilot Experience

m. Reporting Instructions: The selected officer will report to the 57th Wing Commander by 5 January 1996, Bldg 98, at Nellis Air Force Base for assignment to the 64th Aggressor Squadron and in-processing instructions.

n. Special Instructions: Use this section to add any requirements of a special or unusual nature; i.e., on arrival, the officer must have six flight suits without patches.

2. If you have any questions, you can reach me at DSN 888-9999, commercial (555) 888-9999, or by e-mail at sample.memo@us.af.mil.

Signature Block