



STATE OF NORTH CAROLINA
DEPARTMENT OF PUBLIC SAFETY
JOINT FORCE HEADQUARTERS
NORTH CAROLINA NATIONAL GUARD



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NGNC- COS-VCS

5 March 2013

MEMORANDUM FOR ALL PERSONNEL

FROM: NGNC-COS-VCS

SUBJECT: Personnel Record Retrieval

1. This memorandum is to clarify the North Carolina Air National Guard Records Retrieval policy.
2. Current members of the North Carolina Air National Guard will comply with the following records retrieval policy: In order to request personnel records, members will contact their servicing Force Support Squadron.
3. As prescribed by the Standard Form 180, *Requests Pertaining to Military Records*, retired or separated members of the North Carolina Air National Guard will comply with the following retrieval procedure: Records can be obtained by contacting the National Personnel Records Center at 1 Archives Drive, St. Louis, MO 63138 or fax a standard form 180 to 314-801-9195. The following links can be used to directly access the website for requesting personnel records: <http://www.archives.gov/st-louis/military-personnel/public/index.html> or <http://www.archives.gov/veterans/military-service-records/>.
4. Emergency requests for deceased personnel will go through the North Carolina National Guard Military Funeral Honors Program at 919-664-6000 option 5. Members can find further information at <http://www.nc.ngb.army.mil/SS/Pages/MH.aspx>.
5. Any questions about this policy can be directed to the undersigned at 919-664-6108 or MSgt Erin Wilber at 919-664-6404.

A handwritten signature in blue ink, appearing to read "SDM".

STEVEN D. MARTIN, Col, NCANG
Vice Chief of the Joint Staff