

**Prepare and Distribute NGB Form 22 (National Guard Report of Separation and Record of Service) Process: Preparation of separation documents for every Soldier being separated from the ARNG or released from the custody and control of the military**

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
1	Receive discharge order from the State (MILPO Orders)	Human Resources (HR) Professional receives Soldier's discharge orders from the MILPO Orders System.	AR 600-8-105		MILPO Orders	
2	Soldier also being released from Active Duty?	<p>If the Soldier is also being released from Active Duty, DD Form 214 (Certification of Release or Discharge From Active Duty) also needs to be created.</p> <p>If the Soldier is being released from Active Duty, go to step 3.</p> <p>If the Soldier is not being released from Active Duty, go to step 4.</p>	<p>AR 635-5</p> <p>NGR 600-200</p> <p>NGR 635-100</p>	DD Form 214		
3	Go to Prepare and Distribute DD Form 214 (Certificate of Release or Discharge From Active Duty) Process (Complete Map)	Go to Prepare and Distribute DD Form 214 (Certificate of Release or Discharge From Active Duty) Process: Preparation of separation documents for a Soldier's Retirement, discharge, or release from Active Duty.	Go to Prepare and Distribute DD Form 214 (Certificate of Release or Discharge From Active Duty) Process for more details.	Go to Prepare and Distribute DD Form 214 (Certificate of Release or Discharge From Active Duty) Process for more details.	Go to Prepare and Distribute DD Form 214 (Certificate of Release or Discharge From Active Duty) Process for more details.	
4	Validate Soldier's discharge date and close-out (RPAM)	HR Specialist validates Soldier's discharge date and closes-out the Retirement Points Accounting Management (RPAM) Statement within RPAM.	<p>NGR 600-200</p> <p>NGR 635-100</p>	<p>DD Form 214</p> <p>DD Form 215</p> <p>NGB Form 22</p> <p>NGB Form 22A</p>	RPAM	

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5	Generate draft NGB Form 22 (TRANSPROC)	HR Professional generates a draft NGB Form 22 (National Guard Report of Separation and Record of Service) using appropriate source documents.	AR 635-5, Chapter 2-3	DA Form 2-1 DA Form 4037 Enlisted Record Brief (ERB) NGB Form 22	iPERMS TRANSPROC	In accordance with AR 635-5 (Separation Documents), Chapter 2-3b, appropriate source document include, but are not limited to: (1) Enlisted Record Brief (ERB) (2) DA Form 4037 (Officer Record Brief) (ORB) (computer generated) (3) Separation approval authority documentation, if applicable (4) Separation order (5) Any other document authorized for filing in the Official Military Personnel File found in Interactive Personnel Electronic Records Management System (iPERMS)
6	Go to Processing Documents in iPERMS Process (Steps 3-20)	Go to Processing Documents in iPERMS Process: Create a batch, index, and verify in iPERMS, steps 3-20, for more details.	Go to Processing Documents in iPERMS Process for more details.	Go to Processing Documents in iPERMS Process for more details.	Go to Processing Documents in iPERMS Process for more details.	
7	Review the draft NGB Form 22 (iPERMS and RPAM)	Approval Authority reviews the draft NGB Form 22 (National Guard Report of Separation and Record of Service) by using source documents.	NGR 600-200 NGR 635-100	NGB Form 22	iPERMS RPAM	
8	Validate the draft NGB Form 22 (iPERMS and RPAM)	Approval Authority determines if the draft NGB Form 22 (National Guard Report of Separation and Record of Service) is valid.  If the NGB Form 22 is not valid, go to step 9.  If the NGB Form 22 is valid, go to step 10.	NGR 600-200 NGR 635-100	NGB Form 22	iPERMS RPAM	

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9	Return to originator (iPERMS)	<p>If the NGB Form 22 (National Guard Report of Separation and Record of Service) is not valid, the Approval Authority returns NGB Form 22 (National Guard Report of Separation and Record of Service) to HR Professional via iPERMS for review, correction and resubmission, as appropriate.</p> <p>Go back to step 5.</p>	<p>NGR 600-200</p> <p>NGR 635-100</p>	NGB Form 22	iPERMS	
10	Produce final NGB Form 22	HR Professional, Branch Specialist, or Approval Authority produces the final NGB Form 22 (National Guard Report of Separation and Record of Service) by providing authorizing signature and distributing as appropriate.	<p>NGR 600-200</p> <p>NGR 635-100</p>	NGB Form 22		<p>In accordance with, NGR 600-200 (Enlisted Personnel Management) distribution includes:</p> <p>(1) Physically give the original to the Soldier or mail it to the Soldier by certified mail.</p> <p>(2) Include Copy 1 if the Soldier completed the "Request" block in item 27 of Copy 2 prior to separation action. If the Soldier indicated "Decline copies of my NGB Form 22" or is not available to sign item 27, file Copy 1 in the official OMPF maintained by the state and later given to the individual if requested.</p> <p>(3) File Copy 2 in the permanent section of the OMPF. The disposition of the OMPF will be in accordance with AR 600-8-104 (tables 6-12, 6-14 or 6-16).</p> <p>(4) Retain Copy 3 in State historical files.</p>
11	Scan NGB Form 22	HR Professional scans NGB Form 22 (National Guard Report of Separation and Record of Service) into iPERMS and also processes in the Standard Installation and Division Personnel System (SIDPERS).		NGB Form 22	<p>iPERMS</p> <p>SIDPERS</p>	

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12	Counsel the Soldier	Unit Commanders counsels the Soldier being discharged about the significance of NGB Form 22 (National Guard Report of Separation and Record of Service) and proceeds as necessary to obtain a copy.	NGR 600-200, Chapter 6-17d NGR 635-100	NGB Form 22		