

National Guard Regulation 672-5

Military Personnel

Service Recognition

**National Guard Bureau
Arlington, VA 22202-3231
3 June 2011**

UNCLASSIFIED

SUMMARY of CHANGE

NGR 672-5
Service Recognition
3 June 2011

The original regulation addressing the use of the "CERTIFICATE OF SERVICE" (a presentation quality certificate recognizing upon retirement a Soldier's total military service - to include service in the National Guard) was a one- page document; National Guard Regulation No. 672-5 and Air National Guard Regulation No. 35-02, Service Recognition, 1 August 1986. This document erroneously referred to the form as NGB Form 52, which is also a "Certificate of Service" but recognizes tenure in Federal service. During the annual regulation/forms review process, NGR 672-5 was rescinded based on the rationale that NGB Form 52 was better defined in a later regulation (TPR 451, Performance Management). This action left NGB Form 35 without a prescribing regulation. In the interim, NGB-ARH Policy Memorandum # 09-038 (Interim Policy Guidance for Service Recognition upon an ARNG Soldier's Retirement Certificate of Service Recognition) has served as the authority to issue the CERTIFICATE OF SERVICE (NGB Form 35). NGB-ARH Policy Memorandum # 09-038 is rescinded with the fielding of this regulation.

- o This document is no longer a dual service regulation; it applies solely to the Army National Guard (ARNG) and Army National Guard of the United States (ARNGUS)
- o This revision reinstates NGR 672-5 as the prescribing regulation for NGB Form 35, CERTIFICATE OF SERVICE.
- o Changes the criteria for National Guard tenure from 10 years to 6 years to be consistent with the other retirement eligibility standards for Soldiers' who have served in both the Active Component(s) and the National Guard.

Military Personnel

Service Recognition

By Order of the Secretary of the Army:

CRAIG R. MCKINLEY
General, USAF
Chief, National Guard Bureau

Official:

GARY SZABO
Col USAF
Chief, Strategy and Policy Division

History. This document reissues, with corrections, the original (one page) document, which contained an erroneous reference to another form - also entitled "Certificate of Service". This publication supersedes NGR 672-5, 1 Aug 86.

Summary. This regulation reaffirms the criteria and procedures to award a Certificate of Service (NGB Form 35) to members of the Army National Guard upon their retirement. This regulation is the proponent for the National Guard Bureau Certificate of Service (NGB Form 35).

Applicability. This document is no longer a dual service regulation; it applies solely to the Army National Guard (ARNG) and Army National Guard of the United States (ARNGUS).

Proponent and exception authority. The proponent of this regulation is ARNG-HRH. The proponent has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation.

Management control process. This regulation is not subject to the requirements of AR 11-2.

Supplementation. Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from Chief, National Guard Bureau, ATTN: ARNG-HRH, 1411 Jefferson Davis Highway, Suite 3100, Arlington, VA 22202-3231. Local supplementation of this regulation is not authorized unless approved by the Chief, National Guard Bureau (CNGB).

Suggested improvements. Users of this regulation are invited to send comments and suggested improvements on Department of the Army (DA) Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Chief, National Guard Bureau, ATTN: ARNG-HRH, 1411 Jefferson Davis Highway, Arlington, VA 22202-3231.

Distribution. This regulation is available in electronic media only and is intended for command levels A through E for the ARNGUS.

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Glossary

Chapter 1 Regulation

1-1. Purpose

A Certificate of Service (NGB Form 35) is available to be presented to members of the Army National Guard (ARNG) and the Army National Guard of the United States (ARNGUS) upon retirement as a presentation document in recognition of 20, or more, years of honorable and faithful service in the Armed Forces of the United States. To be eligible to receive this certificate, a Soldier must have served a minimum of six years in the Army National Guard, be eligible for retirement (received the notification of basic eligibility), and have completed the requirements for retirement per paragraph 1-4f (1). States may waive the six year requirement for exceptional cases at the discretion of the Adjutant General (TAG).

1-2. References

Required and related publications and referenced forms are listed in appendix A.

1-3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are defined in the Glossary.

