



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

NGRI-MPO

16 October 2024

MEMORANDUM FOR SEE DISTRIBUTION

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

1. References:

- a. AR 600-8-8, The Total Army Sponsorship Program
- b. AR 25-400-2, The Army Records Information Management System (ARIMS)
- c. AR 380-5, DA Information Security Program
- d. AR 600-8-101, Personnel Readiness Processing
- e. AR 135-178, Enlisted Administrative Separations
- f. AR 135-175, Separation of Officers
- g. DA Pam 25-403, Guide to Record Keeping in the Army

2. This policy outlines the out-processing procedures for all Soldiers separating from the RIARNG. It is an organizational responsibility to ensure our Soldier's out-processing experience is informative and complete.

3. Traditional Separation: Defined as a Soldier who has reached their Expiration of Terms of Service (ETS) without the intention of reenlisting, requests an interstate transfer (IST), or transfer to the Individual Ready Reserve (IRR).

a. Units will provide the Out-Processing Checklist (**Enclosure 1**) to all Soldiers within 120 days of their separation from the Rhode Island Army National Guard. Commanders and staff will ensure that all personnel, logistical, administrative, medical, and security requirements are cleared prior to the separation date. Once the checklist is complete, both the Soldier and the unit representative will sign and submit it through their respective MSC or DRU administration section.

b. MSC and DRU administrative personnel will upload the out-processing checklist along with a Unit Discharge Request for Orders (**Enclosure 2**) into the Unit Discharge RFO folder found in the PSB RI Dashboard under the Files tab. The G1 will add the

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Soldier to the state discharge roster and begin to process the required documentation before the requested separation date.

4. Retirement : Defined as Soldiers who have reached their 20 years of credible service qualifying them for retirement benefits based on their duty status (AGR/ M-Day).

a. Soldiers requesting traditional retirements must submit their request for retirement **(Enclosure 3 and 4)** through their chain of command IAW existing policies and procedures. the G1 will return the approved request for retirement memorandum to the Soldier through their respective chain of command.

b. MSC's and DRU's will submit the Retirement Certificates Request **(Enclosure 5)** to the Retirement Services Officer (RSO) to ensure all necessary documentation is processed correctly, and that Soldiers receive their retirement certificates in a timely manner.

c. Upon reaching the Soldiers retirement month, MSC and DRU administrative personnel will upload the approved retirement memo, the out-processing checklist, and Unit Discharge Request for Orders into the Unit Discharge RFO folder found in the PSB RI Dashboard under the Files tab.

5. The point of contact for this Out-Processing Policy is SGM Amy A. Slater at (401) 275-4137 or amy.a.slater.mil@army.mil.

5 Encls

1. Out-Processing Checklist
2. Unit Discharge RFO
3. Enlisted Request for Retirement
4. Officer Request for Retirement
5. Retirement Certificates Request Memo

DENNIS N. PINEAULT

LTC, GS

Deputy Chief of Staff, Personnel

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