



Montana Air National Guard State to State Process

Step 1: Locate your new Unit

(This part can be difficult. Contact MSgt Nik Asmussen if you need help)

The information you will need to gather:

New State: _____ New Unit within that State: _____

POC for Gaining Unit: _____

POC Email Address: _____

Step 2: Contact MSgt Asmussen for incentives verification and to receive your Out-Processing Checklist (FSS FORM 36) **This is required to leave the MTANG**

(If unable to Contact MSgt Asmussen, SMSgt Tyrel Cale is an alternate)

An Exit Survey is conducted during your FSS FORM 36 Signing with ROM

Step 3: Complete Needed Documents

- Montana's required documents to transfer out are as follows:
- **AF FORM 1288 (Signed by O-6 or Higher)**
Separations processed without an O-6 Endorsement may be turned back.
- **Medical Currency via 120 MDG AF FORM 422**
- **FSS FORM 36 (Out-processing Checklist)**
Generated by ROM Office (MSgt Asmussen)
- **Current on Fitness Assessment**

NOTE: The gaining state will require additional information prior to transfer. Be aware that these items typically include a copy of your RIP form VMPPF, among other supporting documents.

Step 4: Congratulations on moving onto another endeavor. Montana will always be a home for you and your family. Please reach out if you want to return to Big Sky Country.

Montana Air National Guard Retention Office Manager (ROM) Contact Information:

MSgt Nikolas Asmussen (MTANG ROM)

nikolas.asmussen@us.af.mil

SMSgt Tyrel Cale (MTANG RR SEL)

tyrel.cale@us.af.mil

On Base 791-2665

Office 406-791-0287

Cell 406-788-8264

Last updated Feb 2024