



Montana Air National Guard State to State Process

Step 1: Locate your new Unit

(Contact MSgt Alyssa Lepore 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 Lepore 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 Lepore, CMSgt Tyrel Cale is an alternate) ROM will verify CCW has been completed if transferring a current incentive.

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

Step 3: Complete Needed Documents with new Unit POC

- **AF FORM 1288 (Signed by O-6 / Group Commander or Higher)**
Separations processed without this Endorsement may be turned back.
- **Medical Clearance AF FORM 422 (Get from 120 MDG)**
- **FSS FORM 36 (Out-processing Checklist)**
Generated by ROM Office (MSgt Lepore)
- **Current Fitness Assessment on file**

NOTE: The gaining state will require additional information prior to transfer. Be aware that these items typically include a copy of your RIP from 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:

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