BY ORDER OF THE CHIEF,
NATIONAL GUARD BUREAU

AIR NATIONAL GUARD INSTRUCTION 36-3201
4 MAY 1995

PERSONNEL

AIR NATIONAL GUARD SEPARATIONS DOCUMENTS

This instruction applies to all officers and enlisted members of the Air National Guard. This instruction establishes procedures and constitutes authority for the preparation and disposition of separation documents for members of the Air National Guard. It implements AFPD 36-32.

SUMMARY OF CHANGES

This is the first publication of ANGI 36-3201.

Chapter 1

Preparation and Disposition of NGB Form 22, Report of Separation/Discharge and Record of Service, and NGB Form 22A, Correction to NGB Form 22

1.1. General Instructions. NGB Form 22 will be prepared for all separations and discharges from the ANG with the exception of minority (enlistment at or under age seventeen), or deaths. The form is governed by the Privacy Act of 1974.

1.2. NGB Form 22 Distribution. Original to the member, copy two to the member upon request, copy three to the Field Record Group, and copy four to the State Adjutant General.

1.3. Preparation of NGB Form 22:

1.3.1. Enter all entries on the NGB Form 22 (attachment 1) except the signature. Record all dates in numerical fashion in Blocks 4, 6, 7, 11, and 17b (Example 830518). For other blocks which require a date, record as shown in sample NGB Form 22. Place one row of diagonals under the last entry in Blocks 9, 12, 13, 15, and 18. If there is no room under the last entry in any of these blocks (i.e., the space is filled), a row of diagonals is not required. If the entry in blocks 12, 13, 15, or 18 is complete without filling an entire line (or if these blocks are continued using a "Continuation Sheet"), enter diagonals to fill the remainer of the line. If the space allowed for entries in Blocks 12, 13, 15, and 18 is too small for the required data, enter as much as possible, and note that it is continued in Block 18. For each entry continued in Block 18, enter "Block 12, 13, or 15", and continue to follow instructions for the applicable block. If still more space is needed, continue on plain white bond paper. See format for the "Continuation Sheet" (attachment 2). Every block must have an entry. If a block is not applicable, or if no information is to be entered, type "NA" in the block.

1.3.2. NGB Form 22 is self explanatory with the following exceptions:

1.3.2.1. Heading. AND AS A RESERVE OF THE _____ enter "Air Force" if a concurrent discharge; i.e., no transfer to USAFR. If separation is from State only, line through and initial entry.

1.3.2.2. Block 2. Indicate Component and Department as follows: "Air Force ANGUS".

1.3.2.3. Block 5a. Enter grade held at separation, in abbreviation form. (Example SMSgt or MSgt).

1.3.2.4. Block 5b. Enter the equivalent numerical rating for the grade shown in block 5a (Example E8 or E7).

1.3.2.5. Block 9. If separated from the ANG and concurrently discharged as a Reserve of the Air Force enter "NA". If transferred to the USAF Reserve, show unit of assignment and the Reserve section. (Example:ARPC/NNRPS, RD, Denver, CO 80280). For members placed on the Temporary Disabled Retirement List (TDRL), enter ARPC/NARS, NA, Denver, CO 80280. If transferred from one State ANG to another, enter new State and unit of assignment. If transferred to another active duty or Reserve component of the armed forces, enter component.

1.3.2.6. Block 10a. Enter total service completed during the period for which the form is being issued. Service is not creditable for time spent in an enlistment that is determined to be fraudulent and is specifically terminated by reason of fraud.

