



**DELAWARE NATIONAL GUARD
RECRUITING AND RETENTION BATTALION
FIRST REGIMENT ROAD
WILMINGTON, DELAWARE 19808-2191**

NGDE-RRD-Z

3 February 2024

MEMORANDUM FOR Assistant Chief of Staff, NGDE-ACS, 1 Vavala Way, New Castle, DE 19720-1502 WOLHAR.JAIME.LEE.1045077965

Digitally signed by WOLHAR.JAIME.LEE.1045077965
Date: 2024.02.04 13:54:02 -05'00'

SUBJECT: Full-Time National Guard Duty (FTNGD) Tour Request for Recruiting and Retention NCO

1. References:

- a. AR 135-200 (Active Duty for Missions, Projects, and Training for Reserve Component Soldiers), 30 June 1999.
- b. DEARNG Policy Memorandum N. 25 (Active Duty Operational Support Guidance), 8 October 2008.
- c. Joint Federal Travel Regulation (JFTR) Volume 1, 1 October 2014.
- d. AR 600-9 (The Army Body Composition Program), 28 June 2013.
- e. NGR 601-1(Personnel-Procurement, Army National Guard Strength Maintenance Program), 28 April 2006.

2. Request FTNGD tour for one Soldier, E-4 through E-5.

- a. Unit: R&R Battalion, DEARNG
- b. Duty Location: Dover Recruiting Office, 1245 N DuPont Hwy, Dover, DE 19901/ Georgetown Armory, Georgetown, DE 19947
- c. Immediate Supervisor: MSG Passwaters (302) 258-6574
- d. Tour Dates: Start 1 March 2024, End 30 September 2024
- e. Length of Tour: **Estimated 214 days (Contingent upon funding)**
- f. Field Conditions: No
- g. Per Diem: No
- h. Billeting: No

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i. BAH: Yes

j. Rations: No

k. Travel: Command to pay travel, as required

l. Dependent Travel Authorization: No

m. Rental Car Authorized: No

3. Soldier Qualifications:

a. Experience preferred: Previous experience working within Recruiting and Retention and administrative action support

b. Skills/Qualifications Preferred: Current CLS training

c. Minimum Military and Civilian Education Required: Civilian driver's license required

d. Passing score required on most recent ACFT and must meet HT/WT standards IAW AR 600-9

4. Positions of Significant Trust Requirements state and NGB Levels:

a. **State Level Checks/Requirements (COL (O6) Appointing Authority):**

(1) Must be able to produce a favorable National Agency Check with Law and Credit.

(2) Must complete a Department of the Army Sensitive Duty Assignment Eligibility Questionnaire (DA Form 7424).

(3) Must not be listed on the National Sex Offender Public Website, (<http://www.nsopw.gov>) verified and signed by the interviewing agency.

(4) Must provide written consent that authorizes Department of Defense to access criminal history record information for POSTA and receive favorable results from the Nationwide FBI Database digital fingerprint capture system check. This check is completed by the State Security Manager.

(5) Must complete a DD Form 369 for use in Police Records check.

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(6) Must complete, and provide, a favorable Behavioral Health Interview (DA Form 3822).

b. **NGB Level Required checks (POC ARNG-GSS/HRP):** Must have favorable results showing no Type I or Type II offenses as listed in Annex A, HQDA EXORD 193-14. Additional screening will be accomplished by ARNG-GSS/HRP through:

- (1) Department of Army Inspector General
- (2) Criminal Investigation Division
- (3) Office of Military Personnel File including Restricted Fiche Review
- (4) Army Substance Abuse Program

5. Project Justification: Provide R&R support. This will include but not limited to:

- a. Interview and prospect prospective enlistees
- b. Transport Soldiers to MEPS for processing and shipment to BCT/AIT
- c. Area canvassing to support mission
- d. Advise applicants of disqualifications which require waivers and assist with preparation of waiver application(s)
- e. Assist in maintaining monthly communication with RSP Soldiers
- f. Conduct prospecting IAW NGR 601-1 to support lead generation

6. The point of contact for this memorandum is the undersigned at (302) 326-7056 or tribhuwan.singh.mil@army.mil.


Digitally signed by
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Date: 2024.02.03 10:19:47 -05'00'
TRIBHUWAN SINGH
LTC, SC
Commanding