

Chapter 5
(Separation for the Convenience of the Government)
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
- _____ 2. (CIF) Clothing Transaction Record – Automated DA Form 3645 “Zero balance”
- _____ 3. HRC Approval Memo will be submitted with the Chapter packet. HRC memo will provide the **separation code, separation date** and if HRC does not provide the characterization of service the **Soldier's unit command with Court-Martial Convening Authority must provide that information.**
- _____ 4. Report of Medical Assessment (DD Form 2697)
- _____ 5. STP (Soldier Talent Profile) **(updated with non-transferable flags removed)**
- _____ 6. UCMJ **(if applicable)**
- _____ 7. 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