



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

NGDE-PE

7 July 2025

~~MEMORANDUM THRU Assistant Chief of Staff, NGDE-CS, 1 Vavala Way, New Castle, DE 19720-2417~~

WOLHAR.JAIME.LEE.10450779  
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FOR HRO (NGDE-HRA), 1 Vavala Way, New Castle, DE 19720-2417

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

1. Reference: AR 135-200, Chapter 6 and DEARNG Policy Memorandum 25
2. Request for Full-Time National Guard Duty tour for one (1) Soldier pay grade of E4-E5.
  - a. Unit: DEARNG ELE JFHQ, G-1
  - b. Duty Location: 1 Vavala Way, New Castle, DE 19720-2417
  - c. Immediate Supervisor: SSG Carol Beachum, 302-326-7045
  - d. Tour Dates: 1 October 2025 to 30 September 2026
  - 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: No
  - l. Dependent Travel Authorization: No
  - m. Rental Car Authorized: No

NGDE-PE

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

n. COLA: Based on Soldier HOR for duty over 140 days; reference JFTR, Vol1, 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 with 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: MOS/Branch immaterial

e. Must have the eligibility to obtain a Secret clearance

f. Passing score required on most recent AFT/ACFT and must meet height and weight standards IAW AR 600-9 dated within 6 months from the closeout date on the announcement.

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 memorandum is LTC Sarah Smedley, sarah.j.smedley2.mil@army.mil or (302) 326-7013.

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HYMA F. LEATHAM  
COL, SC, DEARNG  
Deputy Chief of Staff, Personnel