1.3.2.7. Block 10b. Prior Reserve Component Service. Any prior enlistments which were in a

1.3.2.7. Block 10b. Prior Reserve Component Service. Any prior enlistments which were in a Reserve component, including any active duty tours performed while in that component.
1.3.2.7. Block 10c. Prior Federal Active Service. Any enlistment a member had, serving in a regular military component.
1.3.2.8. Block 10d. Blocks 10a, 10b, and 10c will be totaled in this block.
1.3.2.9. Block 12. List formal in-service training courses successfully completed during the period. Omit only training courses for combat skills. Do not include any courses of less than 40 hours duration. Include Professional Military Education by correspondence through the Extension Course Institute and ANG-sponsored formal training (example: AMS or NCO Academy at PMEC). After course title, enter completion date. Indicate method of completion: (R) for Residence, (C) for Correspondence, and (S) for Seminar programs. For all courses, show in-residence course length. Use titles and abbreviations (Example: Fire Protection Craftsman, Dec 94, (R), 2 weeks), to include basic military training.
1.3.2.10. Block 13. Enter PAFSC and all additional AFSCs in which the member served for one or more years during period of report. In each AFSC, show only the highest skill level in which duty was performed. For PAFSC, give the title with the year, month and day AFSC was awarded, all additional AFSCs, just give the title. Include currently held Special Duty Identifiers (SDIs) and Reporting Identifiers (RIs), except do not use RIs 9P000, 9A200, 9A100, 9J000 as these are not authorized for reporting as AFSCs.
1.3.2.11. Block 18. Insert the following:
1.3.2.11.1. FSC, Blood Type , and aptitude test scores (to include AFQT and type of test administered).
1.3.2.11.2. Enter the following statement if member's MSO is not completed: "Airman has completed _____ years, _____months, and _____days toward obligation.
1.3.2.11.3. The following statements are required if eligible for Reserve Transition Assistance Program (RTAP):
1.3.2.11.4. If individual has over 1 year but less than 6 years' service include:
1.3.2.11.4.1. I acknowledge that I am eligible for 2 years' base exchange (BX) and limited commissary privileges.
1.3.2.11.4.2. Reserve Transition Assistance Program (RTAP) Code ___.
1.3.2.11.4.3. MGIB eligible: Yes/No.
1.3.2.11.5. If an individual has 6 years' service but less than 15 years' service include:
1.3.2.11.5.1. I acknowledge that I am eligible for 2 years' BX and limited commissary privileges and a lump sum separation pay.
1.3.2.11.5.2. Reserve Transition Assistance Program (RTAP) Code ____.
1.3.2.11.5.3. MGIB Eligible: Yes/No.
1.3.2.11.6. If an individual has 15 years' service but less than 20 years' service include:
1.3.2.11.6.1. I understand that I am eligible for early qualification for retired pay at age 60 and must apply for transfer to the Retired Reserve not later than one year following the date on which I am eligible to apply for such transfer.
1.3.2.11.6.2. Reserve Transition Assistance Program (RTAP) Code _____.
1.3.2.11.6.3. MGIB eligible: Yes/No.
1.3.2.11.7. If an individual has 20 years or more satisfactory service include:
1.3.2.11.7.1. Member authorized Special Separation Pay (SSP) in accordance with Public Law 102-484.
1.3.2.11.7.2. Reserve Transition Assistance Program (RTAP) Code _____.
1.3.2.11.7.3. MGIB Eligible: Yes/No.
1.3.2.12. Block 20. Signature to be in ink and legible on all copies. For those not available for signature, enter "Member not available for signature". For those refusing to sign, enter "Member refused to sign".
1.3.2.13. Block 22. To be signed by: COs in grade E-7 or above, or civilians in GS-7 or above may sign as authorizing official. The Director of Personnel or MPF Chief (Major or above) may authorize the Chief, Personnel Relocation Element (SSgt or GS-5 or above), in writing, to serve in this capacity.
1.3.2.14. Block 23. Indicate the separation directive, specific paragraph, subparagraph (if appropriate) and reason, and Separation Program Designator (SPD). Example: AFI 36-3209, Paragraph 3.13.1, Expiration of Enlistment, applicable SPD code.
1.3.2.15. Block 25. Enter "Eligible" or "Ineligible" for enlisted; "NA" for officers. The losing commander makes the recommendation for subsequent reenlistment.
1.3.2.16. Block 27. The servicing MPF representative should ask the member at the separation interview if copy 2 of NGB Form 22 is desired. Member must initial appropriate space to indicate request for copy 2 and place an "X" in the "Request" block. If member declines receipt of copy 2, it is destroyed. If member is unavailable, enter "Not Present" in "Initials" space and destroy copy 2 and

mail original copy to member at the address shown in block 19.

1.4. Purpose of NGB Form 22A (Attachment 2). This form will be used to correct erroneous entries or omission of pertinent facts on NGB Form 22 for individuals discharged from the National Guard.

Chapter 2

Discharge Certificates for Separation/Discharge

2.1. General Instructions. Discharge certificates will be prepared for all separations and discharges from the ANG. These forms are governed by the Privacy Act of 1974.

2.2. Types of Discharge Certificates:

2.2.1. NGB Form 438, (attachment 3), Honorable Discharge Certificate: This certificate is used when a member is separated from the ANG and as a Reserve of the Air Force.

2.2.2. NGB Form 438a, (attachment 4), Honorable Discharge Certificate: This certificate is used when a member is only separated from the ANG.

2.2.3. NGB Form 439, (attachment 5), General Discharge Certificate: This certificate is used when a member is separated from the ANG and as a Reserve of the Air Force.

2.2.4. NGB Form 439a, (attachment 6), General Discharge Certificate: This certificate is used when a member is separated only from the ANG.

