



STATE OF DELAWARE  
DELAWARE ARMY NATIONAL GUARD  
193<sup>rd</sup> REGIMENT (REGIONAL TRAINING INSTITUTE)  
163 SCANNELL BOULEVARD  
BETHANY BEACH, DELAWARE 19930-9210



NGDE-RTI

23 April 2026

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

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

SUBJECT: Full-Time National Guard Duty (FTNGD) Tour Request for 25U10 MOS Reclassification Course Administrative Support

1. Reference AR 135-200, Chapter 6, and DEARNG ATAG Policy Memorandum 25.

2. Request Active Duty Operational Support (FTNGB) tour for one Soldier, minimum grade E-5 and maximum grade of E-6.

- a. Unit: DEARNG 193<sup>rd</sup> RTI
- b. Duty Location: 163 Scannell Blvd, Bethany, Beach 19930-2910
- c. Immediate Supervisor: MAJ James B. Willey
- d. Tour Dates: Start 15 June 2026 to 15 August 2026
- e. Length of Tour: 62 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: N/A

3. Soldier Qualifications:

a. Experience Required: Minimum two years of Administrative Support experience required.

b. Skill/qualifications Required: The individual selected must be able to obtain lperms and IPPS-A access.

c. Soldier will become Common Faculty Development-Instructor Course qualified

d. Minimum Military and Civilian Education Required: 42A MOS

e. Security Clearance Required: N/A

f. Soldier will meet all requirements and complete an ADOS packet IAW ATAG Policy Memorandum No. 25, dated 1 December 2020

g. Passing score on AFT, and meet HT/WT standards IAW AR 600-9

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MOS Reclassification Course Administrative Support

4. This NCO will serve as an Administrative Support NCO at the RTI for the 25U10 MOSQ course. Support operations include, but are not limited to:

- a. Effective written, verbal and supervisory communication skills
- b. Obtain lperms and IPPS-A system access and roles
- c. Be a self-starting individual and able to complete assigned tasks in a timely manner
- d. All other duties as assigned

5. POC for this memorandum is MAJ James B. Willey, 302-326-7911.

WILLEY.JAMES  
.B.1460634985  
JAMES B. WILLEY  
MAJ, LG, DEARNG  
Administrative Officer

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