

Chapter 13
(13-2a Separation for Unsatisfactory Performance) (JHJ)
(13-2c Physical Standard) (JFT)
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. Documents rehabilitative counseling and actions taken by command for rehabilitation.
- _____ 3. DA Form 4126-R (Bar to Reenlistment Certificate) – (if applicable)
- _____ 4. (CIF) Clothing Transaction Record – Automated DA Form 3645 “Zero balance”
- _____ 5. STP (updated with non-transferable flags removed)
- _____ 6. 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)

Revised 01 APR 2024