DONALD W. SHEPPERD
Major General, USAF
Director, Air National Guard

OFFICIAL

DEBORAH GILMORE
Chief
Administrative Services

6 Attachments:
1. NGB Form 22, Report of Separation and Record of Service
2. NGB Form 22A, Correction to NGB Form 22
3. NGB Form 438, Honorable Discharge Certificate
4. NGB Form 438A, Honorable Discharge Certificate
5. NGB Form 439, General Discharge Certificate
6. NGB Form 439A, General Discharge Certificate

DEPARTMENTS OF THE ARMY AND THE AIR FORCE
NATIONAL GUARD BUREAU

REPORT OF SEPARATION AND RECORD OF SERVICE

REPORT OF SEPARATION AND RECORD OF SERVICE IN THE [1] AIR NATIONAL GUARD OF LOUISIANA AND AS A RESERVE OF THE [2] _____

1. Insert either Army or Air 2. Enlisted personnel only - insert only Army or Air Force

1. LAST NAME - FIRST NAME - MIDDLE NAME	2. DEPARTMENT, COMPONENT AND BRANCH	3. SOCIAL SECURITY NUMBER
USER, FREDDIE DAN	AIR FORCE--ANGUS	XXX-XX-XXXX

4. DATE OF ENL	YR	MO	DA	5a. RANK	5b. PAY GRADE	6. DATE OF RANK	YR	MO	DA	7. DATE OF BIRTH	YR	MO	DA
	88	09	20	SSG	E5		93	01	09		70	08	25

8a. STATION OR INSTALLATION AT WHICH EFFECTED	8b. EFFECTIVE DATE	YR	MO	DA
USNAS, NEW ORLEANS, LA 70143-5200		94	09	19

9. COMMAND TO WHICH TRANSFERRED	10. RECORD OF SERVICE	YRS	MOS	DAYS
USAR				
HQ ARPC (PAS: S731FLX2)	(a) NET SERVICE THIS PERIOD	06	00	00
DENVER CO 80280-5000	(b) PRIOR RESERVE COMPONENT SERVICE	00	00	00
//////////////////////////////////	(c) PRIOR ACTIVE FEDERAL SERVICE	00	00	00
11. TERMINAL DATE OF RESERVE / MILITARY SERVICE OBLIGATION — YR 96, MO 09, DA 19	(d) TOTAL SERVICE FOR PAY	06	00	00

12. MILITARY EDUCATION (Course Title, number of weeks, month and year completed)

BASIC MILITARY TRNG, 6WKS, JAN 89 (R)
SECURITY SPECIALIST SCHOOL, 5 WKS, MAR 89 (R)
NCO PREPARATORY CRSE, 2WKS, 1992 (C) ///////

13. PRIMARY SPECIALITY NUMBER, TITLE AND DATE AWARDED (Additional speciality numbers and titles)

3P071, SECURITY CRAFTSMAN, 94 JUL 10. ////

14. HIGHEST EDUCATION LEVEL SUCCESSFULLY COMPLETED
SECONDARY / HIGH SCHOOL 12 YRS (Gr 1-12) COLLEGE 00 YRS

16. SERVICEMAN'S GROUP LIFE INSURANCE COV
[X] YES [ ] NO
AMT $ 200,000

17. PERSONNEL SECURITY INVESTIGATION

a. TYPE	b. DATE COMPLETED
ENTNAC	881028

15. DECORATIONS, MEDALS, BADGES, COMMENDATIONS, CITATIONS AND CAMPAIGN RIBBONS AWARDED THIS PERIOD (State Awards may be included)

AF LGY SVC AWD, HUMANITARIAN SVC MDL, AF TRAINING RBN, NTL DEF SVC MDL, AF ACHIEVEMENT MDL, AF OUTSTANDING UNIT AWD. ////////////////////////////////

18. REMARKS A-450, HQ LA ANG, 94SEP15; DAFSC: 3P051; BLOOD TYPE: O POS. XIV (NORM 80) A79, E61, G46, M 63, AFQTZ 57. "AIRMAN HAS COMPLETED 06 YEARS, 00 MONTHS, AND 00 DAYS TOWARDS THIS OBLIGATION." //
NOTHING FOLLOWS//

19. MAILING ADDRESS AFTER SEPARATION (Street, RFD, City, County, State and Zip Code)
RT 4 BOX 1508
ABBEVILLE LA 70510-1508