1-4. Responsibilities

- a. The Chief, National Guard Bureau (CNGB) has delegated general staff responsibility for the administration of the Army National Guard to the Director, Army National Guard (DARNG).
- b. Personnel Policy and Readiness Division (ARNG-HRH) will:
 - (1) Cause an appropriate certificate in recognition of faithful service in the ARNG to be designed/printed.
 - (2) Establish policy, criteria, and guidance for issuing such forms.
- c. National Guard Publication Management Center (NGB-DMJ-P) will:
 - (1) Design, print, stock, distribute, and administer the form.
 - (2) Maintain an adequate supply of the form to be available when requisitioned by the States.
- d. The State Adjutants General (TAG) may:
 - (1) Delegate the responsibility for administration of this form to the State Military Personnel Officers (MPMO/G1).
 - (2) Entertain requests for exception to policy to waive the six year eligibility requirement.
- e. The State Military Personnel Officers (MPMO/G1) will:
 - (1) Upon receipt of such a request, verify the Soldier's eligibility for retirement.
 - (2) Compute the Soldier's service in all components of U.S. Military Services (Army, Navy, Marine Corps, Air Force, and Coast Guard).
 - (3) Validate that the Soldier has 20 or more qualifying years for retired pay at age 60 in the National Guard.
 - (4) Issue NGB Form 35.
- f. The Soldier's Unit Commander will:
 - (1) Upon request for retirement, validate the Soldier's eligibility for retirement:
 - (a) Nonregular Retirement per AR 135-180.
 - (b) Active Federal service per AR 635-200.
 - (2) Submit a request to their MPMO/G1 with sufficient lead time to insure the certificate's availability for presentation at the Soldiers final formation or retirement ceremony.

1-5. Preparation

- a. The certificate will contain the following:
 - Soldier's highest rank held at retirement
 - Full name (first - middle - last)
 - The total years of service in the Armed Forces of the United States
 - The sum of the actual years of service in the Army and (if applicable) Air National Guard (ANG)
 - The date of issue(see appendix B)

Note-For the purpose of this certificate, persons retiring with service in both the ARNG and the ANG; the indicated number of years of National Guard service will be the sum of time accumulated in both services.

- b. Total years of service, as applies to the preparation of NGB Form 35, will be expressed in whole years only (see appendix B).
- c. The certificate will be prepared only as a single original.
- d. States will request pre-signed certificates from NGB-DMJ-P (Pubs Mgmt Center), Building 34, Camp Keyes, Augusta, Maine 04333.

1-6. Presentation

The certificate will be presented on behalf of TAG in an appropriate ceremony by the Soldier's immediate commander.

Appendix A
References

Section I

Required Publications

This section contains no entries.

Section II

Related Publications

AR 11-2

Management Control

AR 135-180

Qualifying Service for Retired Pay Nonregular Service

AR 635-200

Active Duty Enlisted Administrative Separations

Section III

Prescribed Forms

This regulation is the prescribing directive for the following form below. The form is a presentation quality certificate and is not available on line.

NGB Form 35

Certificate of Service

Section IV

Referenced Forms

DA Form 2028

Recommended Changes to Publications and Blank Forms

Appendix B
Instructions on completion of NGB Form 35

Table B-1. Contains the line by line directions for completing NGB Form 35.

Figure B-1. Contains a sample NGB Form 35.

Table B-1 – Line by line directions for completing NGB Form 35, Certificate of Service

Item Number	Title/Description	Instructions
First Blank	Rank and Name	Enter in sequence (but the entire entry will not exceed one line). - Rank - As per retirement order. Spell out complete title. Unless space is an issue, then use the standard abbreviation for the rank. - Name - Soldier's full name (first name, middle name, last name) unless space is an issue - then use the middle initial.
Second Blank	Years of Military Service	Enter the grand total of any service in all components of U.S. Military Services (Army, Navy, Marine Corps, Air Force, and Coast Guard). - The figure will be expressed in whole years only; a whole year is defined as 360 days. (Examples: 26 years and 2 months is 26 years; 26 years and 352 days is 26 years; 26 years and 360 days is 27 years.)
Third Blank	Years of National Guard Service	Enter the total National Guard service time (grand total of both ARNG and (if applicable) ANG). - The figure will be expressed in whole years only (see above example).
Fourth Blank	Date	Enter the date of issue - Spell out month (Example: 8 October 2009)



National Guard Bureau
CERTIFICATE OF SERVICE
AWARDED TO

IN RECOGNITION OF _____ YEARS OF SERVICE IN THE
ARMED FORCES OF THE UNITED STATES, INCLUDING
_____ YEARS OF SERVICE IN THE NATIONAL GUARD

DATE _____



Craig R. McKinnon
Chief, National Guard Bureau

NGB FORM 35, 20090901 (PREVIOUS EDITIONS OBSOLETE.)

Figure B-1. Sample NGB Form 35

Glossary

Section I

Abbreviations

ARNG

Army National Guard

ARNGUS

Army National Guard of the United States

CNGB

Chief, National Guard Bureau

DARNG

Director, Army National Guard

MPMO/G1

State Military Personnel Officers

Section II

Terms

State or States

Refers to the 54 entities authorized as a National Guard. (50 States, the Commonwealth of Puerto Rico, the Territories of Guam and the U.S. Virgin Islands, and the District of Columbia).

TAG

The Adjutant General; refers to the Adjutant General of the above referenced States, Commonwealths, and Territories as well as the Commanding General of the District of Columbia National Guard.

Section III

Special abbreviations and terms

This section contains no entries.