

**BY ORDER OF THE
DIRECTOR AIR NATIONAL GUARD**

**AIR NATIONAL GUARD INSTRUCTION
36-3201**

3 MAY 2021

Personnel

**AIR NATIONAL GUARD SEPARATIONS
DOCUEMTNS**



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This publication applies to all officers and enlisted members of the Air National Guard. It establishes procedures and constitutes authority for the preparation and disposition of separation documents for members of the Air National Guard. It implements AFD 36-32. It may be supplemented at any level, but all supplements must be routed to the Office of Primary Responsibility (OPR) listed above for coordination prior to certification and approval. Refer recommended changes and questions about this publication to the OPR listed above using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate chain of command. Requests for waivers must be submitted to the OPR listed above for consideration and approval. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Instruction 33-322, *Records Management and Information Governance Program*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force. All waiver requests will be sent to NGB/A1PP to the A1PP organizational mailbox at ngb.a1.a1pp.org@us.af.mil for review and approval.

This Instruction requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by Title 10 United States Code (U.S.C.), Section 1169, Regular enlisted members; Limitations on Discharge; and Executive Order 9397 Numbering System for Federal Accounts Relating to Individual Persons; and Executive Order 13478 Amendments to Executive Order 9397 Relating to Federal Agency Use of Social Security Numbers.

Responsibility (OPR) using the AF Form 847, Recommendation for Change of Publication; route AF Forms 847 from the field through the appropriate functional chain of command. This publication may not be supplemented or further implemented/extended. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See DAFI 33-360, Publications and Forms Management, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the requestors commander for non-tiered compliance items.

SUMMARY OF CHANGES

This document has been substantially revised and needs to be completely reviewed.

Chapter 1

OVERVIEW

1.1. Overview. The NGB Form 22, *Report of Separation and Record of Service*, should be considered one of the most valuable forms within an ANG member's official record. The NGB Form 22 ([Attachment 2](#)):

1.1.1. Provides separating members with brief, clear records of their military service of the Air National Guard (ANG) at the time of discharge, separation, or retirement.

1.1.2. Reflects a member's service characterization, eligibility for reenlistment, and the reason for separation, discharge, or retirement.

1.1.2.1. Is required for use by separated/discharge members asking for a review of their discharge action or are seeking reentry into one of the branches of the U.S. Armed Forces.

1.1.2.2. Inaccurate information on the NGB Form 22 could result in delay or denial of benefits or the ability to reenter the U.S. Armed Forces.

1.1.3. Provides local civilian and government agencies with authoritative information needed to administer any state/territory laws that may apply to members seeking veteran's benefits.

1.2. The NGB Form 22. The NGB Form 22 is generated by the Air Reserve Personnel Center (ARPC) for all separations and discharges from the ANG with the exception of separations for being a minor in accordance with AFI 36-3209 or deaths. Copies are automatically uploaded into the Automated Records Management System (ARMS) by ARPC and made available to members upon their request.

Chapter 2

ROLES AND RESPONSIBILITIES

2.1. National Guard Bureau, Force Management Policy (NGB/A1P).

- 2.1.1. Develops policy and procedural guidance for ANG retirement and separation programs.
- 2.1.2. Coordinates with Headquarters Air Force and ARPC on policy updates.

2.2. Air Reserve Personnel Center (ARPC).

- 2.2.1. Processes requests for and certifies, generates, and distributes official separation/discharge documents for ANG members.
- 2.2.2. Assists members and servicing FSS personnel with the proper processing of requests for separation/discharge documents.
- 2.2.3. Provides guidance to members regarding the processing of their vNGB Form 22 worksheet and official NGB Form 22.
- 2.2.4. Utilizes the vNGB Form 22 worksheet to formulate the official NGB Form 22.
- 2.2.5. Provides administrative changes to the NGB Form 22 as needed by accomplishing a NGB Form 22A ([Attachment 3](#)).

2.3. Force Support Squadron (FSS).

- 2.3.1. Updates final decoration information in MilPDS.
- 2.3.2. Assists members with obtaining source documents when requested.
- 2.3.3. Verifies source document(s) and updates any missing data in MilPDS.

2.4. Commander's Support Staff (CSS).

- 2.4.1. Assists members by providing general guidance and information.
- 2.4.2. Promptly completes a member's final decoration submission to the servicing FSS in myPers for updates to be made in MilPDS.

2.5. ANG Members.

- 2.5.1. Review their official NGB Form 22 upon receipt.
- 2.5.2. Contact ARPC via myPers if errors are discovered on the official NGB Form 22.
- 2.5.3. Provide source documents to ARPC via myPers for updates to missing or inaccurate data (e.g. decoration orders, promotion orders, etc.).
- 2.5.4. Ensure final decoration information is complete and updated in MilPDS, if applicable, before making any request to ARPC to have the information added to the NGB Form 22.

Chapter 3

DISCHARGE CERTIFICATES

3.1. General Instructions. Discharge certificates are generated upon request by the member for applicable separations and discharges from the ANG.

