

**Chapter 14-12a (Minor Discipline infraction) (JKN3)**

**Chapter 14-12b (Pattern of Misconduct) (JKA3)**

**Chapter 14-12c (1) (Commission of a Serious Offense) (JKQ3)**

And

**Chapter 14-12c (2) (Abuse of Illegal Drugs) (JKK4)**

**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**  
Approval Memorandum must state character of Service **See approval authority per AR 635-200 para 1-20:**

- a. Separation Authority approval memorandum (I direct/ I approve)
- 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. STP (Soldier Talent Profile) (**updated with non- transferable flags removed**)

\_\_\_\_\_ 4. Military Personnel Documents:

- SGLV-8286 (Current within 12 months)
- DD Form 93 (Current within 12 month)
- 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**