

Instructions for Submitting Archive Records Request

If you are filling out this form to request Archive Records there are three methods for submitting your request:

- 1) You can print this form and physically mail it to:

Archive Records
Michigan National Guard Joint Force Headquarters
3411 N. Martin Luther King Blvd Lansing, MI 48906-2934

or

- 2) You can fax this form to (517) 481-8363. ATTN: Archive Records

or

- 3) If you would like to email this form please reach out to Archive Records via phone at (517) 481-8331 or email at ng.mi.miarng.mbx.archive-records@mail.mil first in order to get instructions on how to correctly submit to encrypt your Personally Identifiable Information (PII). **DO NOT** submit email without contacting Archive Records first. If you email without contacting Archive Records first your SSN or PII may be automatically deleted from this form and we will be unable to fulfill your request.

The signature on this form must be your physical payroll signature. The only way you may digitally sign is if you have a Common Access Card (CAC). Any other digital signature created that is not your physical signature will not be accepted.

Please fill out this form as complete as possible so we may be able to assist you.



**Request For
Michigan National Guard
Records**

ng.mi.miarng.mbx.archive-records@mail.mil

Archive Records

MICHIGAN NATIONAL GUARD JOINT
FORCE HEADQUARTERS
3411 N. MARTIN LUTHER KING BLVD
LANSING, MI 48906-2934

Phone: (517) 481-8331 Fax: (517) 481-8363

RESTRICTIONS ON RELEASE OF INFORMATION: Information from records of retired/discharged military personnel are released subject to restrictions imposed by military departments consistent with provisions in the Freedom of Information Act of 1967 (Revised 1974) and the Privacy Act of 1974.

PLEASE PROVIDE ALL INFORMATION. INCOMPLETE FORMS WILL BE RETURNED.

SECTION 1 – SOLDIER INFORMATION (Required to Locate Records)

PLEASE PRINT:

NAME (Last, First, MI):

SSN/SERVICE NUMBER(S): DATE OF BIRTH:

MICHIGAN NATIONAL GUARD MEMBERSHIP: ARMY AIR OFFICER ENLISTED

APPROXIMATE DATES OF SERVICE FROM: TO:

IS THE INDIVIDUAL DECEASED: YES NO IS THE INDIVIDUAL RETIRED: YES NO

SECTION II – REQUESTED INFORMATION

NGB 22 and/or DD 214, also includes all pertinent service records including NGB 23B discharge orders and any other required forms for proof of service.

Medical Records

Purpose (why do you need these documents?):

SECTION III – REQUESTOR INFORMATION

Individual Family Member Official Business Recruiter

Phone Number:

Name:

FAX:

Street Address

E-Mail:

City, State, Zip

I understand by checking this box and typing my initials here nm that my digital signature in the signature field below is legally binding and certifies that I am indeed the person requesting the records or an authorized representative thereof and I declare under penalty of perjury that the foregoing in true and correct.

Signature

Date

Note: Family members do not have access to spouse, sibling, or parental records without permission from said family member and subsequent filling out of the above form and proof of identity. Additionally in the case of a death of a service member or incapacitation proof of death or power of attorney will be required to obtain the records of said individual. **RECORDS ARE PROTECTED UNDER THE FEDERAL PRIVACY ACT. JULY 2020**

INSTRUCTION AND INFORMATION SHEET

1. Personnel records and Service Treatment Records (STR). Personnel records of military members who were discharged, retired, or died in service less than 62 years ago and STR's are in the legal custody of the military service department and are administered in accordance with rules issued by the Department of Defense, the Department of Homeland Security (DHS, Coast Guard), and the State of Michigan.

a. Release of information: Release of information is subject to restrictions imposed by the military services consistent with Department of Defense regulations and the provisions of the Freedom of Information Act (FOIA) and the Privacy Act of 1974. The service member (either past or present) or the member's legal guardian has access to almost any information contained in that member's own record. An authorization signature, of the service member or the member's legal guardian, is needed in Section III of the Michigan National Guard Request Form. Others requesting information from military personnel records and/or STR's must have the release authorization in Section III signed by the member or legal guardian. If the appropriate signature cannot be obtained, only limited types of information can be provided. If the former member is deceased, surviving next of kin may, under certain circumstances, be entitled to greater access to a deceased veteran's records than a member of the general public. The next of kin may be any of the following: un-remarried surviving spouse, father, mother, son, daughter, sister, or brother. Requesters **must provide proof of death**, such as a copy of a death certificate, letter from funeral home or obituary.

2. Where reply may be sent. The reply may be sent to the service member or any other address designated by the service member in Section III or other **authorized** requester.

3. It is best to be very clear when filling out your **purpose**. In some cases you may be requesting the wrong documents, and we want to be sure we provide you with the correct documentation.

4. Definitions and abbreviations. DISCHARGED/ETS -- the individual has no current military status; SERVICE TREATMENT RECORD (STR) -- The chronology of medical, mental health and dental care received by service members during the course of their military career; OMPF -- Official Military Personnel File.

5. **If you are currently serving please see your Readiness NCO for help downloading your service records from IPERMS. If you served up to or beyond 2005 or enlisted in 2005 or later then your records may be stored digitally. If you are retired or have been discharged from the Michigan Army National Guard please visit the following link to the Army eBenefits site and set up an account which will allow you to download your Official Military Personnel File <https://eauth.va.gov/ebenefits-portal/> requests sent to this office that can be obtained through IPERMS directly or an account on the eBenefits site will be returned without action.**

PRIVACY ACT OF 1974 COMPLIANCE INFORMATION

The following information is provided in accordance with 5 U.S.C. 552a (e)(3) and applies to this form. Authority for collection of the information is 44 U.S.C. 2907, 3101, and 3103, and Public Law 104-134 (April 26, 1996), as amended in title 31, section 7701. Disclosure of the information is voluntary. If the requested information is not provided, it may delay servicing your inquiry because the facility servicing the service member's record may not have all of the information needed to locate it. The purpose of the information on this form is to assist the facility servicing the records (see the address list) in locating the correct military service record(s) or information to answer your inquiry. This form is then retained as a record of disclosure. The form may also be disclosed to Department of Defense components, the Department of Veterans Affairs, the Department of Homeland Security (DHS, U.S. Coast Guard), or the National Archives and Records Administration when the original custodian of the military health and personnel records transfers all or part of those records to that agency. If the service member was a member of the National Guard, the form may also be disclosed to the Adjutant General of the appropriate state, District of Columbia, or Puerto Rico, where he or she served.