

Chapter 8 (KDF,MDF) **(Separation of Enlisted Women- Pregnancy)**

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

- _____ 1. Original Chapter Packet with signature and date; Approval Memorandum must state character of Service.
 - a. Separation Authority approval memorandum (I direct) (Approval Memorandum must state character of Service and IRR status)
 - a. Commanders in the grade of lieutenant colonel (LTC) or above.
 - b. DA Form 4187 request for separation from Soldier with an expected release date. **The date must not be later than 30 days before the expected date of delivery or the latest date the military physician will authorize travel.**
 - c. Copies of all Article 15s (within last year) (If applicable)
- _____ 2. (CIF) Clothing Transaction Record – Automated DA Form 3645 “Zero balance”
- _____ 3. DA Form 3349 (Physical Profile) or memorandum which includes the estimated delivery date.
- _____ 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)

WE DO NOT MAKE COPIES

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