

**Chapter 16-2 (Selected Changes in Service Obligations)
(ROTC/OCS) (KGX1)**

(SM will provide the date of their oath and be discharged one day prior)

Not eligible for IRR

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

- _____ 1. DA Form 4187 requesting early separation from the United States Army for acceptance into ROTC program and approval memo. **See approval authority per AR 635-200.**
- _____ 2. (CIF) Clothing Transaction Record – Automated DA Form 3645 “Zero balance”
- _____ 3. Approved Physical
- _____ 4. School acceptance letter
- _____ 5. Memorandum from Soldiers Battalion Commander
- _____ 6. ROTC acceptance letter
- _____ 7. Chapter acceptance letter from Mr. Salantiro (910-574-3920)
- _____ 8. STP (Soldier Talent Profile) (**updated with non- transferable flags removed**)
- _____ 9. 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