



**STATE OF DELAWARE
DELAWARE ARMY NATIONAL GUARD
JOINT FORCE HEADQUARTERS
1 VAVALA WAY
NEW CASTLE, DELAWARE 19720-2417**



NGDE-SBZ-OT

7 July 2020

MEMORANDUM FOR Assistant Chief of Staff, DEARNG, 1 Vavala Way, New Castle, DE 19720-2417

SUBJECT: Active Duty Operational Support (ADOS) Tour for 198th ESB Continuity NCO

1. Reference AR 135-200, Chapter 6; DEARNG Policy No. 25
2. Request Active Duty Operational Support (ADOS) tour for one Soldier, minimum grade E-5 and maximum grade of E-6.
 - a. Unit: 261st TTSB
 - b. Duty Location: 103 Artisan Drive, Smyrna, DE 19977
 - c. Immediate Supervisor: MSG Eric Nutto 302-326-7507
 - d. Tour Dates: Start 25 AUG 20/ End 30 SEP 20
 - e. Length of Tour: 37 days, contingent on funds
 - f. Field Conditions: No
 - g. Per Diem: No
 - h. Billeting: No
 - i. BAH: Yes
 - j. Rations: No
 - k. Travel: No
 - l. Dependent Travel Authorization: No
 - m. Rental Car Authorized: No
 - n. COLA: No
3. Soldier Qualifications:
 - a. Experience Required:
 - (1) Proficient in Microsoft Office.

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- (2) Ability to communicate effectively both written and oral.
 - (3) Able to transition Rear Det administrative actions tasks to the 198th ESB full time staff.
 - (4) Knowledge of the 198th ESB units, able to obtain access to applicable training/administrative systems (AFCOS, DTMS, SIBX, etc).
- b. Skill/qualifications Required: N/A
 - c. Minimum Military and Civilian Education Required: N/A
 - d. Security Clearance Required: Secret required
 - e. Soldier will meet all requirements and complete an ADOS packet IAW ARNG Policy Memorandum No. 25, dated 13 May 2015
 - f. Passing score required on most recent APFT and must meet HT/WT standards IAW AR 600-9.
4. Project justification:
- a. This position is required to seamlessly transition all 198th ESB Rear Det actions to the AGR staff upon their return from DEMOB and Leave.
5. POC for this memorandum is MSG Eric Nutto at 302-326-7507 or eric.d.nutto.mil@mail.mil.

ASB AA

AARON S. BLACK II
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Operations