

Request Transfer to the USAR Retired Reserve Process: Soldiers who elect to be transferred to the USAR Retired Reserve after receiving their Notification of Eligibility (NOE) Letter

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
1	From 20 Year Notification of Eligibility (NOE) Letter for Non-Regular Retirement Process (Complete Map)	This process will start at the point during the 20 Year Notification of Eligibility (NOE) Letter for Non-Regular Retirement Process that the Soldier decides to request transfer to the USAR Retired Reserve. See the 20 Year Notification of Eligibility (NOE) Letter for Non-Regular Retirement Process for more information.	AR 600-8-7 NGB 600-200			Please see 20 Year Notification of Eligibility (NOE) Letter for Non-Regular Retirement Process for more details.
2	From 15 Year Notification of Eligibility (NOE) Letter for Non-Regular Retirement Process (Complete Map)	This process will start at the point during the 15 Year Notification of Eligibility (NOE) Letter for Non-Regular Retirement Process that the Soldier decides to request transfer to the USAR Retired Reserve. See the 15 Year Notification of Eligibility (NOE) Letter for Non-Regular Retirement Process for more information.				
3	Complete and send request packet	Unit Personnel and the Soldier complete the Request Transfer to the Retired Reserve packet. Once complete, the Unit Personnel sends the Request Transfer to the Retired Reserve packet through the chain of command to the State G1. Documents within the packet vary from State to State.	AR 140-10 AR 600-8-7	NGB Form 23D or NGB Form 23E Request Transfer to the USAR Retired Reserve Packet (State-specific)		Unit begins preparing for the retirement ceremony (i.e. ordering the flag, ordering the certificate, etc.). Documents within the Request Transfer to the USAR Retired Reserve Process vary from State to State. Coordinate with the Soldier's Unit to assemble required documents in accordance with the State's guidance.
4	Receive packet requesting transfer to Retired Reserve	State MILPO designated personnel receives the request transfer to the Retired Reserve packet from the Unit Personnel.				

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5	Review supporting documents and records (iPERMS)	State MILPO designated personnel reviews supporting documents and records in the Soldier's Official Military Personnel File (OMPF) via the Interactive Personnel Electronic Records Management System (iPERMS). Supporting documents and records vary from State to State.	AR 600-8-104 NGR 600-200	NGB Form 23D or NGB Form 23E	iPERMS	Documents within the Request Transfer to the USAR Retired Reserve Process vary from State to State. Coordinate with the Soldier's Unit to assemble required documents in accordance with the State's guidance.
6	Cut order and/or amendment (if applicable) and generation NGB Form 22/NGB Form 22A (if applicable) (MILPO Orders)	State MILPO designated personnel cuts the orders using the MILPO Orders system. State MILPO designated personnel initiates NGB Form 22 (National Guard Report of Separation and Record of Service) and discharge certificate. If, due to error, an NGB Form 22A (Correction to NGB Form 22) or amendment is required, the State MILPO designated personnel will prepare appropriate documentation.	AR 600-8-105 NGR 600-200	NGB Form 22 NGB Form 22A NGB Form 55B Discharge Orders	iPERMS MILPO Orders	The discharge order and request for discharge packet should be archived for 99 years, based on State Law. The orders are posted to iPERMS. NGB Form 55B (Certificate of Honorable Discharge from the Federally Recognized Army National Guard Transferred to the United States Army Retired Reserves)
7	Input order into SIDPERS and close out RPAM record (SIDPERS)	SIDPERS Interface Branch (SIB) Chief or designated personnel inputs the order into SIDPERS.		NGB Form 23B Discharge Orders	SIDPERS	Retirement Points Accounting Management (RPAM) closes out NGB Form 23B (Army National Guard Retirement Points History Statement).
8	Orders and NGB Form 22 correct?	Unit Personnel and the Soldier receive the order and NGB Form 22. The orders and NGB Form 22 are also posted to iPERMS. If the amended order and/or NGB Form 22 contain no errors, go to step 8. If the amended order and/or NGB Form 22 contain errors, go to step 4.		NGB Form 22 NGB Form 22A NGB Form 55B Discharge Orders		NGB Form 55B (Certificate of Honorable Discharge from the Federally Recognized Army National Guard Transferred to the United States Army Retired Reserves)
9	Attend retirement ceremony	Unit Personnel and the Soldier attend the retirement ceremony. During the ceremony, the Soldier receives a flag, pin and retirement certificate from the Unit Personnel.				

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10	Go to Applying for Non-Regular Retired Pay Process (Complete Map)	For more information about the non-regular retired pay process, see the Applying for Non-Regular Retired Pay Process: ARNG Soldiers or Former ARNG Soldiers who are eligible for Non-Regular Retired Pay approaching Retired Pay Eligibility Date (RPED) process map.				Please see Applying for Non-Regular Retired Pay Process for more details.