



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

NGRI-xxx

5 January 2023

MEMORANDUM THRU Commander, Unit, Unit Address IAW AR 25-50

FOR Commander, Rhode Island National Guard, Joint Force Headquarters, ATTN:
NGRI-MPO-OPM, 2841 South County Trail, East Greenwich, Rhode Island 02818-1728

SUBJECT: Request for Retirement from the Rhode Island Army National Guard

1. I, **First Last, RANK**, hereby tender my resignation as an officer of the RIARNG under the provisions of paragraph 5(3), NGR 635-100, effective (**last day in the RING**), and request that I be transferred to the Army Reserve with assignment to the USAR Control Group (Retired) effective (**first day of retirement**). I **do (not)** have a remaining reserve obligation.
2. In electing this transfer, I am aware the I **am (not)** qualified for retired pay at age 60 under the provisions of AR 135-180, and **have (not)** been issued a letter notifying me of such eligibility.
3. I understand that I must complete the following actions prior to retirement approval and remember/record all passwords and/or PIN associated with these accounts as once retired, I will no longer be able to utilize by Commen Access Card (CAC):
 - a. Review Soldier for Life retirement website and create/register for the following accounts:
 - DS Logon ID (<https://myaccess.dmdc.osd.mil/>)
 - MyPay <https://mypay.dfas.milmypay.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. Review and update if needed SGLV, DD 93, IPERMS, RPAM (NGB 23), Birth Certs, marriage/divorce certs and ERB/ORB.
 - c. Clear Supply (Unit Clearing Record). Clear all unit sections or activities: i.e., gear, computers, government credit cards, keys, and other property assigned by unit.

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d. Proceed to the nearest ID card facility to turn in my Common Access Card (CAC) be issued "Gray Area" Retiree/Retired ID card to myself and dependents.

e. I understand that it's my responsibility to complete my "Application for Non-Regular Retired Pay" at least six months prior to my 60th birthday/Reserve pay eligibility date and will contact the Retirement Services Office (RSO) at (401) 275-4142 for assistance with this process.

f. Complete the Out-Processing Checklist provided to me by my unit readiness/admin NCO.

4. 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.

5. 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.

FIRST M. LAST
RNK, BR
Position