# RHODE ISLAND NATIONAL GUARD

XXX

NGRI-XXX Today’s Date

MEMORANDUM FOR Joint Force Headquarters, ATTN: NGRI-MPO-RSO, Camp Fogarty, 2841 South County Trail, East Greenwich, Rhode Island 02818

SUBJECT: Retirement Certificates

1. This memorandum serves as a notification that the following Soldier is due the appropriately marked retirement awards. The Retirement Approval Memo from the G1 and this awards request will be uploaded, as one PDF, into the Retirement Teams page. Soldier’s separation date is DD-MM-YYYY, the following is provided:

 Name Highest Grade Held Presentation Date SM’s Spouse James Doe 1SG/E8 3 DEC 24 Jane Doe

2. The following awards and/or letters are requested:

 \_\_\_ TAG Memo (20+ Years & PDRL)

 \_\_\_ Presidential Letter of Appreciation (RPLOA) (30+ Years)

 \_\_\_ Presidential Certificate of Appreciation (DD Form 2542) (15-29 Years)

 \_\_\_ Certificate of Retirement (DD Form 363A) (20+ Years & PDRL)

 \_\_\_ Certificate of Service (NGB Form 35) (20+ w/6 NG)

 \_\_\_ Rhode Island National Guard Certificate of Appreciation (20+ continuous in the

 RING) **Date Entered to RI: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 \_\_\_ Certificate of Appreciation for Spouse (DA Form 3891) (20+ Years)

 \_\_\_ Army Retiring Soldier Commendation Package (20+ Years & PDRL)

 \_\_\_ Letter from the Director of the Army National Guard (AGR Soldiers)

3. Additional awards, i.e., MSM, Rhode Island Star, etc. will be processed through normal awards channels.

4. If you have any questions, please contact me at 401-275-xxxx.

FOR THE COMMANDER:

 (Requestors signature block)