



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



NGDE-PER

21 February 2023

~~MEMORANDUM THRU Deputy Chief of Staff, Operations, DEARNG (NGDE-OPS) 1
Vavala Way, New Castle, DE 19720-2417~~

STOWELLJEFFREY, Digitally signed by
STOWELLJEFFREY.DAVID.1045314843
DAVID.1045314843 Date: 2023.03.01 12:02:43 -05'00'

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

WOLHARJAIME.LEE.1045077965 Digitally signed by WOLHARJAIME.LEE.1045077965
Date: 2023.03.01 12:36:53 -05'00'

SUBJECT: Full-Time National Guard Duty for Operational Support (FTNGD-OS)
request for G1 Enlisted Branch support processing NGB 22s/ Integrated Personnel and
Pay System – Army (IPPS-A) support

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 (2)~~ *ONE (1) - T.S.S. G3 Budget Analyst* Soldiers, grades between E4-E6.
 - a. Unit: JFHQ DEARNG G-1
 - b. Duty Location: 1 Vavala Way, New Castle, DE 19720-2417
 - c. Immediate Supervisor: SFC Roberta Clayton, 302-326-7041
 - d. Tour Dates: 15 March 2023 to 28 April 2023
 - e. Length of Tour: Estimated 45 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

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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: Knowledge of IPPS-A and TRSNPROC processes.
- 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 APFT/ACFT and must meet HT/WT standards IAW AR 600-9.

4. Project Justification: Assist the G1 with the processing of NGB 22s for discharged Service Members and daily IPPS-A data input.

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

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THONYJR.1045082 COOKEJOSEPH.ANTHONYJR.10
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JOSEPH A. COOKE, JR.
COL, SC, DEARNG
Deputy Chief of Staff, Personnel