



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



NGDE-LOG

29 July 2020

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

SUBJECT: Active Duty Operational Support (ADOS) Tour for G4 Food Service Operations Manager

1. Reference: AR 135-200, Chapter 6, and DEARNG Policy Memorandum 25
2. Request Active Duty Operational Support (ADOS) tour for one Soldier, grade E-8.
  - a. Unit: G4 DOL, DEARNG
  - b. Duty Location: 1 Vavala Way, New Castle, DE 19720
  - c. Immediate Supervisor: MAJ Fermin Justo (302)326-7427
  - d. Tour Dates: Start 10 August 2020, End 30 September 2020
  - e. Length of Tour: 52 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; previous experience working within Military Food Service operations.
- b. Must be self-starter; working knowledge of Microsoft Word and Excel
- c. Skill/qualifications: Good verbal and written communication skills
- d. Minimum Military and Civilian Education Required: 92G MOS Qualified
- e. Security Clearance Required: N/A
- f. Passing score required on most recent APFT and must meet HT/WT standards IAW AR 600-9

5. Project Justification:

- a. Provides G4 DOL Food Service Support to MSCs
- b. Develops programs and materials to increase unit food service operational readiness
- c. Assist the G4 with the development of an effective food service program
- d. Coordinates with the Food Program Manager to ensure all administrative requirements are completed

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

SHAWN WINTERBOTTOM  
LTC, LG, DEARNG  
Director of Logistics