

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

**DEPARTMENT OF THE AIR FORCE
INSTRUCTION 36-2122**



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Personnel

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

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This publication implements Air Force Policy Directive 36-21, *Utilization and Classification of Military Personnel*. It has been developed in collaboration with the Chief of Air Force Reserve (USAF/RE), the Director of the Air National Guard (NGB/CF) and the Deputy Chief of Staff for Manpower, Personnel and Services (AF/A1). This Air Force Instruction outlines the instructions for administering officers of other United States military departments performing exchange duty with the United States Air Force. This Instruction applies to all regular component members of the United States Air Force as interservice exchange officers. It does not apply to United States Space Force, Air National Guard or Air Force Reserve members.

This instruction requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by Department of Defense Instruction (DoDI) 5400.11, *DoD Privacy and Civil Liberties Programs* and Executive Order (E.O.) 9397 as amended (E.O. 13478). The applicable System of Record Notice(s) F036 AF PC C, *Military Personnel Records System*, F036 AF PC Q, *Personnel Data System (PDS)*, and T7333, *Integrated Automated Travel System (IATS)* are available at: <https://dpcl.d.defense.gov/Privacy/SORNs.aspx>.” 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. Refer recommended changes and questions about this publication to the

Office of Primary Responsibility 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 publication may be supplemented at any level, but all supplements that directly implement this publication must be routed to the Office of Primary Responsibility for coordination, and all Major Command-level supplements must be approved by the Human Resource Management Strategic Board prior to certification and approval.

The authorities to waive wing/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 90-161, *Publishing Processes and Procedures*, 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, to the requestor’s commander for non-tiered compliance items.

SUMMARY OF CHANGES

This document has been revised and needs to be completely reviewed. Revisions include updated guidance on disciplining exchange officers. Other changes include updated guidance on procedures for requesting replacement officers. A margin bar (|) indicates newly revised material.

1. Overview/Background. This Air Force Instruction does not apply to officers who are assigned to Joint Staff, joint activities, or liaison duty positions while representing their parent Service. The purpose of the Interservice officer exchange program is to provide each participant the means to obtain actual working knowledge of mission, policies, and procedures in those areas where the Services have mutual interests and where one Service can assist or extend the activities of the other as necessary.

2. Roles and Responsibilities:

2.1. The Directorate of Military Force Management Policy (AF/A1P):

- 2.1.1. Serve as Interservice officer exchange program Air Staff officer of primary responsibility for personnel policy.
- 2.1.2. Ensure all requirements outlined in this Instruction are accomplished according to established timelines and provide assistance to each agency, as needed, to accomplish assigned tasks.
- 2.1.3. Maintain list of exchange program point of contacts.
- 2.1.4. Provide general oversight of personnel matters to ensure effective management of established exchange programs.
- 2.1.5. Coordinate with the Service’s officer exchange representatives, as needed, to facilitate establishment of approved exchange programs.
- 2.1.6. Assist functional manager with accomplishing initial memorandum of agreement between the participating Services and updating existing memorandum of agreements, as needed.

2.2. The Air Force Personnel Center, Operations Staff and Special Duty Branch (AFPC/DP2O), under the direction of AF/A1P:

- 2.2.1. Initiate assignment process and select officer to fill officer exchange requirements.
- 2.2.2. Coordinate with Headquarters Air Force District of Washington (HQ AFDW) Manpower office to obtain personnel accounting symbol (PAS) codes for interservice exchange officer to facilitate assignment of the officers.
- 2.2.3. Obtain copy of position description from program functional manager to begin fill actions.

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

2.4. The Headquarters Air Force District of Washington (HQ AFDW), Manpower and Resources:

- 2.4.1. Review, evaluate, and coordinate or recommend revisions to the documents identified in paragraph 2.9 below.
- 2.4.2. Implement change in unit manpower documents for officer exchange program manager authorizations.
- 2.4.3. Establish personnel accounting symbol (PAS) codes for interservice exchange officer as needed to support requirements outlined in the position description.

