

**Chapter 5-14 (JFV,LFV)**  
(Other designated physical or mental conditions)  
(Half sep pay if SM has 6 years or more of AD service)

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. A Mental Evaluation from Psychiatrist or licensed Clinical Psychologist/DA 3822 (**Mental condition not physical**)
- \_\_\_\_\_ 4. 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)**