



**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 261<sup>st</sup> Administrative 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 E-2 and maximum grade of E-5.
  - a. Unit: 261<sup>st</sup> TTSB
  - b. Duty Location: 103 Artisan Drive, Smyrna, DE 19977
  - c. Immediate Supervisor: MSG Camela Williams 302-326-7525
  - d. Tour Dates: Start 1 AUG 20/ End 30 SEP 20
  - 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
  - m. Rental Car Authorized: No
  - n. COLA: No
3. Soldier Qualifications:
  - a. Experience Required:
    - (1) Proficient in Microsoft Office.

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- (2) Have access or the ability to gain access to administrative systems.
  - (3) Able to take direction and work with little supervision.
  - b. Skill/qualifications Required: HIPPA Certification
  - c. Minimum Military and Civilian Education Required: N/A
  - d. Security Clearance Required: Secret clearance 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 assist the 261st S1 with administrative actions.
5. POC for this memorandum is MSG Camela Williams at 302-326-7525 or [camela.n.williams.mil@mail.mil](mailto:camela.n.williams.mil@mail.mil).



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