



**DELAWARE ARMY NATIONAL GUARD**  
**261<sup>ST</sup> TACTICAL THEATER SIGNAL BRIGADE**  
**103 ARTISAN DRIVE**  
**SMYRNA, DE 19977-3752**



NGDE-SBZ-DC

5 July 2023

~~MEMORANDUM THRU Deputy Chief of Staff, Operations, DEARNG (NGDE OPS), 1 Vavala Way, New Castle, DE 19720-2417~~

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~~FOR Assistant Chief of Staff, DEARNG (NDGE ACS), 1 Vavala Way, New Castle, DE 19720-2417~~

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SUBJECT: Active-Duty Operational Support (ADOS) Tour for three (3) Administrative support positions

1. Reference AR 135-200, Chapter 6; DEARNG Policy No. 25
2. Request Active-Duty Operational Support (ADOS) tour for three (3) Soldiers, minimum grade E1 and maximum grade of E6.
  - a. Unit: HHC 198<sup>th</sup> ESB-E, A Co 198<sup>th</sup> ESB-E and C Co 198<sup>th</sup> ESB-E
  - b. Duty Location: 1401 Newport Gap Pike, Wilmington, DE 19804; 109 West Pine Street, Georgetown, DE 19947
  - c. Immediate Supervisor: MSG Robert Sheats, 302-326-7241
  - d. Tour Dates: Start 1 AUG 2023 / End 30 SEP 2023
  - e. Length of Tour: 61 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

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SUBJECT: Active-Duty Operational Support (ADOS) Tour for three (3) Administrative support positions

- m. Rental Car Authorized: No
  - n. COLA: No
3. Soldier Qualifications:
- a. Experience Required: N/A
  - b. Skill/qualifications required: 25H Military Occupational Skill, Driver Certified HMMVW Up to Heavy, LTAS/MTV/LMTV.
  - c. Minimum Military and Civilian Education Required: N/A
  - d. Security Clearance Required: SECRET
  - e. Soldier will meet all requirements and complete an ADOS packet IAW ARNG Policy Memorandum No. 25, dated 01 DEC 2020
  - f. Passing score required on most recent ACFT and must meet HT/WT standards IAW AR 600-9.
4. Project justification: The 198<sup>th</sup> ESB-E requires three administrative support positions to assist each unit with administrative task and training task such as DTMS input, LOD requirements, family care plan packets and other duties as assigned.
5. POC for this memorandum is LTC Hyma F. Leatham, [hyma.f.leatham.mil@army.mil](mailto:hyma.f.leatham.mil@army.mil) or 302-326-7500.

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Hyma F. Leatham  
LTC, SC  
Deputy Brigade Commander