

Chapter 15 (JFF)
(Secretarial-Plenary Authority)

Email: : usarmy.bragg.usag.mbx.dhr-transitions-chapters@army.mil

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

- _____ 1. Memo from HRC approving Chapter
- _____ 2. Original Chapter Packet with signature and date:
 - a. Separation Authority approval memorandum (I direct/ I approve) (Approval Memorandum must state character of Service and IRR transfer status)
 - 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. STP (Soldier Talent Profile) (**updated with non – transferable flags removed**)
- _____ 3. 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