



**DEPARTMENT OF THE ARMY
DELAWARE ARMY NATIONAL GUARD
TASK FORCE AVIATION
33 CORPORATE CIRCLE
NEW CASTLE DELAWARE 19720-2439**

NGDE-TFG

15 April 2026

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

SUBJECT: Request for Supply NCO Support

1. Reference AR 135-200, Chapter 6; DEARNG Policy No. 25
2. Request Active-Duty Operational Support (ADOS) tour for one Soldier, minimum grade E4 and maximum grade of E5.
 - a. Unit: 238th AVN REGT
 - b. Duty Location: 41 Corporate Circle New Castle, DE 19720-2439
 - c. Immediate Supervisor: SFC Melendez
 - d. Tour Dates: Start 11 May 26/ End 30 June 26
 - e. Length of Tour: 51 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

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3. Soldier Qualifications:

a. Experience Required: Experience with procedures of handling multiple hand receipts and sub hand receipts. Knowledge of Organizational Clothing and Individual Equipment (OCIE), GCSS-Army Access. Managing multiple UICs. Conduct inventories and be able to multitask.

b. Skill/qualifications Required: 92Y/92A

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 20

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

4. Project justification: 238th Aviation Regiment has numerous training events scheduled over the next two training years including multi-state Annual Training, Aviation Resource Management Survey (ARMS) Inspection, and many internal state missions. The current Unit Supply NCO is on maternity leave from February 2026 until July 2026. Staffing limitations require additional support to plan and coordinate these missions. Requesting to have ADOS hire complete as soon as possible to begin preparation for the ARMS inspection.

5. POC for this memorandum is SFC Kristina Melendez at 302-326-7226 or kristina.a.melendez.mil@army.mil.

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THOMAS L. EMERSON IV
LTC, AV, DEARNG
Commanding