



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
HEADQUARTERS, FORT RILEY  
210 CUSTER AVENUE  
FORT RILEY, KANSAS 66442

Unit  
letterhead

Unit office  
symbol

IMWE-RLY-HRM-O

MEMORANDUM FOR: Out-processing, DHR, 210 Custer Avenue, Fort Riley, KS 66442

SUBJECT: Request for clearing papers

1. Name: Snuffy, Joe L.
2. Rank: PVT
3. SSN: 123-45-6789
4. Leave Dates: 17 May 2010 – 31 May 2010
5. Clearing Papers pickup date: 3 May 2010
6. Point of contact for this action is Georgia Rucker at 239-0757, [georgia.rucker@us.army.mil](mailto:georgia.rucker@us.army.mil).

3 Encls  
Questionnaire  
DA Form 31  
Orders

S1's Name  
Rank  
Title