2.5. The Headquarters Air Force District of Washington, Manpower, Personnel and Services (HQ AFDW/A1):

- 2.5.1. Obtain the documents identified in paragraph 2.9 below and assist functional manager in obtaining appropriate coordination of documents.
- 2.5.2. Establish and manage Officer Evaluation System actions as part of outside Department of Defense and other military departments management levels. Provide administrative support to include Major Command management of Professional Military Education nominations, award of United States Air Force Decorations, processing of assignment entitlement requests, separation and general courts martial action.
- 2.5.3. Updates requests from HQ AFDW Manpower and Resources to establish Personnel Accounting Symbol codes for interservice exchange officer after validating senior rater identification codes.

2.6. The Headquarters Air Force District of Washington, Financial Analysis (HQ AFDW/FM):

- 2.6.1. Establish financial account to support exchange programs.
- 2.6.2. Coordinate with program functional manager and determine funding requirements, to include temporary duty costs and professional gear, if applicable.
- 2.6.3. Coordinate with the Major Command provided the positions/officers to be exchanged to determine funding to be transferred to HQ AFDW in support of personnel assignment to Air Force Element Command and ensure that appropriate funding is realigned between Major Commands during financial plan preparation.

2.7. **The Headquarters Air Force District of Washington , Plans and Readiness**, will review all information pertinent to the officer exchange to determine actions required when funding involved with the establishment of an exchange program.

2.8. **The Headquarters Air Force District of Washington , Programs Division**, will review forecasts of the exchange program to determine actions required when funding involved a future year defense plan funding change.

2.9. Headquarters Air Force, Functional Managers:

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

2.9.2. Prepares memorandums of agreement and position descriptions; coordinate documents with Service counterparts, AF/A1P, AFPC/DP2, AF/A1M, HQ AFDW (Manpower and Resources, Financial Analysis, Plans and Readiness, and Program Divisions) and HQ AFDW/A1. Provide copies to same agencies when approved.

2.9.3. Submit requisitions according to this Instruction when replacement officer are required.

2.9.4. Revalidate position descriptions each time a requisition is processed and forward changes to AFPC/DP2O.

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

3. Establishing Interservice Programs or Positions:

3.1. **New Programs.** Send new program proposals for exchanges to respective Major Command Commander with complete justification and the suggested use of the United States Air Force officer for the offset position. **(T-1)** AFPC will staff to AF/A1P for further processing.

3.2. **New Positions in an Existing Program.** Send new position proposals to respective Major Command Commander for processing. **(T-1)** Proposals should include a proposed station report (Attachment 1) and a position description (Attachment 2), to include the Interservice program contact point for exchange matters. **(T-1)** The Air Force Personnel Center will staff to AF/A1PP for further processing.

4. Notification of Inbound Exchange Officers. HQ AFPC/DP2O receives the name, and grade of each inbound officer from the appropriate Interservice program point of contact along with a career brief/resume and evaluations of the inbound officer's qualifications and duty history. Once obtained, the information shall be sent to the attached officer's gaining unit. **(T-2)** The unit shall use this information to make appropriate arrangements for the officer's impending arrival. **(T-2)**

5. Status of Attached Interservice Officers. Interservice agreement gives Interservice exchange officers the same authority and supervisor responsibilities as Air Force officers of equivalent

grade. Attached exchange officers are normally not assigned disciplinary, financial, or other responsibilities that Air Force directives or public law gives to United States Air Force officers.

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

7. Duty Positions. Interservice exchange officers filling Air Force authorized unit personnel management roster positions and are not assigned as overages. The individual normally remains attached to the same unit during his or her tour of duty. However, if requested by the installation commander, moving officers from the original attached unit or changing positions require HQ AFPC/DP2O coordination and approval. **(T-1)** No restrictions apply to a change in position within the same unit of attachment, nor is coordination required.

8. Using Exchange Officers during Hostilities. During general hostilities exchange officers remain with their unit of attachment and comply with orders received from their unit. Parent Service recall should be agreed upon by both Services.

9. Tour Lengths and Adjustments:

9.1. **Tour Lengths.** A typical Interservice tour length shall be 36 months, inclusive of travel and training time, with the option to extend 12 months if the United States Air Force and the parent Service agree.

9.2. **Tour Length Adjustments.** The exchange officer shall submit, in writing through the attached United States Air Force operational commander, requests for tour length adjustments. **(T-1)** The wing commander provides a recommendation and forwards the request to the Military Personnel Exchange Program office at AFPC/DP2O email: afpc.dpasf@us.af.mil, who coordinates the request with the appropriate Service. **(T-2)** A tour adjustment should be processed and approved through the parent Service before submitting a request for a replacement.

