

**Chapter 14-12b (JKA)**  
(Pattern of Misconduct)  
**Not eligible for IRR**

Transition Office must have the following items before a chapter packet can be processed

- 1. Original Chapter Packet with signature and date; **with clearly identified chapter & paragraph**
  - a. Separation Authority approval memorandum ( I direct/ I approve) (Approval Memorandum must state character of Service)
  - b. Recommendation Memorandum (Company Commander & Battalion Commander)
  - c. Initiation Memorandum (Company Commander)
  - d. Memorandum or Letter of Intent
  - e. Acknowledgement of Receipt
  - f. Election of Rights
  - g. Copies of all Article 15s (within last year)
  - h. DA Form 4187 reflecting any changes to duty status AWOL or Confinement, UMCJ (if applicable)
- 2. (CIF) Clothing Transaction Record – Automated DA Form 3645 “Zero balance”
- 3. STP (Soldier Talent Profile) (**updated with non – transferable flags removed**)
- 4. Military Personnel Documents:
  - SGLV-8286 (Current within 12 months)
  - DD Form 93 (Current within 12 months)
  - Initial Contract 4/1, 4/2/ 4/3 (no 4/3 if prior service)
  - \* Reenlistment Contract 4/1
  - \* Extensions (DD Form 1695)
  - \* DD 214s for any prior service
  - \* If applicable

**Make Copies**

**(Ensure that you have 2 copies of your packet upon submission; single sided copies only)**

**WE DO NOT MAKE COPIES**