NGRI-xxx 5 January 2024

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 Interstate Transfer (IST)

1. I, First Last, RANK, request to IST to (State) Army National Guard on or about (requested effective date of transfer).

2. I request this IST (detailed justification - include details about civilian career, family, housing location, any hardship that may exist due to travel to Rhode Island).

3. Point of contact for this memorandum is the undersigned at (xxx) xxx-xxxx or your.email@adress.com.

FIRST M. LAST

RNK, BR

Position