10. Financial Responsibilities:

10.1. **Pay and Allowances.** Charge pay and allowances to the parent Service's appropriations.

10.2. Travel costs:

10.2.1. Permanent change of station (PCS) to and from the Air Force Duty Station. The parent 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)**

10.2.2. PCS moves during tour. The parent 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/DP2O will be an information addressee on all correspondence.

10.2.3. Temporary Duty. The United States Air Force funds the travel/per diem costs for Temporary Duty performed on behalf of the United States Air Force. **(T-1)** The parent Service funds travel/per diem costs for directing the attached exchange officer to go temporary duty for any parent Service requirements. **(T-1)**

10.2.4. Enroute Temporary Duty. When an incoming exchange officer is directed to undergo aircraft conversion training while PCSing enroute to his or her exchange duty station, the parent Service funds the travel/costs. (T-1)

11. Submitting Reports:

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

11.2. **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 22 and Attachment 1). (T-1)

12. Personnel Record Maintenance:

12.1. **Personnel Record Management.** The parent Service has primary responsibility for maintaining attached exchange officer personnel records. Health and dental records shall be mailed to the servicing medical treatment facility. (T-2) Record of emergency data information can be found in virtual Military Personnel Flight and obtained through servicing military personnel section. The attached Air Force unit communicates directly with the exchange officer's parent Service unit for routine personnel information or when requiring parent Service forms. (T-2)

12.2. **Flight Records.** As a minimum the United States Air Force commander shall maintain the individual flight records for exchange officers assigned to flying positions and who are required to fly or whose parent Service requires flying proficiency. (T-1) The host United States Air Force commander shall assist the exchange officer in maintaining these records according to Air Force Instruction 11-401, *Aviation Management*. (T-1)

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

14. **Fitness and Effectiveness Reports.** On receipt of Fitness and Effectiveness Reports from the parent Service, the United States Air Force supervisor will:

14.1. Use the current Fitness Report (FITREP) and Counseling Record (W2-06), to evaluate the performance of an attached naval exchange officer. Before the supervisor sends the report to the Commander, Navy Personnel Command, an appropriate naval officer will review it as a matter of standard procedure. Annotate proof of the completed review on the report, to include signature, grade and title of reviewer. (T-2)

14.2. Using the current Navy Marine Corp Form 10835, *United States Marine Corp Fitness Report*, evaluate performance of an attached Marine Corps exchange officer, and the next senior United States Air Force officer in the exchange officer's attached chain of command reviews the report and document its completion. (T-2) Send the report to the Performance Evaluation Branch, Code MMPE-2, Headquarters, United States Marine Corps, Washington DC 20380-0001, for administrative review. (T-2) If the United States Air Force command of attachment or chain of command does not include a United States Navy or Marine Corps officer who could complete the review, then request a review from the major Naval command from which the exchange officer is detached in order to complete the evaluation.

15. Disciplining Exchange Officers. The parent Service takes any disciplinary action in the case of exchange officers attached to United States Air Force units. When nonjudicial punishment under Article 15 of the *Uniform Code of Military Justice* is required, the parent Service should administer the action. Except in narrow circumstances set forth in Rule for Court-Martial 201 (e), an exchange officer should not be tried by a court-martial convened by an Air Force officer. The parent Service should process any exchange officer for involuntary administrative separation from the military. If the exchange officer is to undergo disciplinary action or punitive action by the parent Service, the United States Air Force commander submits support documents and a recommendation on whether the exchange officer should be relieved from duties with the United States Air Force. The United States Air Force commander may use non-punitive administrative measures such as counseling or reprimands as needed.

