



STATE OF DELAWARE
DEPARTMENT OF MILITARY AFFAIRS
DELAWARE ARMY NATIONAL GUARD
1 VAVALA WAY
NEW CASTLE DE 19720-2417



NGDE-PER

1 August 2023

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

WOLHAR.JAIME.LEE.1045077965

Digitally signed by
WOLHAR.JAIME.LEE.1045077965
Date: 2023.08.03 11:15:08 -04'00'

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 G1 Integrated Personnel and Pay System – Army (IPPS-A)

1. Reference: AR 135-200, Chapter 6, and DEARNG Policy Memorandum 25
2. Request Full-Time National Guard Duty for Operational Support (FTNGD-OS) tour for two Soldiers, maximum grade of E5.
 - a. Unit: JFHQ DEARNG G-1
 - b. Duty Location: 1 Vavala Way, New Castle, DE 19720-2417
 - c. Immediate Supervisor: SFC Jessier Balfantz; 302-326-7253
 - d. Tour Dates: 1 October 2023 to 30 September 2024
 - 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

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SUBJECT: Full-Time National Guard Duty for Operational Support (FTNGD-OS)
request for G1 Integrated Personnel and Pay System – Army (IPPS-A)

n. COLA: Based on Soldier's HOR for duty over 140 days; Reference JFTR, Vol 1
Chapter 8 paragraph U8038

3. Soldier Qualifications:

a. Experience Preferred: Must be proficient with Microsoft Office PowerPoint, Word
and Excel programs.

b. Must be a self-starter.

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

d. Minimum Military and Civilian Education Required: N/A

e. Security Clearance Required: Secret

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

4. Project Justification: Soldiers chosen for this assignment will support the
sustainment of the IPPS-A system in data quality.

5. POC for this memo is the undersigned at joseph.a.cooke.mil@mail.mil or (302) 326-
7040.



JOSEPH A. COOKE, JR.
COL, SC, DEARNG
Deputy Chief of Staff, Personnel