

Chapter 16-1 (KGM1)
(Selected Changes in Service Obligations)
(Accept Commission or Warrant Officer)
Not eligible for IRR

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

Ordered to active duty as a commissioned or warrant officer from HRC (request for orders): Soldiers will be discharged for the purpose of being ordered to active duty as a commissioned or warrant officer in any branch of the armed forces.

- _____ 1. The separation authority (AR 635-200) must have evidence from the proper authority.
 - _____ 2. (CIF) Clothing Transaction Record – Automated DA Form 3645 “Zero balance”
 - _____ 3. Discharge will be effective the day preceding the date ordered (day before) to active duty as a commissioned or warrant officer
 - _____ 4. ERB/STP (Soldier Talent Profile) **(updated with non – transferable flags removed)**
 - _____ 5. 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