



RHODE ISLAND NATIONAL GUARD
JOINT FORCE HEADQUARTERS
CAMP FOGARTY, BLDG #330
2841 SOUTH COUNTY TRAIL
EAST GREENWICH, RHODE ISLAND 02818-1728

OFFICE SYMBOL

DATE

MEMORANDUM FOR Commander, Rhode Island Army National Guard, Joint Force Headquarters, ATTN: NGRI-EPM, Camp Fogarty, 2841 South County Trail, East Greenwich, Rhode Island 02818

SUBJECT: Request for Retirement (Enlisted M-Day Soldiers)

1. I, John Doe, request retirement from the Rhode Island Army National Guard effective 30 November 2024 and be transferred to the Retired Reserve on 1 December 2024.
2. I understand that I must complete the following actions prior to my requested retirement date:
 - a. Review **Soldier for Life retirement website** and create or register for the following accounts:
 - DS Logon ID (<https://myaccess.dmdc.osd.mil/>)
 - MyPay <https://mypay.dfas.mil/mypay.aspx>
 - MilConnect <https://milconnect.dmdc.osd.mil/milconnect/>
 - MyArmyBenefits <https://myarmybenefits.us.army.mil/>
 - VA Gov <https://www.va.gov/>
 - DFAS <https://www.dfas.mil/RetiredMilitary/>
 - HRC Records Portal <https://www.hrcapps.army.mil/portal/>
 - iPerms <https://iperms.hrc.army.mil/login/>
 - Soldier for Life (<https://soldierforlife.army.mil/Retirement/>).
 - b. Complete the Out-Processing Checklist provided to me by my unit readiness/admin NCO.
3. I understand that I must make an appointment with the State Retirement Services Officer (RSO) at 401-275-4142 to sign my NGB Form 22 and receive my briefing/retirement packet.
4. Any questions concerning this correspondence may be directed to the undersigned at 401-XXX-XXXX. Thank you in advance for your consideration in this matter.

JOHN DOE
Position