

## **Chapter 5-13 (KCF,MCF)** (Early Separation to further education)

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

- \_\_\_\_\_ 1. Original Chapter Packet with signature and date **MUST** include Separation Authority approval memorandum (I direct/ I approve) (Approval Memorandum must state character of Service and IRR transfer status)
  - \_\_\_\_\_ 2. (CIF) Clothing Transaction Record – Automated DA Form 3645 “Zero balance”
  - \_\_\_\_\_ 3. DA Form 4187 (Personnel Action) - Request for early separation to include leave dates, the start date of school and separation date (not more than 120 days prior to original ETS date), approved by O-5 or O-6.
  - \_\_\_\_\_ 4. Acceptance letter from appropriate school official (**Registrar or Director of Admissions, with start date of school. Congratulatory letter is not acceptable.**)
  - \_\_\_\_\_ 5. IPPS-A leave form (NO DA-31). Transition Center **WILL NOT CALCULATE** leave or identify if you meet the criteria for this chapter. (See your S-1). **Separation date will not be earlier than 10 days prior to start of school or 30 days in special circumstances noted in Ch 5-13. Commanders have latitude to allow transition leave to allow time for registration and relocation.**
  - \_\_\_\_\_ 6. STP (Soldier Talent Profile) (**updated with non- transferable flags removed**)
  - \_\_\_\_\_ 7. Copies of all Article 15s (within last year)
  - \_\_\_\_\_ 8. 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**