



**DEPARTMENTS OF THE ARMY AND THE AIR FORCE**

LAND COMPONENT, JOINT FORCES HEADQUARTERS KANSAS

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TOPEKA KS 66611-1287

NGKS-AAG

17 November 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: ATAG Policy Letter #15, Property Clearance Requirements Prior to Discharge

1. Reference: AR 710-2, Supply Policy Below the National Level, dated 28 March 2008, Paragraph 2-17.

2. Effective immediately, no discharge will be processed that does not have the following documents.

a. A statement signed by the Company or Battery Commander verifying all property has been recovered from the individual. When needed, a copy of an adjustment document(s) for missing equipment will be attached to the statement. The adjustment documents can be a Statement of Charges, a Cash Collection or a Financial Liability Investigation of Property Loss (FLIPL).

(1) Statement of Charges (DD Form 362). A DD Form 362 Statement of Charges is used when a soldier admits liability (can't exceed one-month's base pay). A DD Form 362 must have a document number assigned by the unit's Property Book Officer (PBO).

(2) Cash Collection (DD Form 362). A DD Form 362 Cash Collection is used when a soldier admits liability and chooses to pay with a check or money order. A DD Form 362 must have a document number assigned by the unit's PBO.

(3) FLIPL (DD Form 200). A DD form 200 FLIPL is used when a soldier does not admit liability or the loss is over one-month's base pay. The DD Form 200 must have a document number. If the loss is MTOE property, the document number is assigned by the CPBO. If the missing items are OCIE, the document number is assigned by the CIF PBO.

b. Major Subordinate Commands (MSCs) must ensure one or more of these adjustment documents are submitted with each discharge packet, as required. Any discharge request received without documentation of property clearance will be returned without action.

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4. The points of contact for this memorandum are SGM Lawrence Hall at [lawrence.halljr@us.army.mil](mailto:lawrence.halljr@us.army.mil) or commercial 785-274-1084, or SFC Steve Finch at [steve.finch@us.army.mil](mailto:steve.finch@us.army.mil) or commercial 785-274-1069.

A handwritten signature in black ink, appearing to read 'E. Peck', with a long horizontal stroke extending to the right.

ERIC C. PECK  
Brigadier General, GS, KSARNG  
Commanding

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