

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 _____ NATIONAL GUARD OF _____
AND AS A RESERVE OF THE ² _____
DATE OF CORRECTION _____

IDENTIFICATION DATA

NAME (Last, First, Middle initial)	SERVICE NUMBER	DATE AND PLACE OF DISCHARGE
ORGANIZATION AND HOME STATION	PERMANENT ADDRESS FOR MAILING PURPOSES	

CORRECTIONS

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

ITEM NR	CORRECT TO READ

TYPED NAME, GRADE OF OFFICER AUTHORIZED TO SIGN	SIGNATURE
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DISTRIBUTION:

INSTRUCTIONS FOR PREPARING NGB FORM 22A

1. Purpose: 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.
2. When Prepared: Subsequent to discharge action and the completion of NGB Form 22, when substantiated by official records, this form (NGB Form 22A) will be used to correct or amend NGB Form 22 previously issued
3. Copies Prepared: NGB Form 22A will be prepared in sufficient copies to be given the same distribution as the original NGB Form 22 or as otherwise directed by the State military authorities. The distribution will be listed on the form.
4. How Prepared: When it has been determined from official records available to the State military authorities that the NGB Form 22 issued an individual contains an error or omission of pertinent facts, it may be corrected by preparing NGB Form 22A. The following examples reflect correction of service number, date of birth and total years of service for pay purposes. They are to be used as a guide for the correction of other number items on NGB Form 22.

ITEM NR.	CORRECTED TO READ
2	22 911 112
10	30 JUL 22
27	3 YEARS 1 MONTH 15

5. Authentication: The State AG or authorized assistant is authorized to authenticate the NGB Form 22A. This authority will not be further delegated.