



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

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This Air Force manual (AFMAN) outlines the instructions for administering officers of other United States military departments performing exchange duty with the United States Air Force (USAF). It implements Air Force Policy Directive (AFPD) 36-21, *Utilization and Classification of Air Force Military Personnel*. It 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. This manual applies to active duty interservice exchange officers serving with the United States Air Force. It does not apply to Air National Guard or United States Air Force Reserve units or members. Process supplements that affect any military personnel function as shown in Air Force Instruction (AFI) 37-160, volume 1, table 3.2, *The Air Force Publications and Forms Management Programs--Developing and Processing Publications*.

SUMMARY OF REVISIONS

This is the initial publication of AFMAN 36-2122, converting AFR 36-71, 15 June 1990. It eliminates the Responsibility and Control portion (paragraph 1) of the previous regulation. Additionally, it corrects all office symbols and directives identified in the previous regulation.

1. Status of Attached Interservice Officers. 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 directive or public law gives to USAF officers.

2. Strength Accountability. Interservice exchange officers are not assigned to Air Force units for duty but are reported as attached officers according to AFR 35-40, *Strength Accounting*. Actual strength accountability for interservice exchange officers remains with the parent service.

3. Duty Positions. Officers normally fill 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. Moving officers from the original attached unit or changing positions require HQ AFPC/DPAJC coordination and approval. No restrictions apply to a change in position within the same unit of attachment, nor is coordination required.

4. Using Exchange Officers During Hostilities. During general hostilities exchange officers remain with their unit of attachment and comply with orders received from their unit when the parent service recalls them.

4.1. Exchange officers in units deployed on temporary active duty in support of limited hostilities remain with their deployed unit and comply with the operational commander's orders until the parent service recalls them.

4.2. Operational commanders of units with exchange officers notify HQ AFPC/DPAJC by message when duty location changes occur as a result of **4.1.**

5. Tour Lengths and Adjustments:

5.1. The normal tour of duty with the USAF is 24 months, exclusive of travel and training time, with the option of extending the tour length to 36 months if the USAF and the parent service agree.

5.2. The officer submits, in writing through the attached USAF operational commander, requests for tour length adjustments. The commander provides a recommendation and forwards the request to HQ AFPC/DPAJC, 550 C Street West, Ste 32, Randolph AFB, TX 78150-4734, who coordinates the request with the appropriate service. A tour adjustment must be completed and approved through the parent service before submitting a request for a replacement officer.

6. Financial Responsibilities:

6.1. Charge pay and allowances to the parent service's appropriations.

6.2. Travel costs:

6.2.1. Permanent change of station (PCS) to and from the Air Force Duty Station. The parent service publishes orders and funds the cost of travel in moving an exchange office to and from the Air Force duty station.

6.2.2. PCS Moves During Tour. The parent service publishes orders and funds a PCS move (including movement of dependents and household goods) during the time an officer is attached to the Air Force. HQ AFPC/DPAJC will be an information addressee on all correspondence.

6.2.3. Temporary Active Duty (TDY). The USAF publishes orders and funds the travel or per diem costs or both for TDY performed for the USAF. The parent service publishes orders and funds the travel or per diem or both costs for directing the attached exchange officer to go TDY or temporary additional duty performed for the parent service.

6.2.4. En Route Temporary Duty. When an incoming exchange officer is directed to undergo training, orientation, or indoctrination at an Air Force activity en route to his or her exchange duty station, the parent service funds the travel or per diem or both costs.

7. Submitting Reports:

7.1. Routine Personnel Reports. Parent services usually require exchange officers to submit routine personnel reports to their parent commander. USAF commanders and supervisors normally cooperate and provide assistance in helping exchange officers prepare and submit reports.

7.2. Activity Reports. When directed, exchange officers submit activity reports to their parent commander through directed channels. If channels do not include the USAF commander, the exchange officer provides an information copy at time of submission.

Once received, the USAF commander forwards the reports through USAF channels for Air Force review and comment if applicable.

7.3. Station Report. A station report is a document that outlines station demographics, facilities, etc. The in-cumbent exchange officer prepares or updates this report, and it accompanies requests for replacement (see **22.** and **Attachment 1**).

8. Personnel Record Maintenance:

8.1. The parent service has primary responsibility for maintaining attached exchange officer personnel records. 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.