3.2. Types of Discharge Certificates:

3.2.1. NGB Form 438, *Honorable Discharge from the Armed Forces of the United States of America-ANG Certificate*. This certificate is used when a member is separated from the ANG and as a Reserve of the Air Force with an Honorable service characterization ([Attachment 4](#)).

3.2.2. NGB Form 438a, *Honorable Discharge from the Federally Recognized Air National Guard of the United States of America Certificate*. This certificate is used when a member is only separated from the ANG with an Honorable service characterization ([Attachment 5](#)).

3.2.3. NGB Form 439, *General Discharge Under Honorable Conditions from the Armed Forces of the United States of America- ANG Certificate*. This certificate is used when a member is separated from the ANG and as a Reserve of the Air Force with a General (Under Honorable Conditions) service characterization ([Attachment 6](#)).

3.2.4. NGB Form 439a, *General Discharge from the Federally Recognized Air National Guard of the United States of America Certificate*. This certificate is used when a member is separated only from the ANG with a General (Under Honorable Conditions) service characterization ([Attachment 7](#)).

MICHAEL A. LOH, Lieutenant General, USAF
Director, Air National Guard

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

DoDM 5200.01, *DoD Information Security Program: Classification and Declassification*, 24 February 2012, Incorporating Change 2, 28 July 2020

DoDM 5400.7, *DoD Freedom of Information Act (FOIA) Program*, 25 January 2017

AFI 36-3203, *Service Retirements*, 29 January 2021

AFI 36-3209, *Separation and Retirement Procedures for Air National Guard and Air Force Reserve Members*, 14 April 2005, Incorporating Through Change 3, 20 September 2011

AFI 36-3212, *Physical Evaluation for Retention, Retirement and Separation*, 15 July 2019

AFMAN 36-2604, *Service Dates and Dates of Rank*, 28 December 2018

AFPD 33-3, *Information Management*, 8 September 2011, Incorporating Change 1, 21 June 2016

ANGI 36-2001, *Management of Training and Operational Support within the Air National Guard*, 30 April 2019

ANGI 36-6, *The Air National Guard Statutory Tour Program Policies and Procedures*, 9 November 2010, Certified Current 1 May 2013

ANGI 36-101, *Air National Guard Active Guard and Reserve (AGR) Program*, 3 June 2010

The Air Force Enlisted Classification Directory

The Air Force Officer Classification Directory

Prescribed Forms

NGB Form 22, *Report of Separation and Record of Service*

NGB Form 22A, *Correction to NGB Form 22*

NGB Form 438, *Honorable Discharge from the Armed Forces of the United States of America*

NGB Form 438a, *Honorable Discharge from the Federally Recognized Air National Guard of the United States of America*

NGB Form 439, *General Discharge Under Honorable Conditions from the Armed Forces of the United States of America-Air National Guard*

NGB Form 439a, *General Discharge from the Federally Recognized Air National Guard of the United States of America*

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

ANG—Air National Guard

ARMS—Automated Records Management System

ARPC—Air Reserve Personnel Center

CSS—Commander’s Support Staff

FSS—Force Support Squadron

MilPDS—Military Personnel Data System

vMPF—Virtual Military Personnel Flight

Terms

Administrative Change—Change that does not affect the subject matter content, authority, purpose, application, and/or implementation of the publication (e.g., changing the POC name, office symbol(s), fixing misspellings, etc.)

Attachment 2

EXAMPLE OF NGB FORM 22

Figure A2.1. Example of NGB Form 22.

