



**STATE OF DELAWARE
DELAWARE ARMY NATIONAL GUARD
JOINT FORCE HEADQUARTERS
1 VAVALA WAY
NEW CASTLE, DELAWARE 19720-2417**



NGDE-ASF-Z

08 JUL 20

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

SUBJECT: Active Duty Operational Support (ADOS) Tour for Unit Administrative Support

1. Reference AR 135-200, Chapter 6; DEARNG Policy No. 25
2. Request Active Duty Operational Support (ADOS) tour for two Soldiers, minimum grade E2 and maximum grade of E5.
 - a. Unit: A/3-238th AVN
 - b. Duty Location: 41 Corporate Circle New Castle, DE 19720
 - c. Immediate Supervisor: SFC Kennedy 302-326-7235
 - d. Tour Dates: Start 20 JUL 20/ End 28 AUG 20
 - e. Length of Tour: 40 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) MOS immaterial

NGDE-OPS-DEP

SUBJECT: Active Duty Operational Support (ADOS) Tour for Army Combat Fitness Test (ACFT) Project NCO.

- c. Minimum Military and Civilian Education Required: Advanced Individual Training
 - d. Security Clearance Required: N/A
 - 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: Works with fulltime staff (FTS) to manage administrative tasks and complete paperwork. Supports Unit Movement Officer (UMO) by completing required documentation for movement to MOB station. Assists FTS to complete Family Care Plans and other MOB associated administration.
5. POC for this memorandum is MAJ Thomas Emerson at thomas.i.emerson.mil@mail.mil or 302-326-7204.

MARK I. THOMAS
LTC, AV, USA
Commanding