8.2. As a minimum the USAF commander should maintain the following personnel records on attached exchange officers:

8.2.1. DD Form 93, **Record of Emergency Data.**

8.2.2. Health and dental treatment records.

8.2.3. Individual flight records for exchange officers assigned to flying positions and who are required to fly or whose parent service requires flying proficiency. The host USAF commander assists the exchange officer in maintaining these records according to AFI 11-401, *Flight Management*.

9. Casualty Reporting. Follow procedures in AFI 36-3002, *Casualty Services*, should an exchange officer become a casualty.

10. Fitness and Effectiveness Reports. On receipt from the parent service, the USAF supervisor will:

10.1. Using the current NAVPERS Form 1611/1, **Report on the Fitness Officers**, evaluate the performance of an attached naval exchange officer. Before the supervisor sends the report to the Commander, Naval Military Personnel Command (NMPC-323), Washington DC 20350-2000, an appropriate naval officer will review it as a matter of standard procedure. Write proof of the completed review on the record copy by entering reviewed (signature, grade and title).

10.2. Using the current NAVMC Form 10835, **USMC Fitness Report**, evaluate performance of an attached Marine Corps exchange officer, and the next senior USAF officer in the exchange officer's attached chain of command reviews it. Send the report to the Performance Evaluation Branch, Code MMPE-2, Headquarters, US Marine Corps, Washington DC 20380-0001, for administrative review. If the USAF command of attachment or chain of command does not include a US 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.

10.3. Evaluate an attached Army officer's performance on the current Department of the Army (DA) Form 67-8, **Officer Evaluation Report**. The evaluation is according to the rating chain that the division to which the officer is assigned establishes in agreement with the USAF. The division from which the officer is detached completes the initial preparation of the evaluation form and then sends it to the Air Force supervisor. For administrative review, return the form to the Army division for finalization according to Army Regulation 623-105, *Officer Evaluation Reporting System*.

10.4. Evaluate an attached Coast Guard (CG) officer's performance on the current CG Form 5312 (level I or level II), **Officer Evaluation Report**, and the next senior USAF officer in the exchange officer's attached chain of command reviews it. Use the Level I Form for grades 0-1 through 0-4. Use the Level II Form for grade 0-5. Then send the report to Headquarters, US Coast Guard (G-PIM-3), 2100 Second Street, SW, Washington DC 20593-0001, for administrative review.

10.5. Submit problems or questions that resubmission or revision cannot resolve to the reviewing officer with an attached memo outlining the disagreement or misunderstanding.

11. Disciplining Exchange Officers. Usually, the parent service takes disciplinary action on in the case of exchange officers attached to Air Force units. When nonjudicial punishment under Article 15, UCMJ, is required, the parent service must administer it. 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 must process any exchange officer for involuntary separation from the service. If the exchange officer is to undergo disciplinary action, the USAF commander submits support documents and a recommendation on whether or not the exchange officer should be relieved from duties with the USAF. The USAF commander may use nonpunitive measures such as reprimands or admonitions as needed.

12. Leave and Passes. The exchange officer's commander grants exchange officers leave and passes according to their legal entitlements and parent service directives. The USAF commander has the authority to grant leave and passes and publish leave orders. On the officer's return from leave, the USAF commander or his or her 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.

13. Wearing the Uniform. Exchange officers comply with parent service directives when wearing the uniform. In combat areas or in areas where the parent service uniform is not appropriate for wear, the exchange officer may wear the appropriate USAF functional, organizational, or special purpose uniform provided there is no expense to the officer. Individuals wear the appropriate grade insignia of their parent service when wearing the USAF uniform. Exchange officers comply with USAF personal appearance standards during their exchange tour of duty.

14. Awards and Decorations. USAF commanders may recommend interservice exchange officers for an award or decoration according to AFI 36-2803, *The Air Force Awards and Decorations Program*, or their parent service directives. Coordination between the services is essential in order to prevent duplicating of the award or decoration.

15. Supply Items and Issue. Issue to exchange officers supply items required to perform their jobs. On completing exchange duty, exchange officers will return all issued items through Air Force supply channels.

16. Government Quarters. The USAF provides family type or single quarters, if available, to exchange officers on the same basis it provides for its own officers as outlined in AFI 32-6001, *Family Housing Management*, and AFI 32-6005, *Unaccompanied Housing Management and Operations*.

17. 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. The nearest USAF flight records management officer will assist the officer in maintaining an individual flight record and information.

