

Chapter 16-2 (Selected Changes in Service Obligations)
(ROTC/OCS)
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 para 1-19.**
- _____ 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. Psaltis (910-893-1590)
- _____ 8. ERB (**updated**)
- _____ 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
(1 for SM, 1 for UNIT, ORIGINAL PACKET and a COPY for CHAPTERS SECTION)
PLEASE NOTE ORIGINAL AND COPY MUST BE IN A FOLDER FOR CHAPTERS SECTION

WE DO NOT MAKE COPIES