



STATE OF DELAWARE  
DELAWARE NATIONAL GUARD  
RECRUITING AND RETENTION  
FIRST REGIMENT ROAD  
WILMINGTON, DELAWARE 19801-2191



NGDE-RRD-Z

1 July 2020

MEMORANDUM FOR Assistant Chief of Staff, NGDE-ACS, 1 Vavala Way, New Castle,  
DE 19720-1502

SUBJECT: Full-Time National Guard Duty (FTNGD) Tour Request for R&R Assistant  
Officer Strength Manager (OSM)

1. Reference: AR 135-200, Chapter 6, and DEARNG Policy Memorandum 25
2. Request Full-Time National Guard Duty (FTNGD) tour for one Soldier, E-2 through E-4
  - a. Unit: Recruiting and Retention Battalion, DEARNG
  - b. Duty Location: RRB, First Regiment Road, Wilmington, DE 19808
  - c. Immediate Supervisor: CW3 Ernestine Epps (302)326-7096
  - d. Tour Dates: Start 15 July 2020, End 30 September 2020
  - e. Length of Tour: **estimated 90 days (Contingent upon funding)**
  - f. Field Conditions: No
  - g. Per Diem: No
  - h. Billeting: No
  - i. BAH: Yes
  - j. Rations: No
  - k. Travel: Command to pay travel, as required
  - l. Dependent Travel Authorization: No
  - m. Rental Car Authorized: No
  - n. COLA: Based on Soldier's HOR for duty over 140 days; Reference JFTR, Vol 1 Chapter 8 paragraph U8038

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3. Soldier Qualifications:

- a. Experience preferred: Previous experience in administrative support; previous experience working within Recruiting and Retention
- b. Must be self-starter; working knowledge of Microsoft Word, PowerPoint and Excel
- c. Skill/qualifications: Good verbal and written communication skills
- d. Minimum Military and Civilian Education Required: Military Driver's License and current Accident Avoidance Training
- e. Security Clearance Required: Secret
- f. Passing score required on most recent APFT and must meet HT/WT standards IAW AR 600-9

4. Positions of Significant Trust (POST) Requirements for both 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 (NACLC)

(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 POST 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

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

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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 (DAIG)
- (2) Criminal Investigation Division (CID)
- (3) Office of Military Personnel File including Restricted Fiche Review (OMPF)
- (4) Army Substance Abuse Program (ASAP)

5. Project Justification:

- a. Provides R&R Headquarters support
- b. Responsible for the set up/tear down/manning of community events
- c. Develops recruiting programs and materials to increase the number of ROTC cadets that join the DEARNG
- d. Actively recruit qualified officers assigned to the IRR
- e. Facilitates officer transfers into and out of the state and from Active Duty
- f. Assist the Regional Training Institute (RTI) with the development of an effective OCS recruiting program
- g. Coordinates with the Officer Personnel Branch to ensure all administrative requirements are completed for officer accessions

6. POC for this memo is SFC Andrew Máthé at (302) 326-7059.

JAIME L. WOLHAR  
LTC, LG, USA  
Commanding