

Prepare and Distribute Discharge Certificates Process: Preparation of documents for Soldier's whose service is characterized as honorable or under honorable conditions

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
1	Receipt of discharge or separation order (MILPO Orders)	Human Resource (HR) Professional receives discharge or separation order for a Soldier via MILPO Orders.			MILPO Orders	
2	Prepare applicable discharge certificate	<p>HR Professional prepares applicable discharge certificate.</p> <p>The type of discharge certificate used is determined by the type of discharge noted on the separation/discharge order per NGR 600-200 (Enlisted Personnel Management).</p>	NGR 600-200	<p>NGB Form 55</p> <p>NGB Form 55A</p> <p>NGB Form 55B</p> <p>NGB Form 56</p> <p>NGB Form 56A</p>		<p>Discharge certificates may be prepared in an automated system, this varies by State.</p> <p>NGR 600-200 (Enlisted Personnel Management), Chapter 6-15, provides specifics for preparation of the certificate.</p>
3	Obtain appropriate signature	HR Professional obtains appropriate signature.	NGR 600-200, Chapter 6-14, Chapter 6-15	<p>NGB Form 55</p> <p>NGB Form 55A</p> <p>NGB Form 55B</p> <p>NGB Form 56</p> <p>NGB Form 56A</p>		<p>According to NGR 600-200, (Enlisted Personnel Management), Chapter 6-15, c(3), discharge certificates normally will be authenticated by a Commissioned Officer or Commissioned Warrant Officer. However, the separation authority or other appropriate commander may delegate this authority to a Noncommissioned Officer in the rank/grade of Sergeant First Class (SFC) and above or DA civilian in the grade of GS-7 and above. The designated official will sign the certificate in the space provided. Signature blocks will be in accordance with NGR 25-50.</p>

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4	Sign and forward documentation	Signature Authority signs the discharge certificate and forwards the discharge certificate to HR Professional for processing.	NGR 600-200, Chapter 6-14, Chapter 6-15	NGB Form 55 NGB Form 55A NGB Form 55B NGB Form 56 NGB Form 56A		
5	Scan discharge certificate and NGB Form 22 (iPERMS and SIDPERS)	HR Professional scans the discharge certificate and NGB Form 22 (National Guard Report of Separation and Record of Service) into the Interactive Personnel Electronic Records Management System (iPERMS) and the Standard Installation/Division Personnel System (SIDPERS).		NGB Form 22 NGB Form 55 NGB Form 55A NGB Form 55B NGB Form 56 NGB Form 56A	iPERMS SIDPERS	

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6	Send discharge certificate	HR Professional notifies Soldier of discharge in accordance with NGR 600-200 (Enlisted Personnel Management), Chapter 6-21.	NGR 600-200, Chapter 6-21	NGB Form 22 NGB Form 55 NGB Form 55A NGB Form 55B NGB Form 56 NGB Form 56A		NGR 600-200 (Enlisted Personnel Management), Chapter 6-21, notification of discharge may be either: a. Actual – by giving to the Soldier the discharge order, certificate, and original (and Copy 1 if requested) of NGB Form 22. b. Constructive – when, due to the absence of the Soldier, actual delivery of the discharge certificate and related documents cannot be accomplished. Receipt by the Soldier’s organization of the order directing the discharge is sufficient notice to provide constructive notification of discharge. A notation will be made in item 18, “Remarks” of the NGB Form 22 explaining the reason for the constructive notification. The discharge order, certificate, and original of NGB Form 22 will be mailed to the Soldier’s last official address per AR 135-91. If the mailing is returned undelivered or refused; the unit will forward the envelope and documents to the AG (MPMO/G1) for inclusion in the Soldier’s state file.
7	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.	
8	Go to SIDPERS Transactions from PERMS Batches Process (Complete Map)	Go to SIDPERS Transactions from PERMS Batches Process: Inputting Soldier’s documents/information to process in SIDPERS, complete map, for more details.	Go to SIDPERS Transactions from PERMS Batches Process for more details.	Go to SIDPERS Transactions from PERMS Batches Process for more details.	Go to SIDPERS Transactions from PERMS Batches Process for more details.	