



Division of Commissioned Corp Assignments
Office of Commissioned Corps Operations
Office of the Surgeon General
1101 Wootton Parkway, Plaza Level, Suite 100
Rockville, MD 20852

Re: Information Regarding Release from the Uniformed Services

No individual may be a member of one of the other Uniformed Services and concurrently hold appointment as a commissioned officer in the Public Health Service. Because it appears you are a member of one of the other uniformed services, we cannot act on your application until you forward to us a release from the uniformed service concerned.

You should request the release through established Uniformed Service channels from the Commanding Officer of the Army, Air Force, Navy, or Coast Guard district to which you are assigned. If you are assigned to the National Oceanic and Atmospheric Administration (NOAA), you should request release from the Director, NOAA Corps Operations. You should submit either the attached DD Form 368 (Request for Conditional Release), or a memo requesting conditional release. If submitting the request in memo format, your request should read somewhat as follows: "I herewith request that my (commission) (enlistment) be terminated contingent upon acceptance of appointment as a commissioned officer in the Public Health Service."

Release from the National Guard of a State will not be acceptable, unless the release is from the office of the State Adjutant General. Further, those persons in the National Guard who hold concurrent status in the Reserve of one of the Uniformed Services must also furnish release from the appropriate Reserve component.

Please forward your release to:

Office of Commissioned Corps Operations
Division of Commissioned Corps Assignments
ATTN: Gold Team – Application Support Attachments
Towers Bldg., Plaza Level, Suite 100
1101 Wootton Parkway
Rockville, MD 20852

REQUEST FOR CONDITIONAL RELEASE

(Read Privacy Act Statement and Instructions on back before completing this form.)

SECTION I - REQUEST FOR RELEASE

1. SERVICE MEMBER DATA

a. NAME (Last, First, Middle Initial) _____ b. PAY GRADE _____ c. SSN or EDIPI _____ d. SERVICE COMPONENT _____

e. CURRENT UNIT/COMMAND _____ f. ADDRESS
 (1) STREET _____ (2) CITY _____ (3) STATE _____ (4) ZIP CODE _____

2. RECRUITING OFFICE ADDRESS

a. STREET _____ b. CITY _____ c. STATE _____ d. ZIP CODE _____
 1101 Wootton Parkway, Plaza Level, Suite 100 Rockville MD 20852

3. ACKNOWLEDGEMENT OF SERVICE MEMBER

a. I request a conditional release to process for entrance into another component of the Military Service. If I am a member of the National Guard or Reserve, I understand that I must attend all scheduled training until such time as I am enlisted or appointed into another Service. I also understand that I am to keep my current commander informed of any change in my status.

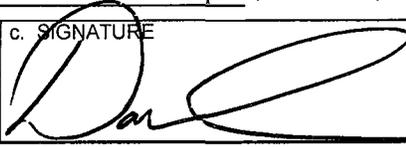
b. OFFICER MEMBER ONLY. I hereby tender my resignation from the _____ (current component); request that it be accepted contingent upon actual appointment or enlistment in the USPHS CC (requesting component), and be effective the day preceding the date of my acceptance of appointment or enlistment.

c. ENLISTED MEMBER ONLY. I understand I will be discharged from my current status effective the day preceding the date of my enlistment or appointment.

d. MEMBER SIGNATURE _____ e. DATE SIGNED _____

4. RECRUITER REQUEST FOR CONDITIONAL RELEASE

a. Request conditional release to enlist/appoint member into the PHS Commissioned Corps (Service/Component).

b. NAME OF RECRUITER (Last, First, Middle Initial) _____ c. SIGNATURE _____ d. DATE SIGNED _____
 Magnotta, David, M 

e. TITLE
 Commander, USPHS, Acting Director, DCCA

SECTION II - APPROVAL/DISAPPROVAL

5. (X as applicable)

a. APPROVED. Individual is recommended and conditional release is granted. The release is valid until _____

b. DISAPPROVED. Release is not granted. (Explain in "Remarks.")

6. AUTHORIZING OFFICIAL

a. NAME (Last, First, Middle Initial) _____ b. TITLE _____

c. TELEPHONE NUMBER (Include area code) _____ d. ADDRESS
 (1) STREET _____ (2) CITY _____ (3) STATE _____ (4) ZIP CODE _____

e. SIGNATURE _____ f. DATE SIGNED _____

SECTION III - NOTIFICATION OF ENLISTMENT/APPOINTMENT ACTION

7. The member was administered the oath of enlistment or appointment into _____
 THIS FORM AND A COPY OF THE OATH MUST BE RETURNED TO THE ADDRESS IN ITEM 6.d. TO EFFECT THE MEMBER'S DISCHARGE OR WITHDRAWAL OF FEDERAL RECOGNITION.

8. CERTIFYING OFFICIAL

a. NAME (Last, First, Middle Initial) _____ b. TITLE _____ c. UNIT/COMMAND _____

d. TELEPHONE NUMBER (Include area code) _____ e. ADDRESS
 (1) STREET _____ (2) CITY _____ (3) STATE _____ (4) ZIP CODE _____

f. SIGNATURE _____ g. DATE SIGNED _____

SECTION IV - REMARKS

PRIVACY ACT STATEMENT

AUTHORITY: 10 U.S.C. Sections 261, 516, 651, 716, 3013, 5013, 8013, 12104, 12105, 12106, 12107, 12208, 12213, 12214, and 12645; 32 U.S.C. Section 323; and DoD Instruction 1205.05, Transfer of Service Members Between Reserve and Regular Components of the Military Services.

PRINCIPAL PURPOSE(S): To document coordination and concurrence of one Military Service for discharge and accession to another Military Service.

ROUTINE USE(S): None.

DISCLOSURE: Voluntary; however, failure to furnish all requested information may result in delay or denial of release from current Military Service.

INSTRUCTIONS

GENERAL INSTRUCTIONS.

When this form is not computer generated, use typewriter or dark ink for all entries. Enter all dates in YYMMDD format. Use full street address, city, state and ZIP code for addresses. Use last name, first name, and middle initial format. Use short title Service/Component names: USA, ARNGUS, USAR, USN, USNR, USMC, USMCR, USAF, ANGUS, USAFR, USCG, USCGR.

SECTION I. Completed by recruiter and applicant.

Item 1. Enter applicant's name, pay grade, Social Security Number or Electronic Data Interchange Personal Identifier, current Service/Component, and current unit/command address.

Item 2. Enter recruiter's office address, if applicable.

Item 3. For item 3.b., complete the name of the gaining and losing components. Member signs and dates appropriate blocks.

Item 4. Recruiter, if applicable, completes 4.a. through 4.e. and sends this document to the address in Item 1.e.

SECTION II. Completed by applicant's unit commander or designated representative within 30 days of receipt.

Item 5. If block 5.a. is marked, enter the ending date of this conditional release. If block 5.b. is marked, indicate in Section IV, "Remarks," the reason for disapproval and return to the originator not later than the expiration date in Item 5.a.

Item 6. Enter name, title, signature and date for authorizing official. Indicate in Items 6.c. and d. the address and telephone number for returning completed Section III. Send completed Section II to the address in Item 2.

SECTION III. Completed by enlisting/appointing official within 10 days of enlistment or appointment.

Item 7. Indicate service to which applicant was enlisted/appointed.

Item 8. Completed by individual certifying enlistment/appointment action. Certifying official ensures a copy of the completed DD Form 368 and a copy of the oath are mailed to the address in Item 6.d.

SECTION IV - REMARKS.

Use as necessary. Reference each item on the form to which the remark pertains. (For example: "Item 5.b. Disapproved for the following reason:")