



STATE OF DELAWARE
DELAWARE ARMY NATIONAL GUARD
COUNTERDRUG TASK FORCE
1150 POWERS LANE
DELAWARE CITY, DELAWARE 19706



NGDE-MSD

14 August 2025

~~MEMORANDUM THRU Assistant Chief of Staff, NGDE ACS, 1 Vavala Way, New Castle, DE 19720-2417~~ WOLHAR.JAIME.
LEE.1045077965

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FOR HRO (NGDE-HRO-AG), 1 Vavala Way, New Castle, DE 19720-2417

SUBJECT: Full-time National Guard Duty for Operational Support (FTNGD-OS)
request for Counterdrug Task Force Support

1. Reference: AR 135-200, Chapter 6 and DEARNG Policy Memorandum 25
2. Request for Full-time National Guard Duty for Operational Support (FTNGD-OS) tour for one DEARNG Soldier pay grade of E7, posting is non-MOS specific.
 - a. Unit: DEARNG Counterdrug Task Force
 - b. Duty Location: 1150 Powers Lane, Scannell Armory, Delaware City, DE 19706
 - c. Immediate Supervisor: CPT Amanda L. Perry, 302-326-7755
 - d. Tour Dates: 1 November 2025 to 30 September 2026
 - e. Length of Tour: Estimated 334 days (**Contingent upon funding**)
 - f. Field Conditions: No
 - g. Per Diem: No
 - h. Billeting: No
 - i. BAH: Yes
 - j. Rations: No
 - k. Travel: Command to pay travel, as required
 - l. Dependent Travel Authorization: No
 - m. Rental Car Authorized: No
 - n. COLA: Based on Soldier HOR for duty over 140 days. (FMR Volume 7a, Chapter 67).

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3. Duties and Responsibilities: The Delaware National Guard Counterdrug Program is seeking to fill one position with a highly qualified individual. This individual will be the Senior Enlisted Advisor (SEA) for the Counterdrug Program and will advise the Counterdrug Coordinator (CDC) on operational, budget, and administrative matters. Support operations include but are not limited to:

- a. Assist in planning, coordinating and supervising personnel and activities that support the Counterdrug Program's mission.
- b. Advise the CDC on enlisted Soldier matters to include duty assignments, promotions, awards, welfare and recreational activities, human relations, equal opportunity and alcohol related concerns.
- c. Provide counsel and guidance to subordinate personnel.
- d. Prepare and maintain an order of merit list for schools and courses, ensuring personnel are qualified and prepared to attend.
- e. Plan, maintain and execute a budget of more than \$1.5 million which includes, but not limited to: building and maintaining annual budget spreadsheets, individual cost factors, projecting travel and training budget, projecting annual IDT and AT reimbursement expenses for personnel, plan Air Days needed to maintain Air Guard personnel on orders and project OMNG funds annually.
- f. Work closely with USPFO and NGB J-32 Resource Management section to ensure that a 98% funding execution is met annually.
- g. Conduct quarterly budget recons with USPFO and Joint Staff Budget analyst.
- h. Track and manage the Counterdrug Asset Forfeiture account.
- i. Review orders in DAMPS.
- j. Review authorizations and vouchers in the Defense Travel System (DTS).

4. Qualifications and Requirements:

- a. Graduate of the U.S Army's Senior Leader Course (SLC) and provide SLC 1059 (or MLC if completed).
- b. Must have held an E7 NCO Leadership position and provide NCO Evaluation Report covering the last 36 months.
- c. Preferred civilian experience: post-secondary education in criminal justice, criminology, or data analytical field.

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d. Experience working with Law Enforcement Agencies/ Offices along with working in a training environment and/or Instructor Qualified is strongly desired.

e. Strong computer skills to include data analysis and experience in administrative duties along with excellent oral and communication skills.

f. Security Clearance: Top Secret preferred. Secret and NALC required.

g. Branch qualified and must possess a military driver's license and current civilian driver's license.

h. Must be able to work a flexible schedule to include weekends, overnight missions and extensive travel.

i. Criminal records check and/or security screening must be completed by all selected for hire before coming on Counterdrug orders.

j. Passing score required on most recent diagnostic or record AFT, height and weight within standards of AR 600-9.

k. ARNG Soldiers must meet medical retention standards set forth in AR 40-501 Chapter 3 and Chapter 10.

l. Urinalysis testing is required upon entry into active duty, and personnel are subject to periodic testing while on active duty. These requirements are in addition to testing by units of assignment during IDT/AT under ARNG Substance Abuse Programs.

m. Requirement to continue attendance at IDT/AT while on FTNGD-CD orders.

n. Standard of conduct: Soldiers participating in the Counterdrug Program are required to comply with state laws and with DoD Directive 5500.07. They are required to uphold the highest standards of conduct and personal appearance.

o. Outside employment, associates, and off-duty conduct/ activities must be consistent with federal directives on ethics and with state and federal conflict of interest policies. Outside employment will require written approval of CDC according to CNGBM 3100.01 (dtd 30 July 2021).

p. Interested Soldiers must submit a Memorandum for Record (MFR) in accordance with AR 25-50 and address the following: why they desire to be in the Counterdrug Program, why they would make a good fit for the team and what separates them from other potential applicants.

q. Interested Soldiers must have a written recommendation from their unit Commander.

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- r. Interested Soldiers must provide a Biographical Sketch IAW NGR 600-200.
5. Soldiers will go through the full board process and once selected, will need to stay in good standing to keep selection for hire on anticipated start date. If Soldier fails to stay in good standing, the position will be offered to the next qualified Soldier on the OML.
6. POC for this memorandum is the undersigned at amanda.l.perry28.mil@army.mil or (302) 326-7755.

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AMANDA L. PERRY
CPT, MP, DEARNG
Counterdrug Coordinator