20. SIGNATURE OF PERSON BEING SEPARATED
MEMBER NOT AVAILABLE FOR SIGNATURE

21. TYPED NAME, GRADE AND TITLE OF AUTHORIZING OFFICER
Mary J Crabgrass, Lt Colonel
Director, Personnel

22. SIGNATURE OF OFFICER AUTHORIZED TO SIGN

23. AUTHORITY AND REASON
ANGR 39-10, CHAPTER 2, PARA 2-4a(1) EXPIRATION TERM OF SERVICE - VOLUNTARY SPD MBR.

24. CHARACTER OF SERVICE	25. TYPE OF CERTIFICATE USED	26. REENLISTMENT ELIGIBILITY
HONORABLE	NGB FM 438a	ELIGIBLE

27. [ ] REQUEST [ ] DECLINE COPIES OF MY NGB FORM 22 INITIALS NOT PRESENT

NGB Form 22, Feb 83, Report of Separation and Record of Service

DEPARTMENTS OF THE ARMY AND THE AIR FORCE
NATIONAL GUARD BUREAU

CORRECTION TO NGB FORM 22

REPORT OF SEPARATION AND RECORD OF SERVICE IN THE[1] AIR NATIONAL GUARD OF[2] LOUISIANA

AND AS A RESERVE OF THE[3] _____

DATE OF CORRECTION 95 02 17

IDENTIFICATION DATA

NAME (Last, first, middle initial)	SERVICE NUMBER	DATE AND PLACE OF DISCHARGE
USER, FREDDIE, DAN	XXX-XX-XXXX	19 SEP 94

ORGANIZATION AND HOME STATION	PERMANENT ADDRESS FOR MAILING PURPOSES
	RT 4 BOX 1508 ABBEVILLE, LA 70510-1508

CORRECTIONS

THE ORIGINAL REPORT OF SEPARATION AND RECORD OF SERVICE (NGB FORM 22) FOR THE ABOVE-NAMED INDIVIDUAL IS CORRECTED AS INDICATED BELOW:

ITEM NR	CORRECTED TO READ
13	3P051, SECURITY JOURNEYMAN 90 JAN 11

TYPED NAME, GRADE OF OFFICER AUTHORIZED TO SIGN	SIGNATURE
Mary J Crabgrass, Lt Col Executive Staff Support Officer	

DISTRIBUTION:

NGB FORM 10 MAR 88 22A

1 Insert either Army or Air
2 Insert either Army or Air Force

(See reverse side for instructions for preparation)

Honorable Discharge

FROM THE ARMED FORCES OF THE UNITED STATES OF AMERICA

This is to certify that

FREDDIE DAN USER

was Honorably Discharged from the

Air National Guard

of STATE OF LOUISIANA

and the Reserve of the United States Air Force

on the 19th *day of* SEPTEMBER

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

This discharge does not relieve the individual named herein from any RESERVE or SERVICE OBLIGATION to which he may be subject under the provisions of The Universal Military Training and Service Act, as amended.

MARY J. CRABGRASS, LT COL
DIRECTOR, PERSONNEL

NGB FORM 10 MAR 70 438 (Revision of NGB Form 438, dated 1 Jan 63, which is obsolete)

Honorable Discharge

from the Federally Recognized Air National Guard of the United States of America

This is to certify that

FREDDIE DAN USER

was Honorably Discharged from the

Air National Guard

of STATE OF LOUISIANA

on the 19th *day of* SEPTEMBER

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

This discharge does not relieve the individual named herein from any RESERVE or SERVICE OBLIGATION to which he may be subject under the provisions of The Universal Military Training and Service Act, as amended.

MARY J. CRABGRASS, LT COL
DIRECTOR, PERSONNEL

NGB FORM 15 DEC 70 430a (Maximum NGB Form 430a, dated 1 Jan 62, which is obsolete)

General Discharge

Under Honorable Conditions from the Armed Forces of the United States of America

This is to certify that

FREDDIE DAN USER

was Discharged from the AIR NATIONAL GUARD OF

THE STATE OF LOUISIANA

AND THE RESERVE OF THE UNITED STATES AIR FORCE

on the 19th *day of* SEPTEMBER

under honorable conditions

BUT SHALL NOT BE CONSTRUED AS RELIEVING THE INDIVIDUAL NAMED HEREIN FROM ANY RESERVE OR SERVICE OBLIGATION TO WHICH HE MAY BE SUBJECT UNDER THE PROVISIONS OF THE UNIVERSAL MILITARY TRAINING AND SERVICE ACT, AS AMENDED.

MARY J. CRABGRASS, LT COLONEL

DIRECTOR, PERSONNEL

DD FORM 1 JAN 53 439

General Discharge

from the Federally Recognized Air National Guard of the United States of America

This is to certify that

FREDDIE DAN USER

was Discharged from the AIR NATIONAL GUARD OF

THE STATE OF LOUISIANA

on the 19th *day of* SEPTEMBER

under honorable conditions

BUT SHALL NOT BE CONSTRUED AS RELIEVING THE INDIVIDUAL NAMED HEREIN FROM ANY RESERVE OR SERVICE OBLIGATION TO WHICH HE MAY BE SUBJECT UNDER THE PROVISIONS OF THE UNIVERSAL MILITARY TRAINING AND SERVICE ACT, AS AMENDED.

MARY J. CRABGRASS, LT COLONEL

DIRECTOR, PERSONNEL

USD FORM 1 JAN 63 439a