NATIONAL GUARD REPORT OF SEPARATION AND RECORD OF SERVICE					
The proponent agency is ARNG-HRH. The prescribing directive is NGR 600-200.					
PRIVACY ACT STATEMENT 1. AUTHORITY: Title 10 USC 12101 and 12103, Title 32 USC 301 and 304, and Executive Order 9397. 2. PURPOSE: Official discharge document, which records the National Guard member's (ARNG & ANG) service in the National Guard. The original and one copy will be provided to the soldier. A copy will be maintained by the MILPO for state records. For organizational use only. 3. ROUTINE USES: None. 4. DISCLOSURE: Voluntary; However, failure to provide Service Number may result in a delayed or erroneous processing of NGB Form 22A.					
Report of separation and record of service in the		National Guard of		Select State and as a Reserve of the	
1. LAST NAME- FIRST NAME- MIDDLE NAME		2. DEPARTMENT, COMPONENT AND BRANCH		3. SOCIAL SECURITY NUMBER	
4. DATE OF ENLISTMENT	5a. RANK	5b. PAY GRADE	6. DATE OF RANK	7. DATE OF BIRTH	
8a. STATION OR INSTALLATION AT WHICH EFFECTED				8b. EFFECTIVE DATE	
9. COMMAND TO WHICH TRANSFERRED		10. RECORD OF SERVICE		YEARS	MONTHS
		(a) NET SERVICE THIS PERIOD			
		(b) PRIOR RESERVE COMPONENT SERVICE			
		(c) PRIOR ACTIVE FEDERAL SERVICE			
11. TERMINAL DATE OF RESERVE/MILITARY SERVICE OBLIGATION		(d) TOTAL SERVICE FOR PAY			
12. MILITARY EDUCATION (Course Title, number of weeks, month and year completed)		13. TOTAL SERVICE FOR RETIRED PAY			
		14. PRIMARY SPECIALTY NUMBER (TITLE AND DATE AWARDED)		(Additional specialty numbers and titles)	
14. HIGHEST EDUCATION LEVEL SUCCESSFULLY COMPLETED		15. DECORATIONS, MEDALS, BADGES, COMMENDATIONS, CITATIONS AND CAMPAIGN RIBBONS AWARDED THIS PERIOD			
SECONDARY/HIGH SCHOOL YRS (Gr 1-12)		(State Awards may be included)			
COLLEGE YRS					
16. SERVICEMAN'S GROUP LIFE INSURANCE COVERAGE					
<input type="checkbox"/> YES <input type="checkbox"/> NO AMT					
17. PERSONNEL SECURITY INVESTIGATION					
a. TYPE		b. INVESTIGATION			
18. REMARKS					
19. MAILING ADDRESS AFTER SEPARATION (Street, City, County, State, and Zip Code)				20. SIGNATURE OF PERSON BEING SEPARATED	
				Click to sign	
21. NAME, GRADE AND TITLE OF AUTHORIZING OFFICER				22. SIGNATURE OF OFFICER AUTHORIZED TO SIGN	
				Click to sign	
23. AUTHORITY AND REASON					
24. CHARACTER OF SERVICE		25. TYPE OF CERTIFICATE USED		26. REENLISTMENT ELIGIBILITY	
27. <input type="checkbox"/> REQUEST		<input type="checkbox"/> DECLINE COPIES OF MY NGB FORM 22		INITIALS	

NGB FORM 22, 20140731 (USE PREVIOUS EDITIONS UNTIL EXHAUSTED)

Attachment 3

EXAMPLE OF NGB FORM 22A

Figure A3.1. Example of NGB Form 22A.

DEPARTMENTS OF THE ARMY AND THE AIR FORCE NATIONAL GUARD BUREAU CORRECTION TO NGB FORM 22 The proponent agency is ARNG-HRH. The prescribing directive is NGR 600-200.			
PRIVACY ACT STATEMENT 1. AUTHORITY: Title 10 USC 12101 and 12103, Title 32 USC 301 and 304, and Executive Order 9397. 2. PURPOSE: Used for amendments and corrections to the original NGB Form 22 (Report of Separation). The original and one copy will be provided to the soldier. A copy will be maintained by the MILPO for state records. For organizational use only. 3. ROUTINE USES: None 4. DISCLOSURE: Voluntary; However, failure to provide Service Number may result in a delayed or erroneous processing of NGB Form 22A.			
Report of Separation and Record of Service in the _____ National Guard of _____ and as a Reserve of the _____			
IDENTIFICATION DATA			
Name: (Last, First, Middle Initial)	Service Number:	Date of Discharge:	Place of Discharge:
Permanent Mailing Address:		Organization & Home Station:	
CORRECTION DATA			
The original Report of Separation and Record of Service (NGB Form 22) for the above named individual is corrected as indicated below. Effective date:			YYYY/MM/DD
Item Number	Correct to Read		
Name, Grade, and Title of Authorizing Official:		Signature:	Date: YYYY/MM/DD
Distribution: (Same distribution as the original NGB Form 22 or as otherwise directed by State authority.)			

Attachment 4

EXAMPLE OF NGB FORM 438

Figure A4.1. Example of NGB Form 438.

Honorable Discharge



FROM THE ARMED FORCES OF THE UNITED STATES OF AMERICA

This is to certify that

was Honorably Discharged from the _____

Air National Guard

and the Reserve of the United States Air Force, this _____ *day of* _____

This certificate is awarded as a testimonial of Honest and Faithful Service.



NGB FORM 438, 20140123 (PREVIOUS EDITIONS MAY BE USED)

"This discharge does not relieve the individual named herein from any unfilled obligation to perform military service which may be imposed on them by law."

Attachment 5

EXAMPLE OF NGB FORM 438A

Figure A5.1. Example of NGB Form 438a.



NGB FORM 438A, 20140123 (PREVIOUS EDITIONS MAY BE USED)


"This discharge does not relieve the individual named herein from any unfulfilled obligation to perform military service which may be imposed on them by law."

Attachment 6

EXAMPLE OF NGB FORM 439

Figure A6.1. Example of NGB Form 439.

General Discharge




FROM THE ARMED FORCES OF THE UNITED STATES OF AMERICA

This is to certify that

was Discharged Under Honorable Conditions from the _____

Air National Guard

and the Reserve of the United States Air Force, this _____ day of _____



NGB FORM 439, 20140123 (PREVIOUS EDITIONS MAY BE USED)

"This discharge does not relieve the individual named herein from any unfulfilled obligation to perform military service which may be imposed on them by law."

Attachment 7

EXAMPLE NGB FORM 439A

Figure A7.1. Example NGB Form 439A.

