



OKLAHOMA NATIONAL GUARD
JOINT FORCE HEADQUARTERS
3501 MILITARY CIRCLE
OKLAHOMA CITY OK 73111-4305

POLICY MEMORANDUM
NUMBER 23-11

08 February 2023

OKLAHOMA ARMY NATIONAL GUARD (OKARNG) MILITARY RECORD REQUEST
SIGNATURE VALIDATION

1. REFERENCES.

a. Standard Form 180, Request Pertaining to Military Records

b. Army Regulation 25-22, The Army Privacy and Civil Liberties Program, Paragraph 6-2, 30 September 2022

2. PURPOSE. The purpose of this memorandum is to provide instruction for validation of signatures on military record requests.

3. APPLICABILITY. This policy applies to all requests for military records.

4. POLICY. Effective 01 December 2022, a Driver's License, State ID, Passport, Military ID, or Authorized Signature Notarized, will be required as "Proof of Identification" for all military record requests by the following:

a. Service Member.

b. Member's Legal Guardian. Provide copy of "Letters of Guardianship".

c. Next-of-Kin if the Service Member is deceased.

(1) The surviving next-of-kin may be the un-remarried surviving spouse, father, mother, son, daughter, sister, or brother.

(2) The requester must provide proof of death, such as a copy of a death certificate, newspaper article (obituary) or death notice, coroner's report of death, funeral director's signed statement of death, or verdict of coroner's jury.

5. Point of contact for this policy is the Director of Personnel/G1 at (405) 228-5027.

A handwritten signature in black ink, appearing to read "Tom H. Mancino".

THOMAS H. MANCINO
Major General, OKARNG
The Adjutant General

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