



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 11:14:15 -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 Processing and Preparation of MEB/PEB/MAR2 Packets

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: SSG Robert Tomchak, 326-7045
 - 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
 - m. Rental Car Authorized: No

NGDE-PER

SUBJECT: Full-Time National Guard Duty (FTNGD) Tour Request for G1 Support for Processing and Preparation of MEB/PEB/MAR2 Packets

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 Line of Duty (LOD) processing and medical readiness standards 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; must have HIPAA certification or the ability to obtain HIPAA certification.


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 processing and preparation of MEB/PEB/MAR2 packets for Soldiers entering the Integrated Disability Evaluation System (IDES) process; processing LODs; and other medical administrative taskings as assigned.

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