



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

NGRI-MPO(100)

1 October 2024

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Rhode Island Army National Guard FY25 Out-Processing Policy (NGRI-MPO Policy # 24-01)

1. Reference: AR 600-8-8, The Total Army Sponsorship Program, 19 June 2019.
2. This memorandum describes the requirements for all Major Subordinate Commands (MSC) and Direct Reporting Units (DRU) regarding the proper out-processing of Soldiers in the Rhode Island Army National Guard. This process is extremely important and should provide our Soldiers with the best information possible to ensure they are successful coming out of the organization.
3. If Soldiers have decided to depart (retire, ETS, separate, transfer) from the Rhode Island Army National Guard, it is our responsibility to ensure they are prepared to leave the organization on good terms, that they have all required documentation, and meet certain criteria to ensure a smooth transition. This includes clearing personnel, medical, administrative, security clearances, logistics, and any communications requirements according to proper state and federal regulations.
4. Out-processing is a phased period that begins months before a Soldier is scheduled to depart. This includes unit level counseling as well as attendance at the semi-annual Soldier for Life event hosted by the Rhode Island Army National Guard Recruiting and Retention Command and the G1. The Rhode Island Army National Guard Out-processing checklist can be found in Enclosure to this memorandum.
5. The point of contact for this memorandum is the SGM Amy A. Slater at (401) 275-4137 or [amy.a.slater.mil@army.mil](mailto:amy.a.slater.mil@army.mil).

Encl  
Out-processing Checklist

DENNIS N. PINEAULT  
LTC, GS  
Deputy Chief of Staff, Personnel