



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 11:15:51 -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 Validating and Processing Incentives Payments as the Assistant Incentives Manager

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 one Soldier, grade of E4-E5.
 - a. Unit: JFHQ DEARNG G-1
 - b. Duty Location: 1 Vavala Way, New Castle, DE 19720-2417
 - c. Immediate Supervisor: 1SG Kenneth Brown, 302-326-7044
 - d. Tour Dates: 1 October 2023 – 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: Command to pay travel, as required.
 - l. Dependent Travel Authorization: No

NGDE-PER

SUBJECT: Full-Time National Guard Duty for Operational Support (FTNGD-OS)
request for Validating and Processing Incentives Payments

m. Rental Car Authorized: No

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: Previous experience with Incentives is desired, but not
required.

b. Must be a self-starter; 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: 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: Assist in validating and processing of Incentive payments for
Soldiers as the Delaware program transitions from processing centralized payments to
decentralized payments.

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



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