18. Establishing Interservice Programs or Positions:

18.1. New Programs. Send new program proposals for exchanges with the USAF to HQ AFPC/DPA, 550 C Street West, Ste 32, Randolph AFB TX 78150-4734 with complete justification and the suggested use of the USAF officer for the offset position.

18.2. New Positions in an Existing Program. Send new position proposals to HQ AFPC/DPAJC, 550 C Street West, Ste 32, for coordination. Proposals must include a proposed position description **Attachment 2** and a station report **Attachment 1** and the interservice program contact point for exchange matters.

19. Requesting Replacement Officers. The interservice exchange officer's USAF commander or designated representative is responsible for requesting replacement exchange officers. The Air Force unit forwards replacement requests and position descriptions through its respective major command (MAJCOM) to HQ AFPC/DPAJC, 550 C Street West, Ste 32, Randolph AFB TX 78150-4732. Requests must arrive at AFPC 180 calendar days before the 1st day of the month in which the incumbent completes the exchange tour. Use attachment 2 when requesting replacement officers.

20. Notifying Inbound Exchange Officers. HQ AFPC/DPAJC receives the name, grade, and service number of each inbound officer from the appropriate interservice program contact point along with a career brief or resume of the inbound officer's qualifications and duty history. Once obtained, the information is sent to the attached officer's gaining Air Force MAJCOM and unit. The unit uses this information to make appropriate arrangements for the officer's impending arrival. Make every effort to get the officer quickly settled into his or her new environment and exchange officer duties.

21. 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 USAF.

22. Station Reports. The incumbent exchange officer prepares a station report (see attachment 1) and submits it in two copies to the attached USAF commander or designated representative as part of the replacement exchange officer request. Base or post brochures are not acceptable substitutes for the station report requirement. Forward a copy of the station report to the parent service for its use.

EUGENE E. HABIGER, Lt General, USAF
DCS/Personnel

Attachment 1

SAMPLE STATION REPORT

A1.1. Attach two copies of the station report to the requisition for a replacement officer. The station report should include as a minimum the following items:

A1.1.1. Station location.

A1.1.2. Station facilities:

Housing to include general information on the type of housing available (government quarters and economy, whether furnished or unfurnished, size, number of bedrooms, cost, and so forth).

Schools available (elementary, middle and high schools)

Medical and dental care

Recreation activities

A1.1.3. Churches or Synagogues.

A1.1.4. General Comments.

A1.2. The Interservice Exchange Program contact point uses the description and station report when selecting a replacement individual. This report should therefore be both informative and factual.

Attachment 2

SAMPLE REQUEST FOR REPLACEMENT OFFICER POSITION DESCRIPTION UNITED STATES AIR FORCE--INTERSERVICE EXCHANGE PROGRAM

MEMORANDUM FOR HQ AFPC/DPAJC

FROM: (Functional address symbol)

SUBJECT: Request for Replacement Action of Interservice Exchange Officer

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

- a. Name, Grade, Service Number, and Branch of Service: Jones, John H., Lt, 123-45-6789, USN
- b. Projected Departure Date: July 1996

The following information is provided to assist parent service with identifying qualified replacement:

- a. Reporting Date to USAF Unit: 10 January 1996
- b. Position Title: F-16 Flight Commander
- c. Position Location: Nellis AFB NV 89191-5000
- d. USAF Unit of Attachment: 57 Wing (ACC)
- e. Tour length (including preemployment conversion training): 24 months after completion of six months pre-employment conversion training. Total tour length is 30 months.
- f. Unit Mission (provide a brief description of the unit's mission):
- g. Primary Duties: Supervises the duty performance of six USAF 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.
- h. Type of Aircraft the Officer Will Fly: F-16C
- i. Type of Training Required: F-16 conversion training at Luke AFB AZ, approximately six months. NOTE: The attached unit schedules inbound exchange officer's required training through the MAJCOM/DPAR and DOT and advises AFMPC when training is scheduled.

j. Qualifications and Experience:

(1) Mandatory:

(a) Top Secret (or the appropriate security clearance level needed)

(b) Grade Required: USN Lt or Lt 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:

(a) Graduate of Navy Fighter Weapons School

(b) Previous Instructor Pilot Experience

k. Reporting Instructions: The selected officer will report to the 57th Wing Commander by 5 January 1996, Bldg 98, at Nellis AFB for assignment to the 64th Aggressor Squadron and inprocessing instructions.

l. 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