16. Leave and Passes. The exchange officer's United States Air Force commander shall grant exchange officers leave and passes according to their legal entitlements and parent Service directives. (T-2) On the officer's return from leave, the United States Air Force commander or designated representative provides a copy of the leave order with departure and return information to the parent Service administrative commander for processing and leave accounting. (T-2)

17. Wearing the Uniform. Exchange officers shall comply with parent Service directives when wearing the uniform. (T-1) Exchange officers shall wear uniform combination equivalent to host Service requirements. (T-2) In combat areas, exchange officer will wear respective battle dress uniform. (T-2)

18. Awards and Decorations. United States Air Force commanders may recommend Interservice exchange officers for an award or decoration according to Air Force Instruction 36-2803, *The Air Force Awards and Decorations Program*, or their parent Service directives. The Air Force commander for the attached officer shall coordinate with the parent Service to prevent duplication of the award or decoration. (T-2)

19. Supply Items and Issue. Issue to exchange officers supply items required to perform their jobs. (T-2) On completing exchange duty, exchange officers will return all issued items through Air Force supply channels. (T-3)

20. Government Quarters. The United States Air Force 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)

21. Flying Status and Facility Use. If the parent Service's directives require an attached officer to maintain flying proficiency, the Air Force operational commander will provide access to flying facilities and opportunity to fly. (T-2) The nearest United States Air Force flight records management officer will assist the officer in maintaining an individual flight record and information. (T-2)

22. Requesting Replacement Officers. The interservice exchange officer's United States Air Force commander or designated representative is responsible for requesting replacement exchange officers. The Air Force unit shall forward station report and position descriptions to AFPC/DP2O via email at afpc.dpasf@us.af.mil. (T-2) Based on lengthy pre-employment training, the interservice exchange officer's United States Air Force commander or designated representative must submit requests in time to arrive at the Air Force Personnel Center 12 months before

exchange officer completes their tour. (T-2) Use Attachment 2 and 3 when requesting replacement officers.

23. Detaching Exchange Officers. When the exchange officer completes his or her tour, the parent Service publishes orders reassigning or detaching the exchange officer from the United States Air Force.

24. Station Reports. The incumbent exchange officer shall prepare a station report (see attachment 2) and submits it to the attached United States Air Force commander as part of the replacement process. (T-1) Base or post brochures are not acceptable substitutes for the station report requirement. The applicable United States Air Force commander shall forward station report and request for backfill (Attachment 3) to the Air Force Personnel Center, Operations Staff and Special Duty Branch at email: afpc.dp2os.opsstaff_specduty@us.af.mil. (T-1)

JOHN A. FEDRIGO
Principal Deputy Assistant Secretary
(Manpower and Reserve Affairs)

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

Systems of Records Notice F036 AFPC M, *Officer Utilization Records System*, 11 June 1997

Systems of Records Notice F036 AF PC Q, *Personnel Data Systems*, 11 June 1997

Systems of Records Notice T7333, *Integrated Automated Travel System*

Title 10, Section 9013, *Secretary of the Air Force*

AFPD 36-21, *Utilization and Classification of Air Force Military Personnel*, 22 August 2019

AFI 32-6000, *Housing Management*, 18 March 2020

AFI 33-322, *Records Management and Information Governance Program*, 28 July 2021

AFI 36-2608, *Military Personnel Records System*, 16 April 2021

DAFI 36-2803, *Military Decorations and Awards Program*, 3 May 2022

DAFI 36-3002, *Casualty Services*, 4 Feb 2021

DAFMAN 90-161, *Publishing Processes and Procedures*, 15 April 2022

DAFMAN 11-401, *Aviation Management*, 27 October 2020

Executive Order 9397, *Numbering System for Federal Accounts Relating to Individual Persons*

Bureau of Naval Personnel Instruction 1610.10E, *Navy Performance Evaluation System*, 6 December, 2019

MARINE CORPS ORDER P1610.7F, *Performance Evaluation System*, 19 November 2010

Prescribed Forms

None

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

DoDI—Department of Defense Instruction

E.O.—Executive Order

FITREP—Fitness Report

IATS—Integrated Automated Travel System

PAS—Patient Administration System

PCS—Permanent Change of Station

PDS—Permanent Duty Station

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
UNITED STATES AIR FORCE--INTERSERVICE EXCHANGE PROGRAM**

MEMORANDUM FOR HQ AFPC/DP2OSS

FROM: (Functional address symbol)

SUBJECT: Request for Replacement Action of Interservice Exchange Officer

Request your assistance in identifying a replacement for the incumbent listed below:

a. Name, Grade, Service Number, and Branch of 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 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.

Signature Block