



STATE OF DELAWARE  
DELAWARE ARMY NATIONAL GUARD  
1 VAVALA WAY  
NEW CASTLE, DELAWARE 19720-2417



NGDE-LOG

29 August 2020

~~MEMORANDUM FOR Assistant Chief of Staff, NGDE ACS, 1 Vavala Way, New Castle, DE 19720-1502~~ *LLB*

SUBJECT: Active Duty Operational Support (ADOS) Tour for 198<sup>th</sup> Reset Equipment for Production Controller

1. Reference: AR 135-200, Chapter 6, and DEARNG Policy Memorandum 25
2. Request Active Duty Operational Support (ADOS) tour for one Soldier, grade E5 – E6.
  - a. Unit: G4 DOL, DEARNG
  - b. Duty Location: CSMS 1197 River Road, New Castle, DE 19720
  - c. Immediate Supervisor: LTC Gary Nelson (302)326-7436
  - d. Tour Dates: Start 1 October 2020, End 30 September 2021
  - e. Length of Tour: 365 days (Contingent upon funding)
  - 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

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3. Soldier Qualifications:

a. Experience preferred: Previous experience in administrative support; working with production control procedures and operations sufficient to collect, compile, correlate, and maintain production data.

b. Comprehensive knowledge of supply procedures, maintenance operations and equipment reporting, policies, regulations, and procedures governing operations to program workload, shop space, and available personnel.

c. Practical knowledge of GCSS-Army, CL IX operations, procedures, and procurement processes to include funding and execution processes.

d. Minimum Military and Civilian Education Required: MOS ENL: 91, 92, 94, 88M

e. Security Clearance Required: N/A

f. Passing score required on most recent APFT and must meet HT/WT standards IAW AR 600-9

4. Project Justification:

a. Serves as the G4 Reset Equipment Production Controller for 198<sup>th</sup> Equipment

b. Performs as the maintenance production manager to achieve and maintain desired production levels

c. Serves as the equipment readiness expert for the supported unit while providing technical guidance and production oversight

d. Coordinates with the Reset Equipment Supervisor to ensure all requirements are completed

5. The Delaware National Guard Application packet checklist can be found in the attachments to this document to the right.

6. POC for this memo is LTC Gary J. Nelson at (302) 326-7436.

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COL, LG, DEARNG  
Director of Logistics

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