



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



NGDE-RTI

11 August 2025

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

WOLHAR.JAIME.LEE.1045077965

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SUBJECT: Full-Time National Guard Duty (FTNGD) Tour Request for 25U10 MOS  
Reclassification Course 25U30 (ALC)

1. Reference AR 135-200, Chapter 6, and DEARNG Policy Memorandum 25.
2. Request Active-Duty Operational Support (FTNGD) tour for one Soldier, E-5 to E-6.

- Unit: DEARNG 193<sup>rd</sup> RTI
- Duty Location: 163 Scannell Blvd, Bethany, Beach 19963-9210
- Immediate Supervisor: BN OPS NCO, 193<sup>rd</sup> RTI, 302-326-7692
- Tour Dates: Start 01 October 2025 End 30 September 2026
- Length of Tour: 365 Days contingent on funds
- Field Conditions: No
- Per Diem: No
- Billeting: No
- BAH: Yes
- Rations: No
- Travel: No
- Dependent Travel Authorization: No
- Rental Car Authorized: No
- COLA: N/A

3. Soldier Qualifications:

a. Soldiers will not be promoted above the rank of Staff Sergeant, grade E-6 during this tour.

b. Experience Required: Previous experience working with Course Development and/or instructional design desired.

c. Skill/qualifications Required: Basic Instructor Badge, Instructor Qualified (CFDIC).

d. Minimum Military and Civilian Education Required: 25 Series MOS, or civilian equivalent experience.

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- e. Security Clearance Required: Able to obtain Secret; NALC required.
  - 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.
4. Soldier will serve as Senior Instructor at the RTI for the 25U10 MOSQ course and all 25 series PME courses. Support operations include, but are not limited to:
- a. Assist in Signal Course development and Instruction at the RTI.
  - b. Assist the planning of all 25U courses, Joint Incident Site Communications Course (JISCC), and Common Faculty Development Instructor Course (CFD-IC).
  - c. All other duties as assigned.
5. POC for this memorandum is 1SG Shawn Baum, 302-326-7692.

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

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