

**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**