



**DEPARTMENT OF THE ARMY**  
 DELAWARE NATIONAL GUARD  
 JOINT FORCE HEADQUARTERS  
 1 VAVALA WAY  
 NEW CASTLE DE 19720-2417

NGDE-PE

7 July 2025

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

WOLHAR.JAIME.LEE.1045077965

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

SUBJECT: Full-Time National Guard Duty (FTNGD) Operational Support Tour for Validating and Processing Incentives Payments as the Assistant Incentives Manager

1. Reference: AR 135-200, Chapter 6 and DEARNG Policy Memorandum 25
2. Request for Full-Time National Guard Duty tour for one (1) Soldier pay grade of E4-E5.
  - a. Unit: DEARNG ELE JFHQ, G-1
  - b. Duty Location: 1 Vavala Way, New Castle, DE 19720-2417
  - c. Immediate Supervisor: LTC Sarah J. Smedley, 302-326-7013
  - d. Tour Dates: 1 October 2025 to 30 September 2026
  - e. Length of Tour: Estimated 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

NGDE-PE

SUBJECT: Full-Time National Guard Duty (FTNGD) Operational Support Tour for Validating and Processing Incentives Payments as the Assistant Incentives Manager

n. COLA: Based on Soldier HOR for duty over 140 days; reference JFTR, Vol1, Chapter 8, paragraph U8038

3. Soldier Qualifications:

a. Experience Preferred: Previous experience with Incentives is desired but not required.

b. Must be a self-starter with working knowledge of Microsoft Office products.

c. Skill/qualifications: Good verbal and written communication skills as well as general administrative skills.

d. Minimum Military and Civilian Education Required: MOS/Branch immaterial

e. Must have the eligibility to obtain a Secret clearance

f. Passing score required on most recent AFT/ACFT and must meet height and weight standards IAW AR 600-9 dated within 6 months from the closeout date on the announcement.

4. Project justification: Assist in validating and processing Incentive payments for Soldiers as the Delaware program transitions from processing centralized payments to decentralized payments.

5. POC for this memorandum is LTC Sarah Smedley, sarah.j.smedley2.mil@army.mil or (302) 326-7013.

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HYMA F. LEATHAM  
COL, SC, DEARNG  
Deputy Chief of Staff, Personnel