

GAARNG G-1
Human Resources Services Branch
(NGGA-PER)

**Requesting
Archived Records
for Former Members
of the GAARNG**

Joint Force Headquarters
Georgia Army National Guard
Marietta, GA
1 October 2024

SUMMARY of CHANGE

SOP

Requesting Archived Records for former members of the GAARNG

Revision dated 1 October 2024

- o Updated new version SF 180 Attachment 1.
- o Updated new version DD Form 2870.

Contents

Chapter 1 Overview

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Chapter 1 Overview

1-1. Purpose

To provide clear procedural guidance for requesting personnel and medical records for former members of the GAARNG.

1-2. References

See appendix A

ATTACHMENTS:

Attachment 1 - (Standard Form 180)

Attachment 2 - (DD Form 2870)

Attachment 3 - (FAQ)

Chapter 2 Request of Personnel or Medical Records

2-1. Guidelines and Criteria

Procedures for service members who have been discharged from the Georgia Army National Guard and cannot locate their personnel or medical records.

Requesting Procedures:

- a. Requests are received by phone at 678-569-5385/5855 or emails from individuals to ng.ga.gaarnng.list.ngga-g1-epb-archives@army.mil and USPS mail.
- b. Service member will complete and sign the Standard Form (SF) 180 "Request Pertaining to Military Records" and submit with a legible copy of a valid State ID/Driver's license.
- c. Submit the SF 180 by forwarding it to the G-1 Archived Records Department via email at ng.ga.gaarnng.list.ngga-g1-epb-archives@army.mil , USPS to Georgia Army National Guard; 1000 Halsey Ave., Bldg. 447, Marietta, GA 30060, ATTN: G1-HSB-Records.
- d. Third party records and medical requests must submit written authorization DD Form 2870 (Authorization for Disclosure of Medical or Dental Information, signed by service member). In the event the service member is deceased, requestor must submit death certificate and verification of their relationship to the deceased service member. In the event the requestor is non-related to the service member, the requestor must submit power of attorney documentation to process the records request.
- e. G-1 Records requests for State archives will be submitted to the HR Services Branch via the GA Form 0206-R. State Archive requests are submitted NLT noon, on Wednesday in the event the HR staff determines existence of a service member file, the HR staff will forward the request to the State Archives Center.
- f. G-1 Archives will request medical records via the Health Readiness Records (HRR) in MEDCHART. In the event medical records are not found in the service member's personnel file, G-1 Archives will forward medical records requests to Medical Detachment, Medical Records Repository (MRR).
- g. Personnel and medical records retrieved will be copied and mailed to the address provided on the SF 180 then converted to electronic files and copied to the G-1, Archived Records master shared listing.
- h. In the event records are not found, a memorandum will be generated and sent to the requestor's address and the following additional resources will be provided:
 - (1) The National Archives:
<http://www.archives.gov/veterans/military-service-records/evetrecs-help.html>
<https://www.archives.gov/st-louis/military-personnel>
 - (2) Department of Defense Finance and Accounting Service (DFAS). Copies of your Leave and Earning Statement (LES) may be used to document military service.
<http://www.dfas.mil/customerservice/lesrequest.html>. Contact Number (317) 212-7034.
 - (3) United States Army Human Resources Command: Tel: (888) 276-9472
<http://www.hrc.army.mil>

**Appendix A
References**

**Section I
Publications**

AR 25-400-2

The Army Records Information Management System (ARIMS), dated 18 October 2022

**Section II
Forms**

DD Form 2870

Authorization for Disclosure of Medical or Dental Information, dated November 2023

Standard Form (SF) 180

Instructions and Information Sheet for SF 180, Request Pertaining to Military Records, REV date March 2024

Appendix B

Figure List (Not Used)

Glossary

Section I Abbreviations

AMHRR

Army Military Human Resource Record

HSB

GAARNG G-1 Human Resource Services Branch

iPERMS

Interactive Personnel Electronic Records Management System

SOP

Standard operating procedure (formerly standing operating procedure, changed by JP 3-31 and JP 1-02)

Section II Terms

G1

Deputy Chief of Staff, Personnel (DCSPER); the senior military personnel officer (MILPO) at division and above.

G-1

The office and staff of the G1.