



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



NGDE-MSD-DIR

7 July 2020

MEMORANDUM FOR Assistant Chief of Staff, DEARNG, 1 Vavala Way, New Castle, DE
19720-2417

SUBJECT: Active Duty Operational Support (ADOS) Tour for Special Project Officer.

1. Reference AR 135-200, Chapter 6; DEARNG Policy No. 25
2. Request Active Duty Operational Support (ADOS) tour for one Soldier, minimum grade O-2 and maximum grade of O-4.
 - a. Unit: DEARNG JFHQ JOC/DOMS
 - b. Duty Location: 1 Vavala Way, New Castle, DE 19720-2417.
 - c. Immediate Supervisor: LTC Garland Pennington 302-326-7080
 - d. Tour Dates: Start 20 JUL 20/ End 30 Sept 20
 - e. Length of Tour: 73 days, contingent on funds
 - 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
3. Soldier Qualifications:
 - a. Experience Required:
 - (1) Proficient in Microsoft Office.



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- (2) Ability to communicate effectively both written and oral.
 - (3) Ability to interact and build relationships with community partners and internal Delaware Army staff sections.
 - (4) Knowledge of the operation, goals, and objectives of G2 programs (e.g., Information Security, Threat Awareness Reporting Program, Intelligence Oversight).
 - (5) Knowledge of military writing style is preferred.
- b. Skill/qualifications Required: N/A
 - c. Minimum Military and Civilian Education Required: Military Intelligence MOS.
 - d. Security Clearance Required: Top Secret preferred
 - e. Soldier will meet all requirements and complete an ADOS packet IAW ARNG Policy Memorandum No. 25, dated 13 May 2015
 - f. Passing score required on most recent APFT and must meet HT/WT standards IAW AR 600-9.
4. Project justification:
- a. Special Project Officer to continue the development of G2/J2 related programs (e.g., Information security, Threat Awareness Reporting Program, Intelligence Oversight, and OPSEC). G3 has provided the funding.
4. POC for this memorandum is LTC Garland Pennington at 302-326-7080 or garland.a.pennington.mil@mail.mil.

GARLAND A. PENNINGTON

LTC, SC, USA

DOMS