



DEPARTMENTS OF THE ARMY AND THE AIR FORCE

JOINT FORCES HEADQUARTERS KANSAS
2800 SOUTHWEST TOPEKA BOULEVARD
TOPEKA KS 66611-1287

NGKS-TAG

11 April 2011

MEMORANDUM FOR See Distribution

SUBJECT: Property Clearance Prior to Discharge

1. References: AR 710-2, 17h and KSARNG CIF SOP

2. Effective immediately, no discharge will be processed that does not have one or more of the following documents:

a. Statement signed by the Company/Battery Commander stating that all equipment has been recovered from the individual

b. Copy of the Statement of Charges

c. Copy of the Financial Liability Investigation of Property Loss

3. Major Subordinate Commands (MSC) are responsible to ensure that one or more of the listed items referenced above be submitted with each discharge packet. Any discharge request received without documentation of property clearance will be returned without action.

4. Point of contact on this issue is SGM Lawrence Hall at lawrence.halljr@us.army.mil or (785) 274-1084 or SFC Steve Finch at steve.finch@us.army.mil or (785) 274-1069.



LEE E. TAFANELLI
Major General (KS), KSNG
The Adjutant General

DISTRIBUTION:

NGKS-CSZ-A

NGKS-G1

NGKS-G4

USPFO for KS

Ea MSC